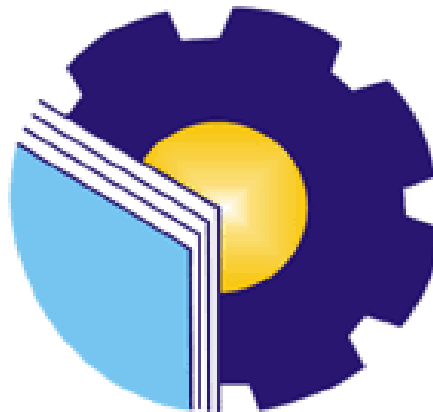


APPRENTICESHIP REPORT
PT. PELABUHAN INDONESIA (Persero) REGIONAL 1
BRANCH OF DUMAI

SRI WULAN RUSSITI DEWI.R
5404191234



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPROVAL SHEET

APPRENTICESHIP REPORT
PT. PELABUHAN INDONESIA (persero) REGIONAL 1 BRANCH OF
DUMAI

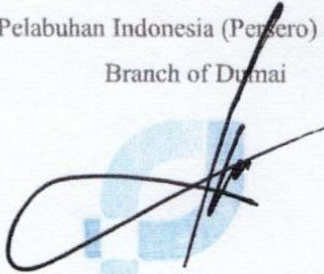
Written as One of the Requirement For Completing of the Job Training

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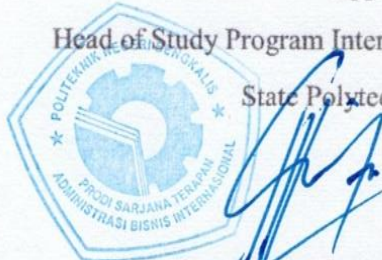


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Sri Wulan Russiti Dewi.R
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LIST OF CONTENTS

COVER	
VALIDITY SHEET	i
AKNOWLEDMENT	ii
LIST OF CONTENTS	iv
LIST OF FIGURE.	vi
LIST OF TABLE	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Benefit of Apprenticeship	3
CHAPTER II COMPANY HISTORY	5
2.1 Company History	5
2.2 Vision and Misssion of PT. Pelindo (Persero).....	8
2.2.1 Vision of PT. Pelabuhan Indonesia (Persero)	8
2.2.2 Mission of PT. Pelabuhan Indonesia (Persero)	9
2.3 Devision Scope at PT. Pelindo (Persero) Regional 1 Branch Dumai ..	9
2.4 Company Products and Services	10
2.5 Organizational Structure of the Company.....	11
2.6 The Working Process	11
CHAPTER III SCOPE OF PRACTICE WORK	14
3.1 Job Description	14
3.2 Time and Place of Apprenticeship	16
3.2.1 Time off Appernticeship	16
3.2.2 Place of Apprenticeship.....	16
3.3 Systems and Prosedurs	17

3.3.1	Work System	17
3.3.2	Work Prosedur	17
3.3.3	Daily Report of Apprenticeship.....	23
3.4	Obstacles and Solution of Apprenticeship	30
3.4.1	Obstacle of Apprenticeship	30
3.4.2	Solution of Apprenticeship	30
	CHAPTER IV CONCLUSIONS AND SUGGESTIONS	31
4.1	Conclusions.....	31
4.2	Suggestions	32
4.2.1	Suggestion for Student.....	32
4.2.2	Suggestion for Bengkalis State Polytechnic	32
4.2.3	Suggestion for PT. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai	33
	REFERENCES.....	34
	APPENDICES	35

LIST OF FIGURE

Figure 2.1 Logo PT. Pelabuhan Indonesia (Persero)	5
Figure 2.2 Organizational Structure of PT. Pelabuhan Indonesia Regional 1 Branch of Dumai	11
Figure 3.1 Office of PT. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai	16
Figure 3.2 Archiving incoming mail	17
Figure 3.3 Employee Medical Letter	18
Figure 3.4 Add up the cost of fuel expanses for the company's cars.....	18
Figure 3.5 Make a list of dump trucks and diesel tanker cars.....	19
Figure 3.6 Checking the 2023 budget	19
Figure 3.7 Make a Official Memorandum	20
Figure 3.8 Make and reproduce copies of minutes	21
Figure 3.9 Pelindo Teaching activities at SMKN 1 Dumai	21
Figure 3.10 Assit and participate in the distribution of Ramadhan Takjil to the people of Dumai City	22
Figure 3.11 List of passanger and crew	22

LIST OF TABLE

Table 3.1	Daily activity of February 01 st , 2023 to February 03 rd , 2023	22
Table 3.2	Daily activity of February 06 th , 2023 to February 10 th , 2023	23
Table 3.3	Daily activity of February 13 th , 2023 to February 17 th , 2023	23
Table 3.4	Daily activity of February 20 th , 2023 to February 24 th , 2023	24
Table 3.5	Daily activity of February 27 th , 2023 to March 03 rd , 2023	24
Table 3.6	Daily activity of March 06 th , 2023 to March 10 th , 2023	25
Table 3.7	Daily activity of March 13 th , 2023 to March 17 th , 2023	25
Table 3.8	Daily activity of March 20 th , 2023 to March 24 th , 2023	26
Table 3.9	Daily activity of March 27 th , 2023 to March 31 th , 2023	26
Table 3.10	Daily activity of April 03 rd , 2023 to April 06 th , 2023	27
Table 3.11	Daily activity of April 10 th , 2023 to April 14 th , 2023	27
Table 3.12	Daily activity of April 17 th , 2023 to May 01 st , 2023.....	27
Table 3.13	Daily activity of May 02 nd , 2023 to May 05 th , 2023	28
Table 3.14	Daily activity of May 08 th , 2023 to May 12 th , 2023	28
Table 3.15	Daily activity of May 15 th , 2023 to May 20 th , 2023	29
Table 3.16	Daily activity of May 22 th , 2023 to May 26 th , 2023	29
Table 3.17	Daily activity of May 29 th , 2023 to May 31 th , 2023	29

LIST OF APPENDICES

Appendix 1	Apprenticeship Reply Letter	35
Appendix 2	Apprenticeship Statement Letter	36
Appendix 3	Apprenticeship Assesment Sheet	37
Appendix 4	Apprenticeship Attendance Sheet	38
Appendix 5	Daily Activity	41
Appendix 6	Work Documentation	46

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Facing the ongoing globalization era, some people are forced to think and work hard to make ends meet. Competition to get a job today is very tight due to the large number of applicants and the small number of jobs that are contested by many people, especially for students who produce graduates every year by the thousands.

Seeing the phenomena that occur, every student must prepare himself well before being declared a graduate in finding a better job. Hard Skill is the main answer to get the job. But having Hard Skills alone is not enough, it must also be balanced with Soft Skills in facing various challenges while doing the job. Developing Hard Skills and Soft Skills in lectures is the key and the best way to achieve success and face competition in the world of work.

Bengkalis State Polytechnic is the only State Polytechnic in Riau Province. Bengkalis State Polytechnic is a tertiary institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Degree and Diploma 4 with an Applied Bachelor degree. The Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 3 and Diploma 4, for the Diploma 3 Study Program consisting of Marine Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, Business English, Civil Engineering, Nauticals, and Management of Commercial Shipping. Meanwhile, the Diploma 4 Study Program consists of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge

Design Engineering, Software Engineering, International Business Administration, Digital Business, and Public Financial Accounting.

State Polytechnic of Bengkalis has responsibility for improving human resources, especially in achieving quality students. One of the efforts made is to require students to take part in practical work. Practical Work is a program that is beneficial for students to have work experience in an institution according to the background of the student's major. This program is a combination of classroom learning and job training to help students gain recognized skills and qualifications. Skills and Qualifications are provided for a wide range of careers with a range of Internship levels including entry, supervisor, and manager levels. Each level of Internship is trained by professionals and the time required depends on the skills and abilities of the Internship participants.

The author has chosen PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai as the place for implementing Field Work Practice activities, because at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai has port activities as has been studied, for example in the field of logistics. During the implementation of practical work the author gets a place in the Training section of the General Division. The implementation of this practical work starts from February 1 to May 31, 2023. The implementation of this practical work is expected to add to the author's insight about various good and correct implementation of tasks and can face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To find out descriptions of work activities at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai

2. To find out the time and place of practical work at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai
3. To find out the work system and general division work procedurs at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai
4. To find out the obstacles in the implementation of practical work and determine solutions to overcome obstacles in the implementation of practical work at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai

1.3 Benefit of Apprenticeship

1. Benefit for Student

The benefits of practical work for students are as follows:

- a. Students get the opportunity to apply theoretical/ conceptual science real world of work.
- b. Students gain practical work experience in applying theoretical/conceptual according to their study program.
- c. Students have the opportunity to be able to anlyse problems related to scince which are applied in work according to their study program.

2. Benefit for Company

The benefits of practical work activities for company are as follows:

- a. The establishment of coopretion between the world of education and certain companies or agencies.
- b. The company received assistance from students who did practical work.

3. Benefit for State Polythecnic of Bengkalis

The benefit of practical work for State Polythecnic of Bengkalis are as follows:

- a. can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and Government agencies or companies where the practical work is carried out.
- b. can improve the competence of State Polytechnic of Bengkalis graduates.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Pelabuhan Indonesia I (Persero) originally during the Dutch colonial period was a company with the name “Haven Bedrijf”. After the independence of the Republic of Indonesia, in the period 1945-1950, the company's status changed to the Bureau of Ports. In 1969, the Port Bureau changed to become a State-Owned Enterprise (BUMN) with the status of a Port State Enterprise, abbreviated as PNP.

Period 1969-1983, PNP changed to the Port Entrepreneurs Association with the name Port Concession Agency abbreviated as BPP. In 1983, based on Government Regulation No. 11 of 1983 The Port Management Agency (BPP) was changed to Port Public Company 1, abbreviated as Perumpel I. Based on Government Regulation No. 56 YEAR 1991 Perumpel 1 changed to PT Pelabuhan Indonesia I (Persero).

Change of company name to PT Pelabuhan Indonesia I (Persero) based on Deed No. 1 dated December 1, 1992 from Imas Fatimah, S.H., Notary in Jakarta and has obtained approval from the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992 dated June 1, 1992 and has been announced in the State Gazette of the Republic of Indonesia No. 8612 dated 1 November 1994, Supplement No. 87.



Figure 2.1 Logo PT. Pelindo (Persero) Regional 1 Branch of Dumai

Source: PT. Pelindo (Persero) Regional 1 Branch of Dumai

Based on Deed No. 207 dated June 30 2014 issued by Notary Risna Rahmi Arifa, S.H., the Company's articles of association have been amended with an increase in the Company's authorized capital from Rp. 1,800,000,000,000 (Rp 1.8T) 7 divided into 1,800,000 shares to become Rp. 6,800,000,000,000 (Rp 6.8 T) divided into 6,800,000 shares with a nominal value of Rp 1,000,000 per share. Based on the deed, there was also an increase in the Company's paid-in capital from IDR 511,960,000,000 which was divided into 511,960 shares with a nominal value of IDR 1,000,000 per share to IDR 1,700,000,000,000 which was divided into 1,700,000 shares with a nominal value of IDR 1,000,000 per share. The amendment to the articles of association has received approval from the Minister of Justice and Human Rights of the Republic of Indonesia No. AHU.05403.40.20.2014 dated 11 July 2014.

The company is domiciled and has its head office at Jalan Krakatau Ujung No. 100 Medan 20241, North Sumatra, Indonesia. Based on Government Regulation no. 64 of 2001, the position, duties and authorities of the Minister of Finance as a shareholder in Persero/Limited Liability Company is transferred to the Minister of BUMN of the Republic of Indonesia, while Operational Technical development is in the hands of the Ministry of Transportation of the Republic of Indonesia and carried out by the Directorate General of Sea Transportation.

Prior to 2008, the Company was engaged in port services, container services, terminals and container depots, shipbuilding business, land services, electricity and water, refueling, consolidation and distribution including animals, port consulting services and customs area management. Since 2008, in order to optimize resources, the Company has been able to carry out other business activities including transportation services, rental and repair of facilities, maintenance of ships and equipment, transshipment of ships, property outside the main activities of ports, industrial areas, tourism and hotel facilities, consulting services and surveyor, communication and information, port construction, expedition, health, supplies, shuttle bus, diving, tally, port pass and scales.

Indonesia has a long history as a maritime country. In the past, the maritime kingdoms of the archipelago such as Sriwijaya, Majapahit, the kingdoms in Maluku once held the key to world trade routes through spices. Merchants from Gujarat and China took spices from the Maluku Islands and then sent them via merchant ships to China, the Arabian Peninsula, Europe, to Madagascar.

Small ports in Indonesia have become transit points and trading centers that bring together traders from various nations, so that they become large trading ports. This is the background for the birth of the Indonesian Port in the era of independence.

Previously, to manage ports in Indonesia, 4 Pelindos were formed which were divided based on different regions. Pelindo I, for example, manages ports in the Provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and the Riau Islands. Pelindo I was formed based on PP No. 56 of 1991, while the name Pelindo I was determined based on Notary Deed No. 1 dated December 1, 1992.

Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java and West Kalimantan. Pelindo II was formed based on PP No. 57 of 1991, Pelindo II Persero) was established based on the Deed of Notary Imas Fatimah SH, No. 3, December 1, 1992.

Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. The formation of Pelindo III was stated in the Notary Deed of Imas Fatimah, SH No. 5 dated 1 December 1992, based on PP No. 58 of 1991.

Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua and West Papua. Pelindo IV was formed based on PP No. 59 dated October 19, 1991. Meanwhile the deed of formation was the Deed of Notary Imas Fatimah, SH no.7 dated December 1, 1992.

Each Pelindo has branches and subsidiaries to manage its business. Pelindo I, II, III, IV are Non-Listed BUMN Companies whose shares are 100% owned by the Ministry of BUMN as Shareholders of the Republic of Indonesia. Therefore, there is no information on Major Shareholders or Individual Controlling Shares in Pelindo. The Republic of Indonesia, represented by the Ministry of State-Owned Enterprises of the Republic of Indonesia, is the sole owner and sole shareholder.

The *merger* or integration of the four Pelindos into one Pelindo which was later named PT Pelabuhan Indonesia was based on Government Regulation Number 101 of 2021 concerning the Merger of PT Pelindo I, III and IV (Persero) into PT Pelabuhan Indonesia II (Persero).

Pelindo II acts as the holding company (parent company) and the 3 Pelindos (I, III, IV) act as sub-holdings. The establishment of a sub-holding that manages business clusters is aimed at increasing Pelindo's service capacity and business efficiency. Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia number: S-756/MBU/10/2021 dated October 1, 2021 regarding Approval for Name Changes, Changes to the Company's Articles of Association and Logo. So that Pelindo II changed its name to PT Pelabuhan Indonesia (Persero) or Pelindo.

2.2 Vision and Mission of PT Pelabuhan Indonesia (Persero)

2.2.1 Vision PT. Pelabuhan Indonesia (Persero)

To become a leader in an integrated and world-class maritime ecosystem. This vision is a statement of the Company's aspiration to become the main gateway to the global logistics network in Indonesia. This aspiration emerges based on geographical potential, business opportunities and national policies that open opportunities for companies to realize the intended vision.

2.2.2 Mission of PT. Pelabuhan Indonesia (Persero)

1. Realizing a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth.
2. Providing port and maritime services that are reliable and integrated with industrial estates and Industrial Estates to support the Indonesian and Global Logistics network by maximizing the economic benefits of the Malacca Straits.

2.3 Scope of Division at PT. Pelindo (Persero) Regional 1 Branch of Dumai

1. General Division
This division has the main task of carrying out the administrative processes of Human Resources (HR), employment relations, administration and household, public relations (PR), and TJSL.
2. Management Systems Division
This division has the main tasks of planning, coordinating, controlling, recommending, and reporting on the preparation of work programs for Environmental Management Systems, International Ship and Port Code (ISPS Code) for port security, Key Performance Indicators (KPI) as a whole, and ensuring suitability and effectiveness in their implementation.
3. Engineering and operations Division
This division has the main tasks of planning, coordinating, controlling, recommending, and reporting on the preparation of work programs for the inventory and maintenance of port infrastructure and equipment, technical recommendations related to building permits (IMB), monitoring port master plans and the environment, as well as drinking water services. , ship water, and electricity services.

4. Finance Division

This division has the main tasks of planning, coordinating, controlling, recommending, and reporting on the preparation of work programs for budget control, treasury accounting, preparation of financial reports and verification of notes and bookkeeping.

2.4 Company Products and Services

Business activities based on the decision of the Minister of Transportation No. KP 133 of 2011 dated March 2, 2011 concerning the Granting of Business Licenses to PT. Pelabuhan Indonesia (Persero) as a Port Business Entity which is carried out in providing port services and other businesses that support the achievement of company goals including the provision or services including the following:

1. Provision or service of wharf services for mooring
2. Provision or service of refueling oil and clean water services
3. Provision or service of passenger and vehicle boarding and alighting facilities
4. Provision or service of dock services for the implementation of loading and unloading activities, as well as port equipment
5. Provision or service of warehouse services, places for storing goods, loading and unloading equipment, and port equipment
6. Provision or service of container terminal services, liquid bulk, dry bulk, and Ro-Ro.
7. Provision or service of loading and unloading of goods
8. Provision or service of distribution center and consolidation of goods
9. Provision or service of ship delay services

2.5 Organizational structure

The organizational structure is a hierarchical line that describes the components to compose the company's work processes, where each human resource within the scope of the company has a different position and function.

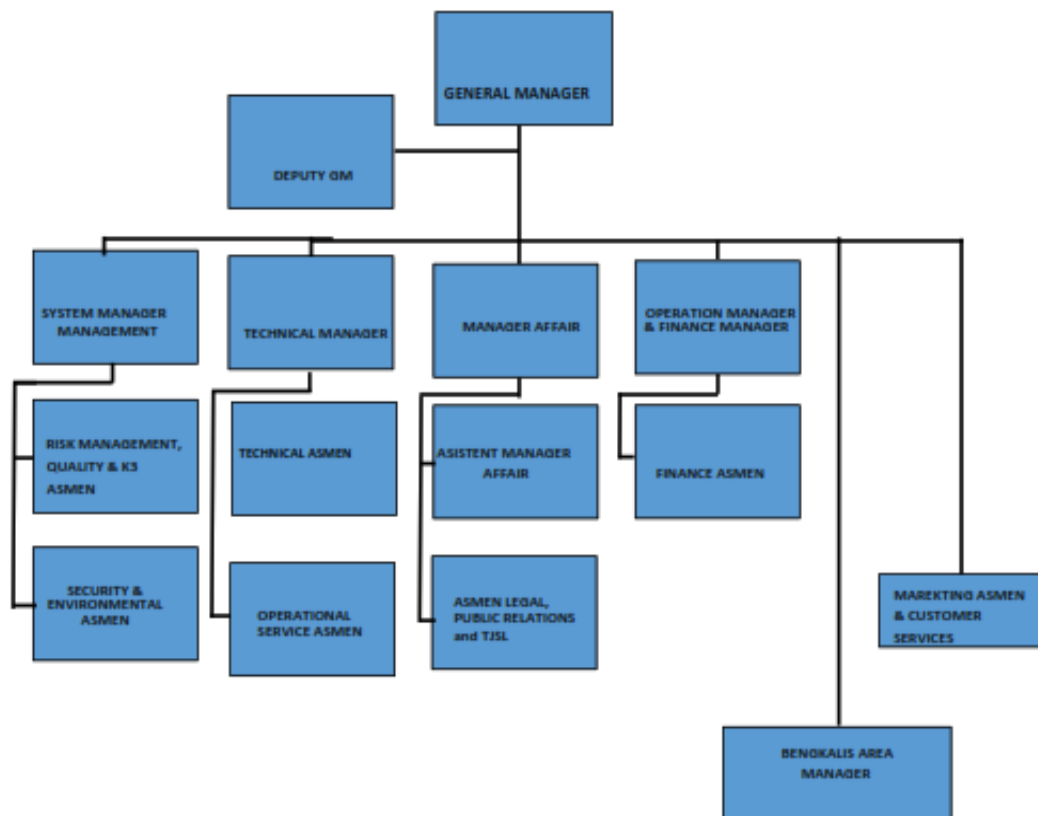


Figure 2.2 organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

Source: PT. Pelabuhan Indonesia (persero) Regional 1 Branch Of Dumai

2.6 The Working Process

During the internship the author was placed in the General Affairs and Public Relations Division of PT. Pelindo (Persero) Regional 1 Branch of Dumai. The General Division is a supporting unit needed by a company to take care of various matters needed by government or private agencies. Duties of the General Division at PT. Pelindo (Persero) Regional 1 Branch of Dumia are:

1. The main duties of the General Affairs and Public Relations Division

a. Carry out the administrative process of Human Resources

The types of work carried out in the human resource administration process are Recognizing Current Labor Availability, Calculating Future Human Resource Needs, Determining Estimated Demand for Human Resources, Designing Strategies and Implementing Human Resource Search.

b. Labor relations

The employment relationship is the relationship between the entrepreneur and the worker/labourer (employee) based on a work agreement.

c. Administration and household

Administration and Household have the task of carrying out security, order, aesthetics, cleanliness, regulation of the use of office facilities, maintenance and care of state property as well as services for official meetings and holding ceremonies.

d. Environmental social responsibility

environmental social responsibility is the company's commitment to participate in sustainable economic development in order to improve the quality of life and the environment that is beneficial, both for the company itself, the local community, and society in general

2. Main Purpose of the General Division

In general, the main task in this General Division is Public Relations. The task of Public Relations is to promote understanding and knowledge of all the facts about the sequence of situations so that the company gains sympathy from those situations and events. The main duties of public relations are:

a. Creating impressions/images

The impression a person, product, or situation gets according to that person's level of knowledge.

b. Knowledge and understanding

Public Relations plays a very important role in providing information to internal and external publics by providing accurate information and in an easy-to-understand format.

c. Create interest

Public Relations must also be able to create public interest in certain situations that have a major impact on companies/organizations.

d. Reception

Public Relations is responsible for providing explanations to the public for situations or events so that the attitude of opposition, indifference that surrounds them can bear fruit into understanding and acceptance.

e. Sympathy

Public Relations must be able to convey information clearly to the public to gain sympathy.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program was carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai for 4 (four) months from 1 February 2023 to 31 May 2023. During the practical work period, interns are placed in the General Division. There are several assignments during practical work in the General Division at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:

1. Archive mail

Archives are very necessary in every field of work so that they can be easily found again at any time when the leadership requires them.

2. Make a medical certificate for employees

Employee medical certificates are given to employees who will seek treatment at the designated hospital. Because every employee is given health insurance by the company.

3. Add up the company car fuel expenses.

The total cost of fuel expenditure is carried out every month to calculate the purchase of fuel for the Company's cars. After it is calculated, it will be entered into a note.

4. Make a list of dump trucks and diesel tank cars

This is done to find out the list of cars that can still operate and are not feasible for operation because they have to do some repairs.

5. Check the 2023 budget

This budget check is carried out to measure, assess and analyze the performance of the current and previous year's budget to compile recommendations in the framework of increasing the budget.

6. **Make official Memorandum**
Official Memorandum is a type of letter that is internal in nature and contains official communications from superiors to subordinates or vice versa. This Official Note is made to carry out the task of submitting reports, notifications, statements, requests, or submissions.
7. **Make and reproduce Copies of Minutes of Handover**
The handover report is a written document made as legal evidence by a company or agency. The minutes of the handover event contain an endorsement or statement, either in the form of procurement of goods/services, projects, positions, and buying and selling.
8. **Participate in Pelindo teaching activities**
This activity was carried out at SMKN 1 Dumai. The Pelindo Teaching program is an educational program initiated by the Ministry of BUMN through Social and Environmental Responsibility (TJSL) in the Education Sector. In this activity Pelindo provided educational assistance in the form of 10 laptop units to the school to assist the learning and teaching process.
9. **Help prepare and follow the distribution of Ramadan takjil**
This activity was carried out during the month of Ramadhan. The distribution of takjil to the community was carried out around the Pelindo port area, on Jalan Nelayan and the people of Dumai city. This activity is held for 2 weeks during the month of Ramadan.
10. **Compiling a list of passengers and crew members**
This arrangement is carried out according to the date and month of ship departure.

3.2 Time and Place of Apprenticeship

3.2.1 Time of Apprenticeship

This practical work activity is carried out in accordance with the provisions of the code of conduct for the implementation of practical work

activities. The period of 4 (four) months from 1 February to 31 May 2023. During practical work, interns are placed in the General Division.

3.2.2 Place of Apprenticeship

In carrying out practical work activities carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, Kec. Dumai Timur, City of Dumai. Apprentices are placed in the General Division.



Figure 3.1 Office of PT. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai
Source : PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

3.3 Systems and Procedures

3.3.1 Work System

To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate work online and also uses a manual system. Online systems such as sending reports via email. While the manual system is used for recording Minutes and medical certificates.

