AN APPRENTICESHIP REPORT PT INDAH KIAT PULP & PAPER Tbk-PERAWANG MILL

DESY SUSANTI 5504201003



ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION STUDY PROGRAM LANGUAGE DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2024

APPROVAL SHEET

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APPRENTICESHIP REPORT PT. INDAH KIAT PULP & PAPER TBK PERAWANG MILL

Written as one of the requirements for completing the apprenticeship

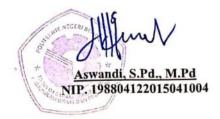
Desy susanti 5504201003

Bengkalis, January 04th , 2024



visor Pretti Ristra, S.Pd. M.Ed NIP.198710132022032004

Approved By: Head of English for Business and Professional communication Study Program of State Polytechnic of Bengkalis



APPROVAL SHEET APPRENTICESHIP REPORT PT. INDAH KIAT PULP & PAPER TBK PERAWANG MILL PORT OPERATION

Name	: Desy Susanti
NIM	: 5504201003
Study program	: English for Business and Professional Communication
Collage	: State Polyechnic of Bengkalis
Time	: September 4th 2023 - Januari 4th 2024
Dept/Company	: Port Operation/PT. IKPP Tbk Perawang

APPROVED BY:

ADVISOR 3/1 du

TITUS KURNIASIH WINASTIKA SAP: 1092380



ACKNOWLEDGED BY:

KOORDINATOR KP PT.IKPP Tbk PERAWANG

PURNAYUDHA TARIGAN S.I.KOM SAP: 1148395



ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of Desy Susanti Reg. Number 5504201003 who has done the apprenticeship at Pt Indah Kiat Pulp & Paper Tbk-Perawang Mill started from September 04th 2023 to - January 04th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, January 15th 2024 Accepted By: Advisor

Pretti Ristra, S.Pd., M.Ed NIP.198710132022032004

Approved By:

Head of English for Business and Professional communication Study Program of State Polytechnic of Bengkalis

Aswandi, S.Pd., M.Pd NIP. 198804122015041004

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Bengkalis, January 15th, 2024

<u>Desv Susanti</u> 5504201003

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CHAPTER I INTRODUCTION

1.1 Background of the Aprenticeship

State Polytechnic of Bengkalis is a state university that has produced many experts with education ranging from Diploma II, Diploma III which is equivalent to an Associate Expert degree, and Diploma IV with a Bachelor of Applied Science Degree. State Polytechnic of Bengkalis currently has 8 majors with 21 study programs such as: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Informatics Engineering, Language, and Maritime.

Apprenticeship is a form of implementation of the theories and practices that have been learned during lectures which will be directly practiced and applied to an agency or a company. With the existence of the Apprenticeship activity, it aims to equip students to recognize, know, understand the application, linkage of knowledge in the field of science obtained in college, provide work experience, adapt to the surrounding environment and with colleagues, can hone students' skills and abilities in the world of work. Every student State Polytechnic of Bengkalis, especially in the D-IV English for Business and Professional Communication study program, Language Department, is required to take part in this program to fulfil one of the requirements for obtaining a bachelor's degree.

The D-IV English for Business and Professional Communication study program is one of the study program that discusses the fields of Public Relations, Marketing Communication, Translator / Interpreter, Digital Marketing, Social Media Specialist, Copywriter and Content Writer. By participating in the Practical Work program, students are expected to synergise academic knowledge with the world of work. In addition, if the student has a good performance assessment from the company / agency where the Practical Work, it is not impossible if the student has the opportunity to join the company where he works after graduation.

In this case the author chose PT Indah Kiat Pulp and Paper in the Port

Operation Unit as a place to do Practical Work, the reason is because this company is the largest paper company in Asia which must have a very good work system and is supported by the latest technology, not only producing Pulp and Paper but also producing Tissue such as the Paseo Brand coupled with the loading and unloading port. In the smooth delivery of goods produced by the company and the needs of company goods, PT Indah Kiat Pulp and Paper has several ports located on the banks of the Siak River, this port has a very important role because most of the activities of shipping goods by water using Cargo ships with a capacity of around 5000 tons, the author also has a dream to get the opportunity to join this port operation. The Practical Work was carried out for 4 months starting from 04 September 2023 to 04 January 2024. The implementation of the Practical Work is expected to broaden the author's knowledge to do various types of tasks properly and correctly and be able to face the real world of work from the experience gained while at the port operation.

1.2 Purposes of the Apprenticeship

The apprenticeship activities of State Polytrechnic of Bengkalis students, English for Business and Professional Communication study program have the following objectives:

- 1. to find out the job descriptions during apprenticeship.
- 2. to know the place and time of apprenticeship
- 3. to find out the apprenticeship place systems and procedures.
- 4. to find out the obstacles and solutions during apprenticeship

1.3 Significances of the Aprenticeship

The apprenticeship carried out is very beneficial for several parties.

1. For Students

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

- Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
- Students can develop work relationships and add experience to their resumes.
- Students gain practical experience in applying theoretical/conceptual science according to their study program.
- Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.
- 5) Get a certificate from the company if you have completed a practical work program.
- 2. For Companies

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students, such as:

- There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.
- The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- 3) The company will be recognized by academics and the world of education.
- 3. For State Polytechnic of Bengkalis

There are several benefits from implementing the apprenticeship program obtained by the State Polytechnic of Bengkalis, which are as follows:

- There is good cooperation/relationship between the campus and the company where students do apprenticeship.
- State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experience.
- State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- 4) State Polytechnic of Bengkalis received feedback from organizations/companies on the ability of students who take part in

apprenticeship in the world of work.

5) State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning process.

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Companny Profile

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status.

PT. IKPP (Indah Kiat Pulp and Paper) Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas - Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per years. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while



Figure 2.1 PT Indah Kiat Pulp & Paper Perawang Tbk Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.30 6 people, is an industrial city on the banks of the Siak River.

Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei). At that time he led the Blessing Group. In 1975, the Blessing Group,

which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tanggerang, West Java and pulp mills in Central Java, Jambi, Riau and seven other areas.

In 1976, it took care of permits for land acquisition, arrangements for investment permits with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established by notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine process, technology and production capacity. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane river.

A year later a trial production was carried out at the factory with satisfactory results. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to making the logo and motto: "Participate in building the country, educating the nation and preserving the environment"

Then the following year a second survey was carried out in Jambi and Riau Provinces ten times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data in 1975.

Particularly for the location of the factory according to the source of raw materials, transportation and so on, a follow-up study was carried out in the villages

of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, land acquisition and permits were carried out. In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance and protection as well sales results:

- 1. HPH (Forest Logging Rights), logging (Logging) is a forest concession to utilize timber (Logs) for sale with sustainable principles and principles.
- 2. HPH (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value..

A timber utilization permit is a right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later, the physical construction of the phase I factory began in Riau Province. Simultaneously, a loading and unloading facility was built, in the form of a special port where ocean ships with a deadweight of more than 6,000 tons can dock, which is approximately 1.5 km from the factory on the banks of the Siak River.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp pulp mill (Bleached Kraft Pulp) was 75,000 per year, so that the need for pulp for the paper mill in Tangerang did not need to be imported again, but was fulfilled by a supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year the construction of phase I also began (HTI).

This year, PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

- 1. PT. Satria Perkasa Agung : 67%.
- 2. Chung Hwa Pulp Corp : 23%.
- 3. Yuen Fong Paper Manufacturing : 10 %

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year, pulp production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory.

In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of paper mill I was marked by the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day, which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

- 1. PT. Puri Nusa Eka Persada : 58.23%
- 2. Cung Hwa Pulp Corp : 19.99%
- 3. Yuen Fong Yu Paper Manufacturing : 8.69%
- 4. Masyarakat : 13,09%

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991, which was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT.

Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers, which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

- 1. PT. Puri Nusa Eka Persada : 54.39%
- 2. Cung Hwa Pulp Corporation : 19.99%
- 3. Yuen Fong Yu Paper Manufacturing : 8.69%
- 4. Masyarakat : 16.93%

The preparation process for the implementation of the foster father- adopted child program was carried out, which was a linkage program for large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of phase II of the pulp mill began. The inauguration of adopted children is carried out regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing convection, metal casting, traditional Siak weaving, metal stamps and others.

A year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1300 tons per day and production trials were carried out at the end of the year. Besides that, PT. Indah Kiat also helped the government by accepting apprentices from Timor as many as 20 people based on the Department of Workforce Program. In 1994, the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of the phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the company accepted 5 workers from East Timor. In 1998, the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started.

PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry in the form of HPH Groups:

- 1. PT. Arara Abadi, luas konsesi +/- 265.000 Ha.
- 2. PT. Wira Karya Sakti, luas konsesi +/- 220.000 Ha.
- 3. PT Mapala Rabda, luas konsesi +/- 155.000 Ha.
- 4. PT. Dexter Timber Perkasa Indonesia, luas konsesi +/- 51.000 Ha.
- 5. PT. Murini Timber, luas konsesi +/- 116.000 Ha

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT. Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT. IndahKiat Pulp and Paper Tbk – Perawang Mill :

2.2.1 Vision

Vision from PT. Indah Kiat Pulp & Paper Tbk (IKPP) Perawang is a pulp and paper company with international standards with excellent paper quality and can compete with other paper companies both domestically and internationally.

2.2.2 Mission

While the mission of PT. Indah Kiat Pulp & Paper Tbk Perawang Mill is:

a. Increase market share in the world.

Using the latest technology in new product development as well application of factory efficiency.

b. Improving human resources through training.

c. Realizing a sustainable business commitment in all operational activities.

d. Cooperate with integrity and commitment to customers, employees and shareholders at the same time and pay attention to monitoring the performance and excellent quality of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill.

2.3 Kind of Business

PT. Indah Kiat Pulp & Paper tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT. Indah Kiat Pulp & Paper tbk Perawang Mill are divided into two segments, namely Pulp and Paper products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing andpaper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (lineboard and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organisational structure is a hierarchical line that describes the various components that make up the company, where each individual or Human Resources within the scope of the company then has their own position and function. Ideally, every company has an organisational structure to run well. A company's organisational structure is an arrangement or level that includes the division of roles and tasks for each individual in a company based on their position. A company's structure is usually depicted in the form of a hierarchical chart or line, with the top of the chart showing the higher levels. The chart also shows the components that make up the company.

The organisational structure serves as a guideline for a company related to management in developing strategies and achieving predetermined targets. Without a clear organisational structure, it is certain that the company will be difficult to develop and does not have good potential. In a good organisational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been given authority beforehand. Therefore, various activities within the company must be organised in an orderly manner so that the main objectives of the company that have been set previously can be achieved properly.

2.4.1 Organizational Structure of PT Indah Kiat Pulp & Paper Perawang Tbk Perawang Mill

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. below as follows:

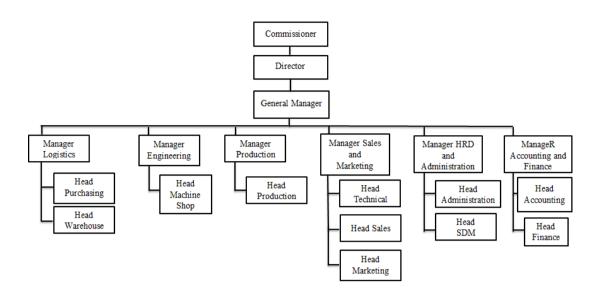


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk Perawang Mill Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.4.2 Port Operation (OP) Organizational Structure

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The Organization Structure of Port Operation can be seen in Figure 2.3 below as follows:

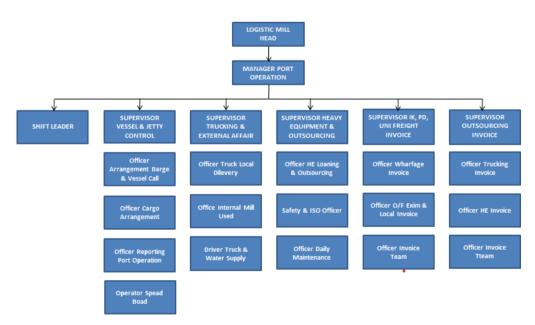


Figure 2.3 The organization structure of Port Operation Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

The port at the Indah Kiat company has the status of Terminal for Own Use or abbreviated as (TKS), which is a terminal located within the Working Environment and the Environmental Area of the port which is owned by the company or business entity itself. This TKS is used for its own benefit, both for loading and unloading of goods and stacking of goods. There are 4 components in port operations according to their function and role, including:

1. Shipping:

Shipping is responsible for transporting cargo from one location to another via water using ships or water transportation facilities. Shipping is also involved in loading and unloading activities at ports by carrying cargo from the port of origin to the port of destination. These ships go through a stevedoring process to load or unload their cargo at the appropriate dock or port area.

2. Trucking:

Trucking is responsible for transporting cargo on land using trucks, trailers and loosbaks. This tool is used to transport cargo from the port to its destination on land or vice versa. In the port, this tool also plays a role in transporting cargo from the dock to the warehouse or storage area.

3. Heavy Equipment:

Heavy equipment, such as cranes, excavators and forklifts, is used to facilitate the process of loading and unloading and moving heavy cargo. Heavy equipment is used to lift, move and manage cargo from ship to land or from land to ship. They help in carrying out loading and unloading operations efficiently and safely. 4. Invoices:

An invoice is a financial document that records details of costs or bills related to transportation services and other related services. Invoices are used to document costs and payments related to loading and unloading activities at the port. This includes shipping costs, trucking costs, heavy equipment usage costs, and other services. Invoicing ensures that financial transactions related to port activities are clearly recorded and can be traced.

The port at Indah Kiat Perawang has several docks ranging from docks 1-10

plus the Rasau Kuning dock. These docks have different functions and activities such as burning/loading bulk goods, containers and spearparts.

The workflow at the port is divided into 2 activities, namely when loading and unloading goods to be shipped. unloading activities are the process of unloading goods or cargo from ships to land or docks using cranes or other equipment. Once the goods are on the dock, the next step can involve moving them using trucks, forklifts, or other material handling equipment to move the cargo to a storage area or warehouse.

Meanwhile, loading is the opposite of unloading. It involves the process of loading goods or cargo from the land or wharf onto the ship. The loading process also uses cranes or other equipment to carefully lift and load the goods onto the ship. These two activities, loading and unloading are an integral part of port operations and logistics to ensure the efficient and smooth flow of goods from ship to land or vice versa. The process requires good coordination, effective risk management and a deep understanding of the characteristics of the cargo being handled.

Mechanism Business activities for loading and unloading goods from and to ships at the port include:

1. Stevedoring

Stevedoring refers to a set of activities related to the loading and unloading of goods at ports. It involves the work of moving goods from a ship to a dock, barge, or truck (unloading) or vice versa, i.e. loading goods from a dock, barge, or truck into a ship (loading). The task of a stevedore, also known as a stevedoring worker or executor who organizes and carries out the loading and unloading process and moves goods from the ship to the warehouse using heavy equipment such as cranes.

2. Cargodoring

The process of moving goods from the warehouse or stacking field to vehicles or vice versa. This work is integral to loading and unloading operations at ports and involves a wide range of tasks, including efficient moving of goods, reassembling cargo, and handing over of goods at warehouse doors or stacking yards.

3. Receiving/Delivery

The work of moving goods from the pile of piles in the warehouse or piling field and handing them over until they are arranged on the vehicle at the warehouse door / piling field or vice versa.

The organizer of loading and unloading at the port is carried out using loading and unloading equipment that has a proper operation, guarantees work safety, and is carried out by workers who must have a certificate of competence.

The equipment used in loading and unloading activities will be determined by what goods will be unloaded in what conditions the goods will be unloaded. There are 3 (three) categories of tools used according to importance, namely:

1. Container Loading and Unloading Equipment

Types of equipment for container loading and unloading activities, especially at container terminals, include:

- 1) Rail Mounted Gantry Crane (RMGC), used to lift and move containers from ships to land or vice versa, operating on rails.
- 2) Jib Crane, this crane has an arm (jib) that can be rotated, used to reach areas that are difficult to reach.
- 3) Reach Stacker, This tool is specifically designed for handling containers, with the ability to stack containers on top of each other.
- 4) Trailer, used to move containers in the terminal area.
- 2. General Cargo Loading and Unloading Equipment:

The types of equipment used in loading and unloading General Cargo include:

- Land Crane or Mobile Crane, a moving crane that can be used to lift various types of cargo on land.
- Floating Crane or Barge Crane, a crane on a ship or barge, used for loading and unloading in waters.
- 3) Freight Barge, a flat-bottomed ship used to carry cargo in shallow waters.
- 4) Forklifts, used to lift and move smaller loads or containers.
- 5) Tronton Truck, a large truck used to transport cargo on land.
- 6) Trucks, trucks are smaller and can be operated in more limited areas.
- 7) Hand Truck, Used to move small loads or indoors.
- 8) Fire Extinguisher, Important for safety in emergency situations.

3. Bulk Loading and Unloading Equipment

The types of equipment used in loading and unloading bulk cargo include:

- 1) Excavator, used to dig and move bulk materials such as soil or stone.
- Car Crane, a moving crane that can be used for loading and unloading bulk cargo.
- 3) Grab, used to catch and lift bulk materials such as stone, sand or ore.
- 4) Dump Truck, Used to transport bulk materials from one place to another.

