

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

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**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

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Bengkalis, January 04th, 2024



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PT. INDAH KIAT PULP & PAPER TBK PERAWANG MILL
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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

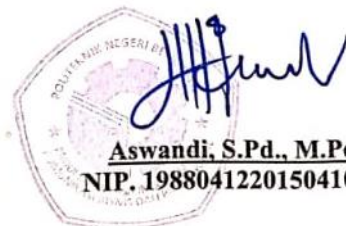
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ACKNOWLEDGEMENT

Praise and gratitude to the presence of ALLAH SWT for all his gifts and grace, so that the author can complete his apprenticeship activities and has completed the apprenticeship report that the author carried out at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill is on time, namely from 04 September 2023 to 04 January 2024 as one of the requirements for obtaining an applied bachelor's degree in the English for Business and Professional Communication study program in the English Department at State Polytechnic of Bengkalis.

The author realizes that writing this apprenticeship activity cannot be separated from the help, guidance, motivation, suggestions and criticism that have been provided by all parties. For this reason, on this occasion the author would like to express his deepest thanks to:

1. Mr. Johny Custer, ST., MT as Director of State Polytechnic of Bengkalis.
2. Mr Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Diah Paramita Sari, M.Pd as the Head of Language Department.
4. Mr. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program.
5. Mr. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program.
6. Mrs. Arita Destianingsih as class teacher for the English for Business and Professional Communication Study Program.
7. Mrs. Pretti Ristra, S.Pd., M.Ed as internship supervisor in the English for Business and Professional Communication Study Program.
8. All lecturers, especially the Applied English for Business and Professional Communication Undergraduate Study Program, have taught during lectures.
9. All lecturers and employees of State Polytechnic of Bengkalis who have collaborated in the lecture process and preparation for this internship assignment.
10. Mr. Armadi S.SE., M.E as a Head Campus Relation

11. Mr. Titus Kurniasih Winastika as the internship coordinator and all employees in the port operations unit who are willing to share their knowledge and experience.
12. Especially to my parents, my father Suparno and mother Sarina, who have given a lot of sacrifices, support, prayers, time, energy and materials to help and provide convenience during college to make your daughter's dreams come true.
11. To all my loved ones who always support me in any condition.
12. Friends of the Bengkalis State Polytechnic, especially the English for Business and Professional Communication Study Program.

The author realizes that the preparation of this internship activity report is still far from perfect, both in terms of preparation, language and writing. Therefore, the author really hopes for constructive criticism and suggestions so that they can become a reference for future authors. Hopefully this report is useful for writers and readers.

Bengkalis, January 15th, 2024

Desy Susanti
5504201003

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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 Polytechnic 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 Apprenticeship

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:

- 1) Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 4) 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:

- 1) 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.
- 2) 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:

- 1) There is good cooperation/relationship between the campus and the company where students do apprenticeship.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experience.
- 3) 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 Company 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 102.306 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, Tangerang, 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 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 Republic of Indonesia, and received an ISO 14001 certificate. At that time, 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. Indah Kiat 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 and paper 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:

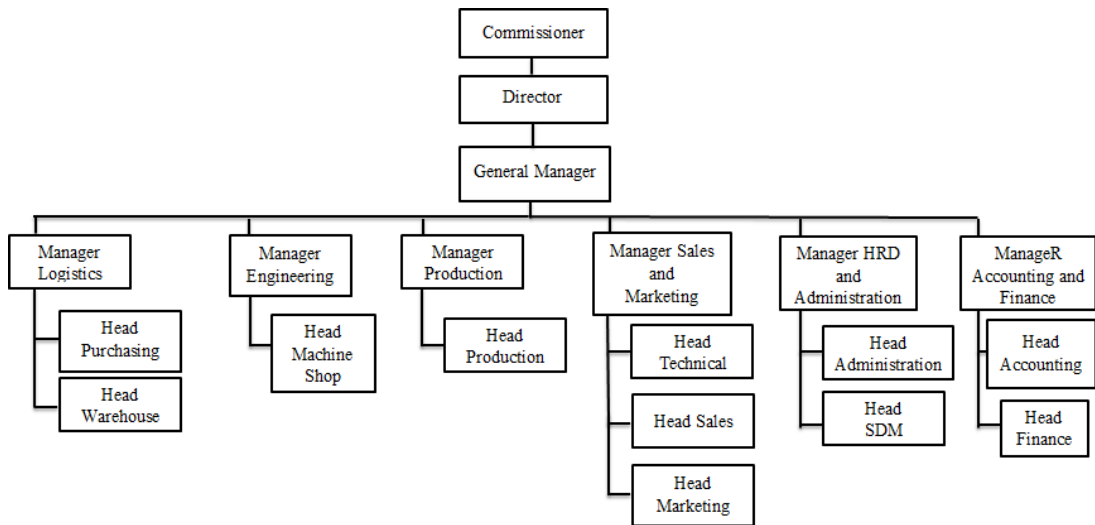


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk Perawang Mill

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:

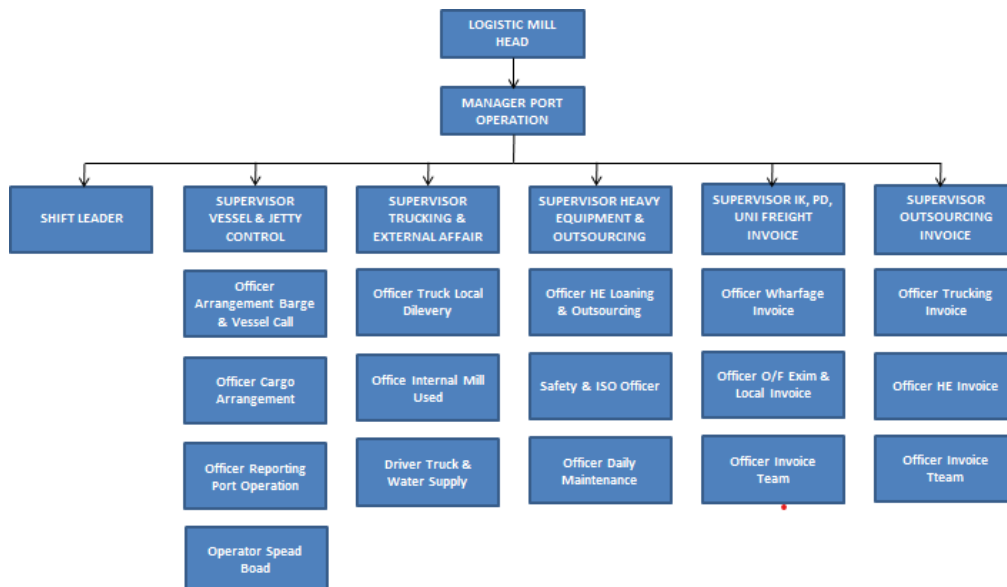


Figure 2.3 The organization structure of Port Operation

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:

- 1) Land Crane or Mobile Crane, a moving crane that can be used to lift various types of cargo on land.
- 2) 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.
- 2) 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/Unloading 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 Controlling List document can be seen in Figure 2.6 below as follows:

Figure 2.6 Heavy Equipment Controlling 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:

PT. INDAH KIAT PULP & PAPER (CIPTA)
 BUKIT PERAWANG
 51701/2023

NO. INVOICE	NO. BUKIT PERAWANG	NO. BUKIT PERAWANG	NO. BUKIT PERAWANG
1	1	1	1

ALASAN PENGIRIMAN: (請填寫理由) : Suplemen (Makanan dan Obat-obatan)

NAMA & ALAMAT PENUNDA BARANG: (請填寫承購商名稱及地址)
PT. DELAYORAH KAPALAY, MENURAJAYA
AL. TERANALUTIS, RAYA AND 3, BUKIT PERAWANG
JAKARTE UTARA, DKI JAKARTA BARU, HALLO

CARA PENGIRIAN: (請填寫方式) LAUT (海) DARAT (陸) UDARA (空)
 DHL POS (郵寄) DALLAL/LEARN (其他)

KEMBALI KE PENUNDA: (是否交還) PERLU (是) TIDAK (不是)

PROSES PEMBAYARAN: (付款) PERLU (是) TIDAK (不是)

PENGALIHAN BAHAN: (分裝) PERLU (是) TIDAK (不是)

ASURANSI: (保單) PERLU (是) TIDAK (不是)

NILAI BARANG: (貨品價值) : Rp. Sembilan juta (dalam nilai rupiah)

TGL. RENCANA KIRIM: (預計出貨日期) : Sembilan juta

HAL-HAL YANG PERLU DIPERHATIKAN OLEH BAGIAN PENGIRIMAN
 (要求轉購商注意事項)

NO. PENCERAMAH	NO. WA DISTRIBUSI	NO. WA DEBIT	NO. WA SEKUR	PENCERAMAH

1. Penunsa (承購商姓名) : _____
 2. Penunsa (承購商姓名) : _____

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 stackers, 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 work that 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:

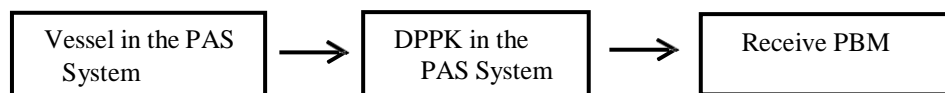


Figure 3.1 Flowchart of Monitoring the DPPK Activity

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

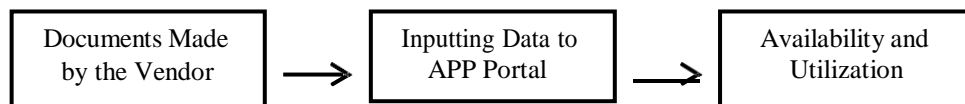


Figure 3.2 Flowchart of Document Heavy Equipment Controlling List

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:

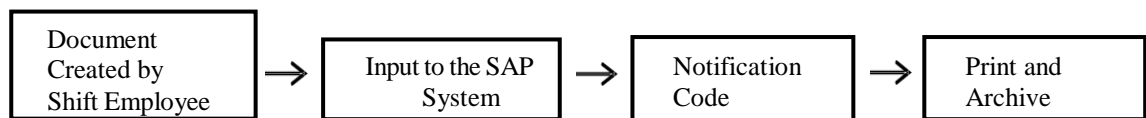


Figure 3.3 Flowchart of Maintenance Form Report Document

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:

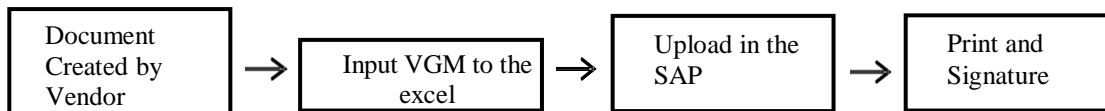


Figure 3.4 Flowchart of Summary of Transportation Slip Report Document

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 delivery 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:

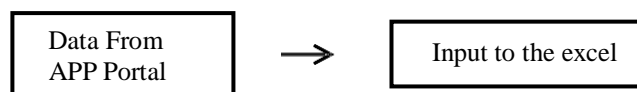


Figure 3.5 Flowchart of Summary of Reason Not Working Report

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:

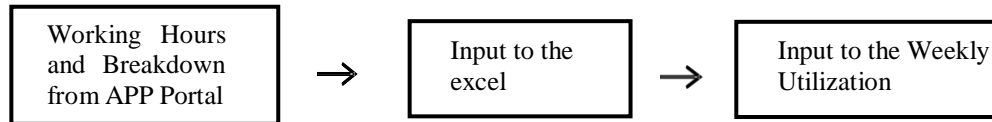


Figure 3.6 Flowchart of Availability Of Heavy Equipment Report

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:

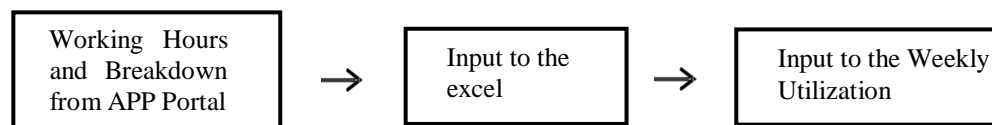


Figure 3.7 Flowchart of LOP

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 September 08th, 2023

No	Date and Time	Activites	Place
1	Monday 04 September 2023	<ul style="list-style-type: none"> • Register to enter into mess • Introduce to the PR division • Safety Training Induction 	<ul style="list-style-type: none"> • Mess 26k • PR Office
2	Tuesday 05 September 2023	<ul style="list-style-type: none"> • Work attribute equipment • Job Division at Operation Port • Studying Input Heavy Equipment Controlling List 	<ul style="list-style-type: none"> • PR Office • Port Operation
3	Wednesday 06 September 2023	<ul style="list-style-type: none"> • Input Heavy Equipment Controlling List • Archive Maintenance Form Report 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 07 September 2023	<ul style="list-style-type: none"> • Input Heavy Equipment Controlling List • Input Availability Report August 	<ul style="list-style-type: none"> • Port Operation
5	Friday 08 September 2023	<ul style="list-style-type: none"> • Archive Maintenance Form Report • Input Availability Report November 	<ul style="list-style-type: none"> • 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 September 11 to September 15 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 11 September 2023	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 12 September 2023	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 13 September 2023	<ul style="list-style-type: none"> • Scan document • Monitoring dppk • Input heavy equipment controlling list • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 14 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Fotocopy document • Input heavy equipment controlling list • Deliver documents to the boss's room 	<ul style="list-style-type: none"> • Port Operation
5	Friday 15 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Archive maintenance form report 	<ul style="list-style-type: none"> • 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 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 19 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Update the absence of partner operators 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 20 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Making ppt TDI 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 21 September 2023	<ul style="list-style-type: none"> • Monitoring dppk 	<ul style="list-style-type: none"> • Port Operation
5	Friday 22 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Input summary of transportation slip 	<ul style="list-style-type: none"> • 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 September 25 to September 29 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 25 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 26 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input heavy equipment controlling list 	<ul style="list-style-type: none"> • Port Operation

		<ul style="list-style-type: none"> • Input summary of transportation slip 	
3	Wednesday 27 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 28 September 2023	<ul style="list-style-type: none"> • Medical leave 	
5	Friday 29 September 2023	<ul style="list-style-type: none"> • Input heavy equipment controlling list • Archive maintenance form report 	<ul style="list-style-type: none"> • 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 02 to October 06 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 02 October 2023	<ul style="list-style-type: none"> • 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 controlling list • Take incoterm training on invoices 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 03 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input raw materials from the monthly report of jetty activity/KPI • Archive maintenance form report • Input heavy equipment controlling list 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 04 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Grouping group unloading PAS System • Input Avaibility Report September 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 05 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input summary of transportation 	<ul style="list-style-type: none"> • Port Operation