3.3.2 Work Procedures

Work procedures or activities carried out when carrying out practical work at the General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is explained as follows:

1. Archive mail

Archives are very necessary in every field of work so that they can be easily found again at any time when the leadership requires them. For more details, see the following image:



Figure 3.2 Archiving incoming mail

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

2. Make a medical certificate for employees

Employee medical certificates were given to employees who will seek treatment at the designated hospital. Because every employee is given health insurance by the company. For more details, see the following image:

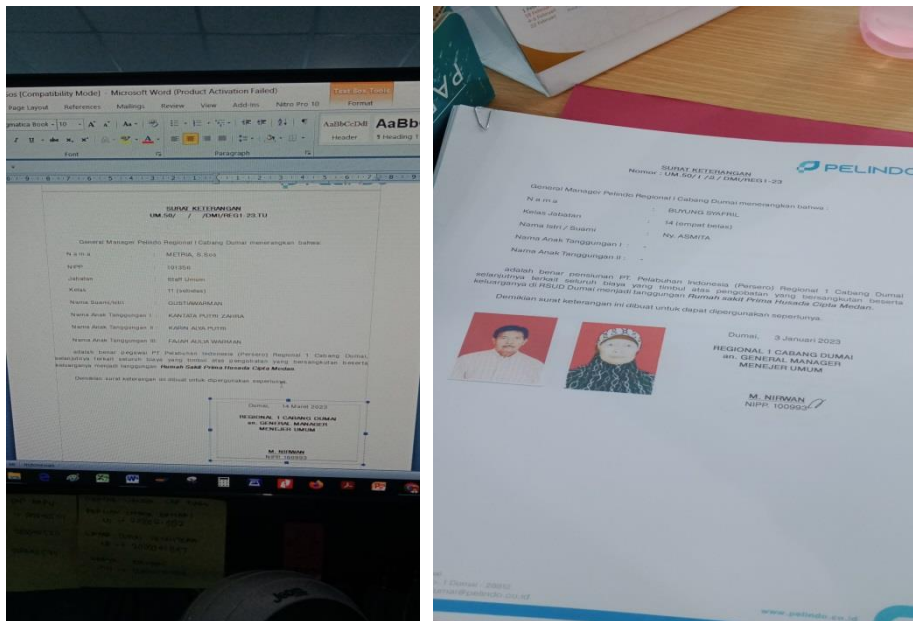


Figure 3.3 Employee medical letter

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

3. Add up the company car fuel expenses

The total cost of fuel expenditure is carried out every month to calculate the purchase of fuel for the Company's cars. After it is calculated, it will be entered into a note. For more details, see the following image:

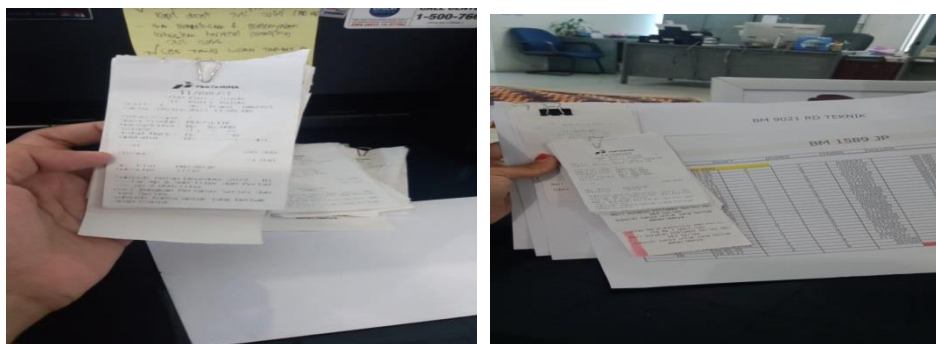


Figure 3.4 Add up the cost of fuel expenses for the Company's cars

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

4. Make a list of Dump Truck Cars and Diesel Fuel Tank Cars

This is done to find out the list of cars that can still operate and are not feasible for operation because they have to do some repairs. For more details, see the following image:

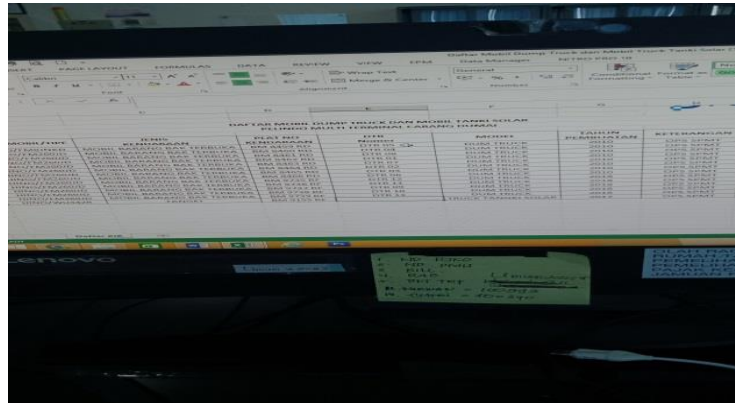


Figure 3.5 Make a list of dump trucks and diesel tanker cars

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

5. Checking the 2023 Budget

This budget check is carried out to measure, assess and analyze the performance of the current and previous year's budget to compile recommendations in the framework of increasing the budget. For more details, see the following image:

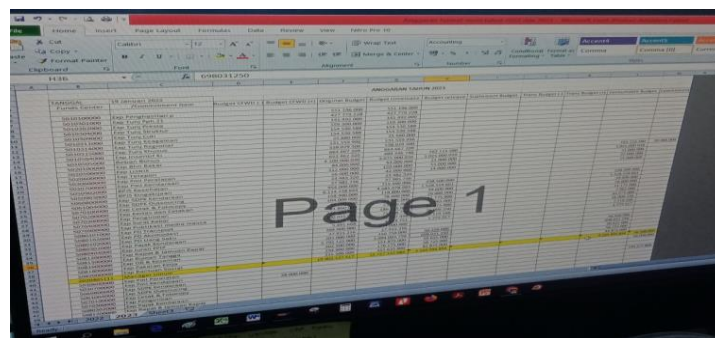


Figure 3.6 Checking the 2023 Budget

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

6. Make official Memorandum

Official Memorandum is a type of letter that is internal in nature and contains official communications from superiors to subordinates or vice versa. This Official Note is made to carry out the task of submitting reports, notifications, statements, requests, or submissions. For more details, see the following image:

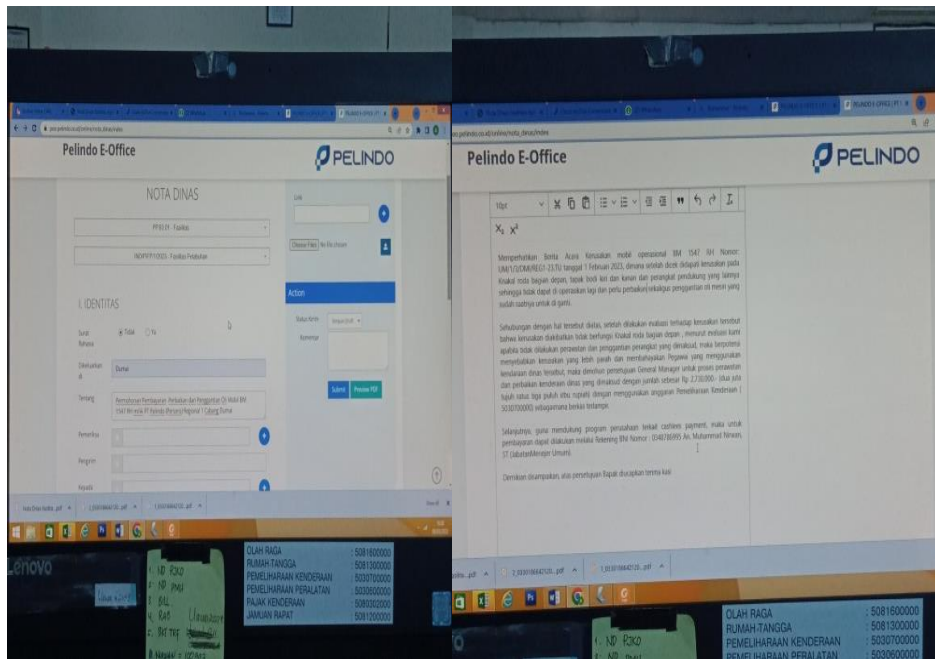


Figure 3.7 Make a Official Memorandum

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

7. Make and reproduce Copies of Minutes of Handover

The handover report is a written document made as legal evidence by a company or agency. The minutes of the handover event contain an endorsement or statement, either in the form of procurement of goods/services, projects, positions, and buying and selling. For more details, see the following image:

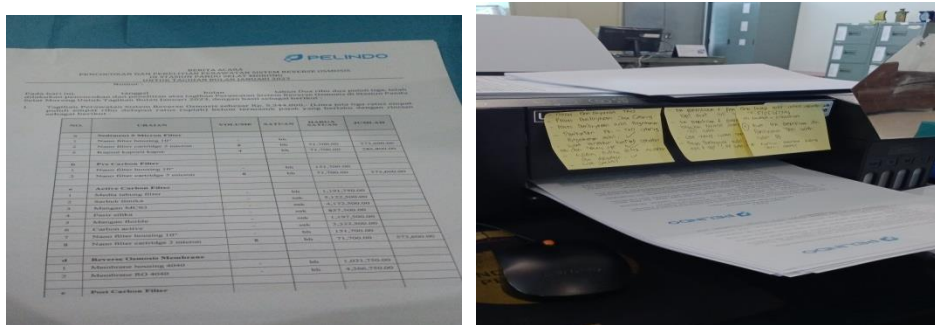


Figure 3.8 Make and reproduce copies of minutes

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

8. Participate in Pelindo Teaching Activities

This activity was carried out at SMKN 1 Dumai. The Pelindo Teaching program is an educational program initiated by the Ministry of BUMN through Social and Environmental Responsibility (TJSL) in the Education Sector. In this activity Pelindo provided educational assistance in the form of 10 laptop units to the school to assist the learning and teaching process. For more details, see the following image:



Figure 3.9 Pelindo Teaching Activities at SMKN 1 Dumai

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

9. Help prepare and participate in distributing Ramadhan Takjil

This activity was carried out during the month of Ramadhan. The distribution of takjil to the community was carried out around the Pelindo port area, on Jalan Nelayan and the people of Dumai city. This activity is held for 2 weeks during the month of Ramadan. For more details, see the following image:



Figure 3.10 Assist and participate in the distribution of Ramadhan takjil to the people of Dumai city

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

10. Compile a list of passengers and crew members

This arrangement is carried out according to the date and month of ship departure. For more details, see the following image:

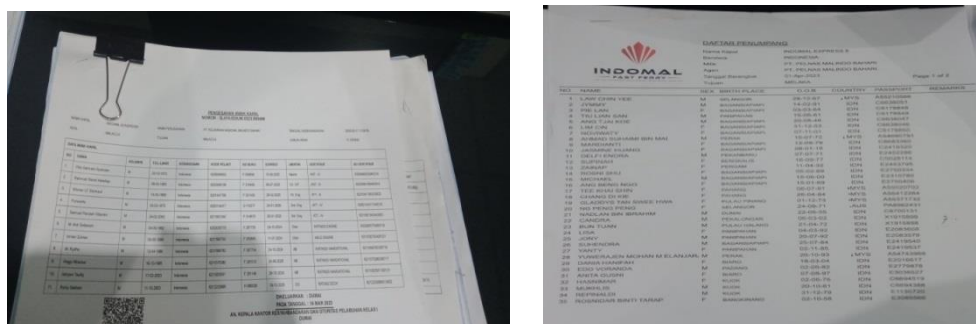


Figure 3.11 List of Passengers and Crew

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

3.3.3 Daily Report of Apprenticeship

The activities carried out during practical work can be seen in the following table:

Table 3.1 Daily Activities of February 01st, 2023 to February 3rd, 2023

No	Day and Time	Description of Activities	Place
1	Wednesday, 01 February 2023	1. Self-introduction 2. Add up the cost of fuel expenses	General Division
2	Thursday, 02 February 2023	Increase the copy of the company car fuel purchase receipt	General Division
3	Friday, 03 February 2023	1. Gymnastics 2. Make a medical certificate for employees on behalf of Ramses	General Division

Source: Processed Data 2023

Table 3.2 Daily Activities of February 06th, 2023 to February 10th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 06 February 2023	Scan fuel purchase receipts	General Division
2	Tuesday, 07 February 2023	Sorting incoming letters, employee medical certificates, cover letters and Minutes	General Division
3	Wednesday, 08 February 2023	1. Archive manual incoming mail 2. Archives of employee medical certificates	General Division
4	Thursday, 09 February 2023	Recap of the application for purchasing goods in Ms. Excel	General Division
5	Friday, 10 February 2023	1. Gymnastics 2. Archives of employee medical certificates	General Division

Sourced: Processed Data 2023

Table 3.3 Daily Activities of February 13th, 2023 to February 17th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 13 February 2023	1. Archives of the Budi Dharma foundation's HORE (Entertainment, Sports and Education) proposal 2. Archives of incoming letters from the main TNI base 3. Archives of medical certificates a.n Samsul Bachri	General Division
2	Tuesday, 14 February 2023	1. Make PPT "Soft skill guest teacher material" 2. Archive incoming mail 3. Print PPT "Material for soft skill guest teachers"	General Division
3	Wednesday, 15 February 2023	Make a list of dump trucks and diesel fuel tankers for the Dumai branch of the Pelindo multi-terminal	General Division
	Wednesday,	1. Scan Bill	General Division

No	Day and Time	Description of Activities	Place
4	16 February 2023	2. Archives of incoming letters from PT. Dumai Paricippta Abadi	
5	Friday, 17 February 2023	1. Gymnastics 2. Recapitulation of PDAM water bills at the General Manager's official residence 3. Scan details of the printing cost budget for September-October 2022	General Division

Sourced: Processed Data 2023

Table 3.4 Daily Activities of February 20th, 2023 to February 24th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 20 February 2023	Archive of incoming letters from the Old TPI Youth Cooperative	General Division
2	Tuesday, 21 February 2023	1. Archive of incoming letters of proposals for humanitarian assistance at the Khairunnisa Al-Jabbar Religious Social House 2. Archives of incoming letters from Bank BNI 3. Archives of incoming letters from PT. Trimitra Agro Jaya 4. Check the 2023 budget 5. Recap of routine badminton expenses Create a Rundown of Events for “Pelindo Teaching”	General Division
3	Wednesday, 22 February 2023	Help prepare the “PELINDO TEACHING” Event. Typing the Prayer Script	General Division
4	Thursday, 23 February 2023	Participate in “PELINDO TEACHING” activities at SMKN 1 Dumai	SMKN 1 DUMAI
5	Friday, 24 February 2023	1. Gymnastics 2. Archive of incoming letters from Bulog 3. Archives of incoming letters from the Transportation Agency 4. Archives of incoming letters from BPD	General Division