2.6 Document used for Activity

To carry out all forms of operational activities in the port area, there are several documents and files used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially in the Port Operations Division, including the following:

1. Document Statement Loading-Unloading

The Loading/Unloading Statement document can be seen in Figure 2.4 below as follows:



Figure 2.4 Statement Loading/Unloadaing Document Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

Document Statement Loading-Unloading is a document that records loading and unloading activities, this document contains information such as: name of ship, flag, origin of goods, date of arrival in Perawang, port of loading, type of goods, number of goods, start of unloading, completion of unloading, and destination. This document also functions as proof of activities and is accompanied by signatures from several parties. With the Loading and Unloading Statement Document, business people and stakeholders can track and verify the loading and unloading process in writing and formally. This document also plays an important role in supporting transparency, accountability, and handling claims or disputes that may arise after loading and unloading activities are completed.

2. Maintenance Form Report Document

The Maintenance Form Report Document can be seen in Figure 2.5 below as follows:



Figure 2.5 Maintenance Form Report Document Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

The Maintenance Report Form document is a daily document that records the care and maintenance of heavy equipment such as forklifts, dump trucks and trailers, this report is filled in by shift employees. Then this document will later be issued a notification code by office employees.

3. Heavy Equipment Controlling List Report

The Heavy Equipment Controling List document can be seen in Figure 2.6 below as follows:



Figure 2.6 Heavy Equipment Controling List Document Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

This document is a Daily Vendor Performance Report. This document provides information regarding the use of heavy equipment, especially in the context of loading and unloading activities at ports. This document is useful for knowing the Breakdown value and working hours for loading and unloading alert activities. The heavy equipment used includes dump trucks, loosbak trucks, trailers and reach stackers. This heavy equipment is heavy equipment that is rented by the Indah Kiat Pulp & Paper company to vendors who collaborate. This document contains information such as: This document contains information such as: contactor company name, date, Heavy eq. no, working for, description and loss time (hour).Goods Retrieval Note.

4. Summary of Transportation Slip Report

Summary of Transportation Slip document can be seen in Figure 2.7 below as follows:

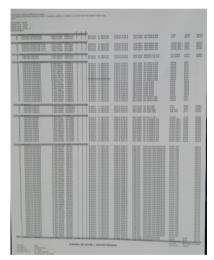


Figure 2.7 Summary of Transportation Slip Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

Transportation slip is a summary that contains tonnage data for containers transported using a trailer. Transportation slips are used as attachments to the issuance of invoices by partners transporting loaded containers.

5. Invoice Collection Letter and Tax Invoice

Invoice Collection Letter and Tax Invoice documents can be seen in Figure 2.8 below as follows:

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Figure 2.8 Invoice Collection Letter and Tax Invoice Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

In Invoice Billings and Tax Invoices, an important document that is used as a billing tool sent from the seller to the buyer. In this letter sent or given in manual form, the invoice letter consists of three copies, namely: white sheets are used as proof of delivery of goods to the buyer, red sheets are submitted to the buyer, and yellow sheets are used as company archives. This document contains information such as; section, date, name of goods, quantity, weight, description, reason for delivery, name of the buyer's and seller's address, expedition method, value of goods, payment of fees, date of delivery plan and signature of the seller.

CHAPTER III SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The practical work program was carried out at PT Indah Kiat Pulp and Paper Tbk-Perawang Mill for 4 months starting from 4 September 2023 to 4 January 2024. During the practical work the author was placed in the Port Operation (Op) unit. There are several routine tasks given during practical work, namely:

1. Monitoring the Container Loading List (DPPK).

This monitoring is checked every day at the Port Activity System (PAS) to ensure whether the container has been loaded in the system, if it has not been loaded in the system but the ship has already departed, the OP employee who is monitoring will report to (Loading and Unloading Company) PMB for receipt.

2. Input daily reports on the Heavy Equipment Control List.

The Heavy Equipment Control List Report is a Daily Vendor Performance Report regarding bulk goods vigilance activities using heavy equipment such as dump trucks, dump trucks, trailers and reach steakers, which are input on Indah Kiat's special APP Portal.

3. Archive maintenance report files.

The Maintenance Report is a report used to record heavy equipment usage activities belonging to the Indah Kiat company, starting from heavy equipment damage to heavy equipment operational needs such as fuel use.

4. Summary of Transportation Slip Report.

Transportation slip is a summary that contains tonnage data for containers transported using a trailer. Transportation slips are used as attachments to the issuance of invoices by partners transporting loaded containers.

5. Summary Reason Not Working.

Summary Reason Not Working is the reason for workers, companies Loading and unloading (PBM) and other workers cannot work due to rain, this reason applies to all activities in the field except woodchip unloading activities. 6. Availability Of Heavy Equipment Reports.

Availability Of Heavy Equipment Report Information that records the availability and operational status of heavy equipment on a project or operation, this is a monthly report. Breakdown and working hours data taken from the APP Portal is input into Excel to be processed and adjusted according to the availability unit codes SAK (DumpTruck), SJK (Loosbak), SBP (Trailer).

7. Print List of Prospective Orders (LOP) Loading.

Print List of Prospective Orders (LOP) Loading is a report that records whether the orders, contained in containers have been completed or not is seen by comparing what is input in SAP with what is in the Statement Loading-Unloading. If the quantity of pulp, paper and tissue is correct, the LOP can be printed.

3.2 System and Procedure

This part will be explain about system & procedure at the PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

3.2.1 System

Every company needs a system to support its activities in other words the system is a series of procedures that are interconnected and work together in forming a function that aims to achieve company goals. The company needs a system to support company activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is an online and offline / manual process system. PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is a company engaged in the paper and pulp industry whose main raw material is acacia wood and eucalyptus produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose locations are not only in one area, but spread across several regions in Riau Province. In addition to Perawang, Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java and Banten Province, particularly the Serang area. In order for these separate areas to be interconnected, in its operational activities, in terms of sending data, PT Indah

Kiat Pulp & Paper Tbk - Perawang Mill uses company-specific applications that are internet-based.

This system is also used by the port operations unit. The manual system used is in the form of documents with a predetermined format and authorised by the company, usually often used for direct checking of events or activities in the field such as the loading and unloading of goods. Manual checking and recording can protect errors ranging from inappropriate goods, excess or reduced goods in the field. The manual system can also be seen when inputting and processing data through Microsoft excel and word. In addition, PT Indah Kiat Pulp & Paper also uses the internet as an online medium to access, control, and enter data using supporting applications such as APP Portal, Port Activity System, SAP, Outlook and others.

3.2.2 Procedure

A company in carrying out its activities requires a procedure so that everything that is carried out or carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of workthat involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently.

A description of the procedures carried out when carrying out practicum work activities (KP) in the Port Operations Division at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Monitoring the Container Loading List (DPPK).

Container Loading List (DPPK) monitoring is carried out to ensure whether containers have been loaded in the system. The steps can be drawn as follows:

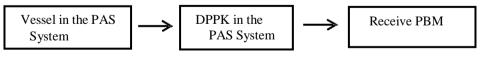


Figure 3.1 Flowchart of Monitoring the DPPK Activity Source: Processed Data 2023

The OP employee will monitor via the PAS System by opening the vessel and looking at the container loading status. If the status has not been reached 100%, then copy the dilevery number and check with the DPPK, then copy the results into Excel and send it to (Loading and Unloading Company) PBM for receive.

2. Input daily reports on the Heavy Equipment Controlling List.

The Heavy Equipment Controling List report is a Daily Vendor Performance Report prepared by the vendor to calculate Availability and Utilization. The steps can be drawn as follows:



Figure 3.2 Flowchart of Document Heavy Equipment Controlling List Source: Processed Data 2023

The Heavy Equipment Monitoring List report will be made directly by the vendor in document format. This report contains warning activities for loading and unloading using heavy equipment such as Dump Trucks, Loosbak, Trailers and Reach Stackers. Once filled in, the vendor officer will come to the port office to report the data results, then the data will be input by port employees in the APP Portal. The Heavy Equipment Controlling List report data will be recapitulated via Microsoft Excel once a month at the end of the month to calculate the Availability and Utilization values.

3. Archive Maintenance Form Report Document.

The Maintenance Form Report is a report used to record the use of heavy equipment belonging to the company PT Indah Kiat. The steps can be explained as follows:

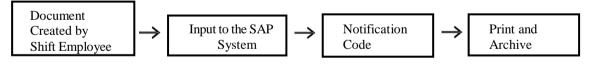


Figure 3.3 Flowchart of Maintenance Form Report Document Source: Processed Data 2023

The Maintenance Report Form document is a daily document that records the care and maintenance of heavy equipment such as forklifts, dump trucks and trailers, this report is filled in by shift employees. Then this document will later be issued a notification code by office employees. This document contains information regarding Notification Number, Notification Type, Reported By, Date, Function Location and Problem Description/Work Request. This document helps monitor

machine performance, detects problems or repair needs, and provides basic information for further maintenance actions

4. Summary of Transportation Slip Report.

The steps can be drawn about Summary of Transportation Slip as follows:

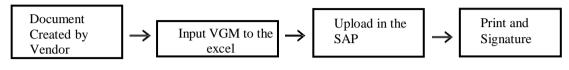


Figure 3.4 Flowchart of Summary of Transportation Slip Report Document Source: Processed Data 2023

The vendor sends the Loading List Report/VGM Declaration document via Outlook to the OP officer for processing. In the Loading List Report/VGM Declaration there is information regarding the dilevery number, container number, plate number, and trucking track (vendor) as raw materials which are processed into Excel, after which it is uploaded to the SAP System and then printed into a Summary of Transportation Slip Report and signed by several authorized parties to be handed back to the vendor.

5. Summary Reason Not Working Report.

The steps can be drawn about Summary Reason Not Working as follows:

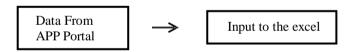


Figure 3.5 Flowchart of Summary of Reason Not Working Report Source: Processed Data 2023

Summary Reason Not Working is the reason for workers, companies Loading and unloading (PBM) and other workers cannot work due to rain, this reason applies to all activities in the field except woodchip unloading activities.

The data recorded in the APP Portal will be input into Excel and recorded according to the date and time of rain. Rain hours are adjusted based on work shift times and this report is recorded monthly.

6. Availability Of Heavy Equipment Report.

The steps can be drawn about Availability Of Heavy Equipment Report as follows:

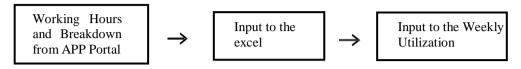
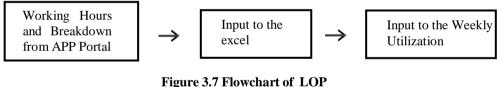


Figure 3.6 Flowchart of Availability Of Heavy Equipment Report Source: Processed Data 2023

Availability Of Heavy Equipment Report Information that records the availability and operational status of heavy equipment on a project or operation, this is a monthly report. Working hours and breakdown data are taken from the APP Portal, input into Excel to be processed and adjusted to the Availability unit codes SAK (DumpTruck), SJK (Loosbak), SBP (Trailer). After that, it is transferred to weekly utilization in Excel. This report provides an overview of how efficiently the machine can be used within a month.

7. Print List of Prospective Orders (LOP) Loading.

The steps can be drawn about LOP as follows:



Source: Processed Data 2023

Print a List of Prospective Orders (LOP) Loading is a report that records whether the orders contained in the container have been completed or not yet seen by comparing what is input in SAP with what is in the Loading-Unloading Statement. The way to enter tikod in SAP is according to the type of goods, including IKPP pulp/paper, IK tissue, PINDO tissue and Univenus. If the amount is correct the LOP can be printed.

3.3 Place of Apprenticeship

This Field Work Practice activity was carried out at PT Indah Kiat Pulp and Paper Tbk - Perawang Factory located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work the author was placed in the Port Operation Unit (OP) in the Shipping, Trucking and Heavy Equipment section. Company provisions regarding practical work schedules or hours are as follows:

3.4 Kind of Description of the Activity

To find out a clearer description of the activities carried out during practical work at PT Indak Kiat Pulp & Paper Tbk - Perawang Mill in the Operation Port division, it can be seen in the following table:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The activities carried out during apprenticeship can be seen in the following table: Table 3.2 Daily Activities of September 04th, 2023 to Sepember 08th, 2023

No	Date and Time	Activites	Place
1	Monday 04 September 2023	 Register to enter into mess Introduce to the PR division Safety Training Induction 	Mess 26kPR Office
2	Tuesday 05 September 2023	 Work attribute equipment Job Division at Operation Port Studying Input Heavy Equipment Controlling List 	PR OfficePort Operation
3	Wednesday 06 September 2023	 Input Heavy Equipment Controlling List Archive Maintenance Form Report 	Port Operation
4	Thursday 07 September 2023	 Input Heavy Equipment Controlling List Input Avaibility Report August 	Port Operation
5	Friday 08 September 2023	 Archive Maitenance Form Report Input Avaibility Report November 	Port Operation

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper TbkPerawang Mill in the Port Operation Division from September 11 to September 15 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 11 September 2023	 Input summary of transportation slip Input heavy equipment controlling list Learn to answer the office phone Deliver documents to the boss's room Put a stamp on the loading-unloading statement Input scaling ticket in the excel Archive maintenance form report 	• Port Operation
2	Tuesday 12 September 2023	 Scan document Fotocopy document Archive maintenance form report Learning to monitoring DPPK in the PAS System Learning input PBK/N2PB Input heavy equipment Controlling list 	Port Operation
3	Wednesday 13 September 2023	 Scan document Monitoring dppk Input heavy equipment controlling list Archive maintenance form report 	Port Operation
4	Thursday 14 September 2023	 Monitoring dppk Fotocopy document Input heavy equipment controlling list Deliver documents to the boss's room 	Port Operation
5	Friday 15 September 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Archive maintenance form report 	Port Operation

Table 3.3 Daily Activities of September 11th, 2023 to September 15th, 2023

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from September 18 to September 22

2023 can be seen in the following table:

Table 3.4 Daily Activities of September 18th, 2023 to September 22th, 2023

No	Date and Time	Activites	Place
1	Monday 18 September 2023	 Input heavy equipment controlling list Archive maintenance form report Input summary of transportation slip Approved pbk in the APP Portal Update the absence of partner operators 	• Port Operation
2	Tuesday 19 September 2023	 Monitoring dppk Input heavy equipment controlling list Update the absence of partner operators 	Port Operation
3	Wednesday 20 September 2023 Thursday	 Monitoring dppk Input heavy equipment controlling list Making ppt TDI Monitoring dppk 	Port OperationPort Operation
	21 September 2023	monitoring uppit	r on operation
5	Friday 22 September 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from September 25 to September 29 2023 can be seen in the following table:

Table 5.	5 Daily Activities of Se	eptember 25, 2025 to September 29, 2	023	
No	Date and Time	Activites		Place
1	Monday 25 September 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report 	•	Port Operation
2	Tuesday 26 September 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list 	٠	Port Operation

Table 3.5 Daily Activities of September 25th, 2023 to September 29th, 2023

		Input summary of transportation slip	
3	Wednesday 27 September 2023	Monitoring dppkArchive maintenance form report	• Port Operation
4	Thursday 28 September 2023	Medical leave	
5	Friday 29 September 2023	 Input heavy equipment controlling list Archive maintenance form report 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from October 02 to October 06 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 02 October 2023	 Monitoring dppk Check billing & transaction loading-unloading in the PAS System Tidy up data description of pulp damage repair cost in excel Input heavy equipment contolling list Take incoterm training on invoices 	• Port Operation
2	Tuesday 03 October 2023	 Monitoring dppk Input raw materials from the monthly report of jetty activity/KPI Archive maintenance form report Input heavy equipment controlling list 	• Port Operation
3	Wednesday 04 October 2023	 Monitoring dppk Grouping group unloading PAS System Input Avaibility Report September 	• Port Operation
4	Thursday 05 October 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input summary of transportation 	Port Operation

Table 3.6 Daily Activities of October 02nd, 2023 to October 06th, 2023

		slip • Learn to create PM notification in SAP	
5	Friday 06 October 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from October 09 to October 13 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 09 October 2023	 Monitoring dppk Input heavy equipment controlling list Confirm DPPK monitoring to PBM Learn to make a summary penalty 	Port Operation
2	Tuesday 10 October 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 	• Port Operation
3	Wednesday 11 October 2023	 Monitoring dppk Revision summary of transportation slip Input raw materials from the monthly report of jetty activity/KPI 	• Port Operation
4	Thursday 12 October 2023	Medical Leave	
5	Friday 13 October 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report Input heavy equipment controlling list 	Port Operation

Table 3.7 Daily Activities of October 09th, 2023 to October 13th, 2023

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from October 16t to October 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 16 October 2023	 Monitoring dppk Input heavy equipment controlling list 	Port Operation
2	Tuesday 17 October 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input July and August unloading billing 	Port Operation
3	Wednesday 18 October 2023	 Monitoring dppk Input summary of transportation slip Photos for safety samples 	Port Operation
4	Thursday 19 October 2023	 Monitoring dppk Input summary of transportation slip Tidy up PT SAK 2023 realization data in excel 	Port Operation
5	Friday 20 October 2023	 Monitoring dppk Create a PT SAK 2023 realization data table in excel 	Port Operation