		<ul style="list-style-type: none"> slip Learn to create PM notification in SAP 	
5	Friday 06 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 	<ul style="list-style-type: none"> 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 09 to October 13 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 09 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input heavy equipment controlling list Confirm DPPK monitoring to PBM Learn to make a summary penalty 	<ul style="list-style-type: none"> Port Operation
2	Tuesday 10 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input heavy equipment controlling list Input summary of transportation slip 	<ul style="list-style-type: none"> Port Operation
3	Wednesday 11 October 2023	<ul style="list-style-type: none"> Monitoring dppk Revision summary of transportation slip Input raw materials from the monthly report of jetty activity/KPI 	<ul style="list-style-type: none"> Port Operation
4	Thursday 12 October 2023	<ul style="list-style-type: none"> Medical Leave 	
5	Friday 13 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Archive maintenance form report Input heavy equipment controlling list 	<ul style="list-style-type: none"> 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 16 to October 2023 can be seen in the following table:

Table 3.8 Daily Activities of October 16th, 2023 to October 20th, 2023

No	Date and Time	Activites	Place
1	Monday 16 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input heavy equipment controlling list 	<ul style="list-style-type: none"> Port Operation
2	Tuesday 17 October 2023	<ul style="list-style-type: none"> Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input July and August unloading billing 	<ul style="list-style-type: none"> Port Operation
3	Wednesday 18 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Photos for safety samples 	<ul style="list-style-type: none"> Port Operation
4	Thursday 19 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Tidy up PT SAK 2023 realization data in excel 	<ul style="list-style-type: none"> Port Operation
5	Friday 20 October 2023	<ul style="list-style-type: none"> Monitoring dppk Create a PT SAK 2023 realization data table in excel 	<ul style="list-style-type: none"> 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 23th, 2023 to October 27th, 2023

No	Date and Time	Activites	Place
1	Monday 23 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Input heavy equipment controlling list 	<ul style="list-style-type: none"> Port Operation

2	Tuesday 24 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Upload summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 25 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Archive maintenance form report • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 26 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Upload summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
5	Friday 27 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Input summary of transportation slip 	<ul style="list-style-type: none"> • 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 30 to November 03 2023 can be seen in the following table:

Table 3.10 Daily Activities of October 30th, 2023 to November 03th, 2023

No	Date and Time	Activites	Place
1	Monday 30 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Make a request letter for goods expedition 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 31 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 01 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipmwnt controlling list • Confirm DPPK monitoring to PBM 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 02 November 2023	<ul style="list-style-type: none"> • Mmonitoring dppk • Confirm DPPK monitoring to PBM • Input summary reason not working • Input summary of ttransportation 	<ul style="list-style-type: none"> • Port Operation

		slip	
5	Friday 03 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Upload summary of transportation slip • Input Availability Report October 	<ul style="list-style-type: none"> • 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 November 07 to November 11 2023 can be seen in the following table:

Table 3.11 Daily Activities of November 07th, 2023 to November 11st, 2023

No	Date and Time	Activites	Place
1	Monday 07 November 2023	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 08 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 09 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input heavy equipment controlling list • Input summary reason not working • Field observations for container loading 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 10 November 2023	<ul style="list-style-type: none"> • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
5	Friday 11 November 2023	<ul style="list-style-type: none"> • Medical leave 	

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:

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

No	Date and Time	Activites	Place
1	Monday 13 November 2023	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 14 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Archive maintenance form report • Confirm DPPK monitoring to PBM 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 15 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Tidying up the recap of transport contractor violations from January-December in excel 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 16 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working 	<ul style="list-style-type: none"> • Port Operation
5	Friday 17 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input outbound dilevery in PAS 	<ul style="list-style-type: none"> • 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 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 20 November 2023	<ul style="list-style-type: none"> • Montoring dppk • Input summary reason not 	

		<ul style="list-style-type: none"> working • Input summary of transportation slip • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 21 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 22 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Print out summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 23 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input heavy equipment controlling list • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
5	Friday 24 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Confirm DPPK monitoring to PBM • Input summary of transportation slip 	<ul style="list-style-type: none"> • 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 November 27 to December 01 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 27 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Create e-jatah (annual training schedule) & e-training registration in Tigernew web 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 28 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Fill in the syllabus & create questions for transportation reporting training 	<ul style="list-style-type: none"> • Port Operation

		<ul style="list-style-type: none"> Prints the LOP loading and unloading statement 	
3	Wednesday 29 November 2023	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Port Operation
4	Thursday 30 November 2023	<ul style="list-style-type: none"> Input summary of transportation slip Prints the LOP loading and unloading statement Archive maintenance form report 	<ul style="list-style-type: none"> Port Operation
5	Friday 01 December 2023	<ul style="list-style-type: none"> Input summary reasn not working attend training "loading and unloading process at the port" 	<ul style="list-style-type: none"> 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 December 04 to December 08 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 04 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Archive maintenance form report 	<ul style="list-style-type: none"> Port Operation
2	Tuesday 05 December 2023	<ul style="list-style-type: none"> Montoring dppk Prints the LOP loading and unloading statement Input summary of transportation slip 	<ul style="list-style-type: none"> Port Operation
3	Wednesday 06 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Input summary reason not working Input raw materials from the monthly report of jetty 	<ul style="list-style-type: none"> Port Operation

		activity/KPI	
4	Thursday 07 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Archive maintenance form report Jetty tour 	<ul style="list-style-type: none"> Port Operation Jetty 1-10 & Rasau Kuning
5	Friday 08 December 2023	<ul style="list-style-type: none"> Input Availability Report November Input heavy equipment controlling list 	<ul style="list-style-type: none"> 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 December 11 to December 15 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 11 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working Archive maintenance form report Prints the LOP loading and unloading statement 	<ul style="list-style-type: none"> Port Operation
2	Tuesday 12 December 2023	<ul style="list-style-type: none"> Monitoring dppk Check PAN (Pre Arrival Notification) Input summary of transportation slip 	<ul style="list-style-type: none"> Port Operation
3	Wednesday 13 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working 	<ul style="list-style-type: none"> Port Operation
4	Thursday 14 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working 	<ul style="list-style-type: none"> Port Operation
5	Friday 15 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working Input summary of transportation slip 	<ul style="list-style-type: none"> 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 December 18 to December 22 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 18 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Print LOP • Inout heavy equipment controlling list • Input summary reason not working 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 19 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 20 December 2023	<ul style="list-style-type: none"> • Medical leave 	
4	Thursday 21 December 2023	<ul style="list-style-type: none"> • Montoring dppk • Input summary reason not working • Print LOP • Input heavy equipment controlling list • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
5	Friday 22 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working 	<ul style="list-style-type: none"> • 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 December 25 to December 29 2023 can be seen in the following table:

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

No	Date and Time	Activites	Place
1	Monday 25 December 2023	<ul style="list-style-type: none"> • Holida 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 26 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation

3	Wednesday 27 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Print LOP • Input summary reason not working 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 28 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
5	Friday 29 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Print LOP 	<ul style="list-style-type: none"> • 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 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	<ul style="list-style-type: none"> • Holiday 	<ul style="list-style-type: none"> • Port Operation
2	Tuesday 02 January 2024	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip • Print LOP • Archive maintenance form report 	<ul style="list-style-type: none"> • Port Operation
3	Wednesday 03 January 2024	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input summary of transportation slip 	<ul style="list-style-type: none"> • Port Operation
4	Thursday 04 January 2024	<ul style="list-style-type: none"> • Depature and parting from the Port Operation 	<ul style="list-style-type: none"> • Port Operation
5	Friday 05 January 2024	<ul style="list-style-type: none"> • Returing name tag and safety helmet to public relations and handling related documents 	<ul style="list-style-type: none"> • 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.
2. 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.
5. 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.

1. 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.
2. 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



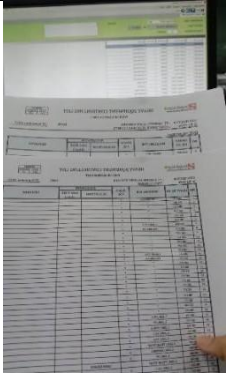
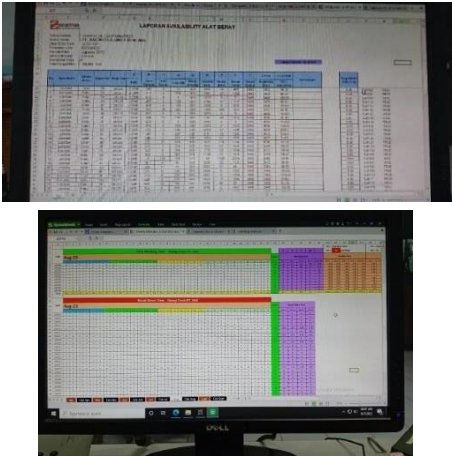
APPENDIX A

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 04 September – 08 September

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 04 September 2023	<ul style="list-style-type: none">• Register to enter into mess• Introduce to the PR division• Safety Training Induction	Mr. Titus Winastika	
2	Tuesday 05 September 2023	<ul style="list-style-type: none">• Work attribute equipment• Job Division at Operation Port• Studying Input Heavy Equipment Controlling List		
3	Wednesday 06 September 2023	<ul style="list-style-type: none">• Input Heavy Equipment Controlling List• Archive Maintenance Form Report		
4	Thursday 07 September 2023	<ul style="list-style-type: none">• Input Heavy Equipment Controlling List• Input Avaibility Report August		
5	Friday 08 September 2023	<ul style="list-style-type: none">• Archive Maitenance Form Report• Input Avaibility Report November		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
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2		
3		
4		

5

SARANGGANG PANG-AGRIKULTURA


10/10/2010

JUAN P. DELA CRUZ

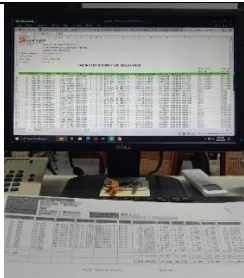
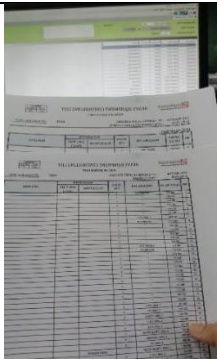


DAILY ACTIVITIES OF THE JOB TRAINING

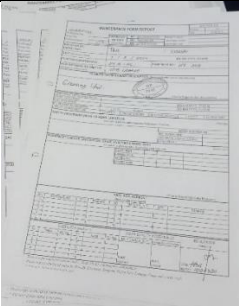

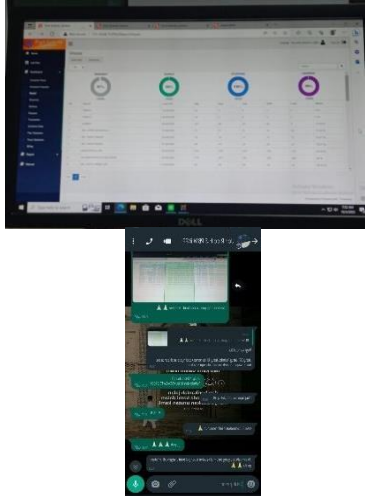
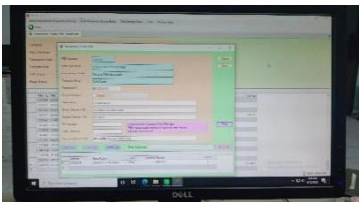
DAY : Thursday & Friday

DATE : 11 September – 15 September

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 11 September 2023	<ul style="list-style-type: none"> • 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 	Mr. Titus Winastika	
2	Tuesday 12 September 2023	<ul style="list-style-type: none"> • 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 		
3	Wednesday 13 September 2023	<ul style="list-style-type: none"> • Scan document • Monitoring dppk • Input heavy equipment controlling list • Archive maintenance form report 		
4	Thursday 14 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Fotocopy document • Input heavy equipment controlling list • Deliver documents to the boss's room 		

5	Friday 15 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Archive maintenance form report 		
Notes by Industrial Coach				


NO	WORKING	EXPLANAITION
1		
2		
3		
3		

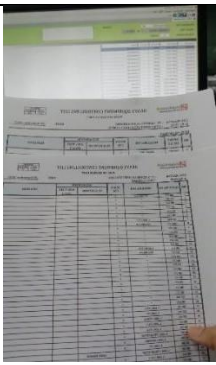

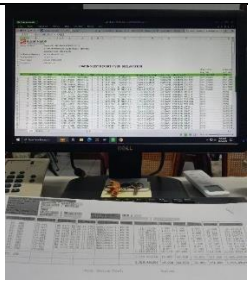
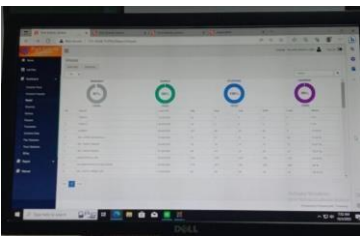
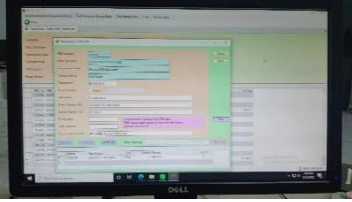
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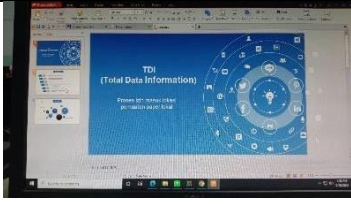
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 18 September – 22 September

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 18 September 2023	<ul style="list-style-type: none"> • 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 	Mr. Titus Winastika	
2	Tuesday 19 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Update the absence of partner operators 		
3	Wednesday 20 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Making ppt TDI 		
4	Thursday 21 September 2023	<ul style="list-style-type: none"> • Monitoring dppk 		
5	Friday 22 September 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Input summary of transportation slip 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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2		
3		
4		
5		

