

APPRENTICESHIP REPORT
PT. INDAH KIAT PULP AND PAPER Tbk - PERAWANG MILL

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COMMUNICATION STUDY PROGRAM
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2024

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

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**APPROVAL SHEET
APPRENTICESHIP REPORT
PT. INDAH KIAT PULP AND PAPER (IKPP)**

Written as one of the conditions for completing Apprenticeship

Jessica Cristine Siagian
5504201002

Perawang, January 04th 2024



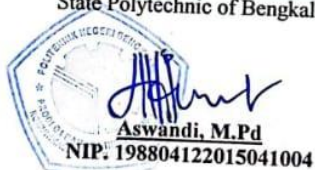
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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Jessica Cristine Siagian, Reg Number 5504201002** who did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk-Perawang, 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 all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 25th, 2024

Acceptance by:

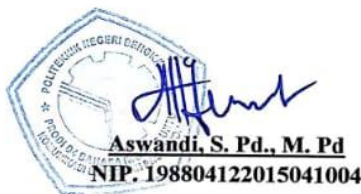
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We would like to express our gratitude to Almighty God for bestowing His blessings and still giving health to the writer to be able to complete the internship report. Reports are made according to the activities carried out during the internship at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill, starting from 04th September 2023 to 04th January 2024. The existence of this report is proof that the author has carried out an internship, and will later be given to the English for Business and Professional Communication department upon completion of the internship.

During the process of writing this internship report at PT. Indah Kiat Pulp and Paper Tbk - Perawang, many individuals are involved in providing guidance, assistance and support. On this occasion, the author would like to express his gratitude to:

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The author has completed this internship report, which is far from perfect, both in terms of writing and language, however the author hopes that suggestions and criticism can be used as future references. And this report can make a positive contribution to readers, which can later be used as a reference and increase wider knowledge. Hopefully it can be useful for writers and readers.

Bengkalis, 04 January 2024

A handwritten signature in black ink, appearing to read 'Jessica Siagian', with a long horizontal stroke extending to the right.

Jessica Cristine Siagian
NIM. 5504201002

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CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

In line with the times, there are developments that continuously experience changes. These developments have an impact on changes in the increasingly advanced world of technology and information. This is what creates an attachment to human resources (HR), who are qualified and professional in all fields. In this case, the scope of higher education is used as a forum to support education for human resources (HR), to become skilled and talented in fields of interest. So, simulations are needed for students to practice skills and provide an overview of the world of work which can be called Field Work Practices (PKL).

Field work practice is formed as a form of implementation prepared in the education program on campus, where in this activity students can develop their potential and skills in the world of work. Indirectly, students are invited to get involved directly and contribute to the world of offices. This activity is a mandatory activity for all campus students and is one of the graduation requirements for each campus study program. The hope in this activity is that with each internship, students will gain sufficient experience, knowledge and skills to prepare them for the world of work. Apart from that, field work practice is one of the mandatory curricula that must be taken by students of the English Department for Business and Professional Communication, Bengkalis State Polytechnic with a load of 20 credits and carried out for a minimum of 122 working days.

The author had the opportunity to intern at PT. Indah Kiat Pulp and Paper, Tbk- Perawang. which will be held from 04th September 2023 to 04th January 2024 and is located on Raya minas street, Perawang KM 26, Pinang Sebatang village, Tualang District. Siak, Riau - Indonesia 28772. On this occasion the author was placed in the Op (Port Operational) in the Safety section.

1.2 Purpose of Apprenticeship

The objectives to be achieved in implementing the internship are:

1. To know working procedures during practical work in Op (Port Operation) at PT. Indah Kiat Pulp and Paper
2. To find out the job description during practical work
3. To find out obstacles and solution during practical work

1.3 Significance of Internship

1.3.1 Significance for the writer

Through this program, the writer can apply the knowledge to gained in the classroom to their specialized fields and obtained new skills. Additionally, writer gain direct experience in the professional world, deepening practical skills, and build a professional network, particularly in implementing the english language in the business industry.

1.3.2 Significance for State Polytechnic of Bengkalis

1. There is good cooperation or relation between campus and companies where student do practical work.
2. State Polytechnic of Bengkalis can improve the quality of it's graduates through student practical work experience.
3. State Polytechnic of Bengkalis will be better to known in the industrial corporate world.
4. State Polytechnic of Bengkalis receives feedbacks from companies on the abilities of students participating in practical work in the world of work.

1.3.3 Significance for the Companies

1. Able to contribute to the education sector by guiding and educating our work force candidates professionally and ensuring quality.

2. Encourage good cooperation between universities and companies in improving the quality of education related to the world of work.
3. As a means of evaluation for related agencies or companies, to get suggestions or input to improve the quality of education.

CHAPTER 2

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Indah Kiat Pulp and Paper is a company operating in the integrated pulp and paper industry with Foreign Investment (PMA) status. PT. IKPP was first pioneered by Soetopojannto (Yapsuikiei). At that time he led the Berkhat Group. In 1975, the Berkhat Group, which has many subsidiaries, invited:

- a. Chung Hwa Pulp Corporation, Taiwan
- b. Yuen Foong Yu Paper Manufacturing, Taiwan

Then they carry out the first survey for a feasibility study with the location of the establishment:

- a. Paper factory in Serpong, Tangerang, West Java
- b. Pulp factories in Central Java, Jambi, Riau and seven other areas

In 1976 land acquisition permits were processed, investment permits were processed with Foreign Investment (PMA) status with the President's permission on 11th April 1976. On 7 December 1976 the company PT. IKPP Perawang has now been officially established with Notary Ridwan Soesilo, SH. The application for establishing this factory was made with PMA status, the aim of which was to make it easier to bring in foreign workers, because local workers had not mastered paper making, in addition to providing incentives for foreign investors to enter Indonesia. After considering the location feasibility study data in 1975, the study was continued in Pinang Sebatang and Perawang Villages, Tualang District, Siak Sri Indrapura Regency, Riau Province. On September 5th 1981, land acquisition and licensing were carried out. In 1982 the forest was cleared and leveled. Forest concession rights owned by PT. IKPP includes collecting and logging, maintaining and selling the results:

1. Logging HPH is the right of forest entrepreneurs and the aim is to use wood (logs) for sale with sustainable principles and principles
2. Industrial Forest HPH (HTI) is a right given to manage unproductive forests into better forests by planting artificial forests of types that have high economic value.
3. A Timber Utilization Permit (IPK) is the right to utilize wood from a forest area that will be conserved for another within a maximum period of one year.

A year later, the physical construction of phase I of the pulp mill began in Riau Province. Simultaneously, a loading and unloading facility was also built in the form of a special port that can dock with ocean vessels with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometers from the pulp mill location on the banks of the Siak River. The experimental pulp factory was carried out marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto, on May 24th 1984. At that time, the capacity of the bleached sulfate pulp factory (Bleached Kraft Pulp) was 75,000 tons/year, so that the need for paper mill pulp in Tangerang no longer needed to be imported, but is met by pulp supplies from Riau Province.



Figure 2.1 PT. Factory Area. Indah Kiat Tbk
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

This factory is the first Kelantang sulfate factory made from wood in Indonesia. This year, the construction of an Industrial Plantation Forest (HTI) began

based on cooperation between PT. Indah Kiat Pulp and Paper Corporation with PT. Arara Abadi. In 1985 pulp production of 25 tonnes or day was achieved and then planning continued for the second phase of Industrial Plantation Forest development. This year, PT. Indah Kiat Pulp and Paper Corporation experienced losses due to the influence of the world recession, production quality was still unstable, in addition to the replacement of the transfer of leadership from Mr. Soetopo Jananto to his first son. In 1986 the ownership rights of Indah Kiat were purchased by the Sinar Mas Group led by Mr. Eka Cipta Wijaya, with shares divided:

- a. PT. Satria Perkasa Agung: 67%
- b. Chung Hwa Pulp Corporation: 23%
- c. Yuen Fong Yu Manufacturing: 10%

A year later was a transition period from Mr Boediono Jananto to Teguh Ganda Wijaya, son of Mr. Eka Wijaya. This year also pulp production of 300 tonnes/day was achieved after modifications to production facilities. Construction of phase I of the paper factory in Perawang began in 1988 by installing 1 line of cultural paper machines (Wood Free Printing & Writing Paper) with a capacity of 150 tons/day. The existence of this factory makes the Perawang factory an integrated pulp and paper factory. In 1989, the Perawang phase II pulp mill was built with the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lhokseumawe, Aceh under the name KKA. Then in 1990, construction of the phase II factory in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons/day which is one of the largest cultural paper machines in Asia. Phase II factory trial production sells shares to the public and cooperatives by distributing shares:

- a. PT. Putri Nusa Eka Persada 54.39%
- b. Chung Hwa Pulp Corporation 19.99%
- c. Yuen Foong Yu Paper Manufacturing 8.69%
- d. Community: 16.93%

Then in 1994 the phase III pulp mill operated commercially and joined together with the phase I and II pulp mills to produce high quality pulp so that its capacity could be increased from 800 tonnes to 1,200 tonnes/day. Then the construction of the phase IV pulp mill was carried out the following year with a capacity of 1,600 tonnes/day, with trial operations scheduled for the end of 1996. 1996 was a year of appreciation for PT. Indah Tip Pulp and Paper. Apart from receiving the Upakarti award from the President, he also received a blue ranking award, the environment and the Minister of Environmental Welfare regarding a healthy environment.

In the same year, trial production of pulp mill IV and preparations for the construction of paper mill III were carried out. In 1997 PT. Indah Kiat Pulp and Paper received another Zero Accident award (zero work accidents) from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, it received 5 workers from East Timor. In 1998 the construction of the III paper factory with a capacity of 1,300 tons/day was achieved and construction of the Training Center training building began at a cost of two billion (Rp. 2 billion). PT. Indah Kiat Pulp and Paper Corporation is one of the national private legal entities trusted by the government to operate forests and the forest products industry in the form of the HPH Group:

- a. PT. Arara Abadi, concession area \pm 265,000 Ha.
- b. PT. Wira Karya Sakti, concession area \pm 220,000 Ha.
- c. Mapala Rabda, concession area \pm 155,000 Ha.
- d. PT. Dexter Timber Perkasa Indonesia, concession area \pm 166,000 Ha.
- e. PT. Murini Timber, concession area \pm 116,000 Ha.

So the production of PT. Indah Kiat Pulp and Paper in general terms, initially the factory in Perawang produces paper pulp, then after that the results are sent to the factory in Serang to be re-produced into packaging paper, after that the production results are sent back to the factory in Tangerang for processing. processed into printing and writing paper to be immediately marketed to consumers.

2.2 Vision, Mission and Objective

2.2.1 Vision

That is the vision of PT. Indah Kiat Pulp and Paper is the number 1 pulp company in Indonesia that is dedicated to providing the best values for customers, shareholders, employees and the community.

2.2.2 Mission

Namely PT. Indah Kiat Pulp and Paper Perawang aims to maintain its position as a low-cost pulp and paper producer and a major player in the fast-growing Indonesian and Asian markets, by relying on advantages in raw material sources, production efficiency and an extensive distribution network.

2.2.3 Objective

The goals of PT. Indah Kiat Pulp and Paper Tbk is producing pulp and paper products with quality according to requirements consistently, producing products at reasonable and competitive prices, timely delivery and service.

2.3 Kind of Business

PT. IKPP Perawang produces:

1. Short fiber pulp sheet (LBKP)
 - a. The size of the pulp sheet is 84 x 61 x 0.4 m
 - b. Moisture of pulp sheet 11-12%
2. Paper in the form of fine paper and free uncoated paper
 - a. Paper grammage: 40-180 gr
 - b. Most of IKPP Perawang's products are marketed abroad and the rest is to meet domestic needs.

As for the production and marketing aspects of PT. Indah Kiat Pulp and Paper Tbk are:

1. Product production capacity is 600,000 tons/year and production will continue to increase.
2. The products produced are pulp, paper and tissue. This product will be sent to various countries to be marketed and to fulfill orders.
3. The bark from the wood which is used as raw material is used as boiler fuel.
4. Waste water is reprocessed before being discharged into the river using several processes.

2.4 Organization Structure

Organizational structure is one of the important instruments that a company must have to achieve company goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a line of cooperation and coordination between members in achieving the previously outlined goals.

The organizational structure must also be easily changed to adapt to changes that occur without reducing the smooth running of activities. A good organizational form will depend on the situation and conditions of each company and also on the objectives to be achieved. This is because the organizational form of one company with another company is different. The form of organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has previously been authorized. Therefore, various activities within the company must be carried out in an orderly manner so that the main objectives of the company that have been previously set can be achieved properly. The organizational structure of PT Indah Kiat Pulp and Paper Tbk is arranged according to the provisions with the functions, obligations and responsibilities of each part in each field.