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from October 23 to October 27 2023 can be seen in the following table:

Table 3.9 Daily Activities of October	[•] 23 th , 2023 to October 2	7 th , 2023
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No	Date and Time	Activites	Place
1	Monday 23 October 2023	 Monitoring dppk Input summary of transportation slip Input heavy equipment controlling list 	• Port Operation

2	Tuesday 24 October 2023	Monitoring dppkUpload summary of transportation slip	Port Operation
3	Wednesday 25 October 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Archive maintenance form report Input summary of transportation slip 	• Port Operation
4	Thursday 26 October 2023	 Monitoring dppk Archive maintenance form report Upload summary of transportation slip 	Port Operation
5	Friday 27 October 2023	 Monitoring dppk Archive maintenance form report Input summary of transportation slip 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from October 30 to November 03 2023 can be seen in the following table:

Table 3.10 Daily Activities of October	[•] 30 th , 2023 to November 03 th , 202	23
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No	Date and Time	Activites	Place
1	Monday 30 October 2023	 Monitoring dppk Archive maintenance form report Make a request letter for goods expedition 	Port Operation
2	Tuesday 31 October 2023	 Monitoring dppk Input heavy equipment controlling list Archive maintenance form report 	• Port Operation
3	Wednesday 01 November 2023	 Monitoring dppk Input heavy equipmwnt controlling list Confirm DPPK monitoring to PBM 	• Port Operation
4	Thursday 02 November 2023	 Mmonitoring dppk Confirm DPPK monitoring to PBM Input summary reason not working Input summary of ttransportation 	Port Operation

		slip	
5	Friday 03 November 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Upload summary of transportation slip Input Avaibility Report October 	• Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from November 07 to November 11 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 07 November 2023	 Input raw materials from the monthly report of jetty activity/KPI Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Check PAN monthly report of jetty activity 	• Port Operation
2	Tuesday 08 November 2023	 Monitoring dppk Input summary of transportation slip 	Port Operation
3	Wednesday 09 November 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input summary reason not working Field observations for container loading 	• Port Operation
4	Thursday 10 November 2023	Input summary of transportation slip	Port Operation
5	Friday 11 November 2023	Medical leave	

Table 3.11 Daily Activities of November 07 th ,	, 2023 to November 11 st , 2023
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Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author

during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from November 13 to November 17 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 13 November 2023	 Input summary reason not working Input heavy equipment controlling list Archive maintenance form report Check the loading-unloading statement at PAS and print the manifest 	• Port Operation
2	Tuesday 14 November 2023	 Monitoring dppk Input summary reason not working Archive maintenance form report Confirm DPPK monitoring to PBM 	Port Operation
3	Wednesday 15 November 2023	 Monitoring dppk Input summary of transportation slip Tidying up the recap of transport contractor violations from January-December in excel 	Port Operation
4	Thursday 16 November 2023	 Monitoring dppk Input summary reason not working 	Port Operation
5	Friday 17 November 2023	 Monitoring dppk Input summary reason not working Input outbound dilevery in PAS 	Port Operation

Table 3.12 Daily Activities of November 13th, 2023 to November 17th, 2023

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from November 20 to November 24 2023 can be seen in the following table:

Table 3.13 Daily Activities of November 20th, 2023 to November 24th, 2023

No	Date and Time	Activites	Place
1	Monday	Montoring dppk	
	20 November 2023	• Input summary reason not	

		1:	
		working	Port Operation
		• Input summary of transportation	
		slip	
		• Archive maintenance form report	
2	Tuesday	Montoring dppk	
	21 November 2023	• Input summary reason not	
		working	 Port Operation
		• Input summary of transportation	
		slip	
3	Wednesday	Montoring dppk	
_	22 November 2023	 Input summary reason not 	
	22 November 2025	working	Port Operation
		 Print out summary of 	_
		transportation slip	
4	Thursday		
4	23 November 2023	Montoring dppk	
	23 100 vember 2025	Input summary reason not	 Port Operation
		working	
		• Input heavy equipment	
		controlling list	
		• Archive maintenance form report	
5	Friday	Montoring dppk	
	24 November 2023	• Archive maintenance form report	Port Operation
		• Confirm DPPK monitoring to	ron
		PBM	
		• Input summary of transportation	
		slip	
	1	*	I

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from November 27 to December 01 2023 can be seen in the following table:

Table 5.14 Daily Activities of November 27, 2025 to December 01, 2025				
No	Date and Time	Activites	Place	
1	Monday 27 November 2023	 Monitoring dppk Input summary reason not working Create e-jatah (annual training schedule) & e-training registration in Tigernew web 	Port Operation	
2	Tuesday 28 November 2023	 Monitoring dppk Fill in the syllabus & create questions for transportation 	- Dert Organitien	

reporting training

Table 3.14 Daily Activities of November 27th, 2023 to December 01st, 2023

Port Operation

•

3	Wednesday 29 November 2023	 Prints the LOP loading and unloading statement Input summary of transportation slip Monitoring dppk Archive maintenance form report Input heavy equipment controlling list Prints the LOP loading and unloading statement 	Port Operation
4	Thursday 30 November 2023	 Check billing in PAS System Input summary of transportation slip Prints the LOP loading and unloading statement Archive maintenance form report 	Port Operation
5	Friday 01 December 2023	 Input summary reasn not working attend training "loading and unloading process at the port" 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from December 04 to December 08 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 04 December 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report 	Port Operation
2	Tuesday 05 December 2023	 Montoring dppk Prints the LOP loading and unloading statement Input summary of transportation slip 	Port Operation
3	Wednesday 06 December 2023	 Monitoring dppk Input summary of transportation slip Input summary reason not working Input raw materials from the monthly report of jetty 	• Port Operation

Table 3.15 Daily Activities of December 04th, 2023 to December 08th, 2023

		activity/KPI	
4	Thursday 07 December 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report Jetty tour 	 Port Operation Jetty 1-10 & Rasau Kuning
5	Friday 08 December 2023	 Input Avaibility Report November Input heavy equipment controlling list 	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from December 11 to December 15 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 11 December 2023	 Monitoring dppk Input summary reason not working Archive maintenance form report Prints the LOP loading and unloading statement 	Port Operation
2	Tuesday 12 December 2023	 Monitoring dppk Check PAN (Pre Arrival Notification) Input summary of transportation slip 	Port Operation
3	Wednesday 13 December 2023	 Monitoring dppk Input summary reason not working 	Port Operation
4	Thursday 14 December 2023	Monitoring dppkInput summary reason not working	Port Operation
5	Friday 15 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 	Port Operation

 Table 3.16 Daily Activities of December 11st, 2023 to December 15th, 2023

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper TbkPerawang Mill in the Port Operation Division from December 18 to December 22 2023 can be seen in the following table:

No	Date and Time	Activites	Place
1	Monday 18 December 2023	 Monitoring dppk Print LOP Inout heavy equipment controlling list Input summary reason not working 	• Port Operation
2	Tuesday 19 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 	• Port Operation
3	Wednesday 20 December 2023	Medical leave	
4	Thursday 21 December 2023	 Montoring dppk Input summary reason not working Print LOP Input heavy equipment controlling list Archive maintenance form report 	• Port Operation
5	Friday 22 December 2023	Monitoring dppkInput summary reason not working	Port Operation

Table 3.17 Daily Activities of December 18th, 2023 to December 22th, 2023

Source : Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from December 25 to December 29 2023 can be seen in the following table:

	-		
No	Date and Time	Activites	Place
1	Monday 25 December 2023	• Holida	Port Operation
2	Tuesday 26 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 	Port Operation

Table 3.18 Daily Activities of December 25th, 2023 to December 29th, 2023

3	Wednesday 27 December 2023	 Monitoring dppk Print LOP Input summary reason not working 	•	Port Operation
4	Thursday 28 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 	•	Port Operation
5	Friday 29 December 2023	Monitoring dppkArchive maintenance form reportPrint LOP	•	Port Operation

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 01 to January 04 2024 can be seen in the following table:

Table 3.19 Daily Activities of January 01st, 2024 to January 04th, 2024

No	Date and Time	Activites	Place
1	Monday 01 January 2024	• Holiday	Port Operation
2	Tuesday 02 January 2024	 Monitoring dppk Input summary reason not working Input summary of transportation slip Print LOP Archive maintenance form report 	Port Operation
3	Wednesday 03 January 2024	 Monitoring dppk Confirm DPPK monitoring to PBM Input summary of transportation slip 	• Port Operation
4	Thursday 04 January 2024	Depature and parting from the Port Operation	Port Operation
5	Friday 05 January 2024	Returing name tag and safety helmet to public relations and handling related documents	PR Officer

Source : Processed Data 2024

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program in at PT Indah Kiat Pulp and Paper Tbk -Perawang- Mill are some conclusion as follow:

- 1. There are several types of work during the practical work program, namely:
 - a. Monitoring the Container Loading List (DPPK).
 - b. Input daily reports on the Heavy Equipment Control List.
 - c. Archive maintenance report files.
 - d. Summary of Transportation Slip Report.
 - e. Summary Reason Not Working.
 - f. Availability Of Heavy Equipment Reports.
 - g. Print List of Prospective Orders (LOP) Loading.
- Implementation of the practical work program at PT Indah Kiat Pulp and Paper Tbk – Perawang Mill in the Port Operation Unit. This program will be implemented for 4 months starting from 04 September 2023 to 04 January 2024.
- 3. The work systems and procedures used in the Port Operations section use online systems in the form of applications such as (SAP, APP PORTAL, Tigernew and others) and manual systems. All existing systems really simplify and help the work of the Port Operations department.
- 4. Internet access on the computer is limited because the computer can only be accessed in its own program and cannot open other websites and cannot open a flash disk for sending files/storage space.
- After carrying out an internship program at PT Indah Kiat Pulp and Paper Tbk
 -Perawang- Mill, several learning materials were obtained on campus such as:
 handling telephone, administration and archiving.

4.2 Suggestion

The author gained sufficient experience in four months of doing practical work.

As a result, the author has made some recommendations that should be beneficial to PT Indah Kiat Pulp and Paper Tbk -Perawang- Mill, especially port operation office.

- I realize that I have many shortcomings in implementing this internship. Even so, I still try to give my best. Apart from that, this report is still far from perfect. I also accept constructive suggestions so that I can do better in the future.
- Intern participants are expected to prepare themselves better before going directly to work in industry and intern participants are expected to diligently carry out practical work in order to better understand the knowledge they have gained.
- 3. For the company PT Indah Kiat Pulp & Paper, we hope that the provision of assignments during the internship and guidance in the future will be even better in order to encourage participation in Field Work Practices to dig deeper into the material and its application in accordance with the main stakeholders.
- 4. The campus's supervision of students who are doing internships and those who will be doing internships should be further improved to convince companies about this internship program.

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APPENDICES

APPENDIX A

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE: 04 September – 08 September

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
2	Monday 04 September 2023 Tuesday 05 September 2023	 Register to enter into mess Introduce to the PR division Safety Training Induction Work attribute equipment Job Division at Operation Port Studying Input Heavy Equipment Controlling List 	Mr. Titus Winastika	dwr
3	Wednesday 06 September 2023 Thursday 07 September	 Input Heavy Equipment Controlling List Archive Maintenance Form Report Input Heavy Equipment Controlling List 		
	2023	 Input Avaibility Report August 		
5	Friday 08 September 2023	 Archive Maitenance Form Report Input Avaibility Report November 		
	Notes by Industri	al Coach		

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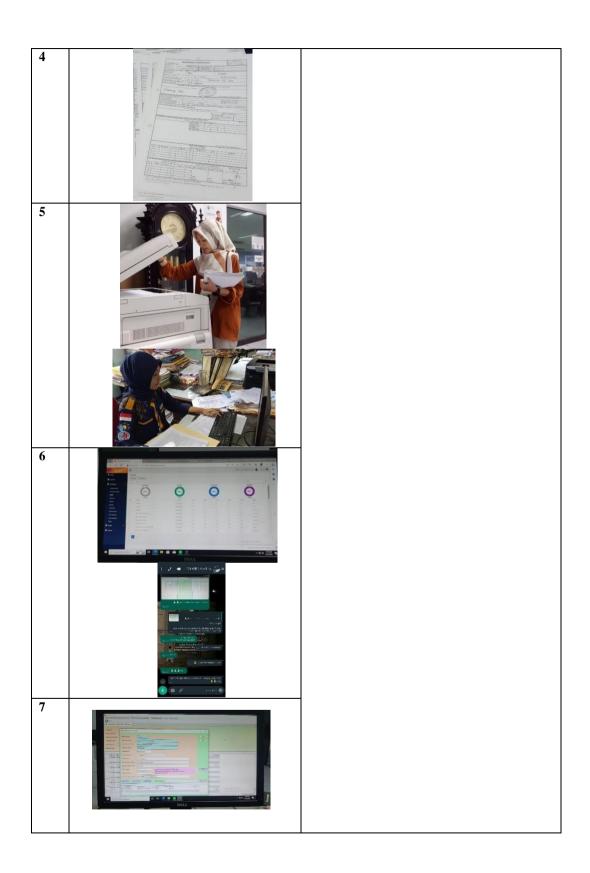
DAY : Thrusday & Friday

DATE : 11 September – 15 September

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 11 September 2023	 Input summary of transportation slip Input heavy equipment controlling list Learn to answer the office phone Deliver documents to the boss's room Put a stamp on the loading-unloading statement Input scaling ticket in the excel Archive maintenance form report 		
2	Tuesday 12 September 2023	 Scan document Fotocopy document Archive maintenance form report Learning to monitoring DPPK in the PAS System Learning input PBK/N2PB Input heavy equipment Controlling list 	Mr. Titus Winastika	dwr
3	Wednesday 13 September 2023	 Scan document Monitoring dppk Input heavy equipment controlling list Archive maintenance form report 		
4	Thursday 14 September 2023	 Monitoring dppk Fotocopy document Input heavy equipment controlling list Deliver documents to the boss's room 		

5	Friday 15 September 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Archive maintenance form report 	
	Notes by Industri		

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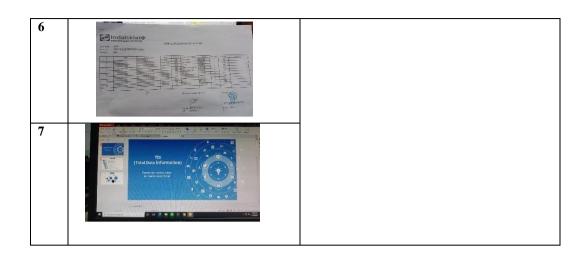


DAY : Thrusday & Friday

DATE : 18 September – 22 September

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 18 September 2023	 Input heavy equipment controlling list Archive maintenance form report Input summary of transportation slip Approved pbk in the APP Portal Update the absence of partner operators 		
2	Tuesday 19 September 2023	 Monitoring dppk Input heavy equipment controlling list Update the absence of partner operators 	Mr. Titus	
3	Wednesday 20 September 2023	 Monitoring dppk Input heavy equipment controlling list Making ppt TDI 	Winastika	dwr
4	Thursday 21 September 2023	Monitoring dppk		
5	Friday 22 September 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 		
	Notes by Industr	al Coach		

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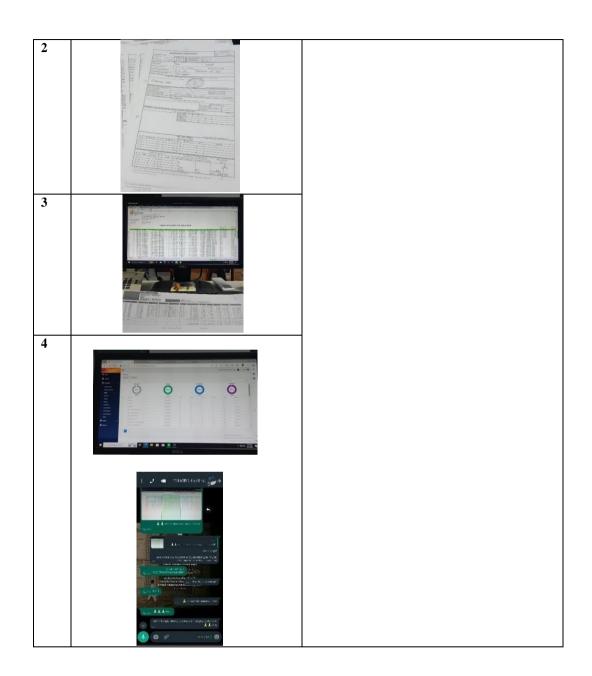


DAY : Thrusday & Friday

DATE : 25 September – 29 September

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 25 September 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report 		
2	Tuesday 26 September 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input summary of transportation slip 	Mr. Titus	dua
3	Wednesday 27 September 2023	 Monitoring dppk Archive maintenance form report 	Winastika	quir
4	Thursday 28 September 2023	Tanggal merah		
5	Friday 29 September 2023	 Input heavy equipment controlling list Archive maintenance form report 		
	Notes by In	dustrial Coach		