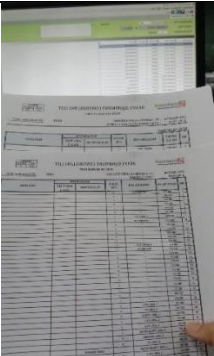
6	 <p>The image shows a document header with the logo 'Indahkiate' and the text 'INDAHKIA TE' and 'INDAHKIA TE'. Below the header is a table with multiple columns and rows of data, which is mostly illegible due to the resolution. There are some handwritten notes and a signature at the bottom right of the page.</p>	
7	 <p>The image shows a software interface with a blue background. The main heading is 'TDI (Total Data Information)'. Below the heading, there is a circular diagram with various icons and data points. The text 'Pusat dan Informasi' is visible at the bottom of the interface.</p>	


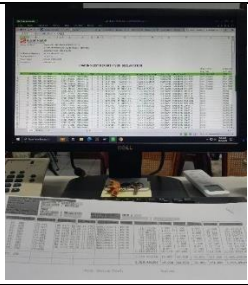
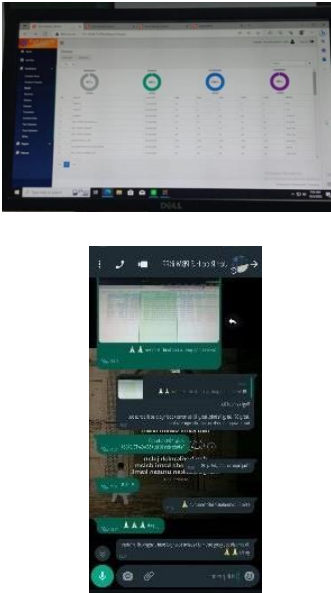
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 25 September – 29 September

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 25 September 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Archive maintenance form report 	Mr. Titus Winastika	
2	Tuesday 26 September 2023	<ul style="list-style-type: none"> Monitoring dppk Confirm DPPK monitoring to PBM Input heavy equipment controlling list Input summary of transportation slip 		
3	Wednesday 27 September 2023	<ul style="list-style-type: none"> Monitoring dppk Archive maintenance form report 		
4	Thursday 28 September 2023	Tanggal merah		
5	Friday 29 September 2023	<ul style="list-style-type: none"> Input heavy equipment controlling list Archive maintenance form report 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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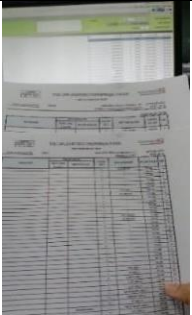


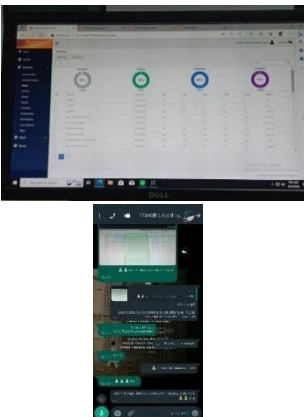
DAILY ACTIVITIES OF THE JOB TRAINING

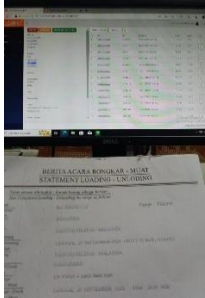

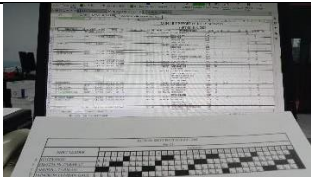
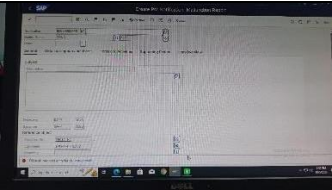

DAY : Thrusday & Friday

DATE : 02 October – 06 October

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 02 October 2023	<ul style="list-style-type: none"> • 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 	Mr. Titus Winastika	
2	Tuesday 03 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input raw materials from the monthly report of jetty activity/KPI • Archive maintenance form report • Input heavy equipment controlling list 		
3	Wednesday 04 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Grouping group unloading PAS System • Input Avaibility Report September 		
4	Thursday 05 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input summary of transportation slip • Learn to create PM notification in SAP 		
5	Friday 06 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Input summary of transportation slip 		

	Notes by Industrial Coach		
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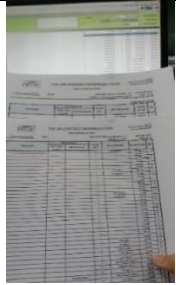

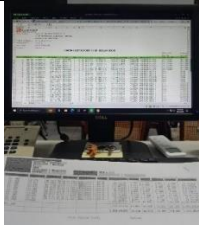
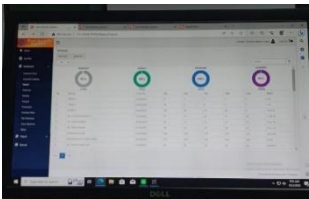

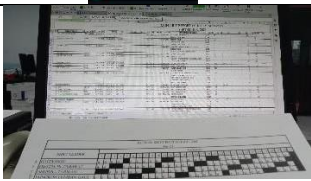
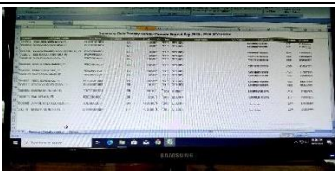
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DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 09 October – 13 October


No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 09 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Confirm DPPK monitoring to PBM • Learn to make a summary penalty 	Mr. Titus Winastika	
2	Tuesday 10 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Input summary of transportation slip 		
3	Wednesday 11 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Revision summary of transportation slip • Input raw materials from the monthly report of jetty activity/KPI 		
4	Thursday 12 October 2023	Izin		
5	Friday 13 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Archive maintenance form report • Input heavy equipment controlling list 		
Notes by Industrial Coach				

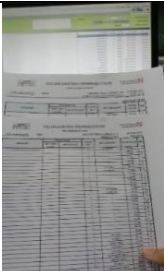
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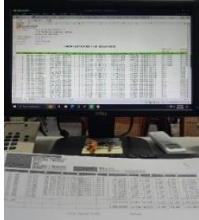
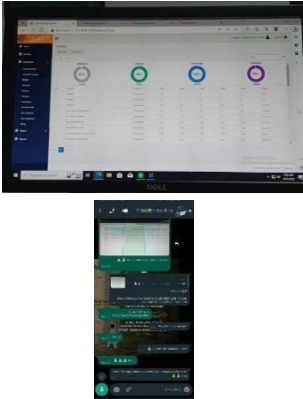
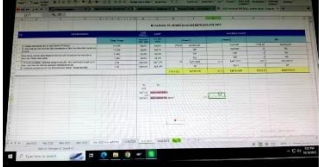

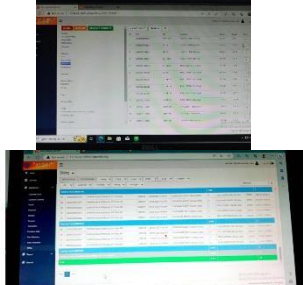
DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Thursday & Friday

DATE : 16 October – 20 October

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 16 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input heavy equipment controlling list 	Mr. Titus Winastika	
2	Tuesday 17 October 2023	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Photos for safety samples 		
4	Thursday 19 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Tidy up PT SAK 2023 realization data in excel 		
5	Friday 20 October 2023	<ul style="list-style-type: none"> Monitoring dppk Create a PT SAK 2023 realization data table in excel 		
Notes by Industrial Coach				

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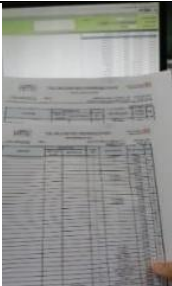
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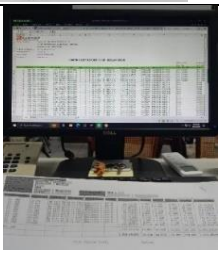
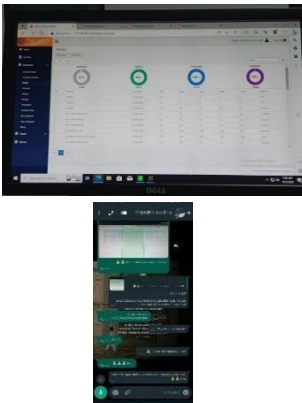
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 23 October – 27 October

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 23 October 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary of transportation slip Input heavy equipment controlling list 	Mr. Titus Winastika	
2	Tuesday 24 October 2023	<ul style="list-style-type: none"> Monitoring dppk Upload summary of transportation slip 		
3	Wednesday 25 October 2023	<ul style="list-style-type: none"> Monitoring dppk Confirm DPPK monitoring to PBM Archive maintenance form report Input summary of transportation slip 		
4	Thursday 26 October 2023	<ul style="list-style-type: none"> Monitoring dppk Archive maintenance form report Upload summary of transportation slip 		
5	Friday 27 October 2023	<ul style="list-style-type: none"> Monitoring dppk Archive maintenance form report Input summary of transportation slip 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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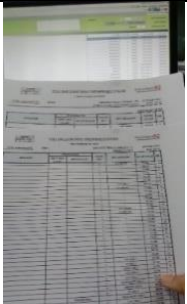

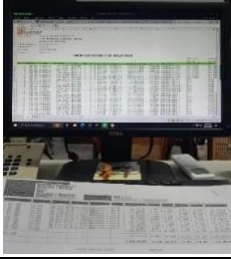
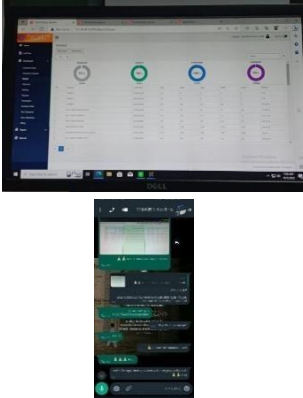
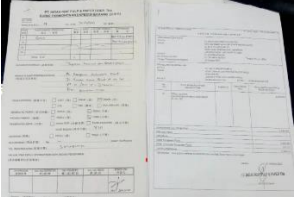

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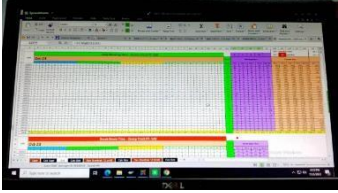
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 30 October – 03 November

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 30 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Make a request letter for goods expedition 	Mr. Titus Winastika	
2	Tuesday 31 October 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Archive maintenance form report 		
3	Wednesday 01 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input heavy equipment controlling list • Confirm DPPK monitoring to PBM 		
4	Thursday 02 November 2023	<ul style="list-style-type: none"> • Mmonitoring dppk • Confirm DPPK monitoring to PBM • Input summary reason not working • Input summary of ttransportation slip 		
5	Friday 03 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Upload summary of transportation slip • Input Avaibility Report October 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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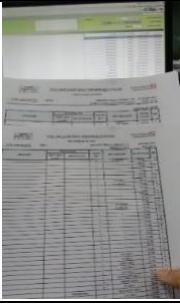
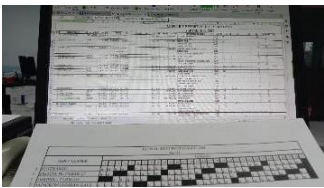
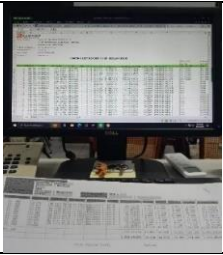
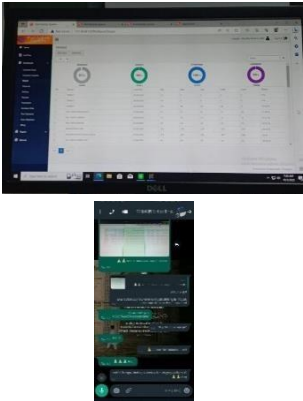


		
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DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 07 November – 11 November

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 07 November 2023	<ul style="list-style-type: none"> • 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 	Mr. Titus Winastika	
2	Tuesday 08 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip 		
3	Wednesday 09 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input heavy equipment controlling list • Input summary reason not working • Field observations for container loading 		
4	Thursday 10 November 2023	<ul style="list-style-type: none"> • Input summary of transportation slip 		
5	Friday 11 November 2023	<ul style="list-style-type: none"> • Medical leave 		
Notes by Industrial Coach				


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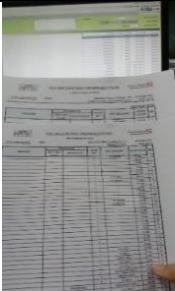

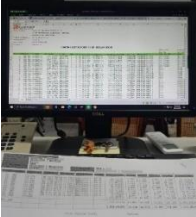
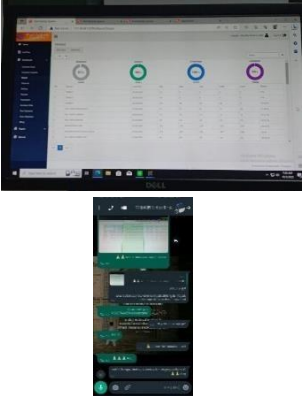

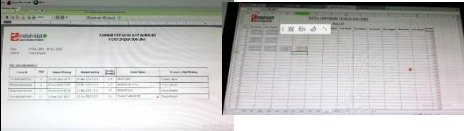
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 13 November – 17 November

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 13 November 2023	<ul style="list-style-type: none"> • 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 	Mr. Titus Winastika	
2	Tuesday 14 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Archive maintenance form report • Confirm DPPK monitoring to PBM 		
3	Wednesday 15 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Tidying up the recap of transport contractor violations from January-December in excel 		
4	Thursday 16 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working 		
5	Friday 17 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input outbound dilevery in PAS 		
Notes by Industrial Coach				

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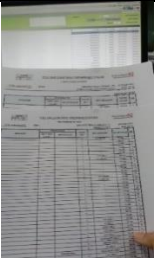

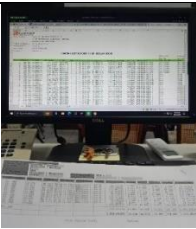
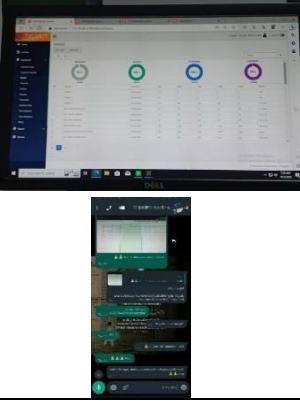
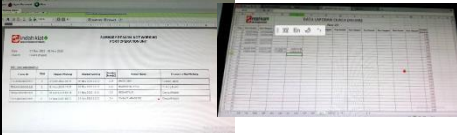
		
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DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 20 November – 24 November