Sourced: Processed Data 2023

Table 3.5 Daily Activities of February 27th, 2023 to March 03rd, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 27 February 2023	Crosscheck and verify the October 2022 golf bill	General Division
2	Tuesday, 28 February 2023	Scan RAB repair of Front Wheel Bearing BM 1547 RH operational car of PT. Port of Indonesia Regional 1 Dumai Branch	General Division
3	Wenesday, 01 March 2023	1. Separation of BBM purchase bills according to date and time 2. Recap of February 2023 BBM Bonds	General Division
	Thursday,	1. Scan bill for processing 13 units of	

No	Day and Time	Description of Activities	Place
4	02 March 2023	<ol style="list-style-type: none"> KIR Dump Truck operational vehicles for July 2022 Print the regulations of the Board of Directors of PT. Pelindo regarding the organizational structure and governance of PT. Port of Indonesia (Persero) Enter a photo of the office car oil repair into Ms. Word 	General Division
5	Friday, 03 March 2023	<ol style="list-style-type: none"> Compile fuel purchase receipts with BM 1589 JP, BM 9021 RD, BM 1303 JT, BM 1547 RH, BM 1304 JT, BM 8802 RF, BM 1935 AZ, BM 1967 JG, BM 1891 JG. Arranged by date Scan the estimated budget for the Pandu Tunda Coklit Honorium with KSOP Dumai in December 2022 	General Division

Sourced: Processed Data 2023

Table 3.6 Daily Activities of March 06th, 2023 to March 10th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 06 March 2023	Make a list of employee studies in Ms. Excel	General Division
2	Tuesday, 07 March 2023	Make Minutes of the handover of the ownership of the official residence and hermitage land being sold.	General Division
3	Wednesday, 08 March 2023	<ol style="list-style-type: none"> Make an official note requesting payment for the repair and replacement of the oil for the BM 1547 RH car owned by PT. Pelindo Make an official note requesting payment for relocation of air conditioners (AC) to the Dumai port passenger terminal 	General Division
4	Thursday, 09 March 2023	Make a Restitution Service Note for Sports Fees Routine Golf, table tennis, badminton, and tennis courts in February 2023	General Division
5	Friday, 10 March 2023	<ol style="list-style-type: none"> Gymnastics Photocopy of registration of transfer of rights, encumbrances and other records (land measurement certificate) 	General Division

Sourced: Processed Data 2023

Table 3.7 Daily Activities of March 13th, 2023 to March 17th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 13 March 2023	<ol style="list-style-type: none"> Print receipts for scouting operational car rental work and branch offices for 6 units of PT. Pelindo Regional 1 Dumai Branch in September and October 2022 Making Minutes for work inspection 	General Division

No	Day and Time	Description of Activities	Place
		carried out by CV. Maritime Works	
2	Tuesday, 14 March 2023	1. Make a letter a.n Chandra Hidayat to take part in work accident investigation training and certification 2. Print Service Notes 3. Make a medical certificate a.n Metria	General Division
3	Wednesday, 15 March 2023	Make rules related to the sale of Official Houses through Ms. Excel	General Division
4	Thursday, 16 March 2023	Scan the payment request PT. Layar Dumai Sejahtera	General Division
5	Friday, 17 March 2023	1. Gymnastics 2. Scan BAST, Tax Invoices, Invoices, Receipts, and Minutes	General Division

Sourced: Processed Data 2023

Table 3.8 Daily Activities of March 20th, 2023 to March 24th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 20 March 2023	1. Make a medical certificate a.n Sriadi 2. Make a medical certificate a.n Djuhir 3. Scan the cost of sports activities, taxes, Bengkalis area, air conditioning maintenance and guest services	General Division
2	Tuesday, 21 March 2023	1. Make Dumai FSMAP Meeting Minutes 2. Print BA agreement between PT. Pelabuhan Indonesia Dumai branch and PT. Pelindo Multi Terminal regarding the extension of the term of the lease agreement. 3. Create and print documents/files related to the sale of the Dumai branch of the Pelindo Office House 4. Print Addendum to the agreement between PT. Pelindo with PT. Pelindo Multi Terminal about borrowing and using part of the 1st floor of the Dumai port office	General Division
3	Wednesday, 22 March 2023	Nyepi holy day holiday	
4	Thursday, 23 March 2023	Holidays welcome the holy month of Ramadan	
5	Friday, 24 March 2023	Holidays welcome the holy month of Ramadan	

Sourced: Processed Data 2023

Table 3.9 Daily Activities of March 27th, 2023 to March 31th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 27 March 2023	1. Archives of statements about the correctness of the Documents 2. Archive of street vendor application letter from SMK Kosgoro	General Division

No	Day and Time	Description of Activities	Place
		Payakumbuh	
2	Tuesday, 28 March 2023	Scan of the Budget Details for the Phinnisi Enhancement lunch in February 2023	General Division
3	Wednesday, 29 March 2023	Photocopies of documents/files related to the sale of the Dumai branch of the Pelindo Office House	General Division
4	Thursday, 30 March 2023	Archives of Minutes of office operational car work agreements and scouting after the end of the contract	General Division
5	Friday, 32 March 2023	4 Archive of application letter for additional STS anchorage area 5 Archives of work orders 6 Scan BAST and Tax Invoice	General Division

Sourced: Processed Data 2023

Table 3.10 Daily Activities of April 04th, 2023 to April 06th, 2023

No	Day and Time	Description of Activities	Place
1	Tuesday, 04 April 2023	Print Minutes of trial operation	General Division
2	Wednesday, 05 April 2023	Scan of application letter for payment of Clean Water supply work	General Division
3	Thursday, 06 April 2023	Give the number and date in the Minutes of matching and maintenance of the Reverse Osmosis system at the Morong Strait pilot station	General Division

Sourced: Processed Data 2023

Table 3.11 Daily Activities of April 10th, 2023 to April 14th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 10 April 2023	Scan Recapitulation of roof maintenance work	General Division
2	Tuesday, 11 April 2023	Participate in the distribution of takjil Ramadhan	Nelayan Street
3	Wednesday, 12 April 2023	Help prepare and participate in the distribution of takjil Ramadhan	The people of Dumai city
4	Thursday, 13 April 2023	Scan of Minutes of Agreement Add Less End of Continuation Work on Dumai Branch Office Repairs	General Division
5	Friday, 14 April 2023	Give the number and date on the Minutes of work handover	General Division

Sourced: Processed Data 2023

Table 3.12 Daily Activities of April 17th, 2023 to May 01st, 2023

No	Day and Time	Description of Activities	Place
1	Monday 17 April 2023	Scan the Minutes of the PAS Coklit Meeting entering the Passenger Terminal at the Dumai Branch Passenger Terminal	General Division
2	Tuesday, 18 April 2023	Scan of the First Handover Event Minutes regarding repairs to the Dumai branch office	General Division

No	Day and Time	Description of Activities	Place
3	19 April 2023 s/d 01 May 2023	Eid al-Fitr 1444 H holiday	

Sourced: Processed Data 2023

Table 3.13 Daily Activities of May 02nd, 2023 to May 05th, 2023

No	Day and Time	Description of Activities	Place
1	Tuesday, 02 May 2023	Arrange passenger lists by date and month	General Division
2	Wednesday, 03 May 2023	Arrange the approval of the Crew according to the date and month	General Division
3	Thursday, 04 May 2023	Scan of the Agreement Letter Concerning Cleanliness and Environmental Maintenance of the Dumai Port Working Area	General Division
4	Friday, 05 May 2023	1. Gymnastics 2. Scan of Agreement Letter Concerning Dumai Port Facility Maintenance Work	General Division

Sourced: Processed Data 2023

Table 3.14 Daily Activities of May 08th, 2023 to May 12th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 08 May 2023	Arrange passenger lists by date and month	General Division
2	Tuesday, 09 May 2023	Scan of application for determination of Land Dumping Area	General Division
3	Wednesday, 10 May 2023	Scan Recapitulation of maintenance of the terrace roof of the Dumai branch office	General Division
4	Thursday, 11 May 2023	1. Scan the attendance for cleaning maintenance work for the port and housing complex of PT. Port of Indonesia Regional 1 Dumai Branch 2. Documentation of cleaning maintenance work at the port and housing complex of PT. Port of Indonesia Regional 1 Dumai Branch	General Division
5	Friday, 12 May 2023	1. Gymnastics 2. Scan the Minutes of starting work and handing over the work location regarding cleaning care work and environmental maintenance in the port work area 3. Seperate the clean water request form according to the date	General Division

Sourced: Processed Data 2023

Table 3.15 Daily Activities of May 15th, 2023 to May 18th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 15 May 2023	Seperate the Clean Water Request Form according to the date	General Division
2	Tuesday 16 May 2023	Scan Check List revision of the technical document for increasing the pontoon capacity of the passenger terminal	General Division
3	Wednesday, 17 May 2023	Scan the Minutes of commencement of work and field handover	General Division
4	Thursday, 18 May 2023	Holiday Ascension of Jesus Christ	
5	Friday, 19 May 2023	1. Gymnastics 2. Scan the minutes of the meeting discussing the installation of portal gates at the passenger terminal at the Dumai branch passenger terminal	General Division

Sourced: Processed Data 2023

Table 3.16 Daily Activities of May 22nd, 2023 to May 26th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 22 May 2023	Compile photos of repair documentation at the passenger terminal using Ms. word	General Division
2	Tuesday, 23 May 2023	Scan of Minutes of Negotiation Price bidding for the procurement of Port PAS card printing machine	General Division
3	Wednesday, 24 May 2023	Scan of agreement letter regarding Dumai port facility maintenance work	General Division
4	Thursday, 25 May 2023	Scan of Minutes of start of work and handover of work location regarding the maintenance of Dumai port facilities	General Division
5	Friday, 26 May 2023	1. Gymnastics 2. Print installation repair work at the passenger terminal and supporting installations in the Dumai Port Area	General Division

Sourced: Processed Data 2023

Table 3.17 Daily Activities of May 29th, 2023 to May 31th, 2023

No	Day and Time	Description of Activities	Place
1	Monday, 29 Mei 2023	Scan the Minutes of depositing the difference in entering the Passenger Terminal at the Dumai branch Passenger Terminal	General Division
2	Tuesday, 30 May 2023	Scan of a work order regarding the continued work on repairs to the Dumai Branch office	General Division
3	Wednesday, 31 May 2023	Scan of 2023 Lubricants procurement work	General Division

Sourced: Processed Data 2023

3.4 Obstacles and Solutions of Apprenticeship

3.4.1 Obstacle of Apprenticeship

During carrying out work practices carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai encountered several obstacles, namely as follows:

1. Students are not given assignments according to majors and courses.
2. The use of the internet available in the office is often jammed or often not connected to a computer when working on Official Notes using the Pelindo E-Office (PEO). This causes work to be a bit disrupted and long.
3. Damage or frequent jammed printer machines in public spaces, for example: printer machine ink that cannot be used, which should print red or other colors but only black and streaks come out.

3.4.2 Solution of Apprenticeship

Solutions that can be taken to overcome obstacles during the practical work process include:

1. Ask the apprentice coordinator at the office to be given assignments according to the majors and study programs that have been studied.
2. While working on the Official Memorandum in the Pelindo E-Office (PEO), apprentice students use their cellphones to connect their laptops to the internet so that work continues and doesn't take long.
3. When going to print documents, interns go to another room to print documents. For example, if you want to print or reproduce medical certificates or minutes, intern students have to go to another room such as the engineering division to print or reproduce medical certificates and minutes.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, it can be concluded as follows:

1. There are several types of work during the practical work program, namely: filing letters, making employee medical certificates, calculating company car fuel expenses, making a list of dump trucks and diesel tank cars, checking the 2023 budget, making official notes, making and reproduce copies of the Minutes of Handover, participate in pelindo teaching activities, help prepare and take part in the distribution of Ramadan takjil, and compile a list of passengers and crew on board.
2. This practical work activity is carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located at Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, Kec. East Dumai, City of Dumai, Riau. During practical work the author was placed in the General Division. Practical work starts on 01 February 2023 to 31 May 2023.
3. To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate online work and also uses a manual system. Online systems such as sending reports via email. While the manual system is used for recording Minutes and medical certificates.
4. During the implementation of practical work there were several obstacles, namely students were not given assignments according to their department and course, the printer machine jammed, and the internet network in the office often jammed. The solution taken to overcome the existing obstacles is to ask the apprentice coordinator at the office to be given assignments according to the department and study program they

have studied, the intern students go to another room to print and reproduce documents, and the intern students use their cellphones to connect the internet to the computer.

4.2 Suggestions

After doing practical work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, there are several suggestions, as follow:

4.2.1 Suggestion for Student

Suggestions for students who intern at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:

1. Students should upgrade their computers more, key Microsoft Word, Microsoft Excel, Microsoft Power Point. Because it is very useful when doing practical work in the General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. Especially in making Minutes, and making tables.
2. Students must study design in the Visual Design Practicum course in the International Business Administration program. Because when doing practical work the General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumsi. For example making posters, banners, stickers.

4.2.2 Suggestions for Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic are as follows:

1. The campus is strengthening cooperative relations with PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai in order to provide opportunities for students who want to do practical work more easily and are openly accepted by companies.
2. The campus is expected to be able to monitor students who are carrying out practical work in companies.