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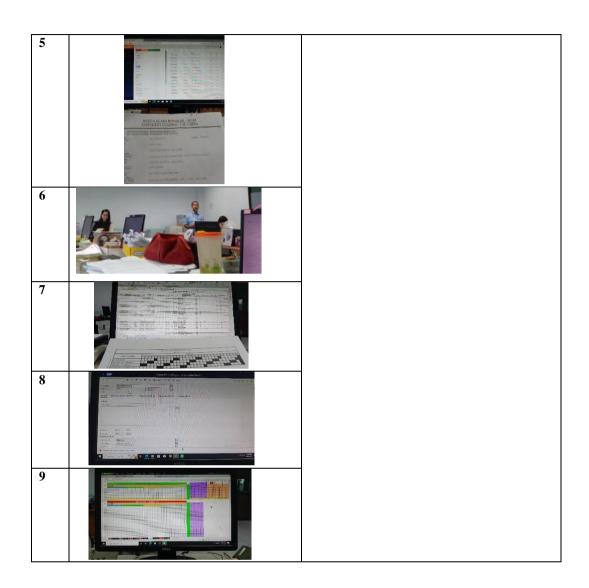
DAY : Thrusday & Friday

DATE : 02 October – 06 October

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 02 October 2023	 Monitoring dppk Check billing & transaction loading- unloading in the PAS System Tidy up data description of pulp damage repair cost in excel Input heavy equipment contolling list Take incoterm training on invoices 		
2	Tuesday 03 October 2023	 Monitoring dppk Input raw materials from the monthly report of jetty activity/KPI Archive maintenance form report Input heavy equipment controlling list 	Mr. Titus Winastika	dwr
3	Wednesday 04 October 2023	 Monitoring dppk Grouping group unloading PAS System Input Avaibility Report September 		
4	Thursday 05 October 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input summary of transportation slip Learn to create PM notification in SAP 		
5	Friday 06 October 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 		

	Notes by Industrial Coach	
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DAY : Thrusday & Friday

DATE : 09 October – 13 October

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 09 October 2023	 Monitoring dppk Input heavy equipment controlling list Confirm DPPK monitoring to PBM Learn to make a summary penalty 		
2	Tuesday 10 October 2023	 Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 		
3	Wednesday 11 October 2023	 Monitoring dppk Revision summary of transportation slip Input raw materials from the monthly report of jetty activity/KPI 	Mr. Titus Winastika	dur
4	Thursday 12 October 2023	Izin		
5	Friday 13 October 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report Input heavy equipment controlling list 		
	Notes by In	dustrial Coach		

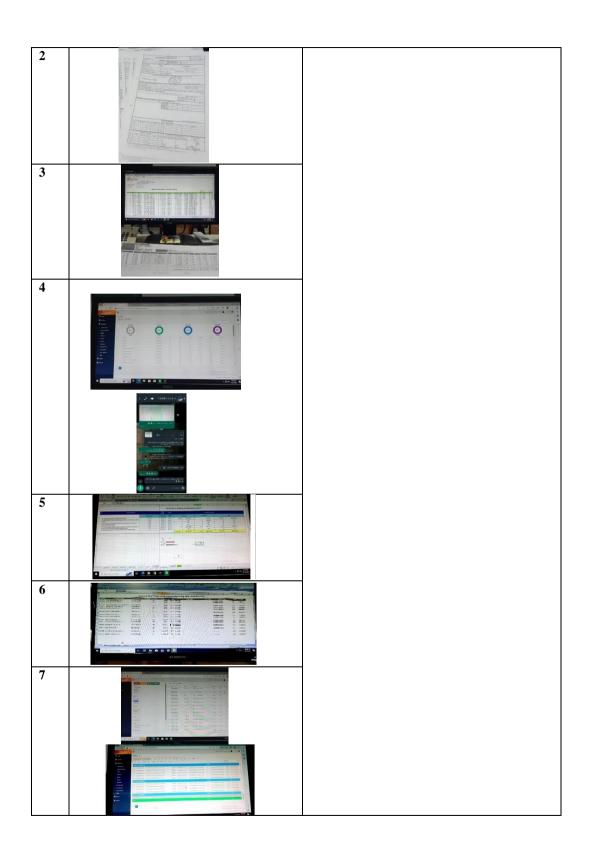
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DAY : Thrusday & Friday

DATE : 16 October – 20 October

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 16 October 2023	 Monitoring dppk Input heavy equipment controlling list 		
2	Tuesday 17 October 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input July and August unloading billing Audit External Safety 		
3	Wednesday 18 October 2023	 Monitoring dppk Input summary of transportation slip Photos for safety samples 	Mr. Titus Winastika	dwr
4	Thursday 19 October 2023	 Monitoring dppk Input summary of transportation slip Tidy up PT SAK 2023 realization data in excel 		
5	Friday 20 October 2023	 Monitoring dppk Create a PT SAK 2023 realization data table in excel 		
	Notes by Inc	dustrial Coach		

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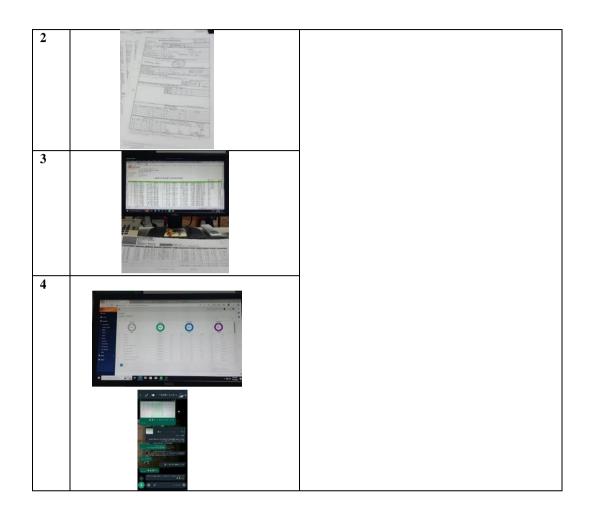


DAY : Thrusday & Friday

DATE : 23 October – 27 October

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1 2 3 4 5	Monday 23 October 2023 Tuesday 24 October 2023 Wednesday 25 October 2023 Thursday 26 October 2023	 Monitoring dppk Input summary of transportation slip Input heavy equipment controlling list Monitoring dppk Upload summary of transportation slip Monitoring dppk Confirm DPPK monitoring to PBM Archive maintenance form report Input summary of transportation slip Monitoring dppk Archive maintenance form report Input summary of transportation slip Monitoring dppk Archive maintenance form report Upload summary of transportation slip Monitoring dppk Archive maintenance form report Upload summary of transportation slip Monitoring dppk Archive maintenance form report Upload summary of transportation slip Monitoring dppk Archive maintenance form report Input summary of 	Mr. Titus Winastika	dwr
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DAY : Thrusday & Friday

DATE : 30 October – 03 November

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 30 October 2023	 Monitoring dppk Archive maintenance form report Make a request letter for goods expedition 		
2	Tuesday 31 October 2023	 Monitoring dppk Input heavy equipment controlling list Archive maintenance form report 		
3	Wednesday 01 November 2023	 Monitoring dppk Input heavy equipment controlling list Confirm DPPK monitoring to PBM 		
4	Thursday 02 November 2023	 Mmonitoring dppk Confirm DPPK monitoring to PBM Input summary reason not working Input summary of ttransportation slip 	Mr. Titus Winastika	dwr
5	Friday 03 November 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Upload summary of transportation slip Input Avaibility Report October 		
	Notes by In	dustrial Coach		

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DAY : Thrusday & Friday

DATE: 07 November – 11 November

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 07 November 2023	 Input raw materials from the monthly report of jetty activity/KPI Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Check PAN monthly report of jetty activity 		
2	Tuesday 08 November 2023	Monitoring dppkInput summary of transportation slip		
3	Wednesday 09 November 2023	 Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input summary reason not working Field observations for container loading 	Mr. Titus Winastika	dur
4	Thursday 10 November 2023	Input summary of transportation slip		
5	Friday 11 November 2023	Medical leave		
	Notes by In	dustrial Coach		

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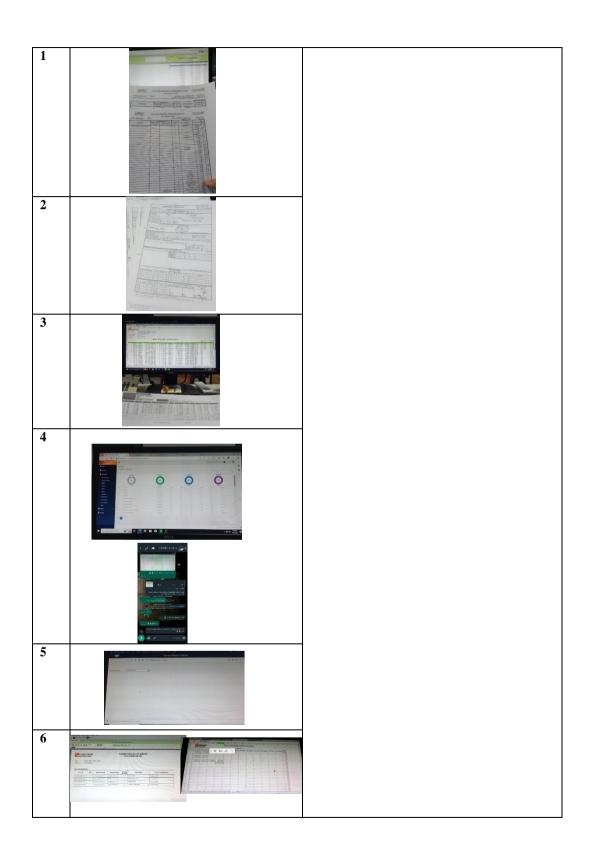


DAY : Thrusday & Friday

DATE: 13 November – 17 November

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 13 November 2023	 Input summary reason not working Input heavy equipment controlling list Archive maintenance form report Check the loading- unloading statement at PAS and print the manifest 		
2	Tuesday 14 November 2023	 Monitoring dppk Input summary reason not working Archive maintenance form report Confirm DPPK monitoring to PBM 	Mr. Titus	
3	Wednesday 15 November 2023	 Monitoring dppk Input summary of transportation slip Tidying up the recap of transport contractor violations from January- December in excel 	Winastika	qur
4	Thursday 16 November 2023	Monitoring dppkInput summary reason not working		
5	Friday 17 November 2023	 Monitoring dppk Input summary reason not working Input outbound dilevery in PAS 		
	Notes by In	dustrial Coach		

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DAY : Thrusday & Friday

DATE : 20 November – 24 November

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 20 November 2023	 Montoring dppk Input summary reason not working Input summary of transportation slip Archive maintenance form report 		
2	Tuesday 21 November 2023	 Montoring dppk Input summary reason not working Input summary of transportation slip 		
3	Wednesday 22 November 2023	 Montoring dppk Input summary reason not working Print out summary of transportation slip 	Mr. Titus Winastika	dur
4	Thursday 23 November 2023	 Montoring dppk Input summary reason not working Input heavy equipment controlling list Archive maintenance form report 		
5	Friday 24 November 2023	 Montoring dppk Archive maintenance form report Confirm DPPK monitoring to PBM Input summary of transportation slip 		
	Notes by In	dustrial Coach		

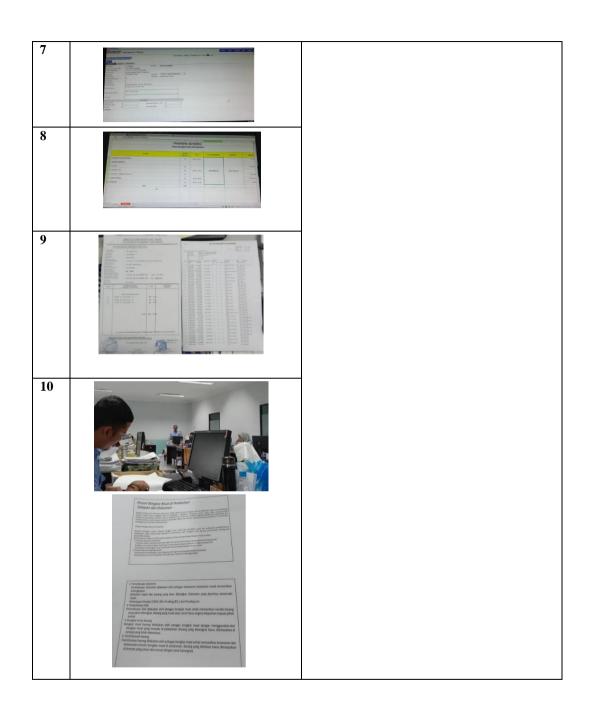
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DAY : Thrusday & Friday

DATE : 27 November – 01 December

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 27 November 2023	 Monitoring dppk Input summary reason not working Create e-jatah (annual training schedule) & e- training registration in Tigernew web 		
2	Tuesday 28 November 2023	 Monitoring dppk Fill in the syllabus & create questions for transportation reporting training Prints the LOP loading and unloading statement 		
3	Wednesday 29 November 2023	 Input summary of transportation slip Monitoring dppk Archive maintenance form report Input heavy equipment controlling list Prints the LOP loading and unloading statement Check billing in PAS System 	Mr. Titus Winastika	dwr
4	Thursday 30 November 2023	 Input summary of transportation slip Prints the LOP loading and unloading statement Archive maintenance form report 		
5	Friday 01 December 2023 Notes by In	 Input summary reasn not working attend training "loading and unloading process at the port" 		
	INOLES DY IN	dustrial Coach		

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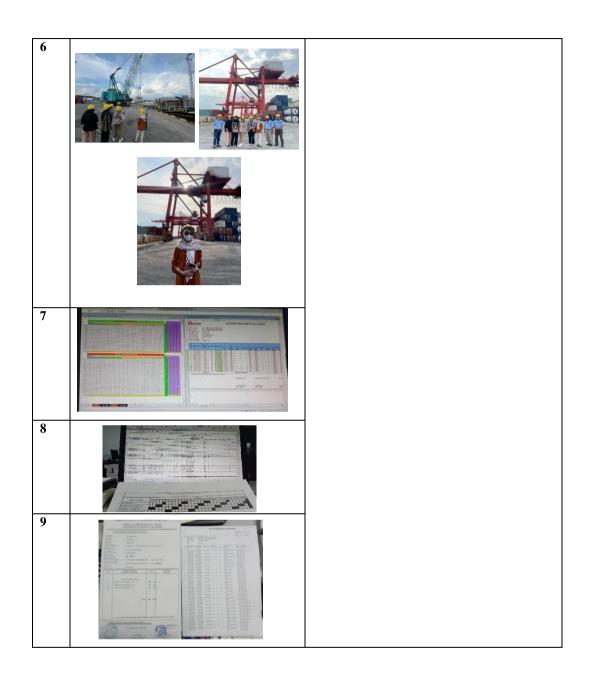


DAY : Thrusday & Friday

DATE : 04 December – 08 December

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 04 December 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report 		
2	Tuesday 05 December 2023	 Montoring dppk Prints the LOP loading and unloading statement Input summary of transportation slip 		
3	Wednesday 06 December 2023	 Monitoring dppk Input summary of transportation slip Input summary reason not working Input raw materials from the monthly report of jetty activity/KPI 	Mr. Titus Winastika	dur
4	Thursday 07 December 2023	 Monitoring dppk Input summary of transportation slip Archive maintenance form report Jetty tour 		
5	Friday 08 December 2023	 Input Avaibility Report November Input heavy equipment controlling list 		
	Notes by In	dustrial Coach		

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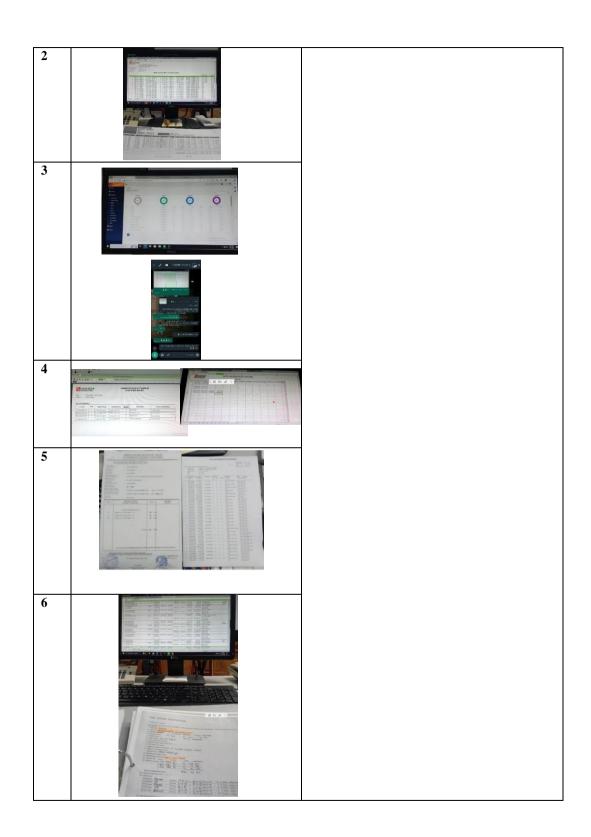