No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 20 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip • Archive maintenance form report 	Mr. Titus Winastika	
2	Tuesday 21 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 		
3	Wednesday 22 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Print out summary of transportation slip 		
4	Thursday 23 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input heavy equipment controlling list • Archive maintenance form report 		
5	Friday 24 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Confirm DPPK monitoring to PBM • Input summary of transportation slip 		
Notes by Industrial Coach				

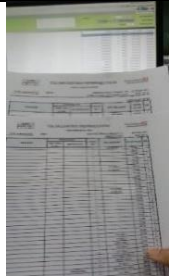

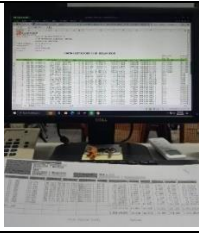
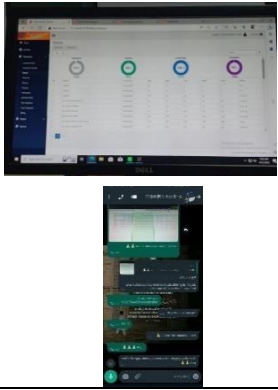
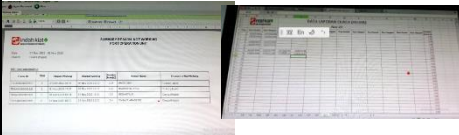
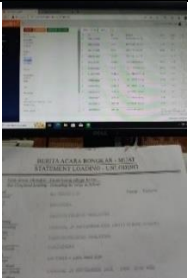
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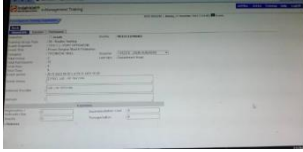
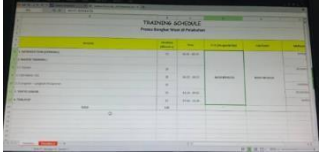
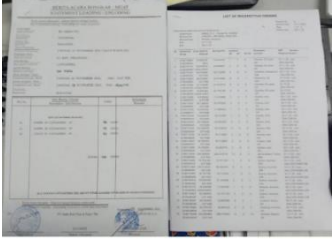

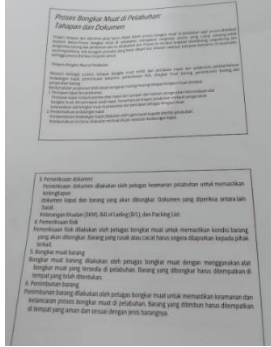
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 27 November – 01 December

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 27 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Create e-jatah (annual training schedule) & e-training registration in Tigernew web 	Mr. Titus Winastika	
2	Tuesday 28 November 2023	<ul style="list-style-type: none"> • Monitoring dppk • Fill in the syllabus & create questions for transportation reporting training • Prints the LOP loading and unloading statement 		
3	Wednesday 29 November 2023	<ul style="list-style-type: none"> • 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 		
4	Thursday 30 November 2023	<ul style="list-style-type: none"> • Input summary of transportation slip • Prints the LOP loading and unloading statement • Archive maintenance form report 		
5	Friday 01 December 2023	<ul style="list-style-type: none"> • Input summary reason not working • attend training "loading and unloading process at the port" 		
Notes by Industrial Coach				


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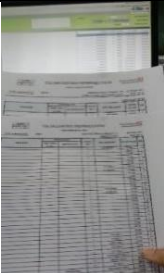

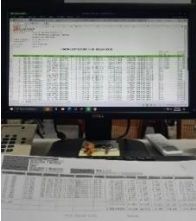
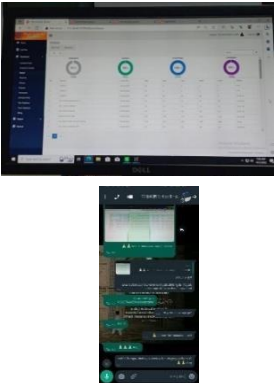
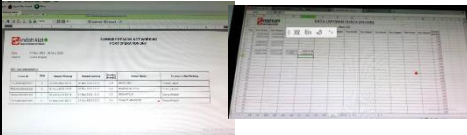
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10	  <p>Prosedur Bangkar Muat di Pelabuhan Kategori dan Dokumen</p> <p>Prosedur ini menjelaskan tentang cara-cara yang harus dilakukan oleh petugas bongkar muat dalam melaksanakan tugasnya di lapangan. Dokumen ini menjelaskan tentang prosedur yang harus dilakukan oleh petugas bongkar muat dalam melaksanakan tugasnya di lapangan.</p> <p>Prosedur Bangkar Muat</p> <ol style="list-style-type: none"> 1. Menyiapkan alat dan bahan yang diperlukan. 2. Menyiapkan lokasi bongkar muat yang sesuai. 3. Menyiapkan tenaga kerja yang akan melaksanakan tugas. 4. Menyiapkan dokumen yang diperlukan. 5. Menyiapkan sarana transportasi yang diperlukan. 6. Menyiapkan sarana komunikasi yang diperlukan. 7. Menyiapkan sarana pencahayaan yang diperlukan. 8. Menyiapkan sarana pengamanan yang diperlukan. <p>3. Persiapan dokumen Persiapan dokumen dilakukan oleh petugas bongkar muat untuk memastikan bahwa dokumen yang diperlukan telah disiapkan. Dokumen yang diperlukan antara lain:</p> <ul style="list-style-type: none"> - Surat Izin Bongkar Muat (SIBM) - Surat Izin Pemasangan (SIP) - Surat Izin Pengangkutan (SIPK) - Surat Izin Penjualan (SIPJ) - Surat Izin Pengangkutan (SIPK) - Surat Izin Penjualan (SIPJ) <p>4. Menyiapkan alat Menyiapkan alat dilakukan oleh petugas bongkar muat untuk memastikan bahwa alat yang diperlukan telah disiapkan. Alat yang diperlukan antara lain:</p> <ul style="list-style-type: none"> - Forklift - Crane - Truck - Container - Trailer - Forklift - Crane - Truck - Container - Trailer <p>5. Menyiapkan tenaga kerja Menyiapkan tenaga kerja dilakukan oleh petugas bongkar muat dengan menggunakan data yang telah disiapkan di lapangan. Tenaga yang akan digunakan harus ditempatkan di tempat yang telah ditentukan.</p> <p>6. Menyiapkan sarana transportasi Menyiapkan sarana transportasi dilakukan oleh petugas bongkar muat untuk memastikan bahwa sarana transportasi yang diperlukan telah disiapkan. Sarana transportasi yang diperlukan antara lain:</p> <ul style="list-style-type: none"> - Bus - Truck - Container - Trailer - Bus - Truck - Container - Trailer <p>7. Menyiapkan sarana komunikasi Menyiapkan sarana komunikasi dilakukan oleh petugas bongkar muat untuk memastikan bahwa sarana komunikasi yang diperlukan telah disiapkan. Sarana komunikasi yang diperlukan antara lain:</p> <ul style="list-style-type: none"> - Radio - Telepon - Handphone - Radio - Telepon - Handphone <p>8. Menyiapkan sarana pengamanan Menyiapkan sarana pengamanan dilakukan oleh petugas bongkar muat untuk memastikan bahwa sarana pengamanan yang diperlukan telah disiapkan. Sarana pengamanan yang diperlukan antara lain:</p> <ul style="list-style-type: none"> - Pagar - Pagar - Pagar - Pagar - Pagar - Pagar 	

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 04 December – 08 December

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 04 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Archive maintenance form report 	Mr. Titus Winastika	
2	Tuesday 05 December 2023	<ul style="list-style-type: none"> • Montoring dppk • Prints the LOP loading and unloading statement • Input summary of transportation slip 		
3	Wednesday 06 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Input summary reason not working • Input raw materials from the monthly report of jetty activity/KPI 		
4	Thursday 07 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary of transportation slip • Archive maintenance form report • Jetty tour 		
5	Friday 08 December 2023	<ul style="list-style-type: none"> • Input Avaibility Report November • Input heavy equipment controlling list 		
Notes by Industrial Coach				


NO	WORKING	EXPLANAITION
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<p>6</p>		
<p>7</p>		
<p>8</p>		
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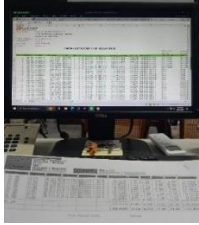
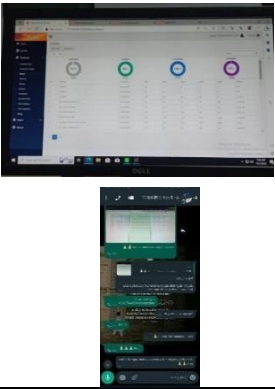
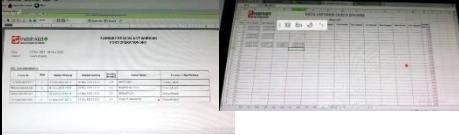
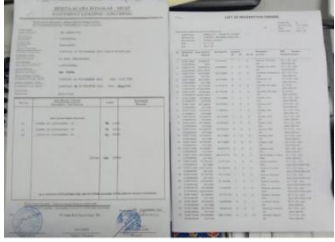
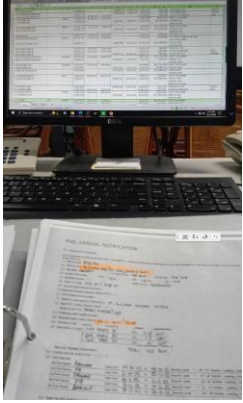
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thrusday & Friday

DATE : 11 December – 15 December

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 11 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working Archive maintenance form report Prints the LOP loading and unloading statement 	Mr. Titus Winastika	
2	Tuesday 12 December 2023	<ul style="list-style-type: none"> Monitoring dppk Check PAN (Pre Arrival Notification) Input summary of transportation slip 		
3	Wednesday 13 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working 		
4	Thursday 14 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working 		
5	Friday 15 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working Input summary of transportation slip 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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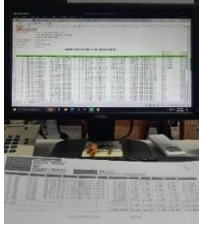
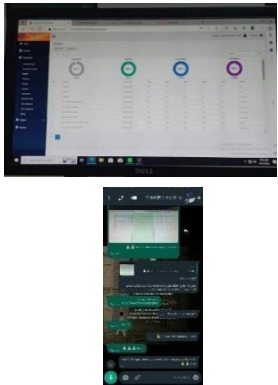

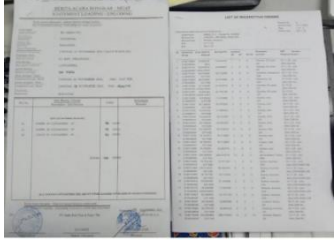
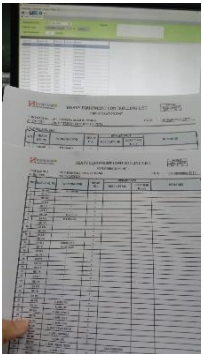
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 18 December – 22 December

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 18 December 2023	<ul style="list-style-type: none"> Monitoring dppk Print LOP Inout heavy equipment controlling list Input summary reason not working 	Mr. Titus Winastika	
2	Tuesday 19 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working Input summary of transportation slip 		
3	Wednesday 20 December 2023	<ul style="list-style-type: none"> Medical leave 		
4	Thursday 21 December 2023	<ul style="list-style-type: none"> Montoring dppk Input summary reason not working Print LOP Input heavy equipment controlling list Archive maintenance form report 		
5	Friday 22 December 2023	<ul style="list-style-type: none"> Monitoring dppk Input summary reason not working 		
Notes by Industrial Coach				


NO	WORKING	EXPLANAITION
1		


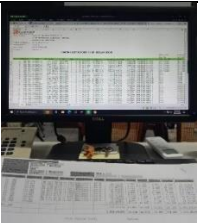
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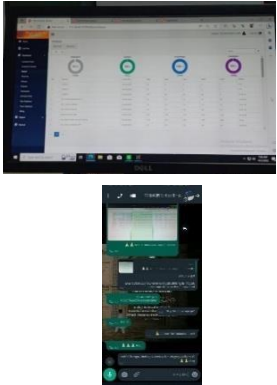

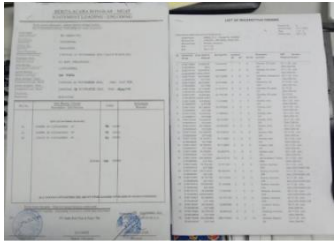
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 25 December – 29 December

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 25 December 2023	<ul style="list-style-type: none"> • Holiday 	Mr. Titus Winastika	
2	Tuesday 26 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 		
3	Wednesday 27 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Print LOP • Input summary reason not working 		
4	Thursday 28 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip 		
5	Friday 29 December 2023	<ul style="list-style-type: none"> • Monitoring dppk • Archive maintenance form report • Print LOP 		
Notes by Industrial Coach				


NO	WORKING	EXPLANATION
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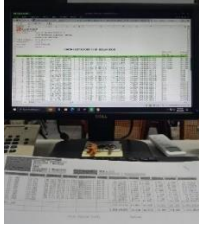
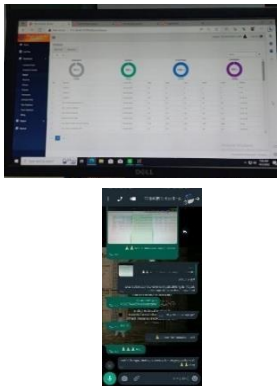
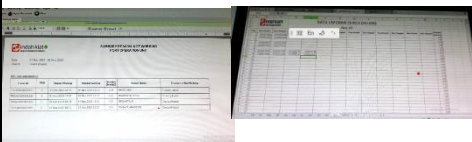
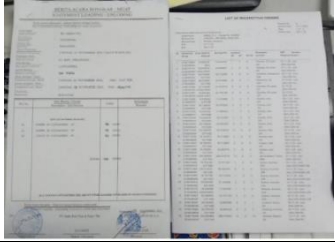