4.2.3 Suggestions for PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

Suggestions for PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:

1. Provide criticism and suggestions to students so that they are even better at carrying out the assignments given.
2. Establish cooperative relationships between campuses and companies to provide opportunities for students who wish to do practical work at PT. Indonesian Port (Persero) Regional 1 Branch of Dumai. If students do internships in companies get benefits from each party.

REFERENCES

PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
Bengkalis State Polytechnic Practical Work Guide

APPENDICES

Appendix 1: Apprenticeship Reply Letter



Dumai, 13 Desember 2022

Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22
Lampiran : 1
Perihal : Permohonan Kerja Praktek (KP)

Kepada Yth. Direktur Politeknik Negeri Bengkalis

Menunjuk surat dari Direktur Politeknik Negeri Bengkalis Nomor : 5724/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktek (KP).

Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui mahasiswi Saudara untuk melakukan Kerja Praktek di perusahaan kami terhitung mulai 01 Februari s.d 31 Juli 2023 atas nama sebagai berikut :

NO	NAMA MAHASIWA/I	NIM	JURUSAN
1	ERLINDA SURYATI	5404191243	D4 Administrasi Bisnis Internasional
2	SRI WULAN RUSSITI DEWI R	5404191234	D4 Administrasi Bisnis Internasional
3	AYU FARAH SHAINDAH	5404191241	D4 Administrasi Bisnis Internasional
4	NORALIZA	5404191253	D4 Administrasi Bisnis Internasional

Untuk pelaksanaan dimaksud kepada Mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :

1. Sebelum memulai Kerja Praktek wajib melapor kepada Asisten Menejer Umum pada Divisi Umum Cabang Pelabuhan Dumai.
2. Mentaati semua peraturan yang berlaku dan Protokol Kesehatan di Perusahaan dan wajib memahaminya.
3. Menyerahkan Surat Keterangan Rapid Tes bebas Covid-19 dan Surat Keterangan Sudah Vaksin (Min. Dosis kedua).
4. Melengkapi Fotocopy Asuransi Jiwa / BPJS Kesehatan.
5. Menyerahkan surat pernyataan bermaterai dari Kampus apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab.
6. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN
NO : KP.40 /1/13/ DMI/REG1-23.TU

General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

N a m a : SRI WULAN RUSSITI DEWI.R
Mahasiswi : Jurusan Administrasi Niaga
NIM : 5404191234
Program Study : Administrasi Bisnis Internasional

Berdasarkan :

1. Surat dari Direktur Politeknik Negeri Bengkalis Nomor : 5724/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktik (KP);
2. Surat General Manager Regional 1 Cabang Dumai Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22 tanggal 13 Desember 2022 perihal Permohonan Kerja Praktik (KP).

Bahwa yang bersangkutan telah melaksanakan Magang/ Kerja Praktek di PT. Pelabuhan Indonesia (Persero) Regional I Cabang Dumai terhitung mulai tanggal 1 Februari s.d 31 Mei 2023, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 2 Juni 2023

REGIONAL 1 CABANG DUMAI
an. GENERAL MANAGER
MENEJER UMUM


M. NIRWAN
NIPP. 100993



Appendix 3 : Apprenticeship Assesment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTIK
PT. PELINDO (PERSERO) REGIONAL 1 CABANG DUMAI**

Nama : Sri Wulan Russiti Dewi.R
NIM : 5404191234
Program Studi : Administrasi Bisnis Internasional
Kampus : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	90
2	Tanggung Jawab	25%	92
3	Penyesuaian Diri	10%	89
4	Hasil Kerja	30%	90
5	Perilaku Secara Umum	15%	89
	Total Jumlah (1+2+3+4+5)	100%	90

Keterangan :

Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik Sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :

Dumai, 31 Mei 2023

An. General Manager

Menejer Umum


M. NIRWAN, ST, M.M
NIPP. 100993

Appendix 4 : Apprenticeship Attendance sheet

ABSENT WORK PRACTICES
PT. Pelindo (Persero) Regional 1 Branch of Dumai

Name : Sri Wulan Russiti Dewi.R

February		
1	Wednesday, 1/2/2023	Sri Wulan Russiti Dewi.R
2	Thursday, 2/2/2023	
3	Friday, 3/3/2023	
4	Monday, 6/2/2023	
5	Tuesday, 7/2/2023	
6	Wednesday, 8/2/2023	
7	Thursday, 9/2/2023	
8	Friday, 10/2/2023	
9	Monday, 13/2/2023	
10	Tuesday, 14/2/2023	
11	Wednesday, 15/2/2023	
12	Thursday, 16/2/2023	
13	Friday, 17/2/2023	
14	Monday, 20/2/2023	
15	Tuesday, 21/2/2023	
16	Wednesday, 22/2/2023	
17	Thursday, 23/2/2023	
18	Friday, 24/2/2023	
19	Monday, 27/2/2023	
20	Tuesday, 28/2/2023	

March		
1	Wednesday, 1/3/2023	Sri Wulan Russiti Dewi.R
2	Thursday, 2/3/2023	
3	Friday, 3/3/2023	
4	Monday, 6/3/2023	
5	Tuesday, 7/3/2023	


6	Wednesday, 8/3/2023	☑
7	Thursday, 9/3/2023	☑
8	Friday, 10/3/2023	☑
9	Monday, 13/3/2023	☑
10	Tuesday, 14/3/2023	☑
11	Wednesday, 15/3/2023	☑
12	Thursday, 16/3/2023	☑
13	Friday, 17/3/2023	☑
14	Monday, 20/3/2023	☑
15	Tuesday, 21/3/2023	☑
16	Monday, 27/3/2023	☑
17	Tuesday, 28/3/2023	☑
18	Wednesday, 29/3/2023	☑
19	Thursday, 30/3/2023	☑
20	Friday, 31/3/2023	☑

April		
1	Monday, 3/4/2023	Sick ☑
2	Tuesday, 4/4/2023	☑
3	Wednesday, 5/4/2023	☑
4	Thursday, 6/4/2023	☑
5	Monday, 10/4/2023	☑
6	Tuesday, 11/4/2023	☑
7	Wednesday, 12/4/2023	☑
8	Thursday, 13/4/2023	☑
9	Friday, 14/4/2023	☑
10	Monday, 17/4/2023	☑
11	Tuesday, 18/4/2023	☑

May		
1	Tuesday, 2/5/2023	包
2	Wednesday, 3/5/2023	包
3	Thursday, 4/5/2023	包
4	Friday, 5/5/2023	包
5	Monday, 8/5/2023	包
6	Tuesday, 9/5/2023	包
7	Wednesday, 10/5/2023	包
8	Thursday, 11/5/2023	包
9	Friday, 12/5/2023	包
10	Monday, 15/5/2023	包
11	Tuesday, 16/5/2023	包
12	Wednesday, 17/5/2023	包
13	Friday, 18/5/2023	包
14	Monday, 22/5/2023	包
15	Tuesday, 23/5/2023	包
16	Wednesday, 24/5/2023	包
17	Thursday, 25/5/2023	包
18	Friday, 26/5/2023	包
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20	Tuesday, 30/5/2023	包
21	Wednesday, 31/5/2023	包

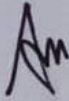
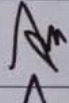
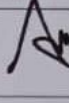
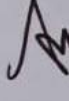
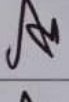
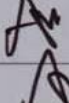
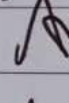
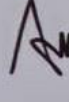
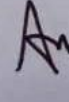


Dumai, May 31, 2023










Supervisor














Wawan Kurniawan, ST
NRP. 19810908242



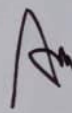







Appendix 5 : Daily Activities







February 21, 2023	<ol style="list-style-type: none"> 1. Archive of incoming letters of proposals for humanitarian assistance at the Khairunnisa Al-Jabbar Religious Social House 2. Archives of incoming letters from Bank BNI 3. Archives of incoming letters from PT. Trimitra Agro Jaya 4. Check the 2023 budget 5. Recap of routine badminton expenses 6. Create a Rundown of Events for teaching SOEs 	
February 22, 2023	<ol style="list-style-type: none"> 1. Help prepare the PELINDO TEACHING Event 2. Typing the Prayer Script 	
February 23, 2023	Participate in PELINDO TEACHING activities at SMKN 1 Dumai	
February 24, 2023	<ol style="list-style-type: none"> 1. Archive of incoming letters from Bulog 2. Archive of incoming letters from the Transportation Agency 3. Archives of incoming letters from BPD 4. Archive of incoming letters from the Old TPI Youth Cooperative 	
February 27, 2023	1. Crosscheck and verify the golf bill for October 2022	
February 28, 2023	Scan RAB for Front Wheel Bearing Repair BM 1547 RH PT. Port of Indonesia Regional 1 Dumai Branch	
March 1, 2023	<ol style="list-style-type: none"> 1. Separation of BBM purchase bills according to date and time 2. Recap of February 2023 BBM Bonds 	
March 2, 2023	<ol style="list-style-type: none"> 1. Scan bill for processing 13 units of KIR Dump Truck operational vehicles for July 2022 2. Print the regulations of the Board of Directors of PT. Pelindo regarding the organizational structure and governance of PT. Port of Indonesia (Persero) 3. Enter a photo of the office car oil repair into Ms. word 	
March 3, 2023	<ol style="list-style-type: none"> 1. Compile fuel purchase receipts with BM 1589 JP, BM 9021 RD, BM 1303 JT, BM 1547 RH, BM 1304 JT, BM 8802 RF, BM 1935 AZ, BM 1967 JG, BM 1891 JG. Arranged by date 2. Scan the estimated budget for the Pandu Tunda Coklit Honorium with KSOP Dumai in December 2022 	
March 6, 2023	Make a list of employee studies in Ms. Excel	
March 7, 2023	Make Minutes of the handover of the ownership of the official	

	residence and hermitage land being sold.	
March 8, 2023	<ol style="list-style-type: none"> 1. Make an official note requesting payment for the repair and replacement of the oil for the BM 1547 RH car owned by PT. Pelindo 2. Make an official note requesting payment for relocation of air conditioners (AC) to the Dumai port passenger terminal 3. Photocopy of registration of transfer of rights, charges and other records (land measurement certificate) 	
March 9, 2023	Make a Restitution Service Note for Sports Fees Routine Golf, table tennis, badminton, and tennis courts in February 2023	
March 13, 2023	<ol style="list-style-type: none"> 1. Print receipts for scouting operational car rental work and branch offices for 6 units of PT. Pelindo Regional 1 Dumai Branch in September and October 2022 2. Making Minutes for work inspection carried out by CV. Maritime Works 	
March 14, 2023	<ol style="list-style-type: none"> 1. Make a letter a.n Chandra Hidayat to take part in work accident investigation training and certification 2. Print Service Notes 3. Make a medical certificate a.n Metria 4. Scan of PT. The Prosperous Dumai Screen 	
March 15, 2023	Make rules related to the sale of Official Houses through Ms. Excel	
March 17, 2023	Scan BAST, Tax Invoices, Invoices, Receipts, and Minutes	
March 20, 2023	<ol style="list-style-type: none"> 1. Make a medical certificate a.n Sriadi 2. Make a medical certificate a.n Djuhir 3. Scan the cost of sports activities, taxes, Bengkalis area, air conditioning maintenance and guest services 	
March 21, 2023	<ol style="list-style-type: none"> 1. Make Dumai FSMAP Meeting Minutes 2. Print BA agreement between PT. Pelabuhan Indonesia Dumai branch and PT. Pelindo Multi Terminal regarding the extension of the term of the lease agreement. 3. Create and print documents/files related to the sale of the Dumai branch of the Pelindo Office House 4. Print Addendum to the agreement between PT. Pelindo with PT. Pelindo Multi Terminal about borrowing and using part of the 1st floor of the Dumai port office 	
March 28, 2023	Scan of the Budget Details for the Phinnisi Enhancement lunch	

	in February 2023	
March 29, 2023	Photocopies of documents/files related to the sale of the Dumai branch of the Pelindo Office House	
March 30, 2023	<ol style="list-style-type: none"> 1. Archives of statements about the correctness of the Documents 2. Archive of street vendor application letter from SMK Kosgoro Payakumbuh 3. BA Archives of office operational car work agreements and scouting after the end of the contract 4. Archive of application letter for additional STS anchorage area 5. Archives of work orders 6. Scan BAST and Tax Invoice 	

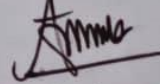
Date	Activity	Signature
April 04, 2023	<ol style="list-style-type: none"> 1. Scan the Minutes of work commencement and field handover 2. Print minutes of trial operation 	
April 05, 2023	Scan of application letter for payment of Clean Water supply work	
April 06, 2023	<ol style="list-style-type: none"> 1. Give the number and date in the Minutes of matching and maintenance of the Reverse Osmosis system at the Morong Strait pilot station 2. Provide the number and date in the Minutes of Work Handover 	
April 10, 2023	Print installation repair work at the passenger terminal and supporting installations in the Dumai Port Area	
April 12, 2023	Help prepare takjil ramadhan	
April 13, 2023	Participate in sharing takjil to the community	
April 18, 2023	Scan of the First Handover Event Minutes regarding the repair of the Dumai branch office	
May 02, 2023	Arrange passenger lists by date and month	
May 03, 2023	1. Compile a list of passengers according to date and month	