DAY : Thrusday & Friday

DATE : 11 December – 15 December

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 11 December 2023	 Monitoring dppk Input summary reason not working Archive maintenance form report Prints the LOP loading and unloading statement 		
2	Tuesday 12 December 2023	 Monitoring dppk Check PAN (Pre Arrival Notification) Input summary of transportation slip 		
3	Wednesday 13 December 2023	 Monitoring dppk Input summary reason not working 	Mr. Titus Winastika	dwr
4	Thursday 14 December 2023	 Monitoring dppk Input summary reason not working 		
5	Friday 15 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 		
	Notes by In-	dustrial Coach		

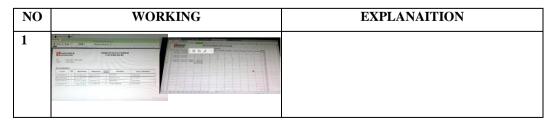
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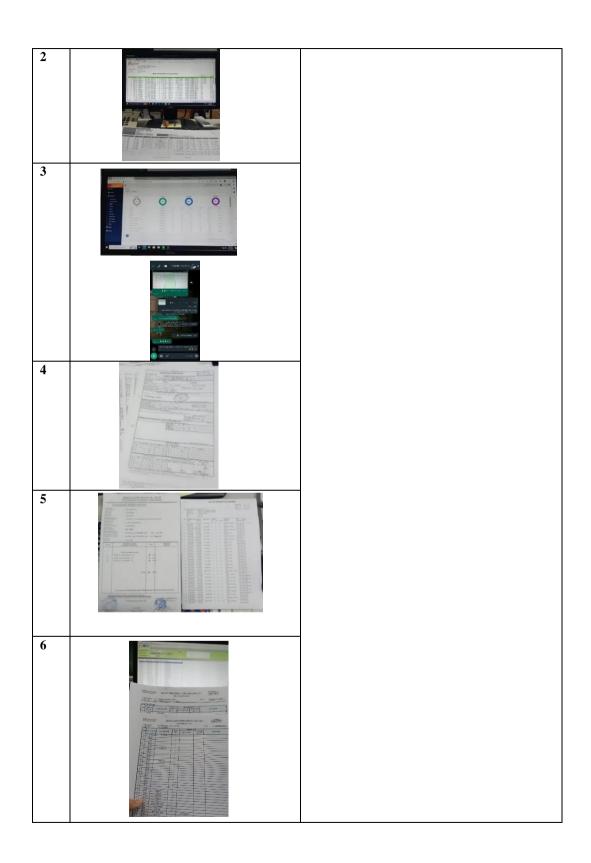


DAY : Thrusday & Friday

DATE : 18 December – 22 December

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 18 December 2023	 Monitoring dppk Print LOP Inout heavy equipment controlling list Input summary reason not working 		
2	Tuesday 19 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 		
3	Wednesday 20 December 2023	Medical leave	Mr. Titus Winastika	dur
4	Thursday 21 December 2023 Friday	 Montoring dppk Input summary reason not working Print LOP Input heavy equipment controlling list Archive maintenance form report Monitoring dppk 		
	22 December 2023	 Input summary reason not working 		
	Notes by Inc	dustrial Coach		





DAY : Thrusday & Friday

DATE : 25 December – 29 December

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 25 December 2023	• Holiday		
2	Tuesday 26 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 		
3	Wednesday 27 December 2023	 Monitoring dppk Print LOP Input summary reason not working 	Mr. Titus Winastika	dur
4	Thursday 28 December 2023	 Monitoring dppk Input summary reason not working Input summary of transportation slip 		·
5	Friday 29 December 2023	 Monitoring dppk Archive maintenance form report Print LOP 		
	Notes by Ind	dustrial Coach		

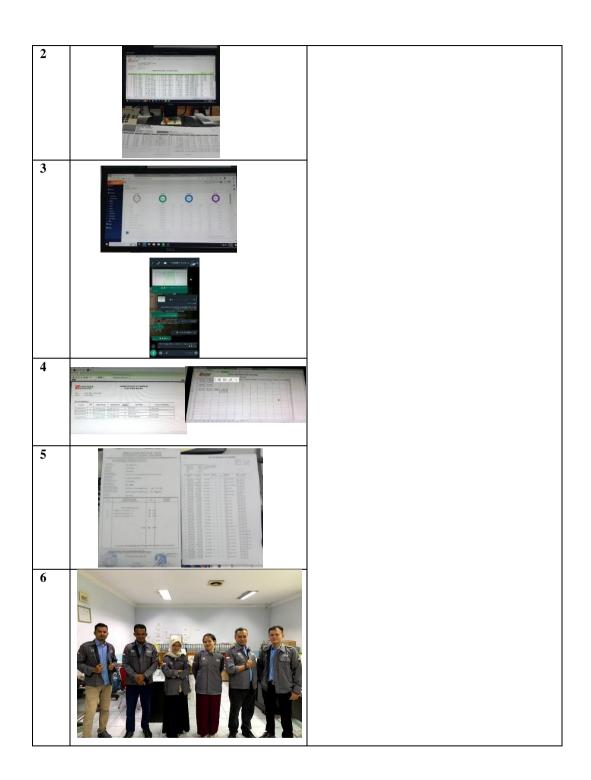
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DAY : Thrusday & Friday

DATE : 01 January – 05 January

No	DATE AND	DESCRIPTION OF	TASK	SIGNATURE
	TIME	ACTIVITES	ASSIGNOR	
1	Monday 01 January 2024	• Holiday		
2	Tuesday 02 January 2024	 Monitoring dppk Input summary reason not working Input summary of transportation slip Print LOP Archive maintenance form report 	Mr. Titus	,
3	Wednesday 03 January 2024	 Monitoring dppk Confirm DPPK monitoring to PBM Input summary of transportation slip 	Winastika	dur
4	Thursday 04 January 2024	• Depature and parting from the Port Operation		
5	Friday 05 January 2024	Returing name tag and safety helmet to public relations and handling related documents		
	Notes by In	dustrial Coach		

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		1	Kamis, 4 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
		2	Kamis, 4 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
		3	Kamis, 4 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Port	
		4	Kamis, 4 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		Activat 🖳 💿 💽 vs io to Settings to activate Window
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		6	Rabu, 3 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
		7	Rabu, 3 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
		8	Rabu, 3 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penyerahan sepatu	P 2
		9	Selasa, 2 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
		10	Selasa, 2 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
		11	Selasa, 2 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
		12	Selasa, 2 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hunn	5504201002 - Jessica Cristine		ctivate Windows o to Set 🖳 ° 🧕 rate Window
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		13	Senin, 1 Januari 2024	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
		14	Senin, 1 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., MHum	5504201008 - Dea Cahya Ningsih	Libur tanggal merah (tahun baru)	P 💿 🖬
		15	Senin, 1 Januari 2024	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagion		
		16	Senin, 1 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Invoice	
		17	Jumat, 29 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
		18	Jumat, 29 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201008 - Haris Hakimullah	E-filing transport ship document of Seagate 23521	E 🖸 💽
		19	Jumat, 29 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
		20	Jumat, 29 Desember	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	TTD, membuat laporan, persiapan ruang meeting, pendataan nama sepatu safety	Activat 🔜 💽 💽 vs io to Settings to activate Window
			2023	GUNAWAN, S.S., M.Hum	Cristine		

Appendix B : Daily Activity Logbook

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	22	2023 Jumat, 29 Desember	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyonda	invoice	₽
	23	2023 Komis, 28 Desember	M.Pd 198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Rahima Putri 5504201003 -		
	24	2023 Kamis, 28	198510082019032015 -	Desy Susanti 5504201006 -	Archiving PEB documents	
	25	Desember 2023 Kamis, 28	FANALISA ELFA, S.Pd., M.Pd 197511232021211004 -	Haris Hakimullah 5504201008 -	Invoice	
	26	Desember 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum 198710132022032004 -	Dea Cahya Ningsih 5504201009 -	Invoice	
		Kamis, 28 Desember 2023	Pretti Ristro, S.Pd., M.Ed.	Nur Alsyah		
	27	Kamis, 28 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., MLPd	5504201007 - Wyanda Rahima Putri	Involce	
	28	Kamis, 28 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagion		vat 🔜 💿 vs Settings to activate Windows.
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	29	Rabu, 27 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 Haris Hakimullah	E-filing transport ship document of LKC 48. L482306	
	. 30	Rabu, 27 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	- Invoice	
	31	Robu, 27 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201009 Nur Aisyoh	Invoice	
	32	Robu, 27 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice	
	33	Robu, 27 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	*	-
	-34	Selasa, 26 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 258 ps044	
	35	Selasa, 26 Desember 2023		5504201008 - Dea Cahya Ningsih	Invoice	- 2
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	39	Selasa, 26 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti		
	40	Senin, 25 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filling transport ship document of LKC 28 v-282358	
	41	Senin, 25 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Tanggal merah	
	42	Senin, 25 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd		divisi logistic	
			197511232021211004 -	5504201002 -	-	
	43	Senin, 25 Desember 2023	MUHAMMAD INDRA	Jessica		
	43	Senin, 25 Desember 2023 Senin, 25	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum 198710132022032004 -	Jessica Cristine Siagian 5504201003 -		ate Windows

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	46	Jumat, 22 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Invoice	
	47	Jumat, 22 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
	48	Jumat, 22 Desember 2023	198710132022032004 - Pretti Ristra, S.P.d., M.Ed.	5504201003 -		
	49	Jumat, 22 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MMSS 27	08 238024E
	50	Jumat, 22 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	атт	
	51	Kamis, 21 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya	Invoice	
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	53	Kamis, 21 Desember	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		
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	55	Komis, 21 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
	56	Komis, 21 Desember 2023	198510082019032015 ~ FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic	
	57	Rabu, 20 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Involce	
	58	Rabu, 20 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	59	Robu, 20 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti		
	60	Rabu, 20 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 252 PS04	⁶ Activat Constant Vis Go to Settings to activate Windows.
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	63	Selasa, 19 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
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	65	Selasa, 19 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		V 💌 🖻
	66	Selasa, 19 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 118 PS 476	
	67	Selasa, 19	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	divisi logistic	🗢 💿
	07	Desember 2023	M.Pd	Rohimo Putri		
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	70	Senin, 18 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	involce	
	71	Senin, 18 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti		
	72	Senin, 18 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MP 148 PS 108	•
	73	Senin, 18 Desember	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	divisi logistic	
	74	2023 Senin, 18 Desember 2023	MPd 197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Rahima Putri 5504201002 - Jessica Cristine	TTD, memilah berkas	
	75	Jumat, 15 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Siagian 5504201008 - Dea Cahya Ningsih	Invoice	
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	78	Jumat, 15 Desember 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	TTD	
	79	Jumat, 15 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of LKC 138 V L38236	
	80	Jumat, 15 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice	
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	181	Robu, 22 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
	182	Robu, 22 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	P 💿 🚺
	183	Selosa, 21 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Penginputan data, uplaad data	
	184	Selasa, 21 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan Input	P 🔹 🖻
	185	Selasa, 21 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hokimullah	Archiving PEB documents	-
	186	Selasa, 21 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ITRS, data trucking, data invoice	
	10000	2023 Selaso, 21	198710132022032004 -	5504201009 -	Invoice	
	187	November	Pretti Ristra, S.Pd., M.Ed.	Nur Aisyah		
	187		Pretti Ristra, S.Pd., M.Ed. 197511232021211004 - MUHAMMAD INDRA	Nur Alsyah 5504201008 - Dea Cahya	Activa Input shipment cost, input data at hts&ics, verification 5 invoice files, upload invoice no fad	ate Windows et 🖙 🐟 👩 rate Windows

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	189	Senin, 20 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, penginputan data, pendataan nama	
	190	Senin, 20 November	198710132022032004 - Pretti Ristro, S.P.d., M.Ed.	Siagian 5504201003 - Desy Susanti	Monitoring, input, dan arsip	
	191	2023 Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents	
	192	Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd		verifikasi advance, TMS, input data ITRS	
	193	Senin, 20 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 -	Input data at HTSS&CS, input shipment cost, shipment plan for container, verification invoice files	
	194	Senin, 20 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.		Involce	
	195	Jumat, 17 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan Input	
	196	Jumat, 17 November	198510082019032015 - FANALISA ELFA, S.Pd,	5504201007 - Wyanda	izin Go to	rate Windows Set 🖵 💿 👩 vate Windows.
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	197	Jumat, 17 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Izin antar berkas beasiswa ke siak	
	198	Jumot, 17 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siaglan	TTD, Penginputan data, upload	
	199	Jumat, 17 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking the loading vessel	
	200	Jumat, 17 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	-
	201	Kamis, 18 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan Input	
	202	Kamis, 18 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, cek PO pulp/ paper, input H	rs 🔲 💿 🔯
	203	Kamis, 16 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at Hts&ics, shipn plan for container	nent 📮 💽 🔟
	204	Kamis, 16 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S. M.Hum	5504201002 - Jessica Cristine		to Set 😨 🐟 📳 vate Window
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	205	Kamis, 16 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
	206	Kamis, 16 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.		Invoice	
	207	Rabu, 15 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
	208	Rabu, 15 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi PA, verifikasi tagihan bongkar, input ICS dan HTS, verifikasi TMS	
	209	Rabu, 15 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum		Verification invoice files, input data at HTS&/CS	
	210	Rabu, 15 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum		TTD, penginputan data, upload	
					Classifying PEB documents	
	211	Rabu, 15 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	Haris Hakimullah		

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	213	Selasa, 14 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan arsip	
	214	Selasa, 14 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon lansir, verifikasi tagihan SBP, verifikasi tagihan bongkar empty dan tagihan loading	
	215	Selasa, 14 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files, Shipment plan for container	
	216	Selasa, 14 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	P 💌 🔳
	217	Selasa, 14 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about PEB documents	
	218	Selasa, 14 November	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.		Invoice	20
	219	2023 Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	input, orsip	
	220	Senin, 13 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&ICS, Uplaaddv invoice no fad, shipment plan for containe Go to S	at 💭 💿 💽 vs settings to activate Windows.
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	221	Senin, 13 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
	222	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi payment, shippment cost, cek no po pulp/ paper	
	223	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning how to make PEB Documents	
	224	Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed		Invoice	
	225	Jumat, 10 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Shipment plan for container, upload invoice ni fsd, scanning future agency, input data at hts&ics	
	226	Jumat, 10 November 2023		5504201002 - Jessico Cristine Sioglan	TTD, pengarsipan	
	227	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201003 -	Input	
	228	Jumat, 10 November	198510082019032015 - FANALISA ELFA, S.Pd.	5504201007 - Wyanda	Ac Input ITRS, create logsheet, input ICS dan HTS, verifika TMS	tivate Windows 🕫 Set 😨 💿 📵 vate Windows
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	229	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	230	Jumat, 10 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving PEB documents that has been checked	
	231	Kamis, 9 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at hts&ics, verificatin involce files, verification plan futere agency	
	232	Kamis, 9 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	TID	
	233	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input, dan observasi	
	234	Kamis, 9 November	198510082019032015 - FANALISA ELFA, S.Pd,	5504201007 - Wyanda	edit FSD disistem SAP, verifikasi TMS, create URN/ barcode, verifikasi invoice	
		2023 Kamis, 9	M.Pd 198710132022032004 -	Rahima Putri 5504201009 -	Invoice	
	235	November	Pretti Ristra, S.Pd., M.Ed.	Nur Aisyah		
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	237	Rabu, 8 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input shipment cost, verification invoice files, input date at hts&ics, advance payment aplication	2 🗨 💌 🚨
	238	Rabu, 8 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siaglan	TTD, Memiliah dan Pengarsipan	
	239	Robu, 8 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 -	Monitoring dan input	
	240	Rabu, 8 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, edit FSD disistem SAP, verifikasi nomor PA create nomor URN/ barcode, input URN	
	241	Robu, 8 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	-
	242	Rabu, 8 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing to classify PEB documents	P • 1
	243	Selasa, 7 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya	Verification invoice files, input shipment cost, shipment plan for container.	
	244	Selasa, 7 November	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	Acti TTD, memilah dan pengarsipan Go ta	vate Windows Set 💽 💿 🗿 vate Windov
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	245	Selasa, 7 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input	
	246	Selasa, 7 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verlfikasi TMS, create URN/ barcode, create nomor PA	-
	247	Selasa, 7 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.		Invoice	
	248	Selasa, 7 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Clossifying PEB documents	-
	249	Senin, 6 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.		Izin	
	250	Senin, 6 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification involce files, input data at hts & ics, shipment cost	₽ ■ 0
	251	Senin, 6 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slogian	Pengarsipan	
	252	Senin, 6 November 2023	198510082019032015 - FANAUSA ELFA, S.Pd., M.Pd		menghitung bon berita acara bongkar- muat Activa Go to Se	tings to activate Windows.
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	253	Senin, 6 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Invoice	
	254	Senin, 6 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking eksport PEB documents	
	255	Jurnat, 3 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTSSICS, Verification invoice files	
	256	Jumat, 3 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Invoice	
	257	Jumat, 3 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon scalling ticket	
	258	Jumat, 3 November 2023	198710132022032004 - Pretti Ristra, S.P.d., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, upload and input	
	259	Jumat, 3 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, membuat surat	
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	260	Jumat, 3 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents Activa Go to S	t 💽 💼 💽 vs ettings to activate Windows.