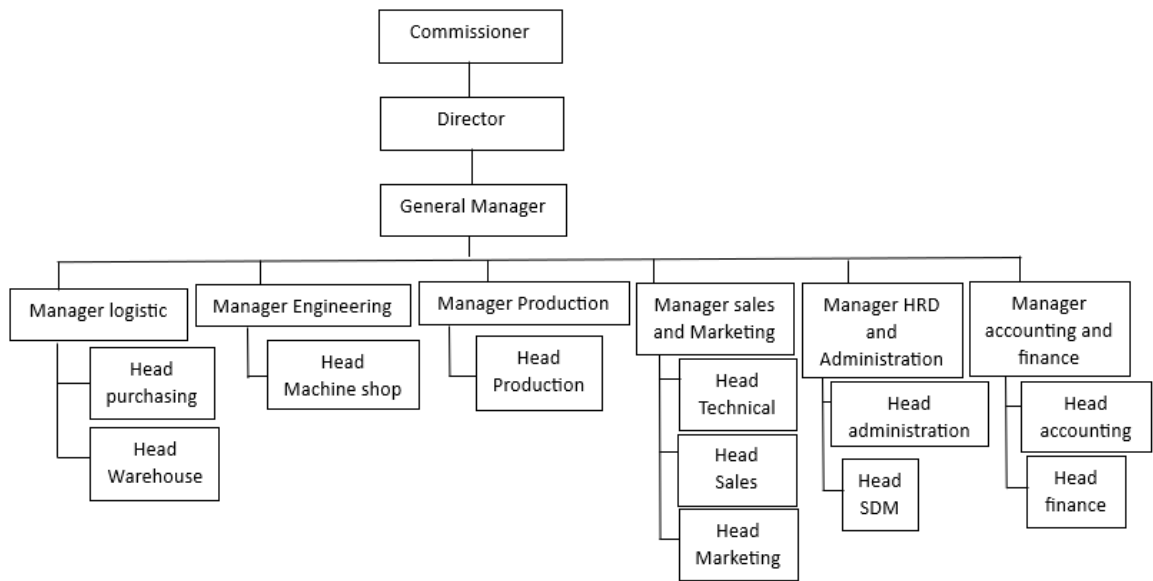


Figure 2.2 Organization structure PT. Indah Kiat Pulp and Paper
 Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.5 The Working Process

The port at the Indah Kiat company has TUKS status (Terminal for its own use), which aims to support certain businesses and activities within its environment. Working environment and port areas of interest. The port in Indah Kiat has several piers starting from pier 1-10 plus Rasau Kuning pier. This pier has different functions and activities such as unloading or loading bulk goods, containers and spears. The work flow at the port is divided into 2 activities, namely when to unload and load the goods to be sent. Loading and unloading activities are the activity of unloading goods from a ship using a crane and ship slings to the nearest land at the edge of the ship or pier, then from the pier using a truck, a forklift is placed and placed in the warehouse. Meanwhile, the loading activity is just the opposite activity. Loading and unloading operations from or to ships. The business activity of loading and unloading goods from and to ships at the port, the mechanism of which includes:

1. Unloading and loading

Loading and unloading is one of the important activities in the world of ports, namely the work of loading and unloading goods from ships to the dock or barge or truck or loading goods from the dock or barge or truck into the ship until they are arranged in the hold of the ship using a ship crane or land crane. A Stevedore's job is to move goods from the ship to the warehouse using heavy equipment such as a crane.

2. Cargodoring

This is the job of removing goods from ropes or nets at the dock and transporting them from the dock to the warehouse or goods storage yard or vice versa.

3. Reception or Delivery

The work of moving goods from piles in the warehouse or piling field and handing them over until they are arranged on the vehicle at the door of the warehouse or piling field or vice versa. Loading and unloading at the port is carried out using loading and unloading equipment that has good operation, guarantees work safety, and is carried out by workers who must have a competency certificate. The equipment used in loading and unloading activities is determined by what goods will be unloaded, under what conditions the goods will be unloaded. There are 3 (three) categories of tools used according to their importance, namely:

1. For Container Loading and Unloading Equipment

Types of equipment for container loading and unloading activities, especially at container terminals, include Rail Mounted Gantry Cranes (RMGC), Jib Cranes, Reach Stackers, and Trailers.

2. For General Cargo loading and unloading equipment

The types of equipment used in loading and unloading General Cargo include: Land Crane or Mobile Crane, Floating Crane or Barge Crane, Freight Barges, Water

or Fuel Barges, Forklifts, Tron Trucks, Car Trucks, Hand Trucks or Platforms and fire extinguishers.

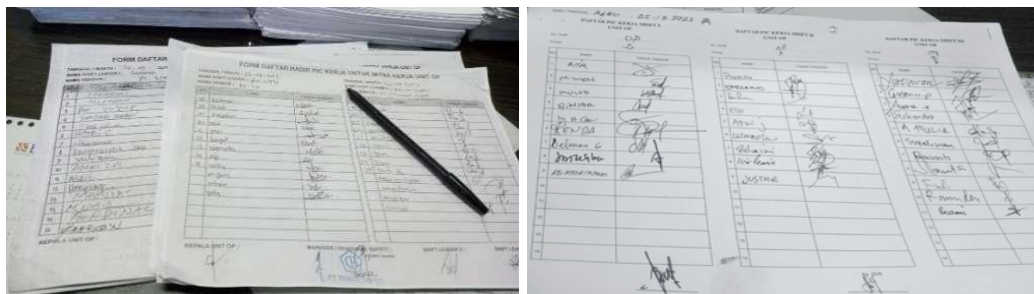
3. For Bulk Loading and Unloading Equipment

Types of equipment used in loading and unloading bulk cargo such as excavators, cranes, grabs and also dump trucks

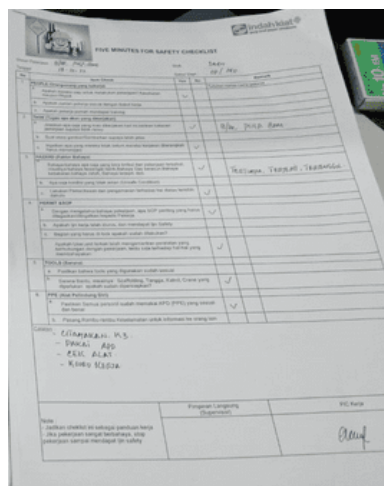
2.6 Document used for Activity

In carrying out operational activities such as work activities at the Port, there are several documents and files used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially in the Safety Division, including the following:

2.6.1 Briefing Vendor and OP



(Front look)



(Back view)

Figure 2.3 Vendor and OP briefing
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

This file is provided as proof of the presence of the contractors for each vendor who is part of the work contract. This file makes it easier for contractors if something dangerous happens at the field location, so if it happens it can be seen by their presence in accordance with the existing shift schedule. The content of this document is not only attendance, there is also a safety checklist regarding what is checked before starting work in the field.

2.6.2 Vendor's heavy equipment daily inspection report

Figure 2.4 Vendor's heavy equipment daily inspection report
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.6.3 Monthly evaluation of contractor environmental performance

Figure 2.5 Monthly evaluation of contractor environmental performance
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.6.4 APD Master Report

PELINDUNG	ALAT PELINDUNG DIRI	JUMLAH	JMLAH HARI	JMLAH POKOK	PIC	KETERANGAN
MATA	PADE SHELD	4	4	-	-	-
	KACA MATA LAS	7	7	3	-	-
	KACA MATA GERINDA	3	3	-	-	-
KEPALA	HELMET	88	88	-	-	-
	SAFETY SHOES	88	88	-	-	-
	CHEMICAL SHOES	2	2	-	-	-
KAKI / TUMIT	FIRE SHOES	-	-	-	-	-
	SARUNG TANGAN KULIT	10	8	-	-	-
	SARUNG TANGAN KARET	2	2	-	-	-
TANGAN	SARUNG TANGAN KAIN	8	8	-	-	-
	SARUNG TANGAN KAIN	8	8	-	-	-
	SARUNG TANGAN KAIN	8	8	-	-	-
PENDENGARAN	EAREPLUG	-	-	-	-	-
	EAREPLUG	-	-	-	-	-
	BREATHING APPARATUS	-	-	-	-	-
PERNAFASAN	MOSKERO	-	-	-	-	-
	MOSKERO	-	-	-	-	-
	MOSKERO	-	-	-	-	-
TURBUH	SAFETY BELT	-	-	-	-	-
	CHEMICAL SUIT	-	-	-	-	-
	CHEMICAL SUIT	-	-	-	-	-
JANTARAN	FIRE BLANKET	30 MTR	30 MTR	-	-	-
	APRON	-	-	-	-	-
	BODY HARNESS	-	-	-	-	-

Figure 2.6 APD master report

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.6.5 Hotworks

Pekerjaan Panas | Hot Work

Uraian Pekerjaan : *...* Tanggal : *...*

Direktori Pekerjaan : *...*

Pemeriksaan Pra-tindakan

1. Apakah semua alat telah diperiksa dan dipastikan? Dan tersedia di lokasi pekerjaan?

2. Apakah pemadaman dilakukan oleh ahli yang kompeten?

3. APD tersedia dan digunakan?

4. Apakah alat dan tenaga fire watch?

5. Apakah pekerjaan panas (pekerjaan panas di kategori) dilakukan oleh orang yang terlatih dengan alat pemadam kebakaran?

6. Apakah pekerjaan panas dilakukan dengan prosedur yang benar?

7. Apakah pekerjaan panas dengan metode yang memadai?

8. Apakah pekerjaan panas terdapat dari bahan yang mudah terbakar? Minimal jarak aman adalah radius 15m.

9. Apakah alat pemadam telah diperiksa? Label inspeksi terpasang dan update?

10. Apakah alat pemadam telah diperiksa? Apakah RCD (residual current device)?

11. Apakah gas dipaparkan sendiri dan dikusi? Selang dilindungi dengan flashback arrester?

BAGIAN 2. INTERVIEW / DISKUSI (Ya/ Tidak OK, jawaban tidak sesuai)

1. Apakah Anda sudah training? Ya, training diberikan minimal setiap 3 thn.

2. Apakah ada bahaya pada pekerjaan? Kebakaran / ledakan, benda panas, radiasi sinar UV, listrik.

BAGIAN 2. INTERVIEW / DISKUSI (Ya/ Tidak OK, jawaban tidak sesuai)

1. Bagaimana prosedur pemadaman kebakaran? Pemadaman dengan APAR untuk api kecil / mola, panggil layanan darurat.

Figure 2.7 Hotworks

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.6.6 Behavior based safety (BBS) observation program

Figure 2.8 BBS

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2.6.7 Monthly assessment of contractor occupational health and safety performance

Figure 2.9 Monthly assessment of contractor safety and work safety performance

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

CHAPTER 3

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In the context of exploring the internship experience that took place over four months at PT. IKPP (Indah Kiat Pulp and Paper) unit OP (Port Operation) division Safety. The internship starts on September, 04th 2023 to January, 04th 2024 at PT. Indah Kiat Pulp and Paper Perawang. Working hours are 07.00 a.m. to 05.00 p.m. starting from Monday to Friday. Working hours at PT. Indah Kiat is divided into shift and non-shift. Shifts are divided into 3 parts based on a specified schedule, while non-shifts work without a schedule. And Saturdays and Sundays are designated as company holidays.

As for various main jobs during an internship at PT. Indah Kiat Pulp and Paper Tbk -Perawang, namely as follows:

1. Signing the PIC work list form for OP unit work partners (Vendor briefing)
2. Sort and combine OP unit contractor attendance list files
3. Signing the vendor's daily inspection checklist report
4. Archiving vendor files into folders
5. Check and create monthly inspection checklist reports

This activity is a routine activity carried out during the 4 month internship. This activity aims to control the operational performance of contractors working in the field and in direct contact with heavy equipment. This activity is a safety procedure that needs to be adhered to and if it is violated, sanctions will be imposed, which will be checked by the Port Operations (OP) unit safety.

3.2 Working Procedures

Carrying out activities requires procedures for each activity carried out, so that it runs neatly and in accordance with the standards to be achieved. Thus, this activity requires several procedures that can be carried out, as follows:

1. Signing the PIC work list form for OP unit work partners (Vendor briefing)

Vendor briefing is a list of attendance of all vendors who collaborate or have work contracts with the company. This vendor briefing is proof that the presence of each member is known. This file is used as evidence that if something happens in the field, it can be seen from the briefing attendance list. This signing is carried out every day and the attendance list form will be delivered to the OP unit by each vendor. This file is taken every time at 08.00 a.m.



Figure 3.1 Signing of the work PIC attendance register form for OP unit work partners
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

2. Sort and combine OP unit contractor attendance list files

This activity is carried out for every file collected in the shift room, where it is collected every week. This file is the same as the vendor's attendance list, the only difference is the difference in the time on the attendance list. Where this file contains 3 boxes for shift names with the letters A, B, C, D. Each letter has a different schedule every day, where the shift at PT. Indah Kiat starts in the morning from 07.00 a.m. to 03.00 p.m., in the afternoon from 03.00 p.m. to 12.00 a.m., and in the evening from 12.00 a.m. to 07.00 a.m., from Monday to Friday.

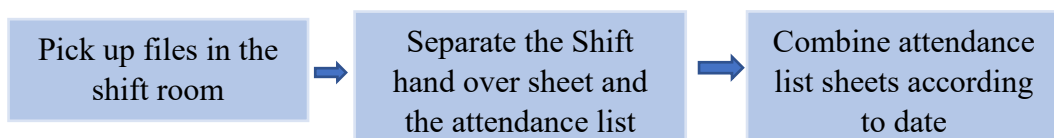


Figure 3.2 Signing of the work PIC attendance register form for OP unit work partners
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

3. Signing the vendor's daily inspection checklist report

Daily inspection of heavy equipment is a report that is sent once a week. This report consists of an inspection of the heavy equipment used by each vendor in the work process every day, where it is mandatory to check each heavy equipment. This activity is carried out every Tuesday, because the files are delivered no later than Monday.