	2 Arrange Crew approval according to date and month	
May 08, 2023	Scan of application for determination of Land Dumping Area	
May 09, 2023	Scan Recapitulation of maintenance of the terrace roof of the Dumai branch office	
May 10, 2023	<ol style="list-style-type: none"> 1. Scan the attendance for cleaning maintenance work for the port and housing complex of PT. Port of Indonesia Regional 1 Dumai Branch 2. Scan Documentation of cleaning maintenance work at the port and housing complex of PT. Port of Indonesia Regional 1 Dumai Branch 	
May 11, 2023	<ol style="list-style-type: none"> 1. Scan the Minutes of starting work and handing over the work location regarding cleaning care work and environmental maintenance in the port work area 2. Scan the Minutes of starting work and handing over the work location regarding the maintenance of Dumai port facilities 3. Letter of agreement regarding maintenance work for Dumai port facilities 	
May 12, 2023	Seperate the Clean Water Request Form according to the date	
May 15, 2023	<ol style="list-style-type: none"> 1. Scan Check List revision of the technical document work on increasing the capacity of the passenger terminal pontoon 2. Print the water bill notes 	
May 16, 2023	Scan the Minutes of the PAS Coklit Meeting entering the Passenger Terminal at the Dumai Branch Passenger Terminal	
May 17, 2023	Scan Recapitulation of roof maintenance work	
May 19, 2023	Print installation repair work at the passenger terminal and supporting installations in the Dumai Port Area	
May 22, 2023	Scan of the work order regarding the continued work on repairs to the Dumai Branch office	
	Scan the Minutes of Agreement for Add Less Final	

May 23, 2023	Continuation Work for Repairs to the Dumai Branch Office	
May 24, 2023	Scan the Minutes of depositing the difference in entering the Passenger Terminal at the Dumai branch Passenger Terminal	
May 25, 2023	Scan the minutes of the meeting discussing the installation of portal gates at the passenger terminal at the Dumai branch passenger terminal	
May 29, 2023	Compile documentation photos	
May 30, 2023	Scan of Minutes of Negotiation Price bidding for the procurement of Port PAS card printing machines	
May 31, 2023	Lubricant procurement work scan 2023	

Dumai, May 31, 2023

Supervisor



Wawan Kurniawan, ST
NRP. 19810908242

Appendix 6 : Work Documentation



PELINDO

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Klasifikasi :

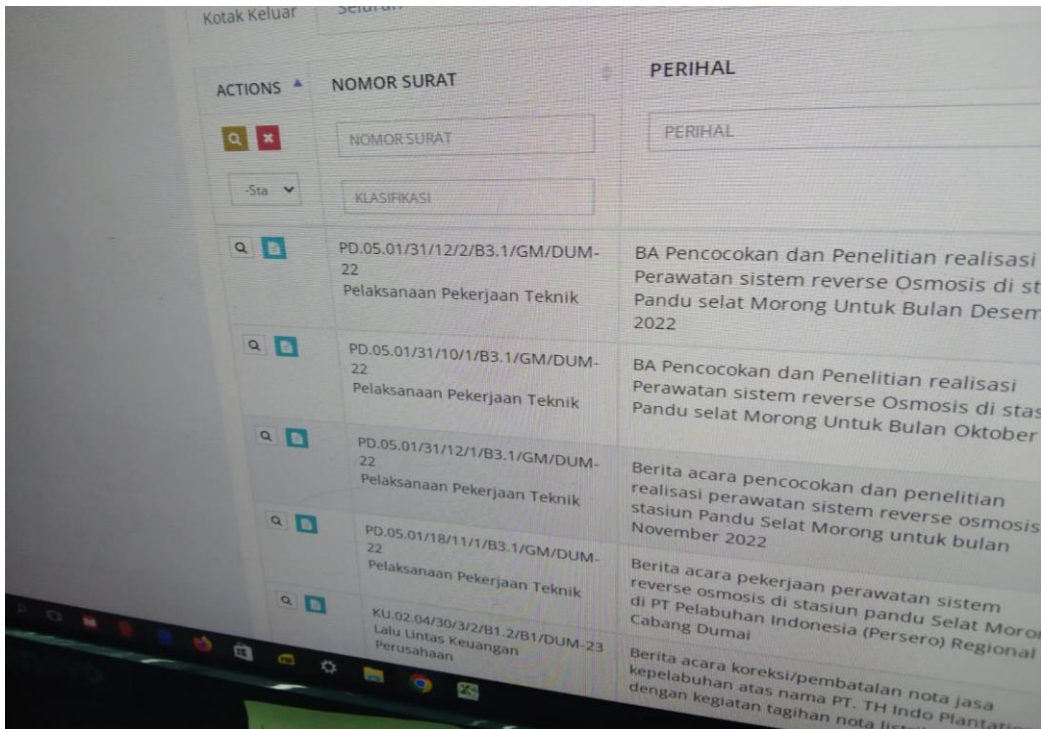
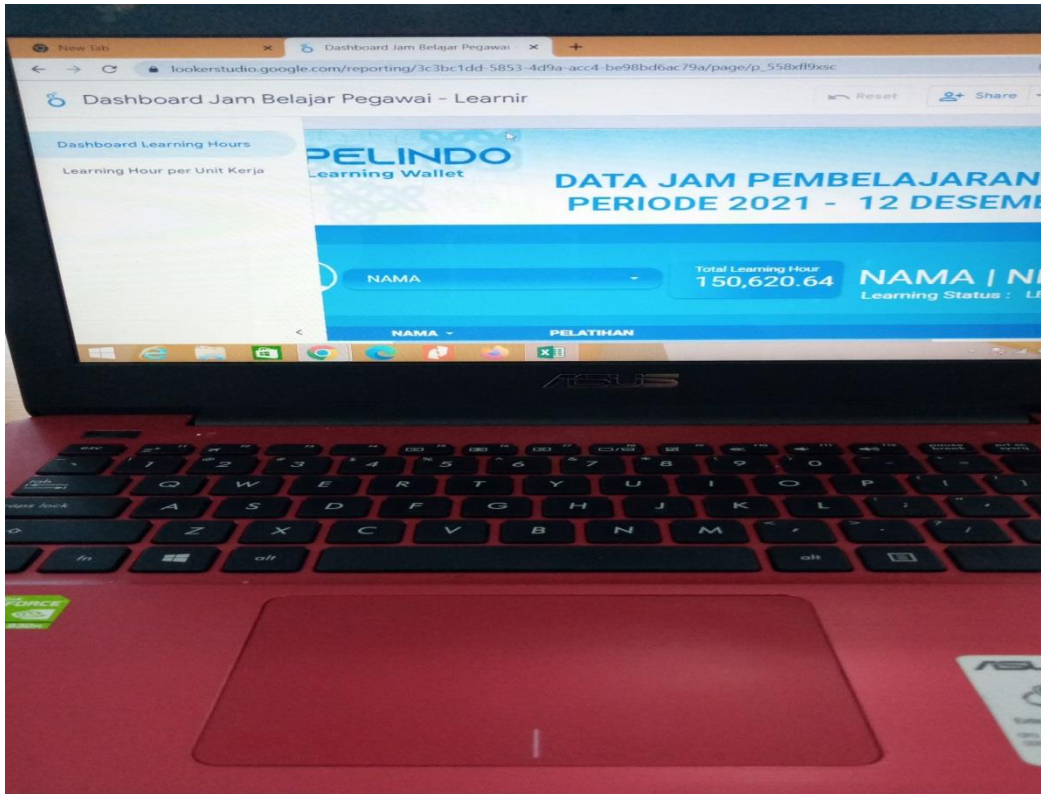
Dumai, 06 Februari 2023
Kepada
Yth Kepala Kantor Kesyahbandaran dan
Otoritas Pelabuhan Kelas I Dumai
di -
Damai

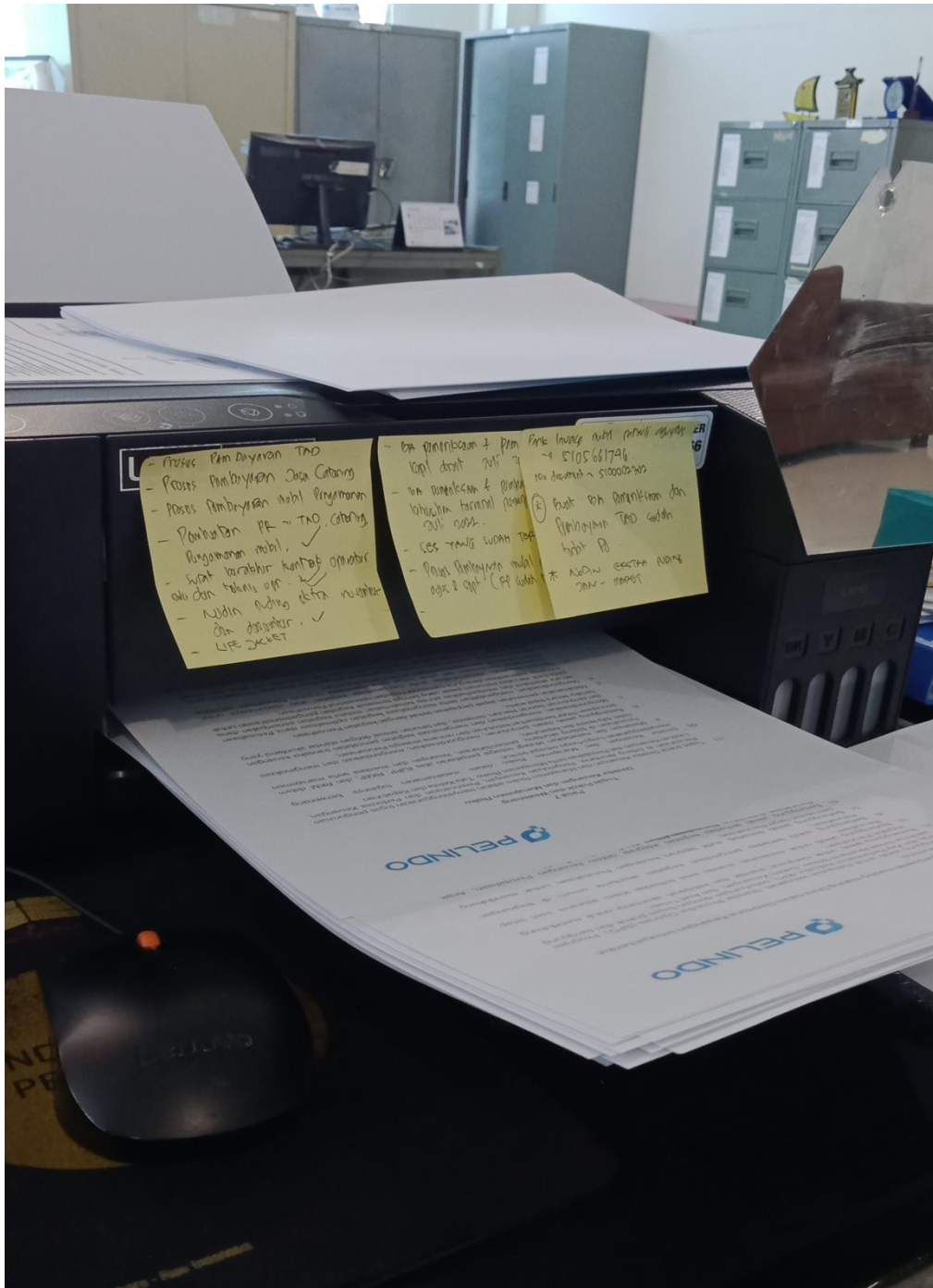
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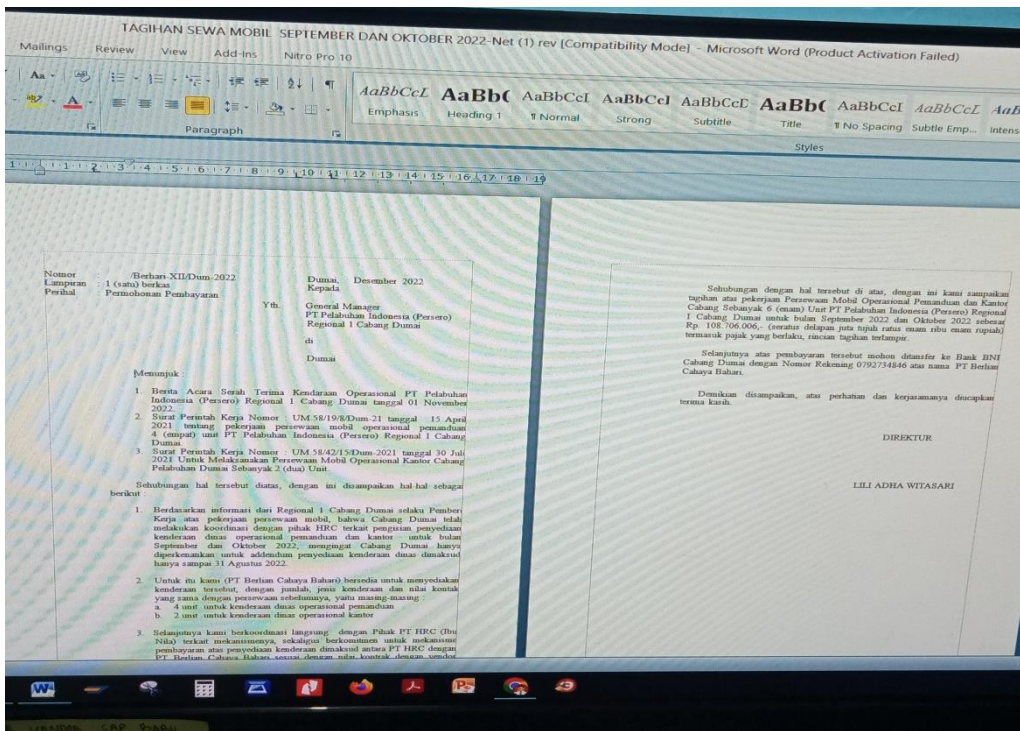
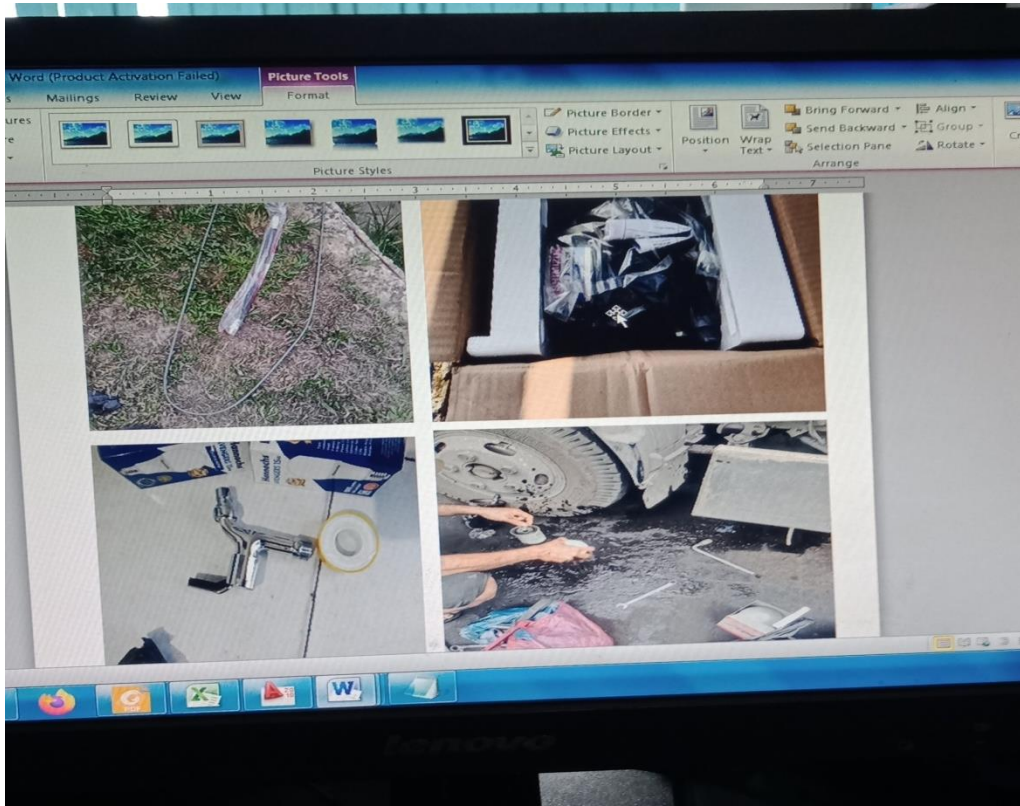
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a.n GENERAL MANAGER
MENEJER UMUM
M. NIKWAN