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday & Friday

DATE : 01 January – 05 January

No	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 01 January 2024	<ul style="list-style-type: none"> • Holiday 	Mr. Titus Winastika	
2	Tuesday 02 January 2024	<ul style="list-style-type: none"> • Monitoring dppk • Input summary reason not working • Input summary of transportation slip • Print LOP • Archive maintenance form report 		
3	Wednesday 03 January 2024	<ul style="list-style-type: none"> • Monitoring dppk • Confirm DPPK monitoring to PBM • Input summary of transportation slip 		
4	Thursday 04 January 2024	<ul style="list-style-type: none"> • Depature and parting from the Port Operation 		
5	Friday 05 January 2024	<ul style="list-style-type: none"> • Returing name tag and safety helmet to public relations and handling related documents 		
Notes by Industrial Coach				

NO	WORKING	EXPLANAITION
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Appendix B : Daily Activity Logbook

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Cari Kegiatan

Kembali ke Daftar + Tambah

Data Kegiatan	Periode Akademik	2023 Ganjil	Unit	D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Peserta	Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Indah Kiat Pulp and Paper (IKPP)
Pembimbing	Nama Kegiatan	Kerja Praktek	Kelompok	
Rincian Kegiatan				

No.	Tgl Kegiatan	Pembimbing	Panullis	Topik	Aksi
1	Kemis, 4 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
2	Kemis, 4 Januari 2024	19870132022032004 - Fretti Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti		
3	Kemis, 4 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., MPd	5504201006 - Haris Hakimullah	Port	
4	Kemis, 4 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan	

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5	Rabu, 3 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
6	Rabu, 3 Januari 2024	19870132022032004 - Fretti Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti		
7	Rabu, 3 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., MPd	5504201006 - Haris Hakimullah	Archiving FEB documents	
8	Rabu, 3 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penyerahan sepatu	
9	Selasa, 2 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
10	Selasa, 2 Januari 2024	19870132022032004 - Fretti Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti		
11	Selasa, 2 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., MPd	5504201006 - Haris Hakimullah	Archiving FEB documents	
12	Selasa, 2 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD membuat jadwal	

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13	Senin, 1 Januari 2024	19870132022032004 - Fretti Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti		
14	Senin, 1 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Libur tanggal merah (tahun baru)	
15	Senin, 1 Januari 2024	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		
16	Senin, 1 Januari 2024	198510082019032015 - FANALISA ELFA, S.Pd., MPd	5504201007 - Wyanda Rahma Putri	Invoice	
17	Jumat, 29 Desember 2023	19870132022032004 - Fretti Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti		
18	Jumat, 29 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., MPd	5504201006 - Haris Hakimullah	E-filing transport ship document of Seagate 23S218E	
19	Jumat, 29 Desember 2023	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
20	Jumat, 29 Desember 2023	1975123202121004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan, persiapan ruang meeting, pendataan nama sepatu safety	

21	Jumat, 29 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
22	Jumat, 29 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	Invoice	
23	Kamis, 28 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti		
24	Kamis, 28 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimulloh	Archiving FEB documents	
25	Kamis, 28 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
26	Kamis, 28 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
27	Kamis, 28 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	Invoice	
28	Kamis, 28 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	

29	Rabu, 27 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimulloh	E-filing transport ship document of UKC 48. L482306	
30	Rabu, 27 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
31	Rabu, 27 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
32	Rabu, 27 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	Invoice	
33	Rabu, 27 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	-	
34	Selasa, 26 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimulloh	E-filing transport ship document of MP 258 ps044	
35	Selasa, 26 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
36	Selasa, 26 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	

37	Selasa, 26 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	Invoice	
38	Selasa, 26 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
39	Selasa, 26 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti		
40	Senin, 25 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimulloh	E-filing transport ship document of UKC 28 v-282358	
41	Senin, 25 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Tanggal merah	
42	Senin, 25 Desember 2023	19890082019032016 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	divisi logistic	
43	Senin, 25 Desember 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	-	
44	Senin, 25 Desember 2023	1987032022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti		

45	Jumat, 22 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201006 - Dea Cahya Ningsih	Invoice
46	Jumat, 22 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	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 Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	
49	Jumat, 22 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hokimullah	E-filing transport ship document of MMSS 2708 238024E
50	Jumat, 22 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD
51	Kamis, 21 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
52	Kamis, 21 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice

53	Kamis, 21 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	
54	Kamis, 21 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hokimullah	Classifying FEB documents
55	Kamis, 21 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan
56	Kamis, 21 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
57	Rabu, 20 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
58	Rabu, 20 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
59	Rabu, 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 Hokimullah	E-filing transport ship document of MP 252 P9048
61	Rabu, 20 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic

61	Rabu, 20 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
62	Rabu, 20 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan
63	Seksa, 19 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
64	Seksa, 19 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
65	Seksa, 19 Desember 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	
66	Seksa, 19 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hokimullah	E-filing transport ship document of MP 118 P8 479
67	Seksa, 19 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
68	Seksa, 19 Desember 2023	1975112320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan

69	Senin, 18 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Deo Cahya Ningsih	Invoice
70	Senin, 18 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	invoice
71	Senin, 18 Desember 2023	198710132022032004 - Pretti Ristra, 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 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	divisi logistic
74	Senin, 18 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilah berkas
75	Jumat, 15 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Deo Cahya Ningsih	Invoice
76	Jumat, 15 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice

77	Jumat, 15 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	
78	Jumat, 15 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD
79	Jumat, 15 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of LK 138 V 138236
80	Jumat, 15 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	invoice
81	Kamis, 14 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Deo Cahya Ningsih	Invoice
82	Kamis, 14 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
83	Kamis, 14 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	
84	Kamis, 14 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan

85	Kamis, 14 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Siagian Archiving FEB documents that has been checked
86	Kamis, 14 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
87	Rabu, 13 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Deo Cahya Ningsih	Invoice
88	Rabu, 13 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
89	Rabu, 13 Desember 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	
90	Rabu, 13 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents
91	Rabu, 13 Desember 2023	19751123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, membuat laporan, Mangsil ceklis
92	Rabu, 13 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice

No	Tgl	Waktu	Uraian	Revisi	Uraian	Uraian	Aksi
93	Selasa, 12 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Invoice		
94	Selasa, 12 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah		Invoice		
95	Selasa, 12 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti				
96	Selasa, 12 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		TTD, pengarsipan, Pengupload -an dan print summary		
97	Selasa, 12 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201005 - Haris Hakimullah		Archiving FEB documents		
98	Selasa, 12 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri		Invoice		
99	Senin, 11 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Invoice		
100	Senin, 11 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah		Invoice		

No	Tgl	Waktu	Uraian	Revisi	Uraian	Uraian	Aksi
101	Selasa, 12 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti				
102	Senin, 11 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hakimullah		E-filing transport ship document of MP 128 PS375		
103	Senin, 11 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		TTD, penginputan data, Pengupload -an dan print summary		
104	Senin, 11 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri		Invoice		
105	Jumat, 8 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Invoice		
106	Jumat, 8 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah		Invoice		
107	Jumat, 8 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri		Invoice		
108	Jumat, 8 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		TTD, penginputan data, upload data		

No	Tgl	Waktu	Uraian	Revisi	Uraian	Uraian	Aksi
109	Jumat, 8 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		Input, onsp		
110	Jumat, 8 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hakimullah		Archiving FEB documents		
111	Kamis, 7 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih		Invoice		
112	Kamis, 7 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah		Invoice		
113	Kamis, 7 Desember 2023	19871032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti		Monitoring, arsip, input and tour		
114	Kamis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hakimullah		Classifying FEB documents that has been checked before		
115	Kamis, 7 Desember 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri		Invoice		
116	Kamis, 7 Desember 2023	19751223202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian		TTD, penginputan data, Tour Jetty		

117	Rabu, 6 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201006 - Nur Aisyah	Invoice
118	Rabu, 6 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, dan Input
119	Rabu, 6 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents
120	Rabu, 6 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, menandai jadwal shift
121	Rabu, 6 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
122	Rabu, 6 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
123	Selasa, 5 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201006 - Nur Aisyah	Invoice
124	Selasa, 5 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, input dan LOP

125	Selasa, 5 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents
126	Selasa, 5 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data
127	Selasa, 5 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
128	Selasa, 5 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
129	Senin, 4 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Nur Aisyah	Invoice
130	Senin, 4 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, input dan arsip
131	Senin, 4 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship documents of MMSS 2711 OY65KE
132	Senin, 4 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan

133	Senin, 4 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
134	Senin, 4 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
135	Jumat, 1 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Nur Aisyah	Invoice
136	Jumat, 1 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
137	Jumat, 1 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
138	Jumat, 1 Desember 2023	1975122202201004 - MUHAMMAD ANDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Mengisi ceklis
139	Jumat, 1 Desember 2023	198910082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	E-filing transport ship document of MMSS 2508 3800E
140	Jumat, 1 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Desy Susanti	Input dan training
141	Kamis, 30 Desember 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed	5504201003 - Desy Susanti	Invoice

149	Rabu, 29 November 2023	1995900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents
150	Rabu, 29 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input dan arsip
151	Rabu, 29 November 2023	1985900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
152	Rabu, 29 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
153	Selasa, 28 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
154	Selasa, 28 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD
155	Selasa, 28 November 2023	1995900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents that has been checked before
156	Selasa, 28 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring

157	Selasa, 28 November 2023	1995900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
158	Selasa, 28 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
159	Senin, 27 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
160	Senin, 27 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, belajar dan memasang
161	Senin, 27 November 2023	1985900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents
162	Senin, 27 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input
163	Senin, 27 November 2023	1985900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, ICS, HTS, shipment cost, barcode
164	Senin, 27 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice

157	Selasa, 28 November 2023	1995900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Invoice
158	Selasa, 28 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
159	Senin, 27 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice
160	Senin, 27 November 2023	19759123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, belajar dan memasang
161	Senin, 27 November 2023	1985900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents
162	Senin, 27 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan input
163	Senin, 27 November 2023	1985900820190020015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, ICS, HTS, shipment cost, barcode
164	Senin, 27 November 2023	198701032022032004 - Prietti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice

No	Tgl	Uraian	Uraian	Uraian	Uraian
165	Jumat, 24 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
166	Jumat, 24 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alisyah	Invoice	
167	Jumat, 24 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
168	Jumat, 24 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri	edit FSD disistem SAP, verifikasi TMS, create URN/ barcode, HTS dan ICS	
169	Jumat, 24 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input dan arsip	
170	Jumat, 24 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hokimullah	Checking transport ship documents for export	
171	Kamis, 23 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, menulis note business pengembalian barang bekas	
172	Kamis, 23 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan Arsip	

No	Tgl	Uraian	Uraian	Uraian	Uraian
173	Kamis, 23 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alisyah	Invoice	
174	Kamis, 23 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hokimullah	Archiving FEB documents that has been checked	
175	Kamis, 23 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri	Invoice	
176	Kamis, 23 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
177	Rabu, 22 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
178	Rabu, 22 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
179	Rabu, 22 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hokimullah	Classifying FEB documents	
180	Rabu, 22 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri	verifikasi TMS, create new logsheet, input prodouc report, dan HTS	

No	Tgl	Uraian	Uraian	Uraian	Uraian
181	Rabu, 22 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Invoice	
182	Rabu, 22 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alisyah	Invoice	
183	Selasa, 21 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Penginputan data, upload data	
184	Selasa, 21 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
185	Selasa, 21 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201006 - Haris Hokimullah	Archiving FEB documents	
186	Selasa, 21 November 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd.	5504201007 - Wyanda Rahma Putri	input data ITRS, data trucking, data invoice	
187	Selasa, 21 November 2023	19870132022032004 - Fretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Alisyah	Invoice	
188	Selasa, 21 November 2023	1979123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input shipment cost, input data of hts&ics, verification, Setor invoice files, upload invoice no ftd	

No	Tgl	Uraian	Penyedia Jasa	Detail Pekerjaan	Status
189	Senin, 20 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, pendataan nama	
190	Senin, 20 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input, dan arsip	
191	Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Horis Hakimullah	Archiving PEB documents	
192	Senin, 20 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi advance, TMS, input data ITR	
193	Senin, 20 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data di HTS&CS, input shipment cost, shipment plan for container, verification invoice files	
194	Senin, 20 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
195	Jumat, 17 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
196	Jumat, 17 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	izin	

























No	Tgl	Uraian	Penyedia Jasa	Detail Pekerjaan	Status
197	Jumat, 17 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	izin antar berkas beaslowa ke siak	
198	Jumat, 17 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Penginputan data, upload	
199	Jumat, 17 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Horis Hakimullah	Checking the loading vessel	
200	Jumat, 17 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
201	Kamis, 16 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, dan input	
202	Kamis, 16 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, cek PO pulp/ paper, input HTS	
203	Kamis, 16 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&CS, shipment plan for container	
204	Kamis, 16 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD	

























No	Tgl	Uraian	Penyedia Jasa	Detail Pekerjaan	Status
205	Kamis, 16 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Horis Hakimullah	Classifying PEB documents	
206	Kamis, 16 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
207	Rabu, 15 November 2023	198710132022032004 - Pretti Ristro, 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	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&CS	
210	Rabu, 15 November 2023	1975123202218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, penginputan data, upload	
211	Rabu, 15 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Horis Hakimullah	Classifying PEB documents	
212	Rabu, 15 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	

























213	Selasa, 14 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan onrip	
214	Selasa, 14 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201007 - Wyanda Rahima Putri	menghubung bon lensir, verifikasi tagihan SSP, verifikasi tagihan bongkar empty dan tagihan loading	
215	Selasa, 14 November 2023	1975123202121004 - 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	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
217	Selasa, 14 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201008 - Haris Hakimullah	Continuing to learn about PEB documents	
218	Selasa, 14 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Nur Aisyah	Invoice	
219	Senin, 13 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input, onrip	
220	Senin, 13 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at HTS&ICS, Upload invoice no fact, shipment plan for container	

221	Senin, 13 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
222	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201007 - Wyanda Rahima Putri	verifikasi payment, shipment cost, cek no po pulp/paper	
223	Senin, 13 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201006 - Haris Hakimullah	Learning how to make PEB Documents	
224	Senin, 13 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
225	Jumat, 10 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201008 - Dea Cahya Ningsih	Shipment plan for container, upload invoice no fact, scanning future agency, input data at hts&ics	
226	Jumat, 10 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
227	Jumat, 10 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Input	
228	Jumat, 10 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201007 - Wyanda Rahima Putri	Input ITRs, create logsheet, input ICS dan HTS, verifikasi TMS	