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nail 🚥 YouTube 🛃 Maps 🗛 Tra	nslate					
	261	Kamis, 2 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Shipment plan for container, verification shipment plan, input data at HTS&ICS, Verification invoice	
	262	Kamis, 2 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	263	Kamis, 2 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	mengitung material, input ICS dan HTS, verifikasi TMS	
	264	Kamis, 2 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input	₽ • •
	265	Kamis, 2 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	TTD, memilah berkas	
	266	Kamis, 2 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying PEB documents	
	267	Rabu, 1 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&ICS, Shipment plan for container	
	268	Rabu, 1 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.		Invoice Activ Go to	rat 🕞 💿 💽 vs Settings to activate Windows.
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	269	Rabu, 1 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	update nomor URN, input ICS dan HTS, verifikasi TMS, menghitung material	
	270	Rabu, 1 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ec	5504201003 -	Monitoring, Input, konfirmasi	
	271	Rabu, 1 November 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	TTD, Pendataan nama,	
	272	Rabu, 1 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Preparing PEB documents	
	273	Selasa, 31 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hurr	5504201008 - Dea Cahya Ningsih	Verification invoice file.input data at HTS&ICS, Payme apllication, Scanning future agency	ent 🔛 💿 🚺
	274	Selasa, 31 Oktober 2023	198710132022032004 - Pretti Ristra, S.P.d., M.Ec	5504201009 -	Invoice	
	275	Selasa, 31 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	shippment trucking, shippment cost, cek PO jasatam create URN	na, 🗖 💿 🚺
	276	Selasa, 31 Oktober	198710132022032004 - Pretti Ristro, S.Pd., M.Ec	5504201003 -		tivat 💭 💿 💼 vs to Settings to activate Window
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	277	Selasa, 31 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Ttd	
	278	Selasa, 31 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd		Archiving PEB documents	P 0
	279	Senin, 30 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification container yard operasional, input data at HTS&ICS, Verification involce file nya	
	280	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Involce	-
	281	Senin, 30 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	menghitung ban container, shippment cost, shippment trucking	
	282	2023 Senin, 30 Oktober	MPd 198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Rahima Putri 5504201003 - Desy Susanti	Monitoring dan arsip	-
	283	2023 Senin, 30 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD; Bekajar, mengunjungi lokasi pelabuhan	
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	284	Senin, 30 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201006 - Haris	Archiving PEB documents Go to 5	

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	285	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung tanase, cek jasatama, create ahippmen cost, mengitung container	:
	286	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Arsip and input	-
	287	Jumat, 27 Oktober 2023	1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	do involce tasks	
	288	Jumat, 27 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Upload data at TMS; input data at Hts&lcs, Verificatio Invoice files	n 🗨 💽 🚺
	289	Jumat, 27 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201006 - Haris	Grouping document shippment plan for container	
	290	2023 Jumat, 27 Oktober 2023	M.Pd 197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Hakimullah 5504201002 - Jessica Cristine	memilah berkas, scan dokumen, ttd	
	291	Kamis, 26 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	Siaglan 5504201007 - Wyanda	verifikasi billing payment, input TMS, create shippmen cek jasatama pulo/paper	nt. 🗖 🗖 🗐
	292	2023 Kamis, 26 Oktober	M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed.	Rahima Putri 5504201003 - Desy Susanti		tivate Winclows to Set 🖵 🗢 📵 vate Windo
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	293	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
	294	Kamis, 26 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS,&ICS, Upload TMS, Print Shipment Plan	
	295	Kamis, 26 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	6504201002 - Jessica Cristine Slaglan	TTD, pengarsipan	
	296	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing learning how to make PEB Documents	
	297	Rabu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi biliing payment, verivikasi B/L, scan dokumen Invoice	
	298	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, arsip, and input	
	299	Robu, 25 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
	300	Rabu, 25 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN S.S. M.Hum	5504201008 - Dea Cahya Ningsih	Activ Input data shipment cost, Verification invoice files; Inpu data at ICS, Print PA	vate Windows Set 🖵 💌 📴 vate Windows
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	301	Robu, 25 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	TTD, Membuat laporan, Mengisi laporan	
	302	Robu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learn how to create PEB Documents	-
	303	Selasa, 24 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyonda Rahima Putri	verifikasi dokumen performa, create shippment, verifikasi dokumen entry	
	304	Selasa, 24 Oktober	198710132022032004 - Pretti Ristra, S.P.d., M.Ed.	5504201003 - Desy Susanti	Monitoring and upload	
	305	2023 Selasa, 24 Oktober	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	do involce task	
	306	Oktober	197511232021211004 - MUHAMMAD INDRA	5504201008 - Dea Cahya	Input data shipment cost, input data HTS&ICS, Print shipment plan, Scanning future agency	
	307	2023 Selasa, 24 Oktober	GUNAWAN, S.S., M.Hum 197511232021211004 - MUHAMMAD INDRA	Ningsih 5504201002 - Jessico	TTD, Membuat laporan	
				Cristine		
	308	2023 Selasa, 24	GUNAWAN, S.S., M.Hum 198510082019032015 -	Slagian	Activ. Go to 1	ate Windows ettings to activate Windows.

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	309	Senin, 23 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	scan dokumen jasatama , verifikasi dokumen summary of transportation slip report	
	310	Senin, 23 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, and input	
	311	Senin, 23 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	do invoice tasks	
	312	Senin, 23 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input HTS, Input data Shipment cost, Input HTS&ICS, Verification invoice files, Print PA Close TP	P 0
	313	Senin, 23 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilah berkas, scan & fc	
	314	Senin, 23 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making eksport document for client of Iraq and Costa Rica	
	315	Jumat, 20 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	IZIN	
	316	Jumat, 20 Oktober	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti		at 🖳 💽 😰 vs Settings to activate Window
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	318	Jumat, 20 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	Siagian 5504201006 - Haris	Continuing to learn about submission data on V-Legal	P • 2
	319	2023 Kamis, 19 Oktober	M.Pd 197511232021211004 - MUHAMMAD INDRA	Hakimullah 5504201008 - Dea Cahya	Verification rekop tagihan pengangkutan sparepart. Print shipment plan	
	320	2023 Kamis, 19 Oktober	GUNAWAN, S.S., M.Hum 198510082019032015 - FANALISA ELFA, S.Pd.,	Ningsih 5504201007 - Wyanda	input data HTS, verifikasi TMS, update report HTS	
	321	2023 Kamis, 19 Oktober	M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed.	Rahima Putri 5504201003 - Desy Susanti	Monitoring, input dan merapikan	
	322	2023 Kamis, 19 Oktober	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	Τιd	
	323	2023 Kamis, 19	GUNAWAN, S.S., M.Hum 198510082019032015 -	Cristine Siagian 5504201006 -	Learning making submission data on V-Legal	
	324	Oktober 2023 Kamis, 19	FANALISA ELFA, S.Pd., M.Pd 198710132022032004 -	Haris Hakimullah 5504201003 -	Monitoring, Input	
		Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	Desy Susanti	00103	
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narodu	325	Rabu, 18 Oktober	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan Input	
	326	2023 Rabu, 18 Oktober	197511232021211004 - MUHAMMAD INDRA	5504201008 - Dea Cahya	Input data at HTS&ICS Scanning Invoice Files, Print Shipement Plan, Verification Rekap tagihan pape	
	327	2023 Rabu, 18 Oktober	GUNAWAN, S.S., M.Hum 198510082019032015 - FANALISA ELFA, S.Pd,	Ningsih 5504201007 - Wyanda	verifikasi PO, cek jasatama pulp/poper, uplcad data kapal, input ICS dan HTS, veri TMS	
	328	2023 Rabu, 18 Oktober	M.Pd 197511232021211004 - MUHAMMAD INDRA	Rahima Putri 5504201002 - Jessica	TTD, pengarsipan	-
	329	2023	GUNAWAN, S.S., M.Hum 198510082019032015 -	Cristine Slagian	Continuing to learn about attentionent decimation	
		Rabu, 18 Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about attachment document on v legal	
	330	Selasa, 17 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification DO FEE IN SPORE	
	331	Selasa, 17	198510082019032015 -	5504201007 ~	update dan upload data, cap dokumen	🖵 💿 🚺
		Oktober 2023	FANALISA ELFA, S.Pd., M.Pd	Wyanda Rahima Putri	Activa	

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	333	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Desy Susanti	Monitoring, konfirm dan input	
	334	Selasa, 17 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning how to make attachment data on V-Legal	
	335	Senin, 16 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	- Input data at intern mill transportation report system, Input data at exel invoice OPP/OPT,	
	336	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	upload data URN/PA, verifikasi data angkutan , create nomor URN , update data kapal export, import	
	337	Senin, 16 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
	338	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input	
	339	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Sending package from export import section to port	
	340	Jumat, 13 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification Invoice MT Trucking into order FOB, Input data at HTS&ICS Go to S	at 🖃 💽 📴 vs ettings to activate Windo
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	341	Jumat, 13 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	1TD, pengarsipan	201
	342	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, scan dan verifikasi dokumen, fc bon kontainer	-
	343	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, arsip	
	344	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing document for Australia's client and pickup new uniform for PindaDell's employee	
	345	Karnis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Izin	
	346	Karnis, 12 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Print Shipment plan, input data at HTS&ICS, Verification Future Agency	
	347	Karnis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, menghitung tonase, verifikasi joblist	
	348	Karnis, 12 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine		at 🔜 💽 💷 vs iettings to activate Windo
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	349	Karnis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Nigeria's client	
	360	Karnis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents	
	351	Rabu, 11 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files	
	352	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek PO jasatama, verifikasi PO, create shippment cost, scan dokumen	
	353	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, revisi, input	
	354	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Working on Involce Documents	
				5504201006 -	Making resume about import eksport section and send	
	355	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	Haris Hakimullah	it to public relations	

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	357	Selasa, 10 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung tonase, cek jasatama, membuat logsheet	
	358	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents	
	359	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Input	
	360	Selasa, 10 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Input data shipment cost, Verification invoice Files	
	361	Selasa, 10 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	Scan & FC, TTD	
	362	Selasa, 10 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	Slaglan 5504201006 - Haris Hakimullah	Understanding type of eksport document (monitoring by mentor)	
	363	Senin, 9 Oktober 2023	198510082019032015 - FANAUSA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input HTS,venfikasi TMS, verifikasi na PO, scan data faktur pajak	
	364	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents Go to	
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	365	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, konfirmasi, dan belajar	
	366	Senin, 9 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, verification invoice file	₽ • 8
	367	Senin, 9 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Sri Lanka client's	
	368	Senin, 9 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine	TTD, Pengarsipan data	
	369	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	370	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Checking and Scanning Invoice files	••••
	371	Jumat, 6 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making weekly report document	
	372	Jumat, 6 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S. M.Hum	5504201002 - Jessica Cristine	TTD, pengarsipan dokumen, Pemeriksaan data Go to	
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	373	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, and Input	
	374	Jumat, 6 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verifikasi Invoice files	
	375	Jumat, 6 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi dokumen invoice atau pojak, menjumlahkan rekapitulasi bongkar kopal empty, menghitung bon	
	376	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	377	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input dan training	
	378	Kamis, 5 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at ICS, Verifikasi Jenis barang bongkar/muat. Print Shipment plan	
	379	Kamis, 5 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon dan tanase, verifikasi nomor container, input ICS dan HTS, verifikasi TMS dan no PO	
	380	Kamis, 5 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah		ete Windows
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	382	Robu, 4	197511232021211004 -	5504201008 -	Input data at TMS, Upload Invoice number, input data	
		Oktober 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Dea Cahya Ningsih	Hts&ics	
	383	Rabu, 4 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input ICS, print data payment, menghitung bon container	
	384	Rabu, 4 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagion	TTD	
	385	Robu, 4 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Excel, input data dan audit	
	386	Rabu, 4 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Pick up and deliver paper stock from PT to branch offices	
	387	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	388	Selasa, 3 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at TMS, Input data at HTS&ICS, Stempel invoice	
	389	Selasa, 3 Oktober	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	Acti menghitung bon, buat lagsheet, cap dokumen bara, to verifikasi nomor payment dan bikin barcode	vate Windows Set 💽 💿 🌅 rate Windows
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	390	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, arsip	P B
	391	Selasa, 3 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Memisahkan&Ttd, Memeriksa	
	392	Selasa, 3 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing Eksport document Tissue Product to USA	🖳 💽 📵
	393	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 -	Invoice	
	394	Senin, 2 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Print Payment Application, verifikasi adpel jenis bar bongkar/muat, input data at HTS&ICS	ang 🗖 💽 🔯
	395	Senin, 2 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ICS dan HTS, verifikasi TMS, menghitung	bon 🖳 💽 🗐
	396	Senin, 2 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah		
	397	Senin, 2 Oktober	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		ctivate Windows o to Set 📮 💿 👩 vate Wind
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	398	Senin, 2 Oktober 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD,Briefing,Scan, pengarsipan berkas lembaran "Menyusun Silo/Sio	
	399	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Siagian 5504201009 - Nur Alsyah	Invoice	
	400	Jumat, 29 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verifikasi jenis barang bongkar/muat, input data at HTS&ICS	
	401	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, verifikasi dokumen performa	
	402	Jumat, 29 September	198510082019032015 - FANALISA ELFA, S.Pd,	5504201007 - Wyanda	verifikasi TMS, input ICS, menyamakan dokumen/verifikasi dokumen	
	403	2023 Jumat, 29 September	M.Pd 198510082019032015 - FANALISA ELFA, S.Pd,	Rahima Putri 5504201006 - Haris	Continuing to learn step to make Pra-Shippment document	
	404	2023 Jumat, 29 September	M.Pd 197511232021211004 - MUHAMMAD INDRA	Hakimullah 5504201002 - Jessica	TTD, Belajar & Mengisi	
		2023	GUNAWAN, S.S., M.Hum	Cristine Siagian		vate Windows
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	405	Jumat, 29	198510082019032015 -	5504201007 -	Go.to buat TMS, input data ICS, menyamakan dokumen	Settings to activate Windows

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	406	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input HECL dan arsip	-
	407	Rabu, 27 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
	408	Rabu, 27 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verfikasi rekap tagihan pengangkutan tissue	-
	409	Rabu, 27 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	bikin logsheet, training sheetment cost, ICS dan HTS	
	410	Rabu, 27 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 -	Monitoring, merapikan dan arsip, fc	
	411	Robu, 27 September 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Learning step to make Pra-Shippment document an making weekly report	d 🖸 💿 🚺
	412	Rabu, 27 September 2023	MPG 197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessico Cristine Siagion	TTD, pengarsipan, Fc	
	413	Selasa, 26 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS Ac	tivat of a strate windows.
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	414	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Printing and Checking invoice files	P • 8
	415	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input HECL, konfirmosi, Input Trucking	
	416	Selasa, 26 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan berkas,TTD,FC&Scan	
	417	Selasa, 26 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for NapoliJtaly	
	418	Selasa, 26 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data payment, scan data, input data HTS dan	IMS 🖵 💿 箇
	419	Senin, 25 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	input data at HTS&ICS, Verfication jenis barang bongkar/muat	
	420	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify invoice files	
	421	Senin, 25 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data TMS, HTS, cek data OPP/OPT dan PBM, dap dokumen masuk	tivat or a to activate Windows
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	422	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, arsip dan input	
	423	Senin, 25 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning PindoDeli Document	
	424	Senin, 25 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Tanda tangan, Update Summary	
	425	Jumat, 22 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ICS dan HTS	
	426	Jumat, 22 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memfatakopi, MPengarsipan berkas lembaran, Memprint, TTD, Belajar summary	
	427	Jumat, 22 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Verify Jasatama Mandiri Expedition, Printing payment application for logsheets	
			197511232021211004 -	5504201008 -	Verification Jenis barang Bongkar/muat	
	428	Jumat, 22 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Dea Cahya Ningsih		ate-Windows