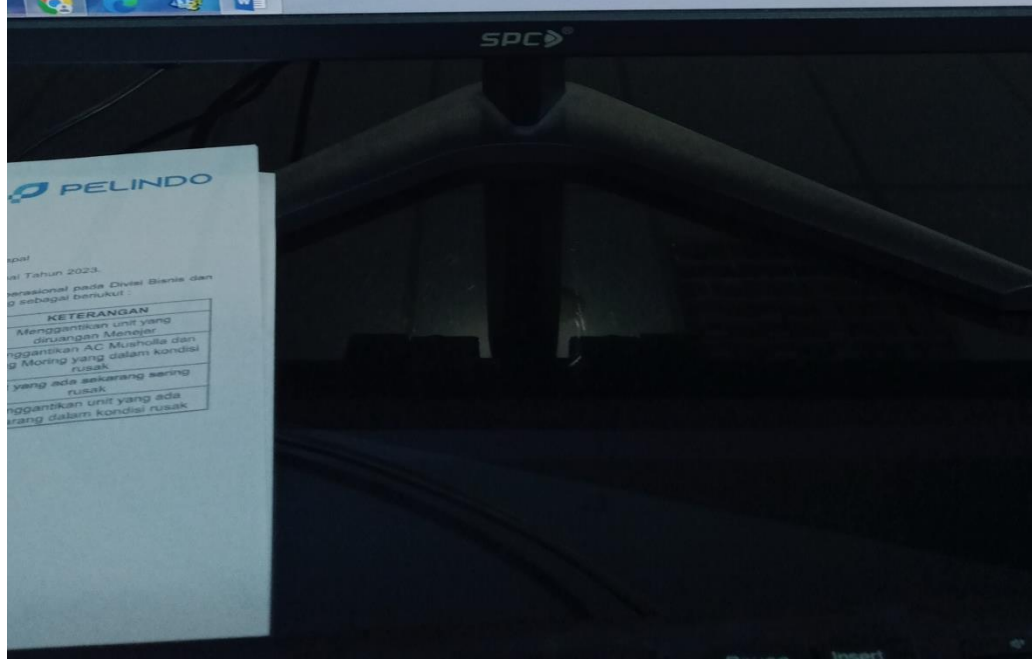
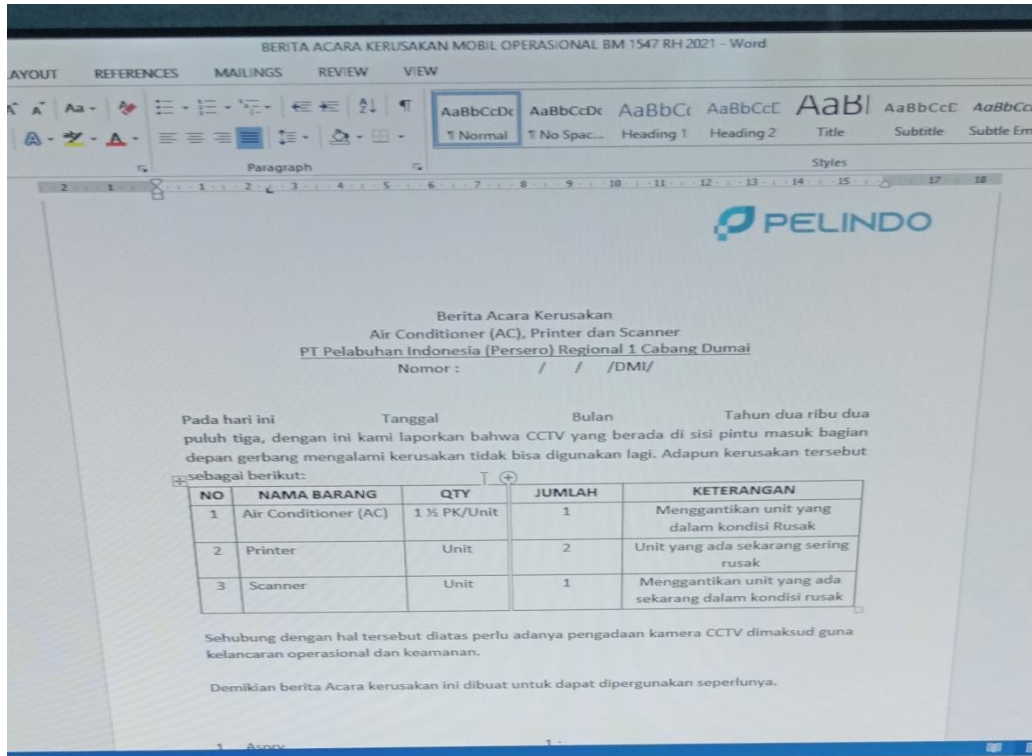
Regional 1 Cabang Dumai
Jl. Sultan Syarif Kasim No. 1 Dumai 28613
www.pelindo.co.id