229	Jumat, 10 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
230	Jumat, 10 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201006 - Haris Hakimullah	Archiving PEB documents that has been checked	
231	Kamis, 9 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201008 - Dea Cahya Ningsih	Input data at hts&ics, verification invoice files, verification plan future agency	
232	Kamis, 9 November 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S, M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
233	Kamis, 9 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input, dan observasi	
234	Kamis, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201007 - Wyanda Rahima Putri	edit FSD di sistem SAP, verifikasi TMS, create URN/ barcode, verifikasi invoice	
235	Kamis, 9 November 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201009 - Nur Aisyah	Invoice	
236	Kamis, 9 November 2023	198510082019032015 - FANALISA ELFA, S.Pd, MPd	5504201006 - Haris Hakimullah	Continuing to classify PEB documents	

No	Tgl	Nama	NIK	Instansi	Detail Kegiatan	Aksi
237	Rabu, 8 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201008 - Dea Cahya Ningsih	Input shipment cost, verification invoice files, input data at hts&ics, advance payment application	  
238	Rabu, 8 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201002 - Jessica Cristine Slaglan	TTD, Memilah dan Pengorsipan	  
239	Rabu, 8 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring dan input.	  
240	Rabu, 8 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201007 - Wyanda Rahima Putri	verifikasi TMS, edit FSD disistem SAP, verifikasi nomor PA create nomor URN/ barcode, input URN	  
241	Rabu, 8 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	invoice	  
242	Rabu, 8 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201006 - Haris Hakimullah	Continuing to classify FEB documents	  
243	Selasa, 7 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201008 - Dea Cahya Ningsih	Verification invoice files, input shipment cost, shipment plan for container	  
244	Selasa, 7 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201002 - Jessica Cristine	TTD, memilah dan pengorsipan	  

245	Selasa, 7 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, konfirmasi, input.	  
246	Selasa, 7 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201007 - Wyanda Rahima Putri	verifikasi TMS, create URN/ barcode, create nomor PA	  
247	Selasa, 7 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Invoice	  
248	Selasa, 7 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201006 - Haris Hakimullah	Classifying FEB documents	  
249	Senin, 6 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Izin	  
250	Senin, 6 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201008 - Dea Cahya Ningsih	Verification invoice files, input data at hts & ics, shipment cost	  
251	Senin, 6 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201002 - Jessica Cristine Slaglan	Pengorsipan	  
252	Senin, 6 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201007 - Wyanda Rahima Putri	menghitung bon berita acara bongkar-muat.	  

253	Senin, 6 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Invoice	  
254	Senin, 6 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201006 - Haris Hakimullah	Checking ekspor FEB documents	  
255	Jumat, 3 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification invoice files	  
256	Jumat, 3 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	invoice	  
257	Jumat, 3 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201007 - Wyanda Rahima Putri	menghitung bon scalling ticket	  
258	Jumat, 3 November 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, konfirmasi, upload and input	  
259	Jumat, 3 November 2023	MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	1975123202219004	5504201002 - Jessica Cristine Slaglan	TTD, membuat surat	  
260	Jumat, 3 November 2023	FANALISA ELFA, S.Pd., MPd	198510082019032015	5504201006 - Haris Hakimullah	Classifying FEB documents	  

261	Kamis, 2 November 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningish	Shipment plan for container, verification shipment plan, input data at HTS&ICS, verification invoice	
262	Kamis, 2 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
263	Kamis, 2 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	menghitung material, input ICS dan HTS, verifikasi TMS	
264	Kamis, 2 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input	
265	Kamis, 2 November 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilih berkas	
266	Kamis, 2 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Classifying FEB documents	
267	Rabu, 1 November 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningish	Verification invoice files, input data at HTS&ICS, shipment plan for container	
268	Rabu, 1 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	

269	Rabu, 1 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	update nomor URN, input ICS dan HTS, verifikasi TMS, menghitung material	
270	Rabu, 1 November 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, konfirmasi	
271	Rabu, 1 November 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Pendataan nama,	
272	Rabu, 1 November 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing FEB documents	
273	Selasa, 31 Oktober 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningish	Verification invoice file, input data at HTS&ICS, Payment application, Scanning future agency	
274	Selasa, 31 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
275	Selasa, 31 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	shipment trucking, shipment cost, cek PO jasautama, create URN	
276	Selasa, 31 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input dan arsip	

277	Selasa, 31 Oktober 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Ttd	
278	Selasa, 31 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents	
279	Senin, 30 Oktober 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningish	Verification container yard operasional, input data at HTS&ICS, verification invoice file nya	
280	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice	
281	Senin, 30 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	menghitung bon container, shipment cost, shipment trucking	
282	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring dan arsip	
283	Senin, 30 Oktober 2023	197512320221004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Belajar, mengunjungi lokasi pelabuhan	
284	Senin, 30 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Archiving FEB documents	

No	Tgl	Nama	Instansi	Uraian	Penyedia
285	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung tonase, cek jastama, create shipment cost, mengitung container	
286	Jumat, 27 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201003 - Desy Susanti	Monitoring, Arsip and input	
287	Jumat, 27 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201009 - Nur Aisyah	do invoice tasks	
288	Jumat, 27 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Upload data at TMS, input data at HTS&ICS, Verification Invoice files	
289	Jumat, 27 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Grouping document shipment plan for container	
290	Jumat, 27 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Christine Siagian	memilih berkas, scan dokumen, ttd	
291	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi billing payment, input TMS, create shipment, cek jastama pulp/paper	
292	Kamis, 26 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201003 - Desy Susanti	Monitoring, arsip and upload	

293	Kamis, 26 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201009 - Nur Aisyah	do invoice tasks	
294	Kamis, 26 Oktober 2023	1975H23202121004 - 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	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Christine Siagian	TTD, pengarsipan	
296	Kamis, 26 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing learning how to make FEB Documents	
297	Rabu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi billing payment, verifikasi B/L scan dokumen invoice	
298	Rabu, 25 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201003 - Desy Susanti	Monitoring, konfirmasi, arsip, and input	
299	Rabu, 25 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201009 - Nur Aisyah	do invoice tasks	
300	Rabu, 25 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, Verification invoice files, Input data at ICS, Print PA	

301	Rabu, 25 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Christine Siagian	TTD, Membuat laporan, Mengisi laporan	
302	Rabu, 25 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learn how to create FEB Documents	
303	Selasa, 24 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi dokumen performa, create shipment, verifikasi dokumen entry	
304	Selasa, 24 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201003 - Desy Susanti	Monitoring and upload	
305	Selasa, 24 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed	5504201009 - Nur Aisyah	do invoice task	
306	Selasa, 24 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data shipment cost, input data HTS&ICS, Print, shipment plan, Scanning future agency	
307	Selasa, 24 Oktober 2023	1975H23202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Christine Siagian	TTD, Membuat laporan	
308	Selasa, 24 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Understanding pabean document	

No	Tgl	Nama	Instansi	Uraian	Status
309	Senin, 23 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	scan dokumen jastama, verifikasi dokumen summary of transportation slip report	
310	Senin, 23 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, and input	
311	Senin, 23 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201009 - Nur Aisyah	do invoice tasks	
312	Senin, 23 Oktober 2023	19751232022101004 - 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	
313	Senin, 23 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, memilah berkas, scan & fc	
314	Senin, 23 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201008 - Haris Hakimullah	Making eksport document for client of Iraq and Costa Rica	
315	Jumat, 20 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	IZN	
316	Jumat, 20 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, membuat tabel, input	

317	Jumat, 20 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Fc	
318	Jumat, 20 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about submission data on V-Legal	
319	Kamis, 19 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification rekap tagihan pengangkutan sparepart, Print shipment plan	
320	Kamis, 19 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	Input data HTS, verifikasi TMS, update report HTS	
321	Kamis, 19 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, input dan merapikan	
322	Kamis, 19 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Ttd	
323	Kamis, 19 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Learning making submission data on V-Legal	
324	Kamis, 19 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring, input	

325	Rabu, 18 Oktober 2023	198701322022032004 - Prettli Ristra, S.Pd, M.Ed	5504201003 - Desy Susanti	Monitoring dan input	
326	Rabu, 18 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Scanning Invoice Files, Print Shipment Plan, Verification Rekap tagihan pape	
327	Rabu, 18 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi PO, cak jastama pulp/paper, upload data kapal, input ICS dan HTS, veri TMS	
328	Rabu, 18 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan	
329	Rabu, 18 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201006 - Haris Hakimullah	Continuing to learn about attachment document on v legal	
330	Selasa, 17 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification DO FEE IN SPORE	
331	Selasa, 17 Oktober 2023	198900082019032019 - FANALISA ELFA, S.Pd, M.Pd	5504201007 - Wyanda Rahima Putri	update dan upload data, cap dokumen	
332	Selasa, 17 Oktober 2023	19751232022101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, kegiatan Audit	

333	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421003 - Desy Susanti	Monitoring, konfirmasi dan input
334	Selasa, 17 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421006 - Haris Hakimullah	Learning how to make attachment data on V-legal
335	Senin, 16 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421008 - Dea Cahya Ningsih	- Input data at Intern mill transportation report system, Input data at excel Invoice OPP/OP,
336	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421007 - Wyanda Rahima Putri	upload data URN/PA, verifikasi data angkutan, create nomor URN, update data kapal export, import
337	Senin, 16 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421002 - Jessica Cristine Siagian	TTD, pengarsipan
338	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421003 - Desy Susanti	Monitoring dan input
339	Senin, 16 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421006 - Haris Hakimullah	Sending package from export import section to port
340	Jumat, 13 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421008 - Dea Cahya Ningsih	Verification Invoice MT Trucking into order FOB, input data at HTS6/CS

341	Jumat, 13 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421002 - Jessica Cristine Siagian	TTD, pengarsipan
342	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421007 - Wyanda Rahima Putri	cek PO jastama, verifikasi PO, create shipment cost, scan dan verifikasi dokumen, fc bon kontainer
343	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421003 - Desy Susanti	Monitoring, input, ansp
344	Jumat, 13 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421006 - Haris Hakimullah	Preparing document for Australia's client and pickup new uniform for FlindoBell's employee
345	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421003 - Desy Susanti	izin
346	Kamis, 12 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421008 - Dea Cahya Ningsih	Print Shipment plan, input data at HTS6/CS, Verification Future Agency
347	Kamis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421007 - Wyanda Rahima Putri	cek PO jastama, verifikasi PO, create shipment cost, menghubung tonase, verifikasi jablat
348	Kamis, 12 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421002 - Jessica Cristine Siagian	izin

349	Kamis, 12 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421006 - Haris Hakimullah	Preparing eksport document for Nigeria's client
350	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421009 - Nur Aisyah	Working on Invoice Documents
351	Rabu, 11 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421008 - Dea Cahya Ningsih	input data at HTS6/CS, Verification invoice files
352	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421007 - Wyanda Rahima Putri	cek PO jastama, verifikasi PO, create shipment cost, scan dokumen
353	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421003 - Desy Susanti	Monitoring, revisi input
354	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	550421009 - Nur Aisyah	Working on Invoice Documents
355	Rabu, 11 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	550421006 - Haris Hakimullah	Making resume about import eksport section and send it to public relations
356	Rabu, 11 Oktober 2023	1975123202121004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550421002 - Jessica Cristine Siagian	TTD dokumen

357	Selasa, 10 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	menghitung tonase, cek jasatama, membuat logsheet
358	Selasa, 10 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents
359	Selasa, 10 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, Input
360	Selasa, 10 Oktober 2023	19751232021218004 - 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	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Scan & FC, TTD
362	Selasa, 10 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Understanding type of ekspor document (monitoring by mentor)
363	Senin, 9 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	Input HTS, verifikasi TMS, verifikasi no PO, scan data faktur pajak
364	Senin, 9 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Working on Invoice Documents

365	Senin, 9 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, konfirmasi, dan belajar
366	Senin, 9 Oktober 2023	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	input data shipment cost, verification invoice file
367	Senin, 9 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing ekspor document for Sri Lanka client's
368	Senin, 9 Oktober 2023	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Pengarsipan data
369	Jumat, 6 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
370	Jumat, 6 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and Scanning Invoice files
371	Jumat, 6 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Making weekly report document
372	Jumat, 6 Oktober 2023	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, pengarsipan dokumen, Pemeriksaan data

373	Jumat, 6 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, and input
374	Jumat, 6 Oktober 2023	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verifikasi Invoice files
375	Jumat, 6 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	verifikasi dokumen invoice atau pajak, menjumlahkan rikapitulasi bongkar kapal empty, menghitung bon
376	Kamis, 5 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Invoice
377	Kamis, 5 Oktober 2023	198701032022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, konfirmasi, input dan training
378	Kamis, 5 Oktober 2023	19751232021218004 - 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	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahma Putri	menghitung bon dan tonase, verifikasi nomor container, input ICS dan HTS, verifikasi TMS dan no PO
380	Kamis, 5 Oktober 2023	19890082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Checking and learning HS CODE SEA
381	Kamis, 5 Oktober 2023	19751232021218004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine	TTD, Ngeprint

				siagian	
382	Rabu, 4 Oktober 2023	1975123202101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at TMS, Upload Invoice number, input data HTS&ICS	
383	Rabu, 4 Oktober 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input ICS, print data payment, menghitng bon container	
384	Rabu, 4 Oktober 2023	1975123202101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD	
385	Rabu, 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 Aliyah	Invoice	
388	Selasa, 3 Oktober 2023	1975123202101004 - 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 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung bon, buat legaheet, cap dokumen baik, verifikasi nomor payment dan bikin barcode	

























		JULIA	M.Pd	KANIMO RUSTI	
390	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input, orsp	
391	Selasa, 3 Oktober 2023	1975123202101004 - 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 Ekspor document Tissue Product to USA	
393	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah	invoice	
394	Senin, 2 Oktober 2023	1975123202101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Print Payment Application, verifikasi adpel jenis barang bongkar/muat, input data at HTS&ICS	
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	Document preparation for client of Spain	
397	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, DOPRC, berita acara, HECL, Training	

























		JULIA			
398	Senin, 2 Oktober 2023	1975123202101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD Briefing Scan, pengarsipan berkas lembaran Menyusun Silo/Sia	
399	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aliyah	Invoice	
400	Jumat, 29 September 2023	1975123202101004 - 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 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	verifikasi TMS, input ICS, menyamakan dokumen/verifikasi dokumen	
403	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Continuing to learn step to make Pro-Shipment document	
404	Jumat, 29 September 2023	1975123202101004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, Belajar & Mengisi	
405	Jumat, 29 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda	buat TMS, input data ICS, menyamakan dokumen	

