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	430	Jumat, 22	198510082019032015 -	5504201006 -	Preparing eksport document for Bulgaria n Italy client	
		September 2023	FANALISA ELFA, S.Pd., M.Pd	Haris Hakimullah		
	431	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Input Summary of TSR	
	432	Kamis, 21 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Humi	5504201008 - Dea Cahya Ningsih	Verification Export Invoice	🖵 💿 🔳
	433	Karnis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, SOTS, report availability, training	
	434	Kamis, 21 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	Memisahkan lembaran surat memeriksa kelengkapandata, menginput data, TTD, pengarsipan	
	435	Kamis, 21 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data, cap dokumen masuk	🖓 💽 🚺
	436	Kamis, 21 September	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201006 - Haris	Preparing documents for Japan and Spain client's	P 💿 🙆
	437	2023 Rabu, 20 September	M.Pd 198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Hakimullah 5504201009 - Nur Aisyah	Acti Input Summary of TSR on IMTS, Input HTS and ICS Go to	vate Windows Set 🖙 👁 😰 vate Windows.
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	438	Rabu, 20 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification Invoice files, SAP Invoice, Print Shipping Schedule	
	439	Robu, 20 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, HECL, PPT, SCAN	P 0
	440	Rabu, 20 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data,scan dan print dokumen, cek dokumen	
	441	Robu, 20 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making ekspor documents for Spain client's	
	442	Robu, 20 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slaglan	Mengisi Note, Penandatanganan, Memasukkan ke m Tanda tangan Form, Me-scan	hap, 🔛 💽 🛅
	443	Selasa, 19 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input Data at HTS&ICS, Print Shimpent Plan, Verificat Close TP, Stempel Invoice	on 🔲 💿 🚺
	444	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	scan	-
	445	Selasa, 19 September	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah		tivate Windows to Sel 💽 💿 🚮 vate Window
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	446	Selasa, 19 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing summarize the Pindo Deli material Document	
	447	Selasa, 19 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input dan cek data intern mill, scan data	
	448	Selasa, 19 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memfatocopy, Memasukkan & Mengganti nama map, Me-scan, Belajar mengisi update absensi	
	449	Senin, 18 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Stempel Invoice , Verification Daftar Laporan Biaya OPP/OPT	
	450	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Summarize Jasatama costs in spreadsheet, verify trucking fare data and input involce in ICS	-
	451	Senin, 18 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	rekap jasa tama, input data, cek PSA	
		Senin, 18	198710132022032004 -	5504201003 -	HECL, Arsip, SOT, Input PBK, update absensi	
	452	September 2023	Pretti Ristra, S.Pd., M.Ed.	Desy Susanti		ate Windows

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	454	Senin, 18	197511232021211004 -	5504201002 -	Minta Tanda tangan, Cap, FC, Penandatanganan Dafta	
		September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Jessica Cristine	hadir, memasukkan lembaga ke map, Membedakan	
		2023	GUNAWAN, S.S., M.Hum	Siagian		
	455	Jumat, 15	197511232021211004 -	5504201008 -	input data at HTS&ICS, Print Payment Application	1
		September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Dea Cahya Ningsih		
	456	Jumat, 15	198510082019032015 -	5504201007 -	Rekap jasa tama	
		September 2023	FANALISA ELFA, S.Pd., M.Pd	Wyanda Rahima Putri	the second se	
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	457	Jumat, 15 September	Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Verify details of the cargo, checking the vehicle plate and number of PO	
		2023				
	458	Jumat, 15 September	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201006 - Horis	Learning PindoDeli Document	🖵 💌 🚺
		2023	M.Pd	Hakimullah		
	459	Jumat, 15 September	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	Penandatanganan, Mengganti nama Map, Menghitung Surat	🗢 💽 🔟
		2023	GUNAWAN, S.S., M.Hum	Cristine	Service	
				Siagian		
	460	Jumat, 15 September	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, summary, informasi, telpon, arsip	
		2023				vate Windows Settings to activate Wi
	461	Kamis, 14 September	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify container yard operational unit	
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	462	Kamis 14	198510082019032015 -	5504201006 -	Input and sending document for client Mexico and	
	402	September 2023	FANALISA ELFA, S.Pd., M.Pd	Haris	Guetamala	-
	463	Kamis, 14 September	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, FC, input data, mengantar berkas	
		2023				
	464	Kamis, 14 September	197511232021211004 - MUHAMMAD INDRA	5504201002 - Jessica	Minta cap & FC, Ttd daftar hadir, mengisi format, memfoto lembaran, menyesuaikan rekapitulasi	🗢 💽
		2023	GUNAWAN, S.S., M.Hum	Cristine	memoto lembaran, menyesaakan tekapitalasi	
				Siagian		-
	465	Kamis, 14 September	197511232021211004 - MUHAMMAD INDRA	5504201008 - Dea Cahya	Scanning invoice files, PPE delivery change, Print payment, Input Data HTS&ICS	-
		2023	GUNAWAN, S.S., M.Hum	Ningsih		
	466	Kamis, 14	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyonda	menghitung jumlah kontainer, menjumlahkan tonase, mengecek data	-
		September 2023	M.Pd	Rahima Putri	mangecok data	
	467	Rabu, 13	198710132022032004 -	5504201009 -	Rename Invoice data files, scanning, printing, and	
		September 2023	Pretti Ristra, S.Pd., M.Ed.	Nur Aisyah	photocopying files, including SPC	
	468	Rabu, 13	197511232021211004 -	5504201008 -	Verification bon trailer	-
		September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Dea Cahya Ningsih		
	469	Rabu, 13	198510082019032015 -	5504201007 -	fc billing sale, input data payment, cek surat dan Activ	
	400	September	FANALISA ELFA, S.Pd., M.Pd	Wyanda	jumlah kontainer Go to	
		2023	M.Pd	Rahima Putri		
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	470	Rabu, 13	197511232021211004 -		Memperbaiki form internal inspeksi, penandatanganan	-
		September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Cristine	laporan inspeksi dan laporan ceklis harian	
				Siagian		
	471	Rabu, 13 September	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Scan, monitoring, input data, arsip, update absensi	🖵 💌 🖻
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	472	Rabu, 13	198510082019032015 -			
	472		198510082019032015 - FANALISA ELFA, S.Pd., M.Pd		preparing ekspor file for Slovania and Croatia client's	
	472	Rabu, 13 September 2023 Selasa, 12	FANALISA ELFA, S.Pd., M.Pd 198710132022032004 -	Haris Hakimullah 5504201009 -	Scanning, Photocopying, verify, sorting, stamp and	
		Rabu, 13 September 2023	FANALISA ELFA, S.Pd., M.Pd	Haris Hakimullah		
		Rabu, 13 September 2023 Selasa, 12 September	FANALISA ELFA, S.Pd., M.Pd 198710132022032004 -	Haris Hakimullah 5504201009 - Nur Aisyah	Scanning, Photocopying, verify, sorting, stamp and input data in ICS	
	473	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September	FANALISA ELFA, S.Pd., M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed. 1985/10082019032015 - FANALISA ELFA, S.Pd.,	Haris Hakimullah 5504201009 - Nur Alsyah 5504201006 - Haris	Scanning, Photocopying, verify, sorting, stamp and input data in ICS	
	473	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023	FANALISA ELFA, S.Pd., N.Pd 198710132022032004 - Pretti Ristra, S.Pd., M.Ed. 198510082018032015 - FANALISA ELFA, S.Pd., M.Pd	Haris Hokimullah 5504201009 - Nur Aisyah S504201006 - Haris Haris	Scanning, Photocopying, verify, sorting, stamp and input data in ICS Sending ekspor documents to Nigeria by SOP	
	473	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September	FANALISA ELFA, S.Pd., M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed. 1985/10082019032015 - FANALISA ELFA, S.Pd.,	Haris Hakimullah 5504201009 - Nur Alsyah S504201006 - Haris Hakimullah 5504201003 -	Scanning, Photocopying, verify, sorting, stamp and input data in ICS Sending ekspor documents to Nigeria by SOP	
	473 474 475	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023	FANALISA ELFA, S.Pd., M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed. 1988/10082016032015 - FANALISA ELFA, S.Pd., M.Pd 1987/0132022032004 - Pretti Ristra, S.Pd., M.Ed.	Haris Hakimullah 5504201009 - Nur Aisyah S504201006 - Haris Hakimullah 5504201003 - Desy Susanti	Scanning Photocopying verify sorting stamp and input data in in25 Sending ekspor documents to Nigeria by SOP Sean, FC, arsip, TTD, input data, belajar untuk monitoring DPPK	
	473	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September	FANALISA ELFA, S.Pd., M.Pd IPetti Ristro, S.Pd., M.Ed. IPetti Ristro, S.Pd., M.Ed. IBB510082018032015 FANALISA ELFA, S.Pd., M.Pd IBB710133202132004 IBB7511233202121004 - IB7511233202121004 -	Haris Hakimullah 5504201006 - Nur Aisyah 5504201006 - Haris Hakimullah 5504201003 - Desy Susanti 5504201008 - Des Cahya -	Scanning Photocopying verify sorting stamp and input data in AS Sending ekspor documents to Nigeria by SOP Scan, FC, arsp. TTD, input data, belojar untuk monitoring DPK	
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	473 474 475	Rabu, 13 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September 2023 Selasa, 12 September	FANALISA ELFA, S.Pd., M.Pd IPetti Ristro, S.Pd., M.Ed. IPetti Ristro, S.Pd., M.Ed. IBB510082018032015 FANALISA ELFA, S.Pd., M.Pd IBB710133202132004 IBB7511233202121004 - IB7511233202121004 -	Hairis Hakimullah S504201009 - Nur Aisyah S504201006 - Haris Hakimullah Desy Susanti Desy Susanti S504201008 - Des Cohya Ningsih	Scanning Photocopying verify, sorting stamp and Scanning Photocopying verify, sorting stamp and Scanning ekspor documents to Nigeria by SOP Scan, FC, arsip, TTD, Input data, belajar untuk monitoring DPK Verification container yard operasional unit, input data HTSAICS	

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	478	Selasa, 12 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek, menprint, menscan, bikin barcode, cap data, dan unboxing paket		
	479	Senin, 11 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S. M.Hum	5504201008 - Dea Cahya Ninasih	verification on invoice files, inputndata at HTS&ICS		
	480	Senin, 11 September	198510082019032015 - FANALISA ELFA, S.Pd.,	5504201007 - Wyanda	cek nomor PO, BM plat mobil, cap dakumen masuk		
	481	2023 Senin, 11 September	M.Pd 198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	Rahima Putri 5504201009 - Nur Alsyah	Checking and Verification data		
	482	2023 Senin, 11 September	198510082019032015 - FANALISA ELFA, S.Pd.	5504201006 - Haris	Preparing Pre-Shilpment Doc and VBI		
	483	2023 Senin, II September	MPd 198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Hakimullah 5504201003 - Desy Susanti	Input data, terima telpon, scan berkas, antar berkas dan arsio berkas		
	484	2023 Senin, 11 September 2023	197511232021211004 -	5504201002 - Jessico Cristine		₽	
	485	Jumat, 8	197511232021211004 - MUHAMMAD INDRA	Siagian 5504201008 -		ivate Windows 5 Set 🖃 🥥 😫 vat	e Windows.
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	486	Jumat, 8 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	Memilah "form data hadir PIC kerja untuk mitra kerja unit OP"	-	
	487	Jumat, 8 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Summary of Transportation Slip		
	488	Jumat, 8 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Photocopying files, scanning files, Inputting data in ICS, and updating data in Application Portal		
	489	Jumat, 8 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menginput data transaction SAP dan mengecek data container tracking		
	490	Jumat, 8 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing learning about Pre Shippment Document	•	
	491	Kamis, 7 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	print payment application, verification on invoice file, input data HTS $\& \mbox{ICS}$		
	492	Kamis, 7 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alsyah	Verification of Invoice files, Photocopying files, Scanning Invoice Files and Input Data at HTS ICS.		
	493	Kamis, 7 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Active Input data Heavy Equipment Controlling List, reports to 3 utilization dan report availability	ate Windows ie: 💽 💽 🚺 vate V	Windows:
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	494	Karnis, 7 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	mengecek dan menginput data FSD dan SAP		
	495	Komis, 7 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan data lembaran berdasarkan noma, tanggal & hari		
	496	Kamis, 7 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning VBI (Vessel Booking Instructions) and Pre- Shipment Documents		
	497	Robu, 6 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menginput data ics dan hts		
	498	Robu, 6 September	198710132022032004 - Pretti Ristro, 5.Pd., M.Ed.	5504201009 - Nur Alsyah	Laminating ID Card for Vehicle ID		
	499	2023 Rabu, 6 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	1. Memilah lembaran kertas Daftar laparan biaya OP/OPT dan PBM pelabuhan Pekanbaru/Perawang		
				Siagian 5504201008 -	SAP Invoice, ngeprint shipment plans, ngescan invoice,		
	500	Robu, 6 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN S.S. MHum	Dea Cahya	verivikasi document		
	500	Robu, 6 September 2023 Robu, 6	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum 198710132022032004 -	Dea Cahya Ningsih	verivikasi document	te Windows	indows.

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	503	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Pembagian helm, id card & tugas kerja		
	504	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Pembagian Safety tools, ID Card dan pembagian tempat kerja		
	505	Selasa, 5 September 2023	198510062019032015 - FANALISA ELFA, S.P.d., M.P.d	5504201006 - Haris Hakimullah	Division determination, company data input, and archiving		
	508	Selasa, 5 September 2023	198510062019032015 - FANALISA ELFA, S.P.d., M.P.d	5504201007 - Wyanda Rahima Putri	pembagian olat safety, panning (id card), dan penempatan tempat pkl		
	507	Selasa, 5 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Slagian	I. Pembagian helm & ID card , 2. Pembagian penempatan devisi kerja		
	508	Selasa, 5 September 2023	197511232021211004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Pembagian id card & helm\Stempel invoice & SAP invoice		
	509	Senin, 4 September	198510082019032015 - FANALISA ELFA, S.Pd.	5504201006 - Haris Hakimullab		ctivat 🖃 💼 💽 vs o to Settings to activate	Windows.
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Appendix C : Appreticeship Acceptance Letter



No Perihal : 029 /PA - IKPP/ VI / 2023 : Jawaban Permohonan KP Pinang Sebatang, 02 Juni 2023

Kepada Yth, Bp.Armada, S.T., M.T. Wakil Direktur 1 Politeknik Negeri Bengkalis Di

Bengkalis

Dengan hormat.

Menanggapi surat no. 2159 /PL.31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa program studi D4 Bahasa Ingggris untuk Komunikasi Bisnis dan profesional Politeknik Negeri Bengkalis bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan tersebut untuk atas nama.

Desy Susanti	5504201003
Nur Aisyah	5504201009
Haris Hakimullah	5504201006
Wyanda Rahimah Putri	5504201007
Dea Cahya Ningsih	5504201008
Jessica Cristine Siagian	5504201002

Progran studi D4 Bahasa Ingggris untuk Komunikasi Bisnis dan Profesional Politeknik Negeri Bengkalis dan dapat dilaksanakan pada tanggal September 2023 sampai dengan Desember 2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami, PT. Indah Kiat Pulp & Paper Tbk Perawang Mill

zemel

A r m a d i, SE., ME Public Affair

Tembusan : Disampaikan kepada Yang Terhormat, 1. ybs

PT. Indah Ki	-	Pulp & Paper Thk
Head Office	:	Wisma INDAH KIAT, J
		Telp : (62-21) 5312000
Liaison Office	:	JI. Teuku Umar No.51
		Telp : (62-761) 858888
Mill Site	:	JI. Raya Minas - Peran
• • • • • • • • • •		Telp : (62-761) 91088,

ma INDAH IXAT, JI. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia b: (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120360, 53120045, 53120324-25 leuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia b: (62-761) 856888 (hunting), Fax : (62-761) 27502, 33662 Raya Minas - Perawang Ym 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia b: (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

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Appendix D : Appreticeship Statement Letter

Dindah kiat

SURAT KETERANGAN 003/SKV-PA/IKPP/I/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama NIM/NIS Jurusan/Prodi Asal Sekolah Waktu

: **Desy Susanti** : 5504201003 : D-IV Bahasa Inggris : Politeknik Negeri Bengkalis : 04 September 2023 - 04 Januari 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 04 September 2023 - 04 Januari 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill

Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 04 Januari 2024 Hormat Kami, PULP Right Indah Kiat Pulp & Paper Tbk. Perawang secure Pular Provide Affair Head

PT. Indah Kiat Pulp & Paper Tbk

N

lead Office	1	Wisma INDAH KIAT, JI. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
		Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
ialson Office	:	Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
		Telp : (62-761) 858888 (hunting), Fax : (62-761) 27502, 33662
III Site	:	Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
		Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Appendix E : Appraisal Form

EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL PT. INDAH KIAT PULP & PAPER T5k PERAWANG MILL

Name Student's Identity No. Study Program Collage : Desy Susanti : 5504201003 : D-IV English for Business and Professional Communication : State Polytechnic of Bengkalis

No.	Assesement Aspect	Percentage	Scores
1.	Discipline	20%	97
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	38
4.	Work Result	30%	99
5.	Behaviour in General	15%	99
	Total (1+2+3+4+5)	100%	98,25

Explaination

: Criteria
: Excellence
: Very Good
: Good
: Good Enough
: Enough

Note: - Lobih difinghattian Kabaranian "/ dapat di tempat herja hada gannya

Perawang, Jahuary 04th, 2024

dwy Titus Kurniasih Winastika Advisor

Appendix F : List Attendance

Cotatan

Juru Tanı Pen	na Ibaga Pendidii Isan/Prodi ggal Praktek empatan Unit rd. Lapangan	Bahasa / OY - Bispp				
No	Tanggal	Materi Praktek	Lokasi	Paraf pen Koord	Public Relation	[
1.	04 September 2023	Safety training Induction	Hunnas Nepp	Jur	A 1/1 25	
2.	OS Saplumber 2023	Panibagian Sapety Eccis, id Card & Pimibagian Lempat larga	OP	der	And the	
3.	06 September Zo23	Input data "Heavy Ecuipment Controlling liss" and phingsappin data "Maintenance form (opple)" Securi dingan Kostenga.	OP	glar	44 44	
4.	07 September 2023	Input data "Heavy Economist Controlling lut, report Utilization, and report clusilability	Op	dur	\$1' ^{1/37}	
5.	OB Suplember 2023	Summary OF Transpersation Slip	ОР	dur	fuel fuel	