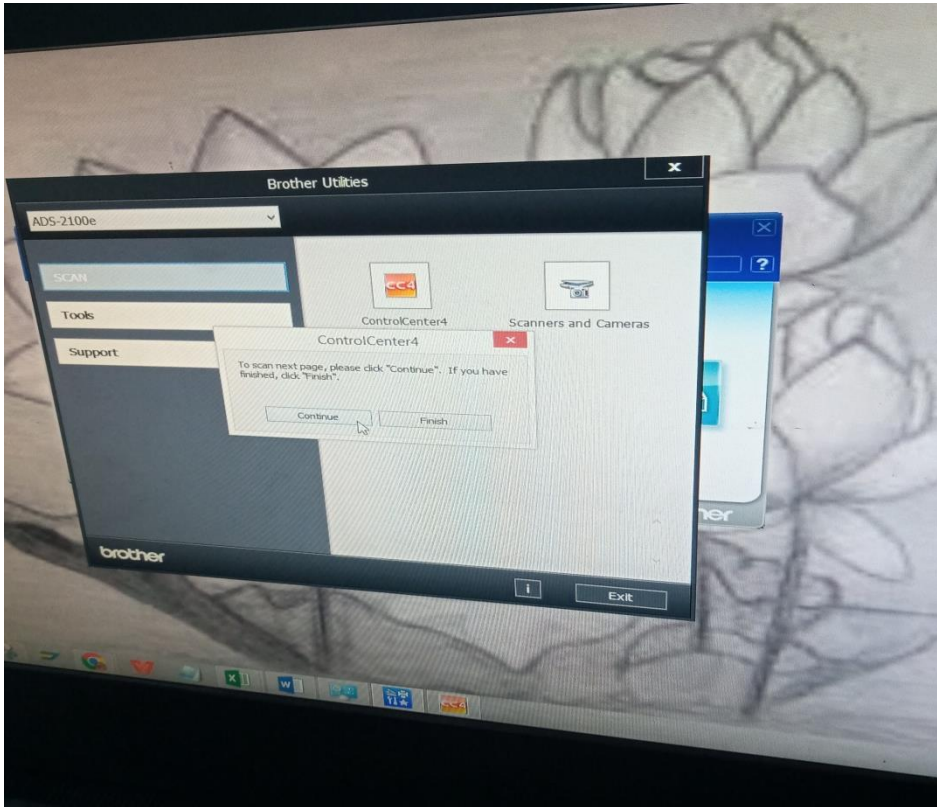


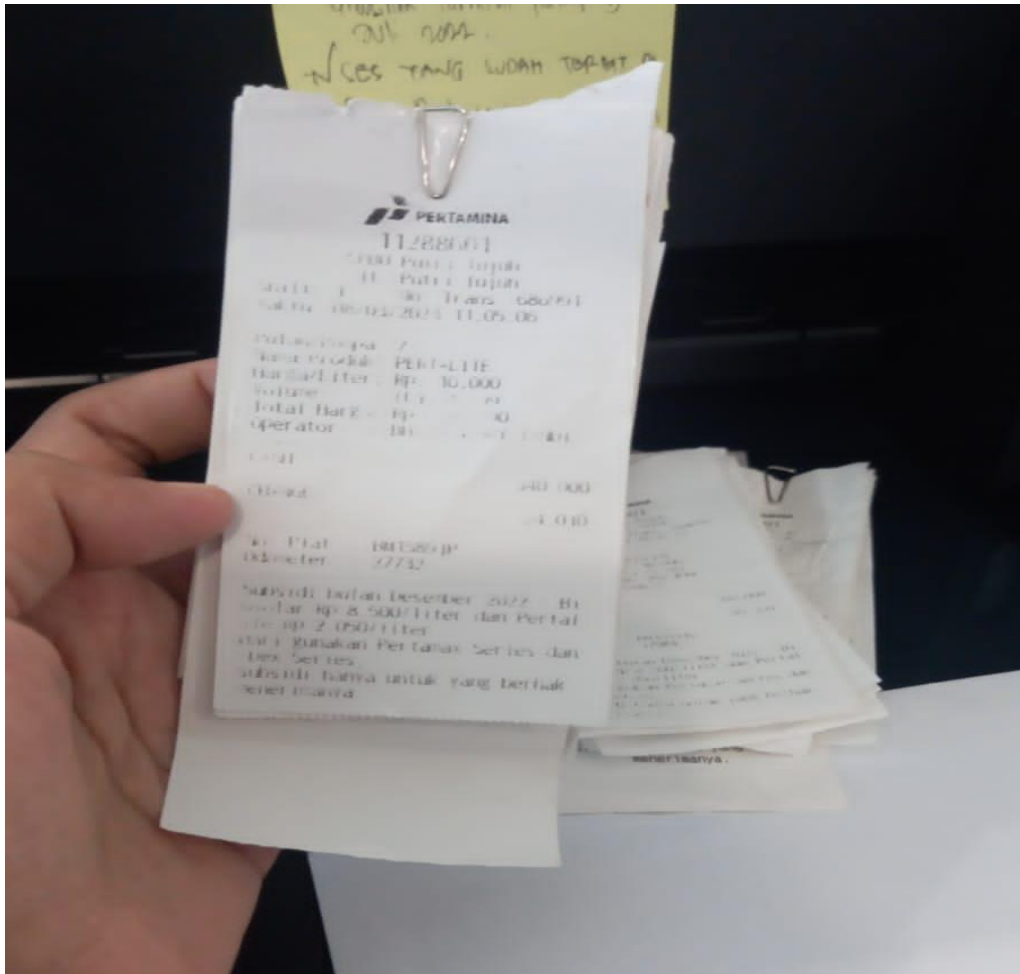


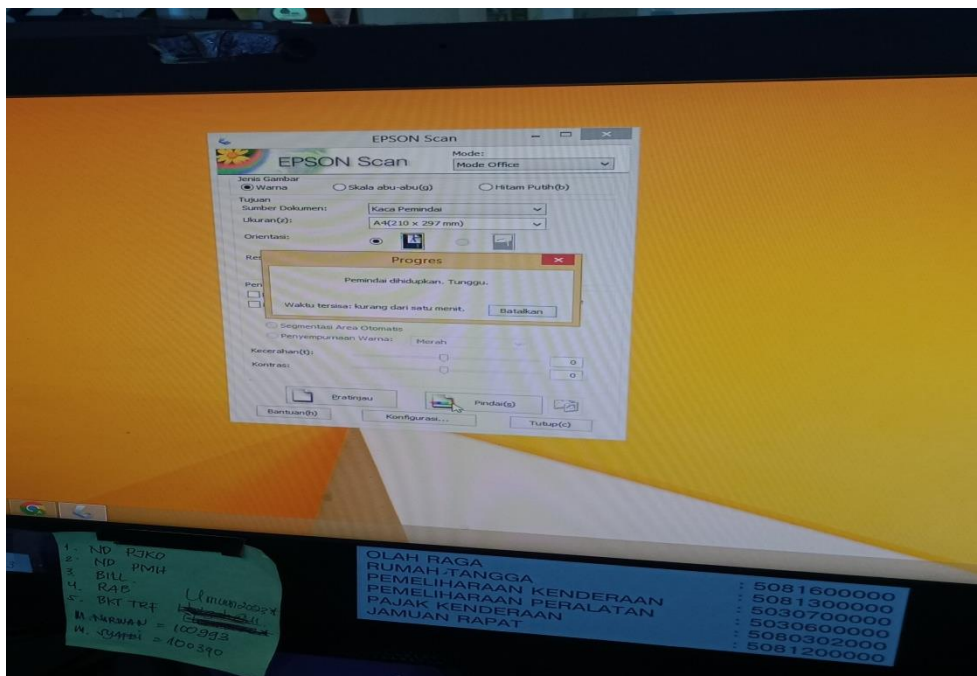
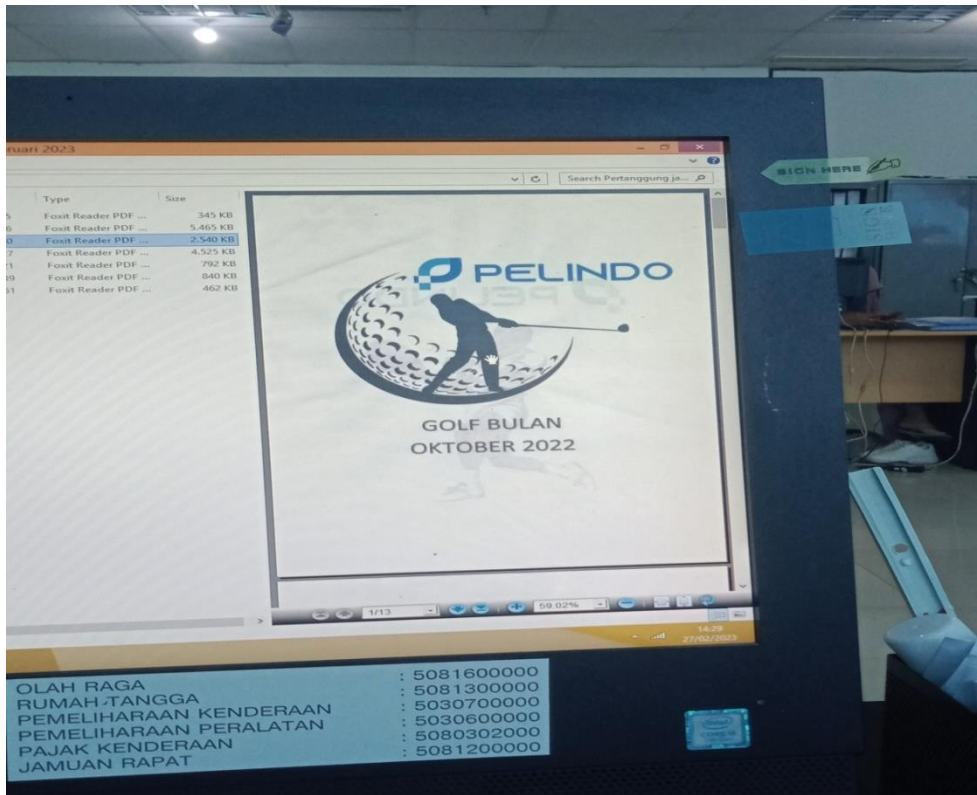












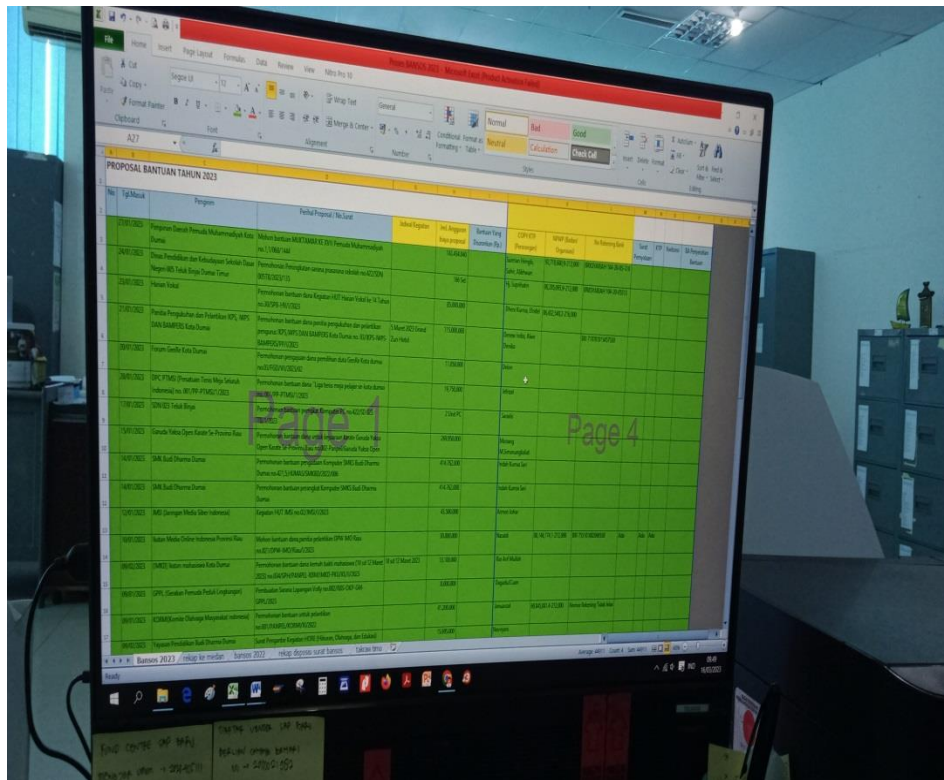
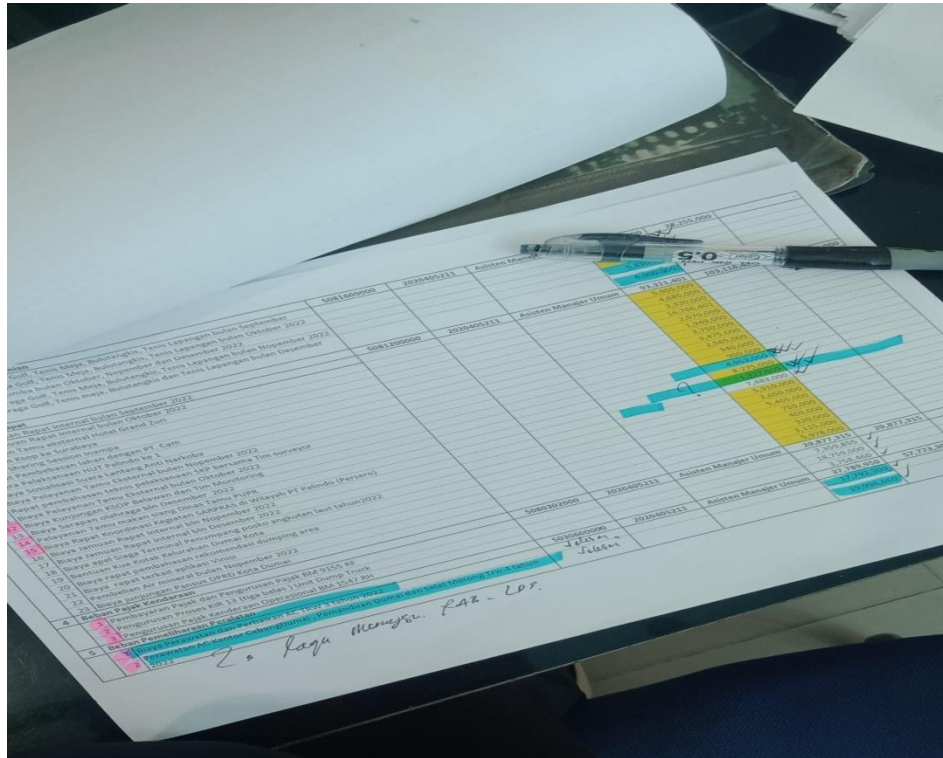
BERITA ACARA
PENCOCOKAN DAN PENELITIAN PERAWATAN SISTEM REVERSE OSMOSIS
DI STASIUN PANDU SELAT MORONG
UNTUK TAGIHAN BULAN JANUARI 2023

Nomor :

Pada hari ini, tanggal _____ bulan _____ tahun Dua ribu dua puluh tiga, telah dilakukan pencocokan dan penelitian atas tagihan Perawatan Sistem Reverse Osmosis di Stasiun Pandu Selat Morong Untuk Tagihan Bulan Januari 2023, dengan hasil sebagai berikut :

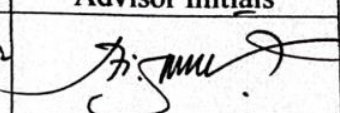
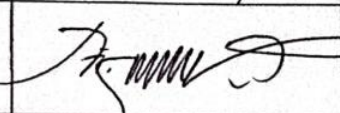
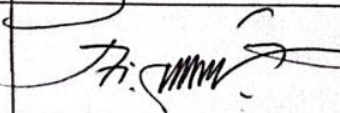
1. Tagihan Perawatan Sistem Reverse Osmosis sebesar Rp. 5.344.800,- (Lima juta tiga ratus empat puluh empat ribu delapan ratus rupiah) belum termasuk pajak yang berlaku dengan rincian sebagai berikut :

NO.	URAIAN	VOLUME	SATUAN	HARGA SATUAN	JUMLAH
a	Sediment 5 Micron Filter				
1	Nano filter housing 10"	-	bh		
2	Nano filter cartridge 5 micron	8	bh	71,700.00	573,600.00
3	Kapsul kaporit kapur	4	bh	71,700.00	286,800.00
b	Pre Carbon Filter				
1	Nano filter housing 10"	-	bh	151,700.00	
2	Nano filter cartridge 5 micron	8	bh	71,700.00	573,600.00
c	Active Carbon Filter				
1	Media tabung filter	-	bh	1,191,750.00	
2	Serbuk timika	-	sak	5,122,500.00	
3	Mangan MCS3	-	sak	4,172,500.00	
4	Pasir silika	-	sak	857,500.00	
5	Mangan floride	-	sak	1,197,500.00	
6	Carbon active	-	sak	3,322,500.00	
7	Nano filter housing 10"	-	bh	151,700.00	
8	Nano filter cartridge 3 micron	8	bh	71,700.00	573,600.00
d	Reverse Osmosis Membrane				
1	Membrane housing 4040	-	bh	1,031,750.00	
2	Membrane RO 4040	-	bh	4,366,750.00	
e	Post Carbon Filter				



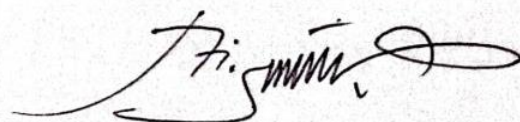
REVISION SHEET
STUDENT PRACTICE PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY PROGRAM
STATE POLYTECHNIC BENGKALIS

Name : Sri Wulan Russiti Dewi R
Student's Identity No. : 5404191234
Apprenticeship Place : PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
Advisor : Adrian Irnanda Pratama, S. Sos., M.B.A

No	Date and time	Revision	Advisor Initials
1	04/08/2023	Data tulis dan isi laporan	
2	10/08/2023	Revisi tata tulis (Margin).	
3	10/08/2023	Acc	
4			
5			

Bengkalis, August 04, 2023

Advisor



Adrian Irnanda Pratama, S. Sos., M.B.A
NIP. 198911172019031000