406	Jumat, 29 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input HECL dan arsip
407	Rabu, 27 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201000 - Nur Aisyah	Invoice
408	Rabu, 27 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verifikasi rekap tagihan pengangkutan tissue
409	Rabu, 27 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	bikin logsheet, training sheetment cost, ICS dan HTS
410	Rabu, 27 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, merapikan dan arsip, fc
411	Rabu, 27 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning step to make Pro-Shipment document and making weekly report
412	Rabu, 27 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	TTD, pengarsipan, Fo
413	Selasa, 26 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS

414	Selasa, 26 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Printing and Checking Invoice files
415	Selasa, 26 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, input HECL, konfirmasi, Input Trucking
416	Selasa, 26 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan berkas, TTD, FC&Scan
417	Selasa, 26 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing eksport document for Napoli/Italy
418	Selasa, 26 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data payment, scan data, input data HTS dan TMS
419	Senin, 25 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data at HTS&ICS, Verification jenis barang bongkar/muat
420	Senin, 25 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify invoice files
421	Senin, 25 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data TMS, HTS, cek data OPP/OPT dan PEM, copy data dokumen masuk

422	Senin, 25 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, arsip dan input
423	Senin, 25 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning PindoDeli Document
424	Senin, 25 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Tanda tangan, Update Summary
425	Jumat, 22 September 2023	198910082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	input data ICS dan HTS
426	Jumat, 22 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memfotokopi, M'pengarsipan berkas lembaran, Memprint, TTD, Belajar summary
427	Jumat, 22 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Verify Jasotama Mandiri Expedition, Printing payment application for logsheets
428	Jumat, 22 September 2023	19751223202121004 - MUHAMMAD INDR GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification jenis barang Bongkar/muat
429	Jumat, 22 September 2023	19870132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, HECL, update laporan Summary of Transportation Slip

No	Tgl	Nama	NIK	Uraian	Uraian	Aksi
430	Jumat, 22 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201006 - Haris Hakimullah	Preparing ekspor document for Bulgaria n Italy client	  
431	Kamis, 21 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Input Summary of TSR	  
432	Kamis, 21 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201008 - Dea Cahya Ningsih	Verification Export Invoice	  
433	Kamis, 21 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, SOTS, report availability, training	  
434	Kamis, 21 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201002 - Wyanda Rahima Putri	Memisahkan lembar surat, memeriksa kelengkapan data, menginput data, TTD, pengarsipan	  
435	Kamis, 21 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201007 - Wyanda Rahima Putri	input data, cap dokumen masuk	  
436	Kamis, 21 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201006 - Haris Hakimullah	Preparing documents for Japan and Spain clients	  
437	Rabu, 20 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Input Summary of TSR on IMTS, Input HTS and ICS	  

No	Tgl	Nama	NIK	Uraian	Uraian	Aksi
438	Rabu, 20 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201008 - Dea Cahya Ningsih	Verification Invoice files, SAP Invoice, Print Shipping Schedule	  
439	Rabu, 20 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, HECL, PPT, SCAN	  
440	Rabu, 20 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201007 - Wyanda Rahima Putri	input data, scan dan print dokumen, cek dokumen	  
441	Rabu, 20 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201006 - Haris Hakimullah	Making ekspor documents for Spain client's	  
442	Rabu, 20 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201002 - Jessica Cristine Siagian	Mengisi Note, Penandatanganan, Memasukkan ke map, Tanda tangan Form, Me-scan	  
443	Selasa, 19 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201008 - Dea Cahya Ningsih	Input Data at HTS&ICS, Print Shipment Plan, Verification Close TP, Stempel Invoice	  
444	Selasa, 19 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	Monitoring, HECL, update absensi, TTD PKB, telepon, scan	  
445	Selasa, 19 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Verify trucking fare data and check every invoice for to set up travel document	  

No	Tgl	Nama	NIK	Uraian	Uraian	Aksi
446	Selasa, 19 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201006 - Haris Hakimullah	Continuing summarize the Pindo Deli material Document	  
447	Selasa, 19 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201007 - Wyanda Rahima Putri	input dan cek data intern mill, scan data	  
448	Selasa, 19 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201002 - Jessica Cristine Siagian	Memfotocopy, Memasukkan & Mengganti nama map, Me-scan, Belajar mengisi update absensi	  
449	Senin, 18 September 2023	MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	19751223202121004	5504201008 - Dea Cahya Ningsih	Stempel Invoice, Verification Daftar Laporan Biaya OPP/OPT	  
450	Senin, 18 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201009 - Nur Aisyah	Summarize Jasotama costs in spreadsheet, verify trucking fare data and input invoice in ICS	  
451	Senin, 18 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201007 - Wyanda Rahima Putri	rekap jaso tama, input data, cek PSA	  
452	Senin, 18 September 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	5504201003 - Desy Susanti	HECL Arsip, SOT, input PKB, update absensi	  
453	Senin, 18 September 2023	FANALISA ELFA, S.Pd., MPd	19851008209032015	5504201006 - Haris Hakimullah	Summarising material and Pick up the printer	  

No	Tgl	NIK	NIK	Detail Kegiatan	Status
454	Senin, 18 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Minta Tanda tangan, Cop, FC, Penandatanganan Daftar hadir, memasukkan lembaga ke map, Membedakan	
455	Jumat, 15 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Input data di HTS&ICS, Print Payment Application	
456	Jumat, 15 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	Rekap jasa terna	
457	Jumat, 15 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Verify details of the cargo, checking the vehicle plate and number of PO	
458	Jumat, 15 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Learning FlindoDell Document	
459	Jumat, 15 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Penandatanganan, Mengganti nama Map, Menghitung Surat	
460	Jumat, 15 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, summary, informasi, telpon, arsip	
461	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and verify container yard operational unit	

























462	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Input and sending document for client Mexico and Guatemala	
463	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Monitoring, FC, input data, mengantar berkas	
464	Kamis, 14 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Minta cap & FC, Ttd daftar hadir, mengisi format, memfoto lembaran, menyesuaikan rekapitulasi	
465	Kamis, 14 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Scanning invoice files, PPE delivery change, Print payment, input Data HTS&ICS	
466	Kamis, 14 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menghitung jumlah kontainer, menjumlahkan tonase, mengecek data	
467	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Rename Invoice data files, scanning, printing, and photocopying files, including SPC	
468	Rabu, 13 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification ban trailer	
469	Rabu, 13 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	fc billing sale, input data payment, cek surat dan jumlah kontainer	

























470	Rabu, 13 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memperbaiki form internal inspeksi, penandatanganan laporan inspeksi dan laporan ceklis harian	
471	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Scan, monitoring, input data, arsip, update dokumen	
472	Rabu, 13 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Sending Company Document to Bea Cukai and preparing ekspor file for Slovakia and Croatia client's	
473	Selasa, 12 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Scanning, Photocopying, verify, sorting, stamp and input data in ICS	
474	Selasa, 12 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Sending ekspor documents to Nigeria by SOP	
475	Selasa, 12 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201003 - Desy Susanti	Scan, FC, arsip, TTD, input data, belajar untuk monitoring DPK	
476	Selasa, 12 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	Verification container yard operational unit, input data HTS&ICS	
477	Selasa, 12 September 2023	1975123202121004 - MUHAMMAD INDRAGUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Scan & memilah serta mengurutan	

No	Tgl	Nama	Instansi	Uraian	Penyedia
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	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	verification on invoice files, inputdata at HTS&ICS	
480	Senin, 11 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	cek nomor PO, EM plat mobil, cap dokumen masuk	
481	Senin, 11 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Checking and Verification data	
482	Senin, 11 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201006 - Haris Hakimullah	Preparing Pre-Shipment Doc and VBI	
483	Senin, 11 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	input data, terima telpon, scan berkas, antar berkas dan arsip berkas	
484	Senin, 11 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Memilah & memeriksa	
485	Jumat, 8 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	input data at HTS&ICS, SAP INVOICE	

486	Jumat, 8 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	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 Shipment Document.	
491	Kamis, 7 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	print payment application, verification on invoice file, input data HTS & ICS	
492	Kamis, 7 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Verification of Invoice Files, Photocopying files, Scanning Invoice Files and Input Data at HTS ICS.	
493	Kamis, 7 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input data Heavy Equipment Controlling List, report, to SAP utilization dan report availability	

494	Kamis, 7 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	mengecek dan menginput data PSD dan SAP	
495	Kamis, 7 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	Pengarsipan data lembaran berdasarkan nama, 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	Rabu, 6 September 2023	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504201007 - Wyanda Rahima Putri	menginput data ICS dan HTS	
498	Rabu, 6 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201009 - Nur Aisyah	Laminating ID Card for Vehicle ID	
499	Rabu, 6 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201002 - Jessica Cristine Siagian	1. Memilah lembaran kertas Daftar laporan biaya OP/OPT dan PBM perbaikan/Perawatan	
500	Rabu, 6 September 2023	1975123202219004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	5504201008 - Dea Cahya Ningsih	SAP Invoics, ngeprint shipment plans, ngescan invoice, verifikasi document	
501	Rabu, 6 September 2023	198710132022032004 - Pretti Ristro, S.Pd., M.Ed.	5504201003 - Desy Susanti	Input data & pengarsipan	

No	Tanggal	Nama	Instansi	Detail Kegiatan	Status
502	Rabu, 6 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420006 - Horis Hokimullah	Meeting preparation and transfer of work units	  
503	Selasa, 5 September 2023	19870032022032004 - Prietti Ristra, S.Pd., M.Ed	550420003 - Desy Susanti	Pembagian helm, id card & tugas kerja	  
504	Selasa, 5 September 2023	19870032022032004 - Prietti Ristra, S.Pd., M.Ed	550420009 - Nur Aisyah	Pembagian Safety tools, ID Card dan pembagian tempat kerja	  
505	Selasa, 5 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420006 - Horis Hokimullah	Division determination, company data input, and archiving	  
506	Selasa, 5 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420007 - Wyanda Rahima Putri	pembagian alat safety, panning (id card), dan penempatan tempat pakl	  
507	Selasa, 5 September 2023	19791232022032004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550420002 - Jessica Cristine Siagian	1. Pembagian helm & ID card, 2. Pembagian penempatan devisal kerja	  
508	Selasa, 5 September 2023	19791232022032004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550420008 - Dea Cahya Ningsih	Pembagian id card & helm, Stempel Invoice & SAP Invoice	  
509	Senin, 4 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420006 - Horis Hokimullah	Safety Training Induction	  

509	Senin, 4 September 2023	19791232022032004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	Dea Cahya Ningsih	Invoice	  
509	Senin, 4 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420006 - Horis Hokimullah	Safety Training Induction	  
510	Senin, 4 September 2023	19791232022032004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550420008 - Dea Cahya Ningsih	Safety Training Induction	  
511	Senin, 4 September 2023	19870032022032004 - Prietti Ristra, S.Pd., M.Ed	550420009 - Nur Aisyah	Safety Training Induction	  
512	Senin, 4 September 2023	19791232022032004 - MUHAMMAD INDRA GUNAWAN, S.S., M.Hum	550420002 - Jessica Cristine Siagian	Safety training induction	  
513	Senin, 4 September 2023	19870032022032004 - Prietti Ristra, S.Pd., M.Ed	550420003 - Desy Susanti	Safety Training Induction	  
514	Senin, 4 September 2023	1989008209032019 - FANALISA ELFA, S.Pd., M.Pd	550420007 - Wyanda Rahima Putri	safety training induction	  
515	Sabtu, 27 Januari 1923	19870032022032004 - Prietti Ristra, S.Pd., M.Ed	550420003 - Desy Susanti		  

Appendix C : Apprenticeship Acceptance Letter



No : 029 /PA - IKPP/ VI / 2023
Perihal : 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 Inggris 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

Program studi D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional Politeknik Negeri Bengkalis dan dapat dilaksanakan pada tanggal 21 September 2023 sampai dengan Desember 2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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



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

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk

Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
Telp : (62-761) 858888 (hunting), Fax : (62-761) 27502, 33662
Mill 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 D : Appreticeship Statement Letter

 **indah kiat**
pulp and paper products

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


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

Nama : **Desy Susanti**
NIM/NIS : 5504201003
Jurusan/Prodi : D-IV Bahasa Inggris
Asal Sekolah : Politeknik Negeri Bengkalis
Waktu : 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,
Indah Kiat Pulp & Paper Tbk. Perawang


Arjadi, SE.,ME
Public Affair Head

PT. Indah Kiat Pulp & Paper Tbk
Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
Lialson Office : Jl. Teuku Umar No.51, P.O.Box 1135. Pekanbaru 28141, Riau - Indonesia
Telp : (62-761) 858888 (hunting), Fax : (62-761) 27502, 33662
Mill 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 Tbk PERAWANG MILL

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

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

Explanation :
 Score : Criteria
 81 - 100 : Excellence
 71 - 80 : Very Good
 66 - 70 : Good
 61 - 65 : Good Enough
 56 - 60 : Enough

Note:
 - Lebih di tinghalkan keberanian % dapat di tempat kerja hadi panyor

Perawang, January 04th, 2024

CWR
 Titus Kurniasih Winastika
 Advisor

Appendix F : List Attendance

VK B

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

Nama : Devy Susanti
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Bahasa / DIJ - BISPPO
 Tanggal Praktek :
 Penempatan Unit : OP 730
 Koord. Lapangan : Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	04 September 2023	Safety training induction	Humas WPP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
2.	05 September 2023	Pembagian Safety keys. id Card & Penerimaan Lembar Kerja	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
3.	06 September 2023	Input data "Heavy equipment Controlling list" and penginputan data "maintenance form report" sesuai dengan kodegas.	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
4.	07 September 2023	Input data "Heavy equipment Controlling list, report observasi, and report availability"	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
5.	08 September 2023	Summary of Transportation Slip	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari sesuai untuk pengesahan