VК В

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T5k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

lama	Desy Susanti
embaga Pendidikan	Politebrik Negeri Bengbaus
urusan/Prodi	Bahasa / Div BISPRO
anggal Praktek	. OY September - 4 Januari
enempatan Unit	0.p
oord. Lapangan	. Tikus Winashka

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T6k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Deg Alcanti Politzmik Werr Conflority Bakes / Dir Exper Or September 2020-09 Januari 2025 Op Titus Winashka Nama Lembaga Pendidikan Jurusan/Prodi Tanggal Praktek Penempatan Unit Koord. Lapangan

No	÷	reserves and a second	With Control of States	Paraf per	
	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
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2.	lg Suplember 7623	- MD balas - menangkal kellpon - menangkal bookas - soan dobument	OP	titus winashika	4%33 Famf
3.	20 September 2023	- Manitoring DPPE - Mari Hang Escipanti Cateding - Mangaularizan berkay - Riangaularizan berkay - Sean Oberment - Nangangkai lelifan	Op	tikus Winnistikan Yur	fauf
4.	81 September 2023	- Manitar ing DPpk - Naanlaming Barta adara dipes - Summary of familychation slip - Muk tapuran availability anti Facin Stacker - Bilagar applate Raciong - many of prenigher	OP	Titus Winaitika Our	fact
5.	92 September 2023	- Monitoring DPPK	90	Wingstika Our	"To"

Catatan Lember monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T5k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama Den Stanti LenkSanAan KERJA PRAKT Lenbaga Pendidikan bittetati Logar ponjentis Jurusan/Prod Buttet Div Bispito Tanggal Praktek Of Splanter - YJonvance 2023 Penempulan Unit Pet Operation Koord, Lapangan Titos Vuert

. 04	September	- YJanuari
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4.	18 Seftember 2023	LIBUR		glur	-flue p
5.	29 Seftaniser 2023	Umput Ucaug Eouipmunt Ontrolling Ust 2. Aircip Mautenance Ribert	OP	. dur	Aug

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIJK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Lembaga Pendidikan	Polylacente Negers Berghaus
Jurusan/Prodi	Bolhagen / DW Bispro
Tanggal Praktek	. OY Reptaylor - Of Januari
Penempatan Unit	00
Koord, Lapangan	Ties Winsteike

No	Tenogol	Materi Proktek		Peral pombimble	
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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T&k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama	Desy Suconf
Lembaga Pendidikan	Polytopone Rigers Bonghales
JurusaryProdi	Bahaya / Div - BISPRO
Tanggal Praktek	Of September - OY Jonuan
Penempatan Unit	OP
Koord, Lapangan	Bpk. Titus Withartilan

Topperal			Paraf per	
	Matan Proklek	Lokasi	Koord Lapangan	Public Relation
16 Oktober 2023	- Monitorring Oppit: - Input Heavy Econoponent- Contracting Let	0 P	dur	And No
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	uttional di SAP	0 P	der	for
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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

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	ggal Praktek emputan Un	Of September - cy	Junari		
	rd. Lapangai				
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2	lo Okiober 2623	- Monder my DPAL di PAL - Inpa HECL di Balal - MPA Sciences of Emilian Cup di exteri din Singut uptead di Shp	0 P	dur	for the
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4.	12 Oktober 2013	12IN SAEIT	-	fr.	
5.	13 Oktober 2023	- Monitoring DR716 dr P45 - URA Connecting at temptotecan Sup de Cricel alon Angles aprend de SM - Angle maintenance Rem refore - Move HECL al Partiel	ор	dur.	faaf

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T&k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

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No	Tanggal	Materi Prektek	Lokest	Keerd Lapangan	Public Relation
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2.	24	- Monitoring Oppic di pas - Utsad Sourcers Of		,	
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3.	25	- Antip maniformance Form		1	
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4.	26	- monutaring Opple of pas			
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5.	27	- Anonitaring Apple di pals - Arsop noamteriance forma	OP	1	
	October 2023	- untre summary of transformation reap di excel tongin uplacit di site	04	1 ger	for

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T&k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama	- F-1
Lembaga Pendidikan	Volukernik Neguri Bengkulus
Jurusan/Prodi	- Beliasin / Div-Bispro
Tanggal Praktek	. C4 Replember - Of Januari
Penempetan Unit	. O.P
enempaten ons	, Pok, Titus Warepika

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Na	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	30 Oktober 2023	- Mantherinty DANE di Add - Ange atauntanana Romen triputo - Manthat Sanat Permetianan Enception barranty	OP	dur	ful
2	31 Ottober 2023	- Mentleming DPPle di PAS - influe liber - Anop Maunteneske Finan refleri	0 p	dur	\$24
3.	01 Neventeer 9:52-3	- restriktiven DOPE di PAS - laquite EBEL - Estimpionessi lee PBAs unive Frenze Bagel Bonteginer	OP	dur	feel
4.	02 Normaker 2023	- Reacharing Diffe de Pas - texperiments Diffe de Pas untue de accure untue de accure horizon fra bet force budgering Jam fra bet force. - Ungur Superiory OTS de freeze	OP	dur	fu l
5.	OS November 2015	- representation office her pairs - represents Differ her pairs when dir eccents - uptical direction of DTS di Sap - uptical direction - uptical di direction - uptical direction - uptical direction - uptical di	OP	der	ful

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Lembaga Pondidikan	Polietemic Wigen Benglonis
Jurusan/Prodi	Bolinson / DW- Biggero
Tanggal Praktek	. of spender - of Januari
Penempatan Unit	08
Koord Lapangan	. He Thus windships

				Paraf por	
No	Tenggal	Muteri Proktok	Lokasi	Koord Lepsnosn	Public Relation
1.	OC Movenshar 2825	lzin Salerb	OP	der	ford
2	07 Norwakter Senz	- hondowng Opple di 1993 - langurnatii Opple ne film - ingut GECCI - noueth Aru manthly reput - ingut octavity de Orec	OP	dur	faul
3	08 Hornisakar 8823	- huanitarins Diffe à 1985 - input summary de formagnitation flup di ant de liptorial di Sep	90	fr	fort.
4.	og Nørenskor Gola	- Manilaring Offic II PAS - Kaipuriosi Difik ici PAS - inglis kiECl - inglis KiECl - inglis Generary Masin nak - inglis Generary Masin nak - generari lapongan unicit perceber	OP	for	fort.
5.	10 Norvember Zuita	- Influe Summand OF laterhybitation RUP di exact de allanded Bit CAP seletate the print	90	ghr	thesed

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TISK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama	Very Susanti
Lembaga Pendidikan	POLIFIC NIK Niger Boykavis
Jurusan/Prodi	Bahasa / Div - BISPRO
Tanggal Praktek	. Of Splewoor - Of Januari
Penempatan Unit	90
Koord, Lapangan	fijk. Titus Winashka

				Paref per	phimbing
No	Tanggal	Matori Praktek	Lokael	Koord Lapangan	Public Relation
1.	13 Novon ber 8023	- Input Summary da tanton na working dan Marka ta Aacl Arajo Mauntanance of alari - Oce bonta alaria di 1985 dan Prine Manifesti - Input HECL	OP	dur	fame
2.	14 Novembur 2023	- Monitoring Oppic di PAS - input Summary musici noto workering dari portal ve racil - drap manitanarice puna ripu - banjurnasi Oppic be PBM onivie di recice	90	dur	ful
3.	ls November 2023	-Mantloring DPPic dt PAS -unpui Summarz of temperation glip di text a langu appard di Saffan theap hetanggaran temperation meap hetanggaran temperation of the strat famouri - Departer di excel	90	dur	And
4.	16 November 2023	- Monitoring Olippi di pas - Inpul Sumentary Teatrin hat working clow fortail fe extel	90	dur	famf
5.	17 November 2023	- Maniforing DPPE di PAS - (nput Summary section not working claus potal for each - input Cottound discourg di Pas dan finit dui	90	dur	fund

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T6k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama	Desy Susanti
Lembaga Pendidikan	
Jurusan/Prodi	Bahasa / DIV - BISPRO
Tanggal Praktek	. Of September - Of January
Penempalan Unil	. OP

Koord, Lapangan : Bpk. Titus Winastika

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No	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1.	20 November 9023	- Nontoning Opple di PAS - Influt Sunnersky radion note workeng don poilat for areal - Influt Sunnersky of burgportation Stip di erect & langut gatad di Sap - Assip mantenance form report	OP.	dur	fant
2.	21 November 2023	- hlondoring DPPK di pAS - infli Summery Techon not working doi Briak Ke dock - infli Summary of kenstrikten gup di Reak ze Uhaad di SAP	OP	for	faug
3.	22 November 2023	- Manitoring DPDK di PAS - print Out Summary OF transportation Stip di SAP - input Summary Teason not workeny devi Portiat be ereel	OP	dur	shuf
4.	23 November 2023	- Monitoring DDPF di DAS - Input Summary tration not wareing den Partui ke exect - Input Heavy Southmart contraving the period - Aralle Waantenance Pormiliper-	0 P	dur	Shud
5.	24 November 2023	- Menitoring OPPE di PAS - Konfirmati OPPE di PAS - Konfirmati OPPE de Desi - Influt Summony of teonflociologin sup di accetti & langui uptaze di Saf - report - report	OP	dur	filed

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER T6k PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama :	Desy Susanti
Lembaga Pendidikan :	Politeknik Neger Bengkalis
Jurusan/Prodi : .	Bahasa / Div- BISPRO
Tanggal Praktek :	Of September - OY Januari
Penempalan Unit :.	OP
Koord, Lapangan	ek Titus Winastika

No		1		Paraf pen	nbimbing
	Tanggal	Materi Praktek	Lokasi	Koord Lapangan	Public Relation
1,	27 November QO23	-Montering OPPE de Pas - ingut, Summary reason not worming don't porter to excel - neuropar membrail LOP David casana di SAP	OP	der	Aw.f
2.	20 November 2023	- Monutoring DPPE di PAS - Menutokik Lop Benton Okorca di SAP - Mungun Sitolous di menubuah Patoripan unika caninan peroperan angkulan travilginan peroperan angkulan travilginan perop	0p	der	fauf
3.	25 Novembar 2023	- input summary of leastportation stip of share & upload di SAP - monitoring Oppie di PAS - Arsie Promiferance form refort - input transf componente Contrating - input transf componente Contrating - montacette Lop di PAS - Cete Distuing di PAS	Op .	dur	Sauf
4.	30 November 2023	- input summary reason not workung dari Portai te excel - membuat lop Benila anena di pris - Arsip mantenance form repos	δρ	dur	Stand
5.	CI Desember RO23	- Input Summary Mason not Working day portal te excell manybush teaming * proves Bongton much di pelagiana bersuna fat Journadi	Ор	dur	faut

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TUK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Tanggal Praktek <u>Of September – Of</u> Jacuari Penempulan Unit <u>OP</u> Penempulan Unit <u>OP</u>	Tanggal Praktek <u>CY</u> Splitsvirit — OY Jacuani Persenyalan Unit <u>CP</u>	Name Lembaga Pendi Jurusan/Prodi	ikan Pru	lernix asa	Mineri Dw -	BISPRI			
	Koord Lagrangian : Birk. Tilus Winnehikin	Tanggal Praktek		September		01	Januar	4	
				Taus	Winki	lika			

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Ł	Oy Ogewyster 2023	-Monduring DAPA de PAS - hofus Summing OF Toinghilden Surf de Saf - Amaf Animitationae font 12805	OP	dar	And
2	05 Deserver 2023	- Monthering DP/K de RAS - Influe Sciences & Example Inter Star de SAP - Nomberet Left Perche Alexe de SAP	OP	ghr	And
3.	06 Ocsenitier R023	 Montoring DIPK in PAS Uppe HPI (Statistical) System di excita uppe Stateming Reserved Reserved Scotters' Joint Policit (PC cond. Scotters' Joint Policit (PC cond. Step 4: Scotters) of Second International Step 4: Second of Second Scotters 	Op	dur	ful
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5.	09 Desember Act 3	- inful (approx mendelicity day chili znich bian Antonice (SAK, 37%, SBF) - mp. Hang (Capanol Cabalang bil of Patok	0p	dur	\$

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIJK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Nama	Dry Scott
Lembaga Pendidikan	Dutched Roger Benglaris
Jurusan/Prodi	- Educa / DIV RASPEC
Tanggal Praktek	. CH September 2005 - OH June 2004
Pemempahan Unit	CY
Knowl Lamanana	56. Tited Uservisites

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Cutaten Lembers

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	Tanggal	Materi Praktak	Lokasi	Koord Lepangan	Publo Relator
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2.	13 Desember 2025	- Republic and Diffle do PAS and the Ensuring Eastern Data the Party - Mills Sciences of Ensurances Rep 20 work & Englishing - Data do Rep	OP	dur	H
3.	20 Discontocr 2013	12in SAKIT	q	dur	
4.	RI Ospenser Rozg	- Address of DEPA do DAI - Mithe Samery Dison for - Mithe Samery Dison for - Mithe Samery Coloring - Mithew Samery Don Mitori	Ор	dur	H
6.	22 Descention Reals	- Acordarym Offic de 1965 - Millio Schemers techni nes herotening - unfile Schemers of (componision Skip de Sep	Op	der	Þ

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER The PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

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No	Tanggol	Moteri Proktek	Lokasi	Parat per Koord	Puble Relator
L	4 Desember 2623	-Martoning DPPL de PAS - hipti Sussens faston na liceteurg don Rolae ke Adiphicutenine finn refort - Print 109 Binle Courd Sop	09	dr	And
2	12 Demotion 2023	- Wentering Offic di 1985 - Cite Pasi dini deletaren tre exerce - Infis Summer of Etimipetition Stup di Exerce di Ionza uptonu di Sap	OP	dr	shert
3.	15 Desember 2023	-Monitoring Oppic di Alls - influt Bunknorg Blaton Noi Leortenig dour Portos de decet	90	der	\$
4	ly Dekmber Rozz	- National Office di Pas - Inflick Semicong reason Fat working dor't forme fre exect	90	fr	Al
5.	15 Daureber 2013	- Mentioning OPPE & PAS - MPA guillening rentations liccheming den Brita in excus inclusions den Brita in excus inclusions of hospitalities Stip di secce & celond SeP	go "	der	Ŵ

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIJK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

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	ranggar	Materi Praktok	Lokasi	Koord	Public Relation
L	25 Desember 2023	LIBUR	-	du	劓
2.	26	- Aconstering OPPIC & PAS	3	1.	
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3.	27	-Monitoring Oppic di PAS		11.	
	Descuber	- Fruil Log di Sap	OP	der	4.0
	2023	- millet Sconneiling Bassion Not score score		1	-709
4.	28	- Monitoring Dipter de PAS	100100	6	-
	Deseusor	- compute summary reason are	OP	dur	4.
	2023	- legur Sciencery of brangeridien		1	*
5.	29	- Monicovery Oppe		1	-
	Desember	- Atchive Maulenance Form	Op	h	10.
	2023	- Print LOP di SAP	1	9.0	414

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MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER TIK PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK

Lembaga Pendidikan	Politekask Augeri Bonghulis
Jurusar/Prodi	Belvier / Div Bispico
Tanggal Praktek	. OY Separator - ON Tener
Penemputan Unit	or
Koord, Lapangan	Be Thes Umathica

No	Tanpasi	Materi Praktek	concernant.	Parel pembimbing	
1			Lokasi	Koord Lapangan	Public Relation
	01 Jhuan 202-4	LIGUR		dur	fl
2.	02. Јанианы 2029	-Montening Offic -Montening Offic State - Print Lop - Print Lop - Archivet Materiana Rosen Rot Materiana - Archivet Materiana Son papel	Op	or	stof
3.	03 Januari 2024	- Konkorung DPPK - Konformati PBM - Print Cid Scienced of linouspockation 8(1)	OP	dr	\$61
4.	Oy Januari Lozy	- Muniferning EXPER at 1983 Byston - Malat Economy or temsperialen Step de Sap or temsperialen	OP	dr	f.
5.	Or Junion 2024				

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Appendix G : Revision List

Apprenticeship Report

Name : Desy Susanti

NIM : 5504201003

Advisor : Pretti Ristra, S.Pd., M.Ed

Location : PT INDAH KIAT PULP & PAPER Tbk-PERAWANG MILL

NO	DAY/DATE	REVISION	ADVISOR
1.	Wed/10-01-2024	Add the page number	Ruf
2.	Thy/11-01-2024	give explanation for all chapter	Part
3.	Fri /12.01-2024	check the date and spelling	Banky

Bengkalis, January 12th , 2024

dvisor Pretti Ristra, S. M.Ed NIP.198710132022032004