Figure 3.3 Signing the vendor's daily heavy equipment inspection checklist
Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

4. Archiving vendor files into folders

This archiving activity is carried out so that important files or documents can be arranged neatly and in an orderly manner. And this archiving is done to make things easier during an audit, so each file is entered in the order of the name of the folder that has been provided. Files that are archived are files provided by the vendor to safety, in the form of master APD, fire extinguisher, body harness and lanyard inspection, lifting and ringing, BBS (behavior-based safety), hotwork and others.

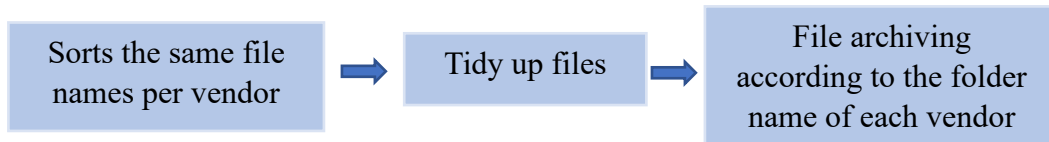


Figure 3.4 Vendor files into the folder

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

5. Make monthly inspection reports, check and fill in the information

This activity is carried out every month by first checking the field conditions carried out by Mr. Nofrizal by looking at every heavy equipment starting from gantry cranes, jib cranes, speed boats. This is done to find out whether it is still in good condition and suitable for use, as well as to prevent accidents that can have fatal consequences for workers.

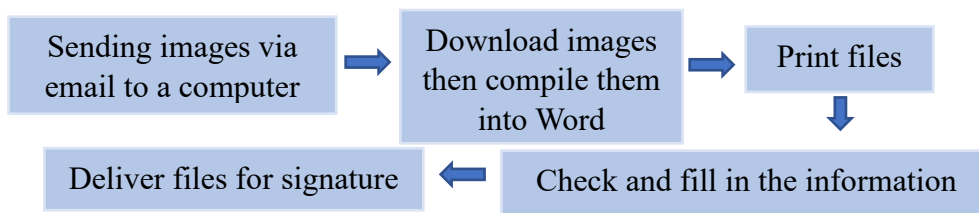


Figure 3.5 Make monthly inspection reports, check and fill in the information
 Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill, 2023

3.3 Place of Apprenticeship

This field work practice activity was carried out at PT Indah Kiat Pulp and Paper Tbk - Perawang, which is located at Raya Minas street Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During the activities carried out, the author was placed in the Port Operation (OP) unit in the Shipping section.


3.4 Kinds and Description of the Activity

Daily activities at the can be seen in the below:

Agenda of activities of the first week

(September, 04th – 08th 2023)

Table 3.1 Agenda of activities of the first week

No	Day/Date	Activity	Mentor	Signature
1.	September, 04 th 2023	<ul style="list-style-type: none"> Safety training induction 	Titus Winastika	
2.	September, 05 th 2023	<ul style="list-style-type: none"> Distribution of helmets and ID cards Distribution of work division placements 		
3.	September, 06 th 2023	<ul style="list-style-type: none"> Sort out the sheets of paper listing OP / OPT and fuel cost reports for Pekanbaru/Perawang Port 		
4.	September, 07 th 2023	<ul style="list-style-type: none"> Archiving sheet data based on name, date and day 		


5.	September, 08 th 2023	<ul style="list-style-type: none"> Sort out the work PIC attendance list for OP unit work partners 		
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Source: Internship Documentation, 2023

Agenda of activities of the Second Week

(September, 11th – 15th 2023)

Table 3.2 Agenda of activities of the Second Week

No	Day/Date	Activity	Mentor	Signature
1.	September, 11 th 2023	<ul style="list-style-type: none"> Sort the work PIC list form sheets for OP unit work partners, based on unit name and latest date. Check the file "details of cargo (repas)" by looking at No. Po, quantity and BM according to the data stated. (If appropriate then provide a checklist on the sheet). 	Titus Winastika	
2.	September, 12 th 2023	<ul style="list-style-type: none"> Scan the file of the letter requesting consideration for PT dead plate management. Siscanella James Kencana Sort and sort safety meeting minutes and meeting attendance lists according to date into the "K3 meeting minutes" folder 		
3.	September, 13 th 2023	<ul style="list-style-type: none"> Improve the form by changing the month on the internal forms of APAR, APD Master, Body harness, Hook, Drum, Pulley, Cable try, P3k, NDT, Wirerop to August. Signing of trailer inspection report August, 1st to 4th 2022 and daily checklist report (PAA) of crane & treller units PT. SBP September, 1st to 4th 2023. 		

4.	September, 14 th 2023	<ul style="list-style-type: none"> • Request a stamp and photocopy of the entry and exit permit form for work equipment in the JT 710 area • Signature of the work PIC attendance list for OP unit work partners • Fill out the body harness and lanyard inspection form • Take a photo of the permanent working at height permit sheet • Adjusting the recapitulation of empty ship unloading for the August, 2023 period • Check monthly inspection checklist reports • Make a box for paper clips. 		
5.	September, 15 th 2023	<ul style="list-style-type: none"> • Signing the work PIC attendance list for OP unit work partners • Signature of the PIC working shift 1 OP unit for the period July 2023 • Changed the name of the folder for the job proposal form • Calculate the container cover letter according to existing data 		


Source: Internship Documentation, 2023

Agenda of activities of the Third Week

(September, 18th – 22nd 2023)

Table 3.3 Agenda of activities of the Third Week

No	Day/Date	Activity	Mentor	Signature
1.	September, 18 th 2023	<ul style="list-style-type: none"> • Request a signature, stamp and photocopy of the entry and exit permit form for contractor work equipment in the JT710 area. 	Titus Winastika	

		<ul style="list-style-type: none"> • Signature of the work PIC attendance list for OP unit work partners. • insert the application form for extending the investor's motorbike pass into the folder. • Distinguish and sign the sheet between "list of PIC work shift I unit OP terminal and shift hand over period August 2023" 		
2.	September, 19 th 2023	<ul style="list-style-type: none"> • Photocopy of handover minutes of heavy equipment excavators and wheeled dump trucks for the period 2014 and 2019. • Enter and change the folder name for the "Heavy equipment registration form (Dumptruck and Excavator)" sheet • Scan "proposal / request approval form A" • Learn to fill in "Update absences of work partner operators". 		
3.	September, 20 th 2023	<ul style="list-style-type: none"> • Fill out the "Business note returning used materials" • Signing of "Mill: IKPP PRW daily inspection of heavy equipment" • Enter into the folder "monthly assessment of the contractor's work safety and health performance". • Sign the form "Work PIC attendance list for OP unit work partners" • Scan Scalling tickets. 		

4.	September, 21 th 2023	<ul style="list-style-type: none"> • Separate between scaling tickets and letters of introduction for used goods • Check the completeness of fuel data for the period January – August 2023 • Input data "Recapitulation of BBM assets and vendors in 2023 • Filing of the "K3 socialization attendance list" sheet into the folder 		
5.	September, 22 th 2023	<ul style="list-style-type: none"> • Photocopy of sheet "Collection of K3 laws and regulations" • Filing of the "Heavy equipment registration form" file sheet into the folder. • Print the "decision of the Minister of Manpower" sheet. • "Sign the work partner attendance list form for OP unit work partners." • Learn Summary of Transport slip report • Update Packing – Means of Transport in SAP (summary of transport slip) 		


Source: Internship Documentation, 2023

Agenda of activities of the fourth week

(September, 25th - 29th 2023)

Table 3.4 Agenda of activities of the fourth week

No	Day/Date	Activity	Mentor	Signature
1.	September, 25 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance registration form for Op unit work partners 	Titus Winastika	


		<ul style="list-style-type: none"> • Update packing – means of transport in SAP (summary of transport slip) 	
2.	September, 26 th 2023	<ul style="list-style-type: none"> • Filing of "K3 meeting minutes" sheets into the folder. • Signature of the PAA daily checklist report for September • Separate sheets between Shift hand over and Briefing. • Photocopy the entry and exit permit form for contractor work equipment in the JT710 area, and title of SOP for loading and unloading, Scan the Shipping Instruction sheet. 	
3.	September, 27 th 2023	<ul style="list-style-type: none"> • Signature of attendance registration form for OP unit work partners • Filing of "Monthly Evaluation of Contractor's Environmental Performance" file sheets • Photocopy Incoterms 2020 	
4.	September, 28 th 2023	<ul style="list-style-type: none"> • Holiday 	
5.	September, 29 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance list for OP unit work partners • Learn and fill in the Heavy equipment controlling list 	

Source: Internship Documentation, 2023

Agenda of activities of the fifth week

(October, 02nd – 06th 2023)

Table 3.5 Agenda of activities of the fifth week

No	Day/Date	Activity	Mentor	Signature
1.	October, 02 nd 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance registration form for Op unit work partners • Briefing training on Invoice • Scan of handover minutes • Filing of contractors' K3 monthly assessment sheet files • Arranging Silo Sio based on vendor. 	Titus Winastika	
2.	October, 03 rd 2023	<ul style="list-style-type: none"> • Sign the attendance list on the work PIC form for OP unit work partners • Separate and sign the attendance list for the PIC working shift I in the OP terminal unit and hand over shift. • Checking the completeness of PAA silo sio vendor contract list documents. 		
3.	October, 04 th 2023	<ul style="list-style-type: none"> • Signature of attendance registration form for OP unit work partners • Heavy equipment daily inspection signature (shift) 		
4.	October, 05 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance list for OP unit work partners • Mark the KPI list for September 		
5.	October, 06 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance list for OP unit work partners 		


		<ul style="list-style-type: none"> • Filing of vehicle STNK documents and first aid kits into the folder • Check vendor attendance list data for September on form HC 29/op 29. 		
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Source: Internship Documentation, 2023

Agenda of activities of the Sixth Week

(October, 09th – 13th 2023)

Table 3.6 Agenda of activities of the Sixth Week

No	Day/Date	Activity	Mentor	Signature
1.	October, 9 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance registration form for Op unit work partners • Data archiving "handover minutes and heavy equipment controlling list" • Data archiving "fire protection section, work permit audit form, behavior base safety (BBS), lifting and ringing, Hotwork into the map. 	Titus Winastika	
2.	October, 10 th 2023	<ul style="list-style-type: none"> • Sign the attendance list on the work PIC form for OP unit work partners • Scan and FC data on the number of contractor violations, monthly vendor evaluation forms, and contractor violation forms. • Sign the daily checklist report for PT.SJK Truck Loss Unit for the period: October, 02nd – 08th 2023. 		

3.	October, 11 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance registration form for OP unit work partners • Sign the PAA daily inspection checklist report PT. SBP for crane and trailer units period: October, 02nd – 08th 2023. • Sign the daily checklist report for heavy equipment Reach staker PT. Temas Depot period: October, 02nd – 08th 2023. 		
4.	October, 12 th 2023	<ul style="list-style-type: none"> • Sick 		
5.	October, 13 th 2023	<ul style="list-style-type: none"> • Signature of the work PIC attendance list for OP unit work partners • Filing of master PPE list report documents, list of names of active PT.SAK and SJK personnel, and checking employee body temperatures into the folder • Sign the PAA eligibility inspection checklist PT. SBP 		


Source: Internship Documentation, 2023

Agenda of activities of the Seventh Week

(October, 16th – 20th 2023)

Table 3.7 Agenda of activities of the Seventh Week

No	Day/Date	Activity	Mentor	Signature
1.	October, 16 th 2023	<ul style="list-style-type: none"> • Signature of vendor briefing and daily PAA checklist report PT. BTM period: October, 09th - 15th 2023 	Titus Winastika	

		<ul style="list-style-type: none"> Filing hotwork files, and working at heights and competency tests in folders 		
2.	October, 17 th 2023	<ul style="list-style-type: none"> Vendor Briefing signature Participate in Audit activities Signature of reach stacker daily checklist report PT. Temas depot period: October, 09th -15th 2023 Sign the daily checklist report for the Dumptruck and Excavator unit PT. SAK period: October, 09th -15th 2023 		
3.	October, 18 th 2023	<ul style="list-style-type: none"> Vendor Briefing signature Signature of daily heavy equipment inspection (shift) period: October, 02nd – 15th 2023. Archiving Hiaro files, OSK risk management into folders Signature of daily checklist report of Truck Loss Bak unit PT. SJK period: October, 09th - 15th 2023. 		
4.	October, 19 th 2023	<ul style="list-style-type: none"> Vendor briefing signature Sign the daily inspection checklist report for heavy equipment Trailer supply sturving PT. SBP period: October, 09th -15th 2023 Sign the daily inspection checklist report for HTW Trailer heavy equipment/report at PT. SBP period: October, 09th -15th 2023 		


5.	October, 20 th 2023	<ul style="list-style-type: none"> • K3 Briefing signature PT. BRC • Filing of violation files PT. BTM, Sio OP, proof of training and report in the folder • FC ISO 45001 certificate 		
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Source: Internship Documentation, 2023

Agenda of activities of the eighth week

(October, 23rd – 27th 2023)

Table 3.8 Agenda of activities of the eighth week

No	Day/Date	Activity	Mentor	Signature
1.	October, 23 rd 2023	<ul style="list-style-type: none"> • Vendor briefing signature • Sorts shift hand over files and combines contractor briefings • Signature of contractor briefing in October and briefing PT. BRC in August • Scan and FC certificate and Sio OP 	Titus Winastika	
2.	October, 24 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Sign the daily checklist report for heavy equipment inspection PT. TD, SAK, BTM period: October 16th – 22nd 2023. • Create inspection documentation reports for rails, cables, jibs and gantry cranes. 		
3.	October, 25 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Create a physical manual inspection documentation report for motorboats (speedboats) • Fill out monthly cable, power, jib and gantry crane inspection reports 		
4.	October, 26 th 2023	<ul style="list-style-type: none"> • Vendor briefing signature 		


		<ul style="list-style-type: none"> • Sign the daily checklist report for crane and trolley units PT. SBP period: October 16th – 22nd 2023. • Sign the heavy equipment daily inspection checklist report PT. SJK period: October 16th – 22nd 2023. • Filing of monthly wheel, gantry and crane inspection report files. 		
5.	October, 27 th 2023	<ul style="list-style-type: none"> • Vendor and contractor briefing signatures • Sorts shift hand over document files and combines contractor briefings • Scan the document file validating the lifting transport aircraft (crane). 		

Source: Internship Documentation, 2023

Agenda of activities of the Ninth Week

(October, 30th – 03rd November 2023)

Table 3.9 Agenda of activities of the Ninth Week

No	Day/Date	Activity	Mentor	Signature
1.	October, 30 th 2023	<ul style="list-style-type: none"> • Vendor briefing signature • Learn to work on “Port activity system” • Visit Jetty 3 Harbor 	Titus Winastika	
2.	October, 31 st 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Signature of daily inspection of heavy equipment PT. BTM, TD, SAK • Signature BBS PT. SAK, SJK, TD, BTM 		
3.	November, 1 st 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Data collection on safety shoes 		


		<ul style="list-style-type: none"> Signature of daily inspection of heavy equipment PT. SJK 		
N 4.	November, 2 nd 2023	<ul style="list-style-type: none"> Vendor briefing signature Sorting shift hand over files and contractor briefings Signature of daily inspection of heavy equipment PT. SBP 		
5.	November, 3 rd 2023	<ul style="list-style-type: none"> Vendor Briefing signature Make a statement that the APD is damaged 		

Source: Internship Documentation, 2023

Agenda of activities of the Tenth Week

(November, 06th – 10th 2023)

Table 3.10 Agenda of activities of the Tenth Week

No	Day/Date	Activity	Mentor	Signature
1.	November, 6 th 2023	<ul style="list-style-type: none"> Archiving the "Maintenance form report" file 		
2.	November, 7 th 2023	<ul style="list-style-type: none"> Vendor Briefing signature Sorting and archiving monthly vendor documents Signature of daily inspection of heavy equipment PT. TD, BTM, SAK period: October 30th – Nov 05th 2023. 		
3.	November, 8 th 2023	<ul style="list-style-type: none"> Vendor Briefing signature Signature of daily inspection of heavy equipment PT. SJK period October 30th – Nov 05th 2023. Sorting and archiving monthly vendor documents 	Titus Winastika	
4.	November, 9 th 2023	<ul style="list-style-type: none"> Signature of daily inspection of heavy equipment PT. SBP period: October 30th – Nov 05th 2023. Vendor briefing signature 		


5.	November, 10 th 2023	<ul style="list-style-type: none"> • Archiving monthly file PT. TD into the map • Vendor briefing signature 		
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Source: Internship Documentation, 2023

Agenda of activities of the Eleventh Week

(November, 13th – 17th 2023)

Table 3.11 Agenda of activities of the Eleventh Week

No	Day/Date	Activity	Mentor	Signature
1.	November, 13 th 2023	<ul style="list-style-type: none"> • Vendor briefing signature • Archiving file PT. SJK: monthly fire poison checklist, list of active personnel names, employee temperature checks and tool inspection checklist before welding 	Titus Winastika	
2.	November, 14 th 2023	<ul style="list-style-type: none"> • Signature of heavy equipment PAA feasibility inspection PT. SBP • Vendor briefing signature • Signature of daily inspection of heavy equipment PT. TD, BTM, SJK period: November, 06th – 12th 2023. 		
3.	November, 15 th 2023	<ul style="list-style-type: none"> • Inputting container data on unloading ships • Uploading and printing summary of transportation of slip report in SAP • Vendor briefing signature 		
4.	November, 16 th 2023	<ul style="list-style-type: none"> • Sign the daily heavy equipment inspection checklist PT. SAK, and SBP for the period: November, 06th – 12th 2023. • Signature of briefing vendor and PT. BRC 		


5.	November, 17 th 2023	<ul style="list-style-type: none"> • Vendor briefing signature • Signature of trailer supply or sturving heavy equipment inspection report PT. SBP for the period: November, 06th – 12th 2023. • Inputting container data on unloading ships • Uploading and printing summary of transportation of slip report in SAP 		
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Source: Internship Documentation, 2023

Agenda of activities of the Twelfth Week

(November, 20th – 24th 2023)

Table 3.12 Agenda of activities of the Twelfth Week

No	Day/Date	Activity	Mentor	Signature
1.	November, 20 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Data collection on the attendance list for K3 meeting socialization • Data entry "Description of damage repair cost" • Signature Daily inspection of heavy equipment PT. BTM & SAK, period: November, 13th - 19th 2023. 	Titus Winastika	
2.	November, 21 st 2023	<ul style="list-style-type: none"> • Archiving briefing attendance list PT. NAB. • Vendor Briefing signature • Inputting ship container data • Uploading and printing summary of Transportation Slip report in SAP 		
3.	November, 22 nd 2023	<ul style="list-style-type: none"> • Vendor Briefing signature 		


		<ul style="list-style-type: none"> • Archiving of Contractor's K3 monthly assessment • Signature of daily inspection of heavy equipment PT. TD period: November, 13th - 19th 2023. 		
4.	November, 23 rd 2023	<ul style="list-style-type: none"> • Archiving attendance list for K3 meeting socialization • Write a business note returning used goods • signature Vendor Briefing. • Signature Daily inspection of heavy equipment PT. SJK period: November, 13th -19th 2023. 		
5.	November, 24 th 2023	<ul style="list-style-type: none"> • Signature Daily inspection of heavy equipment PT. SBP period: November, 13th -19th 2023. • signature Vendor Briefing 		

Source: Internship Documentation, 2023

Agenda of activities of the Thirteenth Week

(November, 27th – 01st December 2023)

Table 3.13 Agenda of activities of the Thirteenth Week

No	Day/Date	Activity	Mentor	Signature
1.	November, 27 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Learn and put on the HO mask • Signature of daily inspection of heavy equipment PT. BTM, period: November, 20th - 26th 2023. 	Titus Winastika	
2.	November, 28 th 2023	<ul style="list-style-type: none"> • Signature Daily inspection of heavy equipment PT. TD and SJK, period: November, 20th - 26th 2023. 		


		<ul style="list-style-type: none"> • Vendor Briefing signature 		
3.	November 29 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Write invoice letters and tax invoices • Sorting and combining files for loading and unloading training at the port 		
4.	November, 30 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Signature Daily inspection of heavy equipment PT. SAK, period: November, 20th - 26th 2023. 		
5.	December, 01 st 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and signature of heavy equipment daily inspection report PT. SBP, period: November, 20th - 26th 2023. • Fill out the loading and unloading training checklist 		

Source: Internship Documentation, 2023

Agenda of activities of the Fourteenth Week

(December 04th – 08th 2023)

Table 3.14 Agenda of activities of the Fourteenth Week

No	Day/Date	Activity	Mentor	Signature
1.	December, 04 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Archiving vendor files <p>"Monthly evaluation of contractor's environmental performance, monthly assessment of Contractor's K3.</p>	Titus Winastika	
2.	December, 05 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. BTM period: December, 27th – 03rd 2023. 		


		<ul style="list-style-type: none"> • Input data into the "APP center" system, namely the activity transportation system. 		
3.	December, 06 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. TD and SAK • Filing of SBP, SJK, SAK files "Lifting and ringging, Hotwork, trenching • Marking port operation shift schedule Nov 2023 		
4.	December, 07 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. SJK period: December, 27th – 03rd 2023. • Data input into the "APP center" system, namely the activity transportation system • Tour jetty " Harbor area - Rasau kuning. 		
5.	December, 08 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. SBP period: December, 27th – 03rd 2023. • Inputting container data • Uploading and printing summary of Transportation of Slip report in SAP 		

Source: Internship Documentation, 2023

Agenda of activities of the Fifteenth Week

(December 11th – 15th 2023)

Table 3.15 Agenda of activities of the Fifteenth Week

No	Day/Date	Activity	Mentor	Signature
1.	December, 11 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Inputting container data on ships • Uploading and printing summary of Transportation Slip report in SAP 	Titus Winastika	
2.	December, 12 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. BTM and TD, period: December 4th - 10th 2023. • Archiving Master APD files, Safety Checklist, welding checklist before use, PT. SAK in November • Uploading and printing summary of Transportation Slip report in SAP. 		
3.	December, 13 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily inspection report of PT.SJK heavy equipment for the period December 4th - 10th 2023. • Make inspection reports for rails, cables, jib, gantry cranes • Complete the OP's monthly inspection report checklist 		
4.	December, 14 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature and 		


		<ul style="list-style-type: none"> • Daily inspection report of heavy equipment PT. SAK, period: December 4th - 10th 2023. • Archiving Master APD files, Safety Checklist, welding checklist before use, PT. SJK in November 		
5.	December, 15 th 2023	<ul style="list-style-type: none"> • Signature of Vendor Briefing and daily heavy equipment inspection report PT. SBP, period: December 4th - 10th 2023. • Signature of heavy equipment suitability checklist for OP unit (vendor) 		

Source: Internship Documentation, 2023

Agenda of activities of the Sixteenth Week

(December 18th – 22nd 2023)

Table 3.16 Agenda of activities of the Sixteenth Week


No	Day/Date	Activity	Mentor	Signature
1.	December, 18 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Sorting shift hand over files and OP briefings • OP's Briefing signature 	Titus Winastika	
2.	December, 19 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Filing monthly files for inspection of hooks, gantry crane wheels, first aid kits, fire extinguishers • Sign the daily heavy equipment inspection checklist PT. BTM and SAK period: December, 11th – 17th 2023. 		

3.	December, 20 th 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Signature of heavy equipment daily inspection report PT. SJK period: December, 11th – 17th 2023. • Archiving monthly evaluation files of contractors' environmental performance in December 2023 		
4.	December, 21 st 2023	<ul style="list-style-type: none"> • Vendor Briefing signature • Filing of NDT visual inspection files, Gantry inspection checklists, heavy equipment asset inspections PT. IKPP. 		
5.	December, 22 nd 2023	<ul style="list-style-type: none"> • Vendor briefing signature 		

Source: Internship Documentation, 2023

Agenda of activities of the Seventeenth Week (December 25th – 29th 2023)

Table 3.17 Agenda of activities of the Seventeenth Week


No	Day/Date	Activity	Mentor	Signature
1.	December, 25 th 2023	Holiday	Titus Winastika	
2.	December, 26 th 2023	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. BTM period: December 18th – 24th 2023. 		
3.	December, 27 th 2023	Sick		
4.	December, 28 th 2023	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. SBP period: December 18th – 24th 2023. 		

5.	December, 29 th 2023	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. SJK period: December 18th – 24th 2023. • Make inspection documentation reports for rails, cables, jibs, gantry cranes • Preparation of meeting rooms and photos of training meeting participants • Data collection on names of safety shoes 		
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Source: Internship Documentation, 2023

Agenda of activities of the Eighteenth Week
(January 01st – 04th 2024)

Table 3.18 Agenda of activities of the Eighteenth Week

No	Day/Date	Activity	Mentor	Signature
1.	January, 01 st 2024	HOLIDAY	Titus Winastika	
2.	January, 02 nd 2024	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. BTM and SAK period: December, 25th - 31st 2023 • Create a schedule on the Apar tool. 		
3.	January, 03 rd 2024	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. SAK, SJK period: December, 18th – 24th 2023 and December, 25th - 31th 2023. 		

		<ul style="list-style-type: none"> • Handing over safety shoes to operators according to data. 		
4.	January, 04 th 2024	<ul style="list-style-type: none"> • Signature of vendor briefing and daily heavy equipment inspection report PT. SBP date: December, 25th - 31th 2023. • Create inspection documentation reports for rails, cables, jibs and gantry cranes. • Farewell to the OP unit 		

Source: Internship Documentation, 2023

CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill, the following conclusions can be drawn:

1. During the OP internship, all work procedures are carried out in accordance with the Standard Operating Procedures (SOP) set by the company. Compliance with this SOP is the main basis for carrying out operational tasks, ensuring that every step is followed correctly and in line with the quality standards set by company. This internship not only provides an opportunity to develop operational skills but also highlights the importance of SOPs in ensuring efficiency and consistency in the provision of services within the company. Working procedures in the OP in the safety unit, using document to perform or start a job requires licensing or inspection, which must be applied in accordance with predetermined safety standards.
2. There are several types of job description during an internship, namely as follows:
 1. Signing the PIC work list form for OP unit work partners (Vendor briefing).
 2. Sort and combine OP unit contractor attendance list files
 3. Signing the vendor's daily inspection checklist report
 4. Archiving vendor files into folders
 5. Check and create monthly inspection checklist reports
3. During the internship there were several obstacles, one of which was the lack of office facilities provided by the company. This hindered the work process, for example: there was no specific table to place prepared

documents. With this issue, it's hoped that the company can complete the supportive facilities for work activities.

4.2 Suggestion

After doing practical work at PT. Indah Kiat Pulp and Paper, there are several suggestion:

1. During the work process, the company must take full responsibility for the workers, starting with the safety and comfort of the workers. Where at the start of the briefing workers are given direction by the safety unit, to better maintain safety while in locations that are in direct contact with heavy equipment.
2. Companies must also provide comfortable and safe APD (personal protective equipment) facilities for workers to protect safety during the work process
3. Interns are expected to better prepare themselves before going directly to work in industry. For example, learning the basic things that must be done during internship work in the company to make it easier and not feel confused.
4. For the company, I hope to be able to communicate intensely with the companies so that nothing unwanted happens to students before starting an internship.
5. Guidance from the department and study program for students who are doing internship must be further enhanced to convince the company of this internship program.
6. For the company, I hope to provide adequate facilities in the unit, starting from computer facilities and adequate stationery so that students who carry out internship can be comfortable.

REFERENCES

PT. Indah Kiat Pulp and Paper Company profile., <https://indahkiat.co.id/in/indah-kiat-perawang>., Accessed on November 22th 2023.

State polytechnic of Bengkalis profile., <http://polbeng.ac.id/>., Accessed on December 10th 2023.

APPENDICES


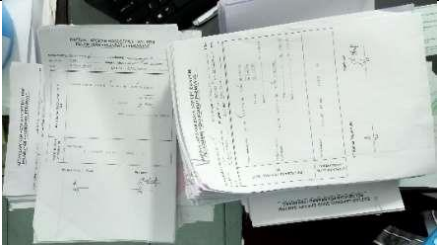


APPENDIX 1

Daily Activities of Internship

Agenda of activities of the first week

(September, 04th – 08th 2023)

Table 3.19 Safety




No	Description	The picture of activity
1.	Safety training induction	-
2.	Distribution of helmets and ID cards	
3.	Distribution of work division placements	-
4.	Sort out the sheets of paper listing OP / OPT and fuel cost reports for Pekanbaru/Perawang Port	
5.	Archiving sheet data based on name, date and day	
6.	Sort out the work PIC attendance list for OP unit work partners	

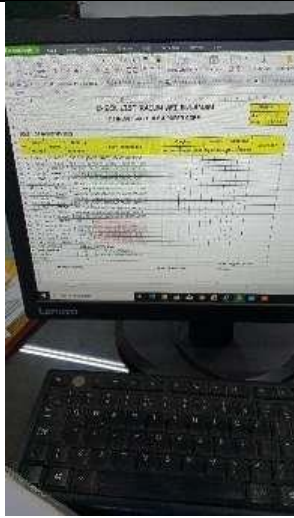

Source: Internship Documentation, 2023

Agenda of activities of the Second Week

(September, 11th – 15th 2023)

Table 3.20 Agenda of activities of the Second Week (Continued)

No	Description	The picture of activity
1.	Sort the work PIC list form sheets for OP unit work partners, based on unit name and latest date.	
2.	Check the file "details of cargo (repa)" by looking at No. Po, quantity and BM according to the data stated. (If appropriate then provide a checklist on the sheet).	
3.	Scan the file of the letter requesting consideration for dead plate management PT. Siscanella James Kencana	

4.	Improve the form by changing the month on the internal forms of APAR, APD Master, Body harness, Hook, Drum, Pulley, Cable try, P3k, NDT, Wirerop to August.	
5.	Signing of trailer inspection report 1 to 4 August 2022 & daily checklist report (PAA) of PT. SBP crane and treller units on 04 th - 10 th September 2023.	

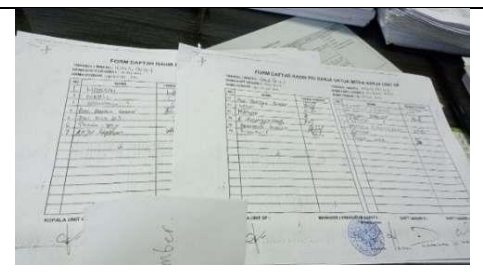


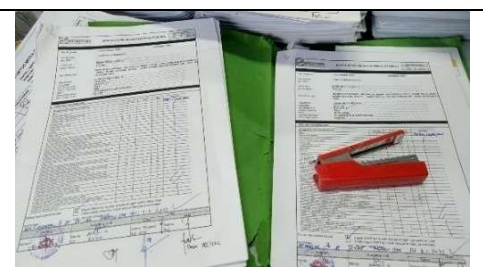

Source: Internship Documentation, 2023

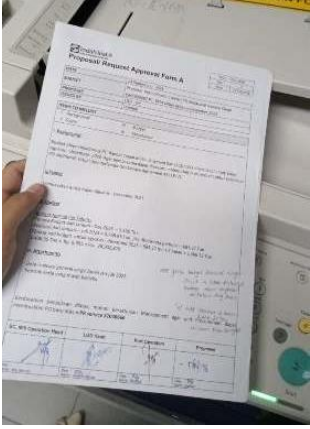
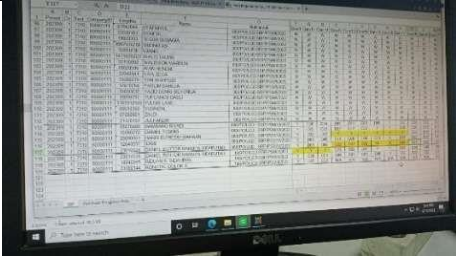
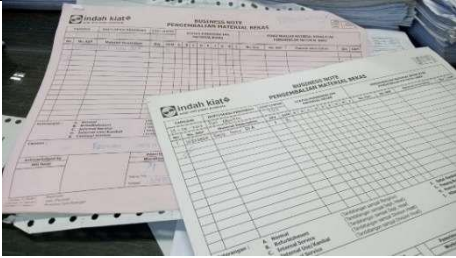
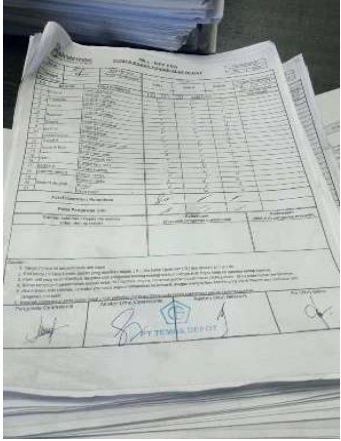
Agenda of activities of the Third Week

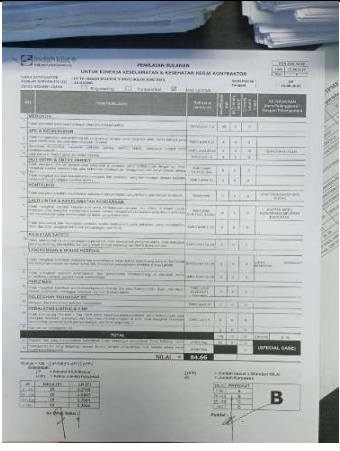


(September, 18th – 22nd 2023)

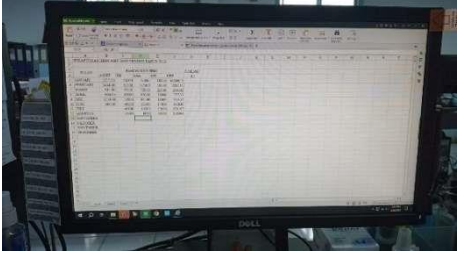
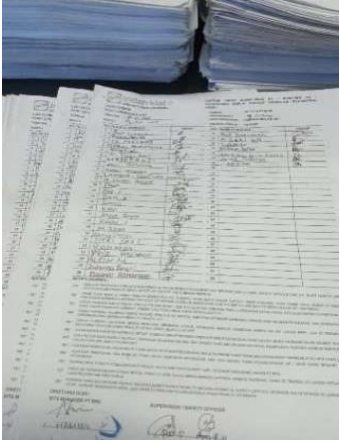
Table 3.21 Agenda of activities of the Third Week (Continued)

No	Description	The picture of activity
1.	Request a signature, stamp and photocopy of the entry and exit permit form for contractor work equipment in the JT710 area.	-

2.	Signature of the work PIC attendance list for OP unit work partners.	
3.	Distinguish and sign the sheet between "list of PIC work shift I unit OP terminal and shift hand over period August 2023"	
4.	Filing of the application form for extending the investor's motorbike pass into the folder.	
5.	Photocopying the minutes of handover of wheeled Excavator and Dumptruck heavy equipment for the period 2014 and 2019.	
6.	Enter & change the folder name for the "Heavy equipment registration form (Dumptruck & Excavator)" sheet	

7.	Scan "proposal / request approval form A	
8.	Learn to fill in "Update absences of work partner operators".	
9.	Fill out the "Business note returning used materials"	
10.	Signing of "Mil: IKPP PRW daily inspection of heavy equipment"	

<p>11.</p>	<p>Enter into the folder "monthly assessment of the contractor's work safety and health performance".</p>	
<p>12.</p>	<p>Separate between scaling tickets and letters of introduction for used goods ↓ Scanning Scaling tickets.</p>	
<p>13.</p>	<p>Check the completeness of fuel data for the period January – August 2023</p>	

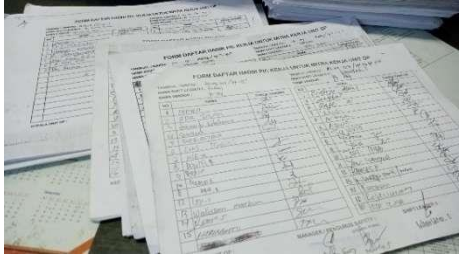
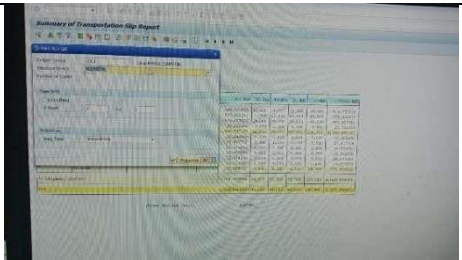
14.	Input data "Recapitulation of BBM assets and vendors in 2023"	
15.	Filing of the "K3 socialization attendance list" sheet into the folder	


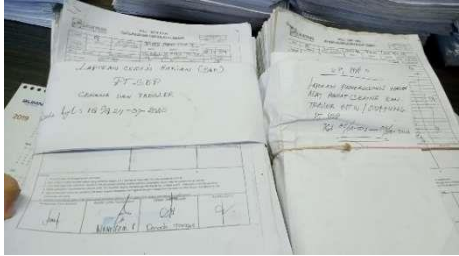
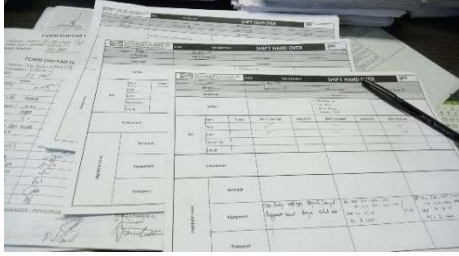
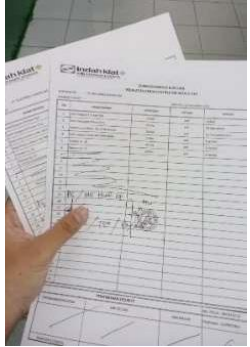
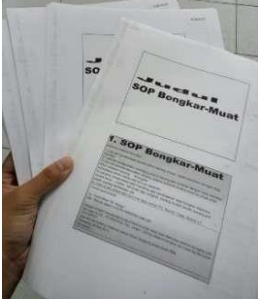
Source: Internship Documentation, 2023

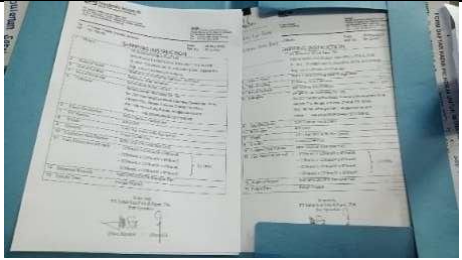

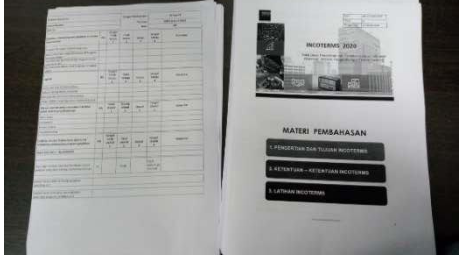
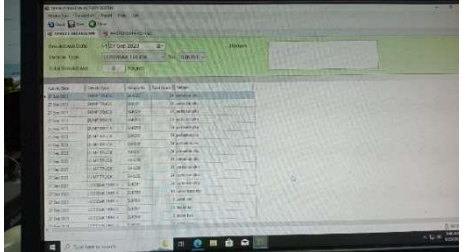
Agenda of activities of the fourth week

(September, 25th-29th 2023)

Table 3.22 Agenda of activities of the fourth Week (Continued)

No	Description	The picture of activity
1.	Signature of the work PIC attendance registration form for Op unit work partners	
2.	Update packing – means of transport in SAP (summary of transport slip)	

3.	Filing of "K3 meeting minutes" sheets into the folder	
4.	Signature of the PAA daily checklist report for September	
5.	Separate sheets between Shift hand over and Briefing	
6.	Photocopying the entry and exit permit form for area contractor work equipment JT710, loading and unloading SOP title	 

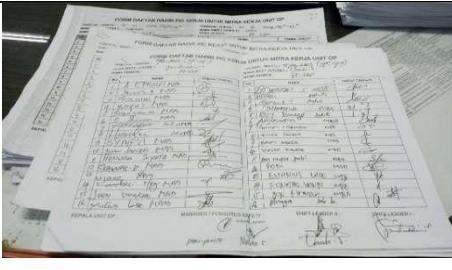

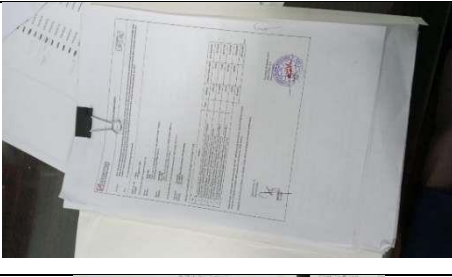
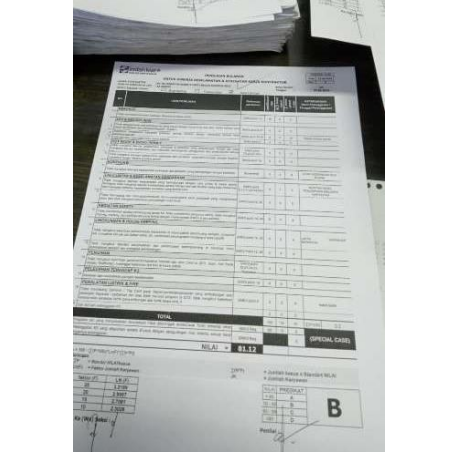
7.	Scan the Shipping Instruction sheet.	
8.	Filing of "Monthly Evaluation of Contractor's Environmental Performance" file sheets	
9.	Photocopy Incoterms 2020	
10.	Holiday	-
11.	Learn and fill in the Heavy equipment controlling list	

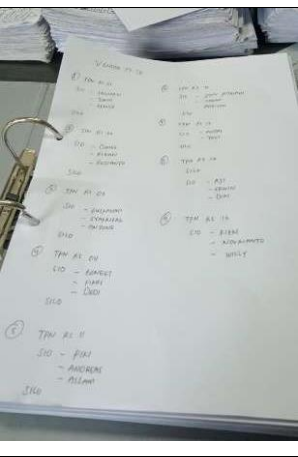
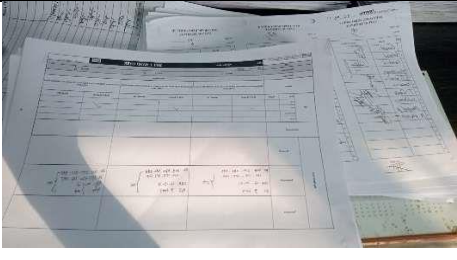
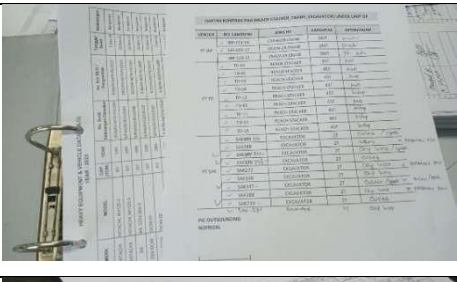
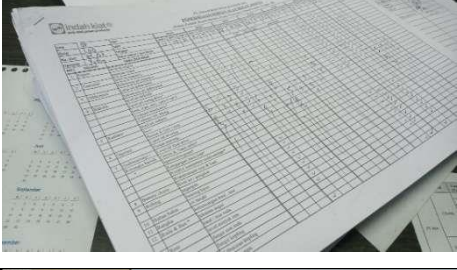
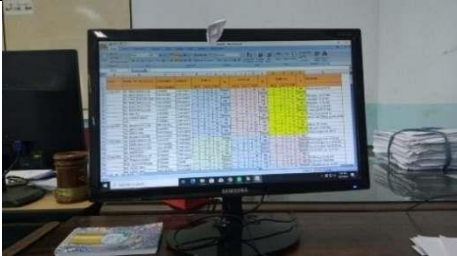
Source: Internship Documentation, 2023


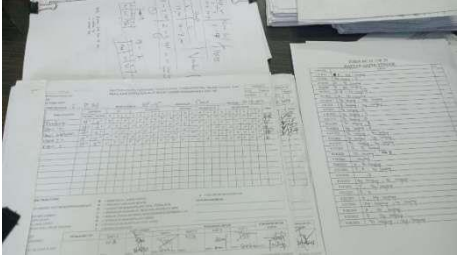
Agenda of activities of the fifth week

(October, 02nd – 06th 2023)

Table 3.23 Agenda of activities of the fifth Week (Continued)

No	Description	The picture of activity
1.	Signature of the work PIC attendance registration form for Op unit work partners	
2.	Briefing training on Invoice	
3.	Scan of handover minutes	
4.	Filing of contractors' K3 monthly assessment sheet files	

5.	Arranging Silos Silos based on vendors.	
6.	Separate and sign the attendance list for the PIC working shift I in the OP terminal unit and hand over shift.	
7.	Checking the completeness of PAA silo vendor contract list documents.	
8.	Heavy equipment daily inspection signature (shift)	
9.	Mark the KPI list for September	

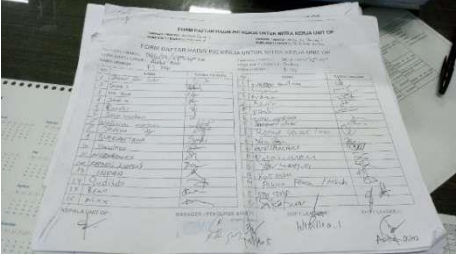

10.	Filing of vehicle STNK documents and first aid kits into the folder	
11.	Check vendor attendance list data for September on form HC 29/op 29.	

Source: Internship Documentation, 2023

Agenda of activities of the Sixth Week

(October, 09th – 13th 2023)

Table 3.24 Agenda of activities of the Sixth Week (Continued)

No	Description	The picture of activity
1.	Signature of the work PIC attendance registration form for Op unit work partners	
2.	Data archiving "handover minutes and heavy equipment controlling list"	

3. Data archiving "fire protection section, work permit audit form, behavior base safety (BBS), lifting and rigging, Hotwork into the map.

No	Tgl	Nama	Hasil
1	11/11/18
2	12/11/18
3	13/11/18
4	14/11/18
5	15/11/18
6	16/11/18
7	17/11/18
8	18/11/18
9	19/11/18
10	20/11/18
11	21/11/18
12	22/11/18
13	23/11/18
14	24/11/18
15	25/11/18
16	26/11/18
17	27/11/18
18	28/11/18
19	29/11/18
20	30/11/18

Behavior Based Safety (BBS) Audit Form

1. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

2. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

3. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

4. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

5. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

6. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

7. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

8. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

9. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

10. Apakah pekerja sudah menggunakan alat pelindung diri yang benar?

No	Tgl	Nama	Hasil
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Lifting and Rigging Audit Form

1. Apakah pekerja sudah mengikuti prosedur yang benar?

2. Apakah pekerja sudah mengikuti prosedur yang benar?

3. Apakah pekerja sudah mengikuti prosedur yang benar?

4. Apakah pekerja sudah mengikuti prosedur yang benar?

5. Apakah pekerja sudah mengikuti prosedur yang benar?

6. Apakah pekerja sudah mengikuti prosedur yang benar?

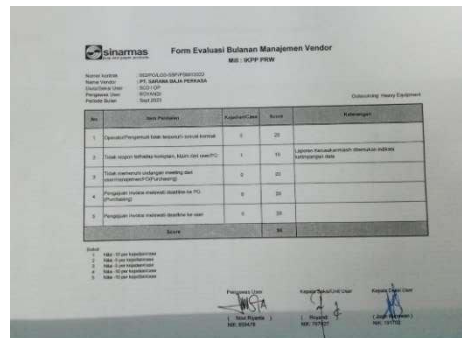
7. Apakah pekerja sudah mengikuti prosedur yang benar?

8. Apakah pekerja sudah mengikuti prosedur yang benar?

9. Apakah pekerja sudah mengikuti prosedur yang benar?

10. Apakah pekerja sudah mengikuti prosedur yang benar?

4. Scan and FC data on the number of contractor violations, monthly vendor evaluation forms, and contractor violation forms.



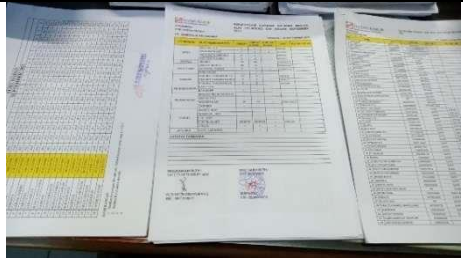
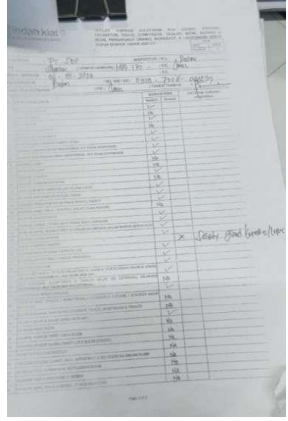


The table is titled "DATA JUMLAH PELANGGAN KIRI TRAKTOR PENGANTARAN" (Left Tractor Customer Data). It lists three companies and their respective tractor counts and values.

No	Nama Pemilik	Jumlah Traktor	Nilai	Unit	Nilai	Unit	Nilai
1	PT. SARANA BAK PERAKA	1	Rp4.000.000,00	1	Rp4.000,00	1	Rp4.000.000,00
2	PT. SARANA BAK PERAKA	3	Rp12.000,00	3	Rp36.000,00	3	Rp108.000,00
3	PT. SARANA BAK PERAKA	0	Rp0,00	0	Rp0,00	0	Rp0,00

4. Signature of daily checklist report of Truck Loss Bak unit PT. SJK period: October, 02nd – 08th 2023.

This is a detailed checklist titled "PERIKSAAN LINGKUNGAN ALAT BERAT" (Heavy Equipment Environment Check). It lists various inspection items with columns for "No.", "Kategori", "Status", and "Tgl. Periksa". The table is filled with checkmarks and dates.



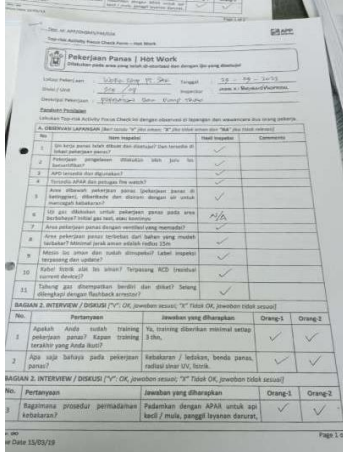
5.	Sign the daily inspection checklist report PT. SBP for crane and trailer unit's period: October, 02 nd – 08 th 2023.	
6.	Sign the daily checklist report for heavy equipment Reach staker PT. Temas Depot period: October, 02 nd – 08 th 2023.	
7.	Sick	-
8.	Archiving of master APD list report documents, list of names of active personnel PT. SAK and SJK, and checking employee body temperatures in the folder	
9.	Sign the PAA eligibility inspection checklist PT. SBP	


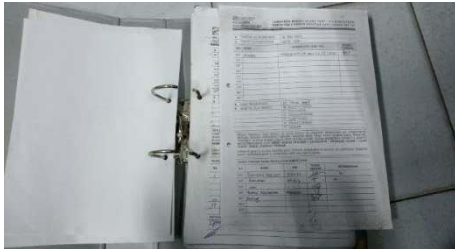

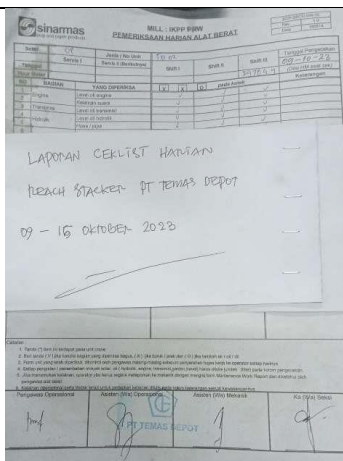
Source: Internship Documentation, 2023

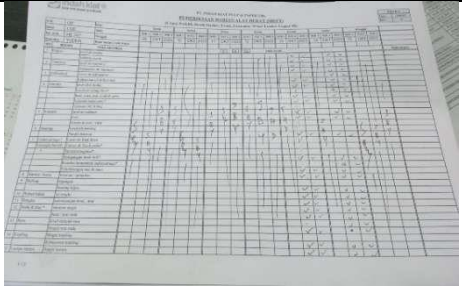
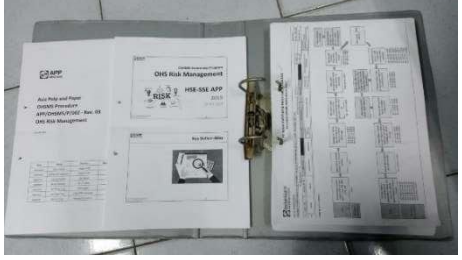


Agenda of activities of the seventh week

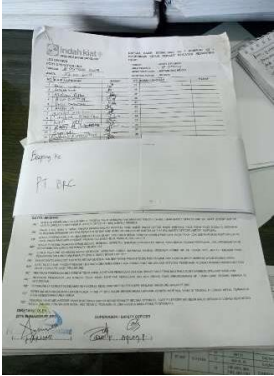
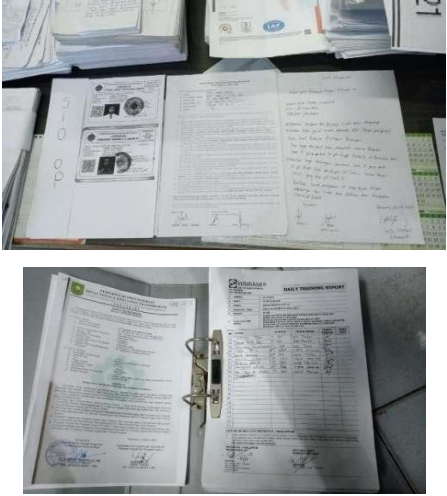

(October, 16th – 20th 2023)

Table 3.25 Agenda of activities of the Seventh Week (Continued)

No	Description	The picture of activity
1.	Vendor briefing signature	
2.	Signature of daily PAA checklist report PT. BTM period: October 09 th – 15 th 2023.	
3	Filing hotwork files, and working at heights, competency tests in the folder	

		 
4.	Participate in Audit activities	
5.	Signature of reach stacker daily checklist report PT. Temas depot period: October 09 th – 15 th 2023.	
6.	Sign the daily checklist report for the Dump truck and Excavator unit PT. SAK period: October 09 th – 15 th 2023.	-

7.	Signature of daily heavy equipment inspection (shift) period: October 02 nd - 15 th 2023	
8.	Archiving Hiaro files, OSK risk management into folders	
9.	Signature of daily checklist report of Truck Loss Bak unit PT. SJK period: October 09 th - 15 th 2023.	
10.	Sign the heavy equipment daily inspection checklist report PT. SBP period: October 09 th - 15 th 2023.	

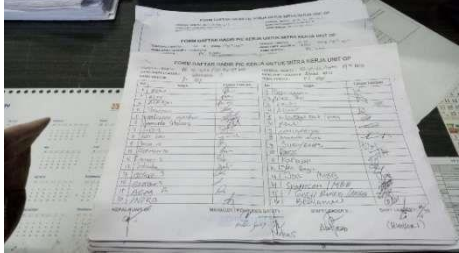
11.	Signature K3 Briefing PT. BRC	
12.	Filing of violation files signature PT. BTM, Sio OP, proof of training and report in the folder	
13.	FC ISO 45001 certificate	

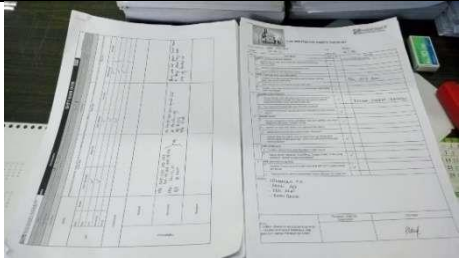


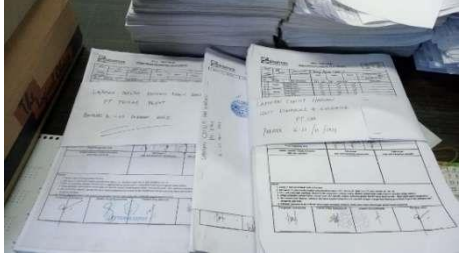
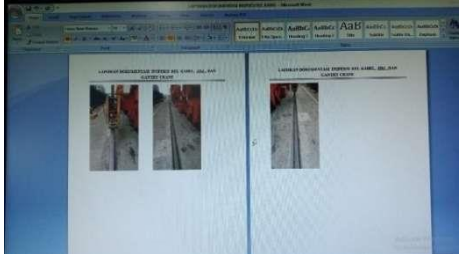
Source: Internship Documentation, 2023

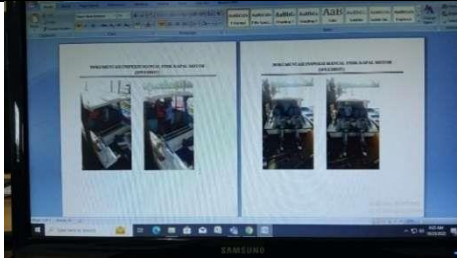
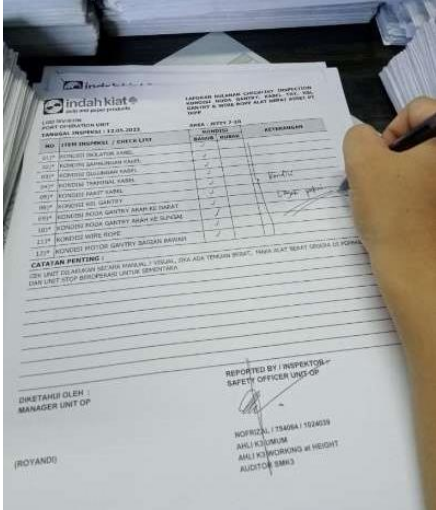


Agenda of activities of the eighth week

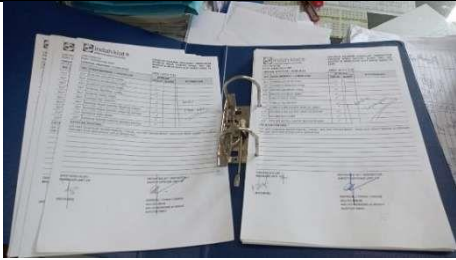
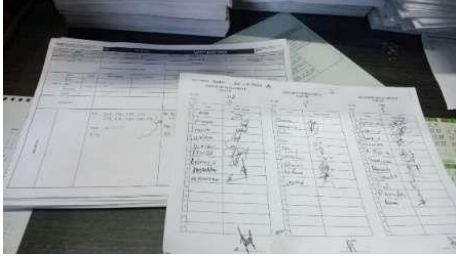

(October, 23rd – 27th 2023)

Table 3.26 Agenda of activities of the eighth Week (Continued)

No	Description	The picture of activity
1.	Vendor briefing signature	

2.	Sorts shift hand over files and combines contractor briefings	
3.	Signature of contractor briefing in October and briefing PT. BRC in August	
4.	Scan and FC certificate and Sio OP	
5.	Sign the daily checklist report for PT heavy equipment inspection PT. TD, SAK, BTM period: October, 16 th – 22 nd 2023.	
6.	Create inspection documentation reports for rails, cables, jibs and gantry cranes	

7.	Create a physical manual inspection documentation report for motorboats (speedboats)	
8.	Fill out monthly cable, power, jib and gantry crane inspection reports	
9.	Sign the daily checklist report for crane and trolley units PT. SBP period: October, 16 th – 22 nd 2023.	
10.	Sign the heavy equipment daily inspection checklist report PT. SJK period: October, 16 th – 22 nd 2023.	


11.	Filing of monthly wheel, gantry and crane inspection report files.	
12.	Sorts shift hand over document files and combines contractor briefings	
13.	Scan the document file validating the lifting transport aircraft (crane).	

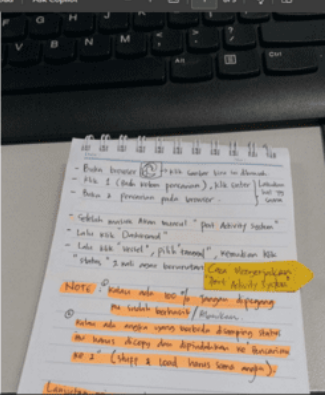

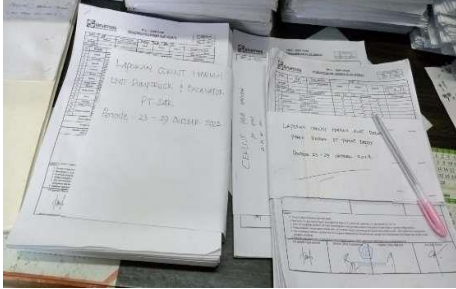
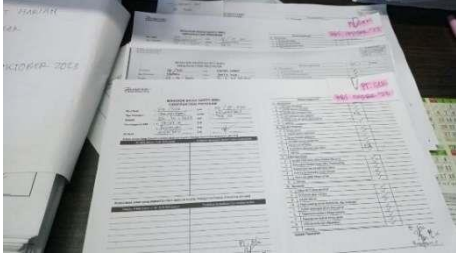
Source: Internship Documentation, 2023



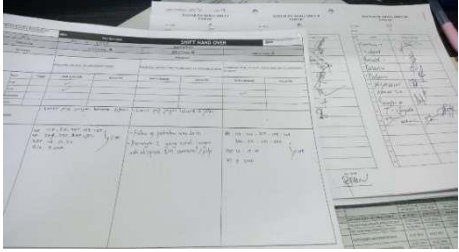

Agenda of activities of the Ninth Week

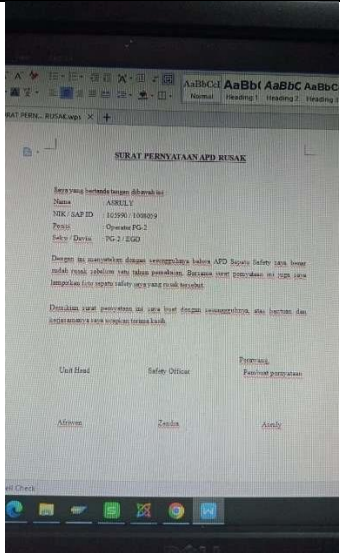
(October, 30th – 03rd November 2023)

Table 3.27 Agenda of activities of the Ninth Week (Continued)

No	Description	The picture of activity
1.	Vendor briefing signature Study	

2.	Learn to work on "Port activity system	
3.	Visit Jetty 3 Harbor	
4.	Signature of daily inspection of heavy equipment PT. BTM, TD, SAK	
5.	Signature BBS PT. SAK, SJK, TD, BTM	

6.	Data collection on safety shoes	
7.	Signature of daily inspection of heavy equipment PT. SJK	
8.	Sorting shift hand over files and contractor briefings	
9.	Signature of daily inspection of heavy equipment PT. SBP	

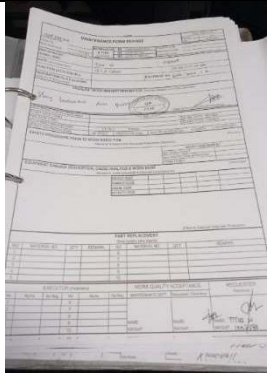

10.	Make a statement that the APD is damaged	
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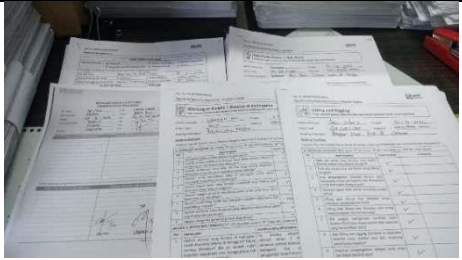


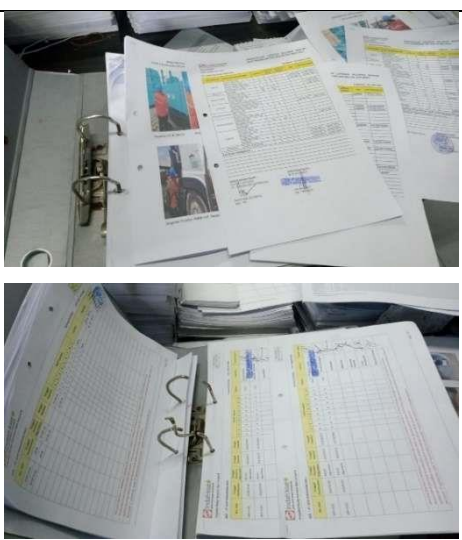
Source: Internship Documentation, 2023


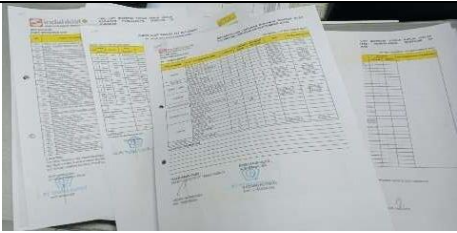
Agenda of activities of the Tenth Week

(November, 06th – 10th 2023)

Table 3.28 Agenda of activities of the Tenth Week (Continued)

No	Description	The picture of activity
1	Archiving the "Maintenance form report" file	
2.	Vendor Briefing signature	

3.	Sorting and archiving monthly vendor documents	
4.	Signature of daily inspection of heavy equipment PT. TD, BTM, SAK period: 30 th Oct – 05 th Nov 2023.	
5.	Signature of daily inspection of heavy equipment PT. SJK period 30 th Oct – 05 th Nov 2023.	
6.	Sorting and archiving monthly vendor documents	

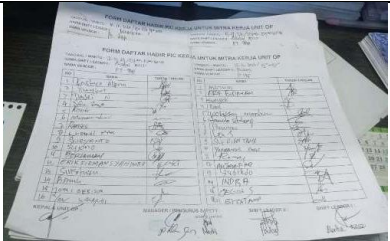

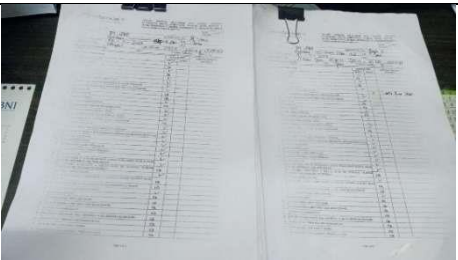
7.	Signature of daily inspection of heavy equipment PT. SBP period: 30 th Oct – 05 th Nov 2023	
8.	Monthly file archiving PT. TD into the map	


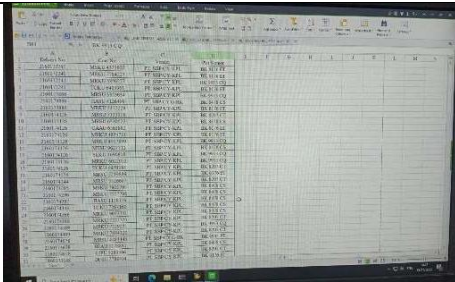
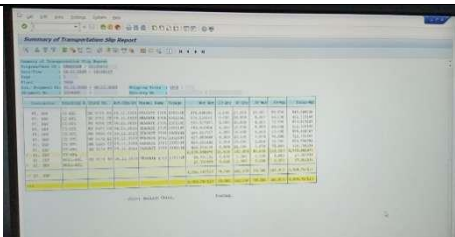
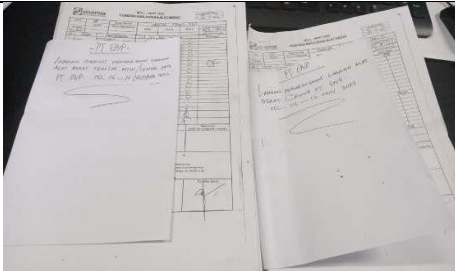
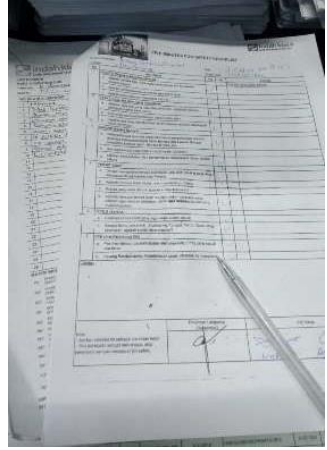
Source: Internship Documentation, 2023


Agenda of activities of the Eleventh Week

(November, 13th – 17th 2023)

Table 3.29 Agenda of activities of the Eleventh Week (Continued)

No	Description	The picture of activity
1.	Vendor briefing signature file archiving	
2.	file archiving PT. SJK: monthly fire poison checklist, active personal roster, employee temperature check and inspection tool checklist before welding	
3.	Signature of heavy equipment PAA feasibility inspection PT. SBP	

4.	Signature of daily inspection of heavy equipment PT. TD, BTM, SJK period 06 th – 12 th November 2023	
5.	Inputting container data on unloading ships	
6.	Uploading and printing summary of transportation of slip report in SAP	
7.	Sign the daily heavy equipment inspection checklist PT. SAK, and SBP for the period 06 th – 12 th November 2023	
8.	Signature of vendor and briefing PT. BRC	

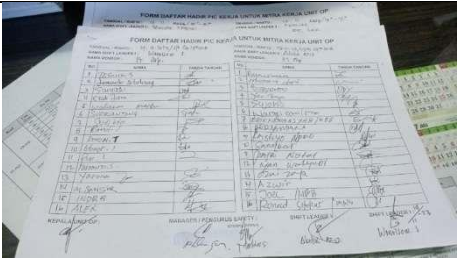

9.	Signature of trailer supply/sturfing heavy equipment inspection report PT. SBP for the period 06 th – 12 th November 2023	
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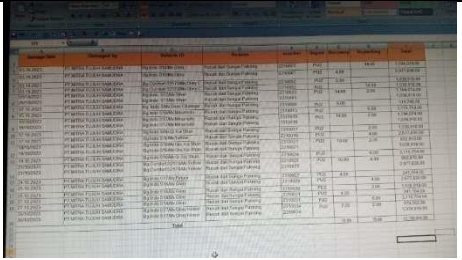

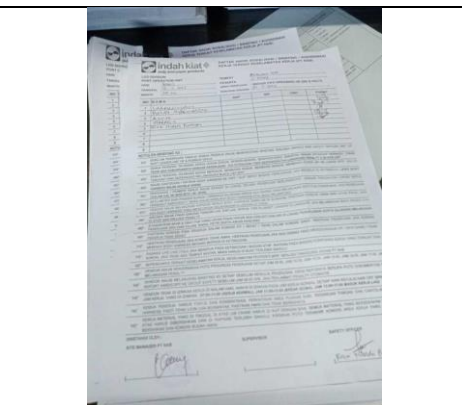
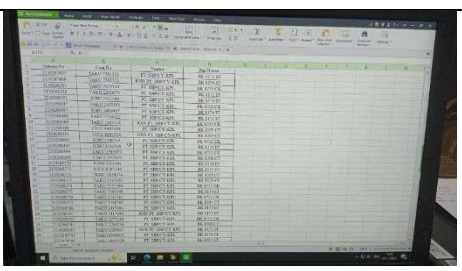
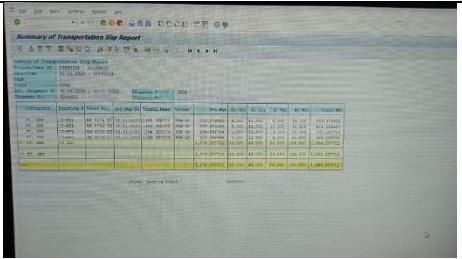
Source: Internship Documentation, 2023

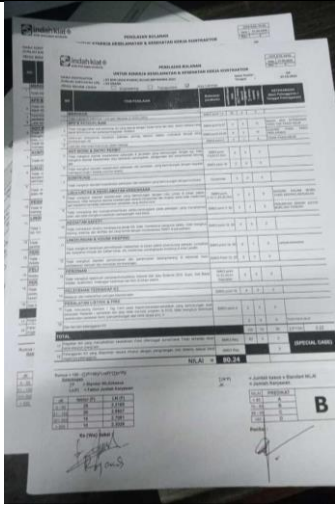
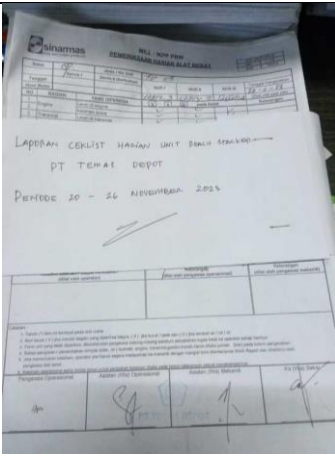

Agenda of activities of the Twelfth Week


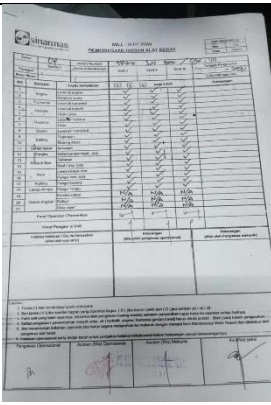

(November, 20th – 24th 2023)

Table 3.30 Agenda of activities of the Twelfth Week (Continued)

No	Description	The picture of activity
1.	Vendor Briefing signature	
2.	Data collection on the attendance list for K3 meeting socialization	

3.	Data entry "Description of damage repair cost"	
4.	Signature Daily inspection of heavy equipment PT. BTM and SAK, period 13 th - 19 th November 2023	
5.	Archiving briefing attendance list PT. NAB.	
6.	Inputting ship container data	
7.	Uploading and printing summary of Transportation Slip report in SAP	

8.	Archiving of Contractor's K3 monthly assessment	
9.	Signature of daily inspection of heavy equipment PT. TD period 13 th – 19 th November 2023	
10.	Archiving attendance list for K3 meeting socialization	

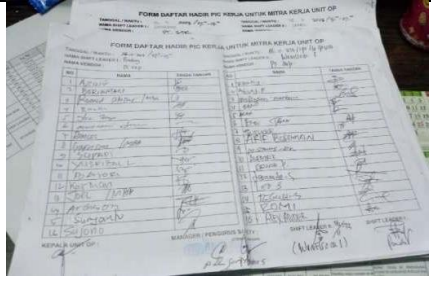
11.	Write a business note returning used goods	
12.	Signature Daily inspection of heavy equipment PT. SJK period: 13 th – 19 th November 2023	
13.	Signature Daily inspection of heavy equipment PT. SBP period: 13 th – 19 th November 2023	





Source: Internship Documentation, 2023


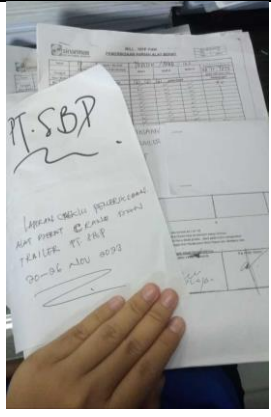

Agenda of activities of the Thirteenth Week

(November, 27th – 01st December 2023)

Table 3.31 Agenda of activities of the Thirteenth Week (Continued)

No	Description	The picture of activity
1.	Vendor Briefing signature	

2.	Learn and put on the HO mask	
3.	Signature of daily inspection of heavy equipment PT. BTM, period: 20 th – 26 th November 2023	
4.	Signature Daily inspection of heavy equipment PT. TD & SJK, period: 20 th – 26 th November 2023.	
5.	Write invoice letters and tax invoices	-
6.	Sorting and combining files for loading and unloading training at the port	

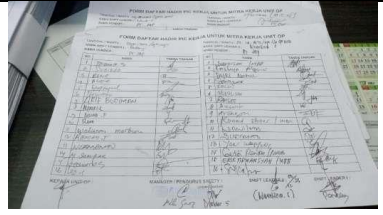
7.	Signature Daily inspection of heavy equipment PT. SAK, period: 20 th – 26 th November 2023.	
8.	Signature of heavy equipment daily inspection report PT. SBP, period: 20 th – 26 th November 2023.	
9.	Fill out the loading and unloading training checklist	

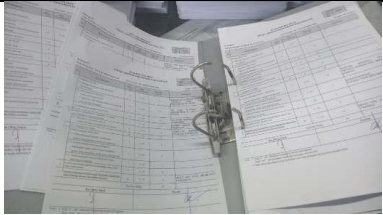
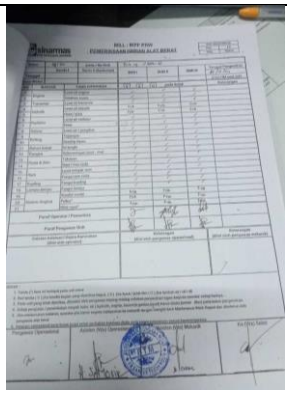
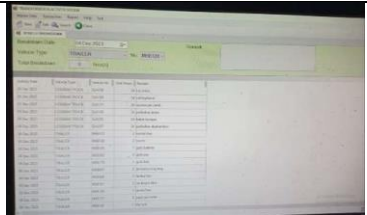

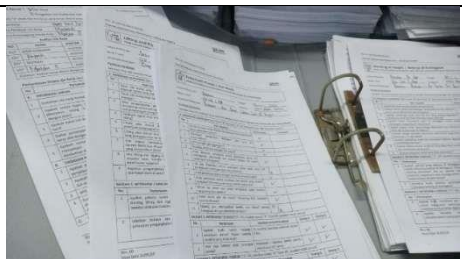
Source: Internship Documentation, 2023

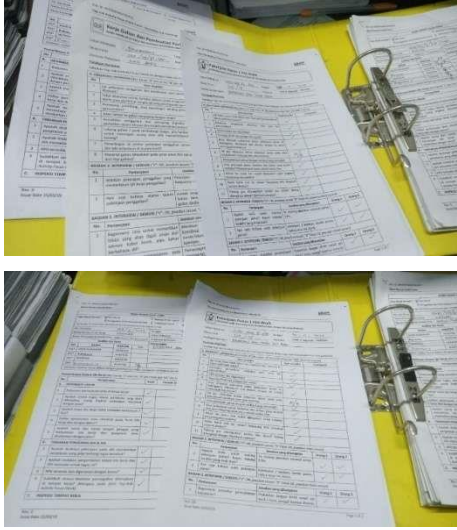