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

Nama : Devy Susanti
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Bahasa / DIJ BISPPO
 Tanggal Praktek : 04 September - 4 Januari
 Penempatan Unit : OP
 Koord. Lapangan : Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11 September 2023	- Input data excel Summary of Transportation Slip & buku - input data Heavy equipment Controlling list - input data "Heavy equipment maintenance form report" - pengisian form dan dokumen lainnya sesuai - Scan buku input ke excel	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
2.	12 September 2023	- Scan dokumen - Pengisian dokumen - Arsip maintenance form report - Bangor monitoring form report - input data PBM - input data Heavy Equipment Controlling List	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
3.	15 September 2023	- Scan dokumen - monitoring DPPK - input data Heavy Equipment Controlling list - Arsip maintenance form report - monitoring buku - input data "formulir mesin"	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
4.	14 September 2023	- Monitoring DPPK di PAS - input data Heavy equipment Controlling list - monitoring buku ke - monitoring buku ke	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4
5.	15 September 2023	- monitoring DPPK di PAS - monitoring buku ke - monitoring ke PBM - monitoring ke PBM - Arsip maintenance Form Report	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/4

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari sesuai untuk pengesahan

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

Nama : Devy Susanti
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Bahasa / DIJ BISPPO
 Tanggal Praktek : 04 September 2023 - 04 Januari 2023
 Penempatan Unit : OP
 Koord. Lapangan : Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	10 September 2023	- Input Heavy Equipment Controlling List - Arsip buku maintenance - Summary of transport slip - Approved PRK di Portal PBM - update observasi quality mesin bag.	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
2.	13 September 2023	- Monitoring DPPK - input Heavy equipment Controlling list - update observasi operator mesin bag. - MD buku - monitoring buku - monitoring buku ke - Scan dokumen	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
3.	20 September 2023	- Monitoring DPPK - input Heavy equipment Controlling list - Monitoring PBM TDI - monitoring buku ke - monitoring buku ke - monitoring buku ke	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
4.	21 September 2023	- Monitoring DPPK secara digital - Summary of Transportation Slip - input laporan availability unit - Scan dokumen - Bangor update tracking - nama of "transport"	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
5.	22 September 2023	- monitoring DPPK	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari sesuai untuk pengesahan

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

Nama : Devy Susanti
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Bahasa / DIJ BISPPO
 Tanggal Praktek : 04 September - 4 Januari 2023
 Penempatan Unit : PBM Operator
 Koord. Lapangan : Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25 September 2023	1. Monitoring DPPK 2. input tracking laporan Summary 3. Arsip maintenance report	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
2.	26 September 2023	1. monitoring DPPK 2. monitoring DPPK ke PBM 3. input Heavy equipment Controlling list 4. input tracking Summary	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
3.	27 September 2023	1. monitoring DPPK 2. monitoring dan arsip maintenance report	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3
4.	28 September 2023	L I B U R		<i>[Signature]</i>	<i>[Signature]</i> 9/3
5.	29 September 2023	input Heavy equipment Controlling list 3. Arsip maintenance report	OP	<i>[Signature]</i>	<i>[Signature]</i> 9/3

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari sesuai untuk pengesahan

VK | B

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

Nama : Desy Susanti
Lembaga Pendidikan : Politeknik Negeri Semarang
Jurusan/Prodi : Teknik / Div. GEPPO
Tanggal Praktikum : 01 September - 01 Januari
Penerapan Unit : O.P
Koord. Lapangan : Bpk. Titus Wicakanta

No	Tanggal	Materi Praktikum	Lokasi	Penilaian	
				Keseluruhan	Partisipasi
1.	01 Oktober 2023	- Monitoring DPEK di PDS - Mengingat ada perubahan dari Denda klarifikasi di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS - Tim yang monitoring termasuk PDS	OP	dkr	skd
2.	03 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
3.	04 Oktober 2023	- Monitoring DPEK di PDS - Monitoring dan pemeliharaan PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
4.	05 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
5.	06 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari secara tertulis pengamatan

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

Nama : Desy Susanti
Lembaga Pendidikan : Politeknik Negeri Semarang
Jurusan/Prodi : Teknik / Div. GEPPO
Tanggal Praktikum : 01 September - 01 Januari
Penerapan Unit : O.P
Koord. Lapangan : Bpk. Titus Wicakanta

No	Tanggal	Materi Praktikum	Lokasi	Penilaian	
				Keseluruhan	Partisipasi
1.	07 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
2.	10 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
3.	11 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
4.	12 Oktober 2023	SAKIT	-	dkr	skd
5.	15 Oktober 2023	- Monitoring DPEK di PDS - Cara HSE di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd

Catatan
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Jurusan/Prodi : Teknik / Div. GEPPO
Tanggal Praktikum : 01 September - 01 Januari
Penerapan Unit : O.P
Koord. Lapangan : Bpk. Titus Wicakanta

No	Tanggal	Materi Praktikum	Lokasi	Penilaian	
				Keseluruhan	Partisipasi
1.	16 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
2.	17 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
3.	18 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
4.	19 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
5.	20 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd

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Nama : Desy Susanti
Lembaga Pendidikan : Politeknik Negeri Semarang
Jurusan/Prodi : Teknik / Div. GEPPO
Tanggal Praktikum : 01 September - 01 Januari
Penerapan Unit : O.P
Koord. Lapangan : Bpk. Titus Wicakanta

No	Tanggal	Materi Praktikum	Lokasi	Penilaian	
				Keseluruhan	Partisipasi
1.	23 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
2.	24 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
3.	25 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
4.	26 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
5.	27 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd

Catatan
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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Desy Susanti
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Jurusan/Prodi : Teknik / Div. GEPPO
Tanggal Praktikum : 01 September - 01 Januari
Penerapan Unit : O.P
Koord. Lapangan : Bpk. Titus Wicakanta

No	Tanggal	Materi Praktikum	Lokasi	Penilaian	
				Keseluruhan	Partisipasi
1.	30 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
2.	31 Oktober 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
3.	01 November 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
4.	02 November 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd
5.	03 November 2023	- Monitoring DPEK di PDS - Cara handling dan pemeliharaan alat-alat di PDS - Cara HSE di PDS	OP	dkr	skd

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari secara tertulis pengamatan

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PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Dedy Susanti
Lembaga Pendidikan : Poltetknik Negeri Bengkulu
Jurusan/Prodi : Bahasa / Div - BISPRO
Tanggal Praktek : 01 September - 01 Januari
Penempatan Unit : OP
Koord. Lapangan : Bpk Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1	06 November 2023	12.11 Salon k	OP	<i>[Signature]</i>	<i>[Signature]</i>
2	07 November 2023	- Monitoring DPPE di PAS - input Summary DPPE ke PMS - input HCEC - masuk baru monthly report ke JMS secara di excel	OP	<i>[Signature]</i>	<i>[Signature]</i>
3	08 November 2023	- Monitoring DPPE di PAS - input Summary of transportation slip di excel & upload di SAP	OP	<i>[Signature]</i>	<i>[Signature]</i>
4	09 November 2023	- Monitoring DPPE di PAS - Konfirmasi DPPE ke PMS - input HCEC - input Summary reason not working dari Portal ke excel - persiapan lapangan untuk persiapan kontainer	OP	<i>[Signature]</i>	<i>[Signature]</i>
5	10 November 2023	- Input Summary of transportation slip di excel & upload di SAP melalui the PMS	OP	<i>[Signature]</i>	<i>[Signature]</i>

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PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Dedy Susanti
Lembaga Pendidikan : Poltetknik Negeri Bengkulu
Jurusan/Prodi : Bahasa / Div - BISPRO
Tanggal Praktek : 01 September - 01 Januari
Penempatan Unit : OP
Koord. Lapangan : Bpk Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1	20 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - input Summary of transportation slip di excel & upload di SAP - Asip maintenance form report	OP	<i>[Signature]</i>	<i>[Signature]</i>
2	21 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - input Summary of transportation slip di excel & upload di SAP	OP	<i>[Signature]</i>	<i>[Signature]</i>
3	22 November 2023	- Monitoring DPPE di PAS - print out Summary of transportation slip di SAP - input Summary reason not working dari Portal ke excel	OP	<i>[Signature]</i>	<i>[Signature]</i>
4	23 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - input Heavy equipment Contrailing PMS di Portal - Asip maintenance form report	OP	<i>[Signature]</i>	<i>[Signature]</i>
5	24 November 2023	- Monitoring DPPE di PAS - Konfirmasi DPPE ke PMS - input Summary of transportation slip di excel & upload di SAP - Asip maintenance form report	OP	<i>[Signature]</i>	<i>[Signature]</i>

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

Nama : Dedy Susanti
Lembaga Pendidikan : Poltetknik Negeri Bengkulu
Jurusan/Prodi : Bahasa / Div - BISPRO
Tanggal Praktek : 01 September - 01 Januari
Penempatan Unit : OP
Koord. Lapangan : Bpk Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1	13 November 2023	- input Summary of reason not working dari Portal ke excel - Asip maintenance form report - cek berita acara di PMS dan input HCEC	OP	<i>[Signature]</i>	<i>[Signature]</i>
2	14 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - Asip maintenance form report - Konfirmasi DPPE ke PMS secara di receive	OP	<i>[Signature]</i>	<i>[Signature]</i>
3	15 November 2023	- Monitoring DPPE di PAS - input Summary of transportation slip di excel & upload di SAP - Konfirmasi DPPE ke PMS secara di receive - Konfirmasi DPPE ke PMS secara di receive	OP	<i>[Signature]</i>	<i>[Signature]</i>
4	16 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel	OP	<i>[Signature]</i>	<i>[Signature]</i>
5	17 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - input Controlling diupload di PMS dan Print out	OP	<i>[Signature]</i>	<i>[Signature]</i>

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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Dedy Susanti
Lembaga Pendidikan : Poltetknik Negeri Bengkulu
Jurusan/Prodi : Bahasa / Div - BISPRO
Tanggal Praktek : 01 September - 01 Januari
Penempatan Unit : OP
Koord. Lapangan : Bpk Titus Winastika

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1	27 November 2023	- Monitoring DPPE di PAS - input Summary reason not working dari Portal ke excel - input Summary of transportation slip di excel & upload di SAP - Asip maintenance LOP dari Portal secara di SAP	OP	<i>[Signature]</i>	<i>[Signature]</i>
2	28 November 2023	- Monitoring DPPE di PAS - Menekuk LOP Berita acara di SAP - Menyiapkan silabus & membuat program kegiatan pembelajaran berbasis media menggunakan TMS	OP	<i>[Signature]</i>	<i>[Signature]</i>
3	29 November 2023	- input Summary of transportation slip di excel & upload di SAP - Monitoring DPPE di PAS - input heavy equipment Contrailing list di Portal - Menekuk LOP di PAS secara di PAS	OP	<i>[Signature]</i>	<i>[Signature]</i>
4	30 November 2023	- input Summary reason not working dari Portal ke excel - Menekuk LOP Berita acara di PAS - Asip maintenance form report	OP	<i>[Signature]</i>	<i>[Signature]</i>
5	01 Desember 2023	- input Summary reason not working dari Portal ke excel - Menekuk LOP Berita acara di PAS - Menekuk LOP Berita acara di PAS - Menekuk LOP Berita acara di PAS	OP	<i>[Signature]</i>	<i>[Signature]</i>

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PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Dary Suci
 Lembaga Pendidikan : Buletikah Agri Bantul
 Jurusan/Prodi : Botani / Div. BISIPO
 Tanggal Praktek : 04 September 2023 - 04 Januari 2024
 Persempitan Unit : OP
 Koordinasi Lapangan : BK. Titus Wunahita

No	Tanggal	Materi Praktek	Lokasi	Poin pembelajaran	
				Koordinasi Lapangan	Public Relation
1	04 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
2	05 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
3	06 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
4	07 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
5	08 Desember 2023	- Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr

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

Nama : Dary Suci
 Lembaga Pendidikan : Buletikah Agri Bantul
 Jurusan/Prodi : Botani / Div. BISIPO
 Tanggal Praktek : 04 September 2023 - 04 Januari 2024
 Persempitan Unit : OP
 Koordinasi Lapangan : BK. Titus Wunahita

No	Tanggal	Materi Praktek	Lokasi	Poin pembelajaran	
				Koordinasi Lapangan	Public Relation
1	10 Desember 2023	- Monitoring DFFE di PAS - Final LCP - Input Summary of Inspeksi - Proses maintenance form report	OP	dr	dr
2	19 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
3	20 Desember 2023	SAKIT	OP	dr	dr
4	21 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
5	22 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr

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

Nama : Dary Suci
 Lembaga Pendidikan : Buletikah Agri Bantul
 Jurusan/Prodi : Botani / Div. BISIPO
 Tanggal Praktek : 04 September 2023 - 04 Januari 2024
 Persempitan Unit : OP
 Koordinasi Lapangan : BK. Titus Wunahita

No	Tanggal	Materi Praktek	Lokasi	Poin pembelajaran	
				Koordinasi Lapangan	Public Relation
1	01 Januari 2024	LABOR		dr	dr
2	02 Januari 2024	- Monitoring DFFE - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
3	03 Januari 2024	- Monitoring DFFE - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
4	04 Januari 2024	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
5	05 Januari 2024				

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PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Dary Suci
 Lembaga Pendidikan : Buletikah Agri Bantul
 Jurusan/Prodi : Botani / Div. BISIPO
 Tanggal Praktek : 04 September 2023 - 04 Januari 2024
 Persempitan Unit : OP
 Koordinasi Lapangan : BK. Titus Wunahita

No	Tanggal	Materi Praktek	Lokasi	Poin pembelajaran	
				Koordinasi Lapangan	Public Relation
1	11 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
2	12 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
3	13 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
4	14 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
5	15 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr

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 Tanggal Praktek : 04 September 2023 - 04 Januari 2024
 Persempitan Unit : OP
 Koordinasi Lapangan : BK. Titus Wunahita

No	Tanggal	Materi Praktek	Lokasi	Poin pembelajaran	
				Koordinasi Lapangan	Public Relation
1	25 Desember 2023	LABOR		dr	dr
2	26 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
3	27 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
4	28 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr
5	29 Desember 2023	- Monitoring DFFE di PAS - Input Summary of Inspeksi - Final LCP - Proses maintenance form report	OP	dr	dr

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setelah hari kedua untuk pengumpulan

Appendix G : Revision List




Apprenticeship Report

Name : Desy Susanti

NIM : 5504201003

Advisor : Prettı Rıstra, 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	
2.	Thu/11-01-2024	give explanation for sub chapter	
3.	Fri/12.01-2024	check the date and spelling	

Bengkalis, January 12th, 2024


Advisor
Prettı Rıstra, S.Pd., M.Ed
NIP.198710132022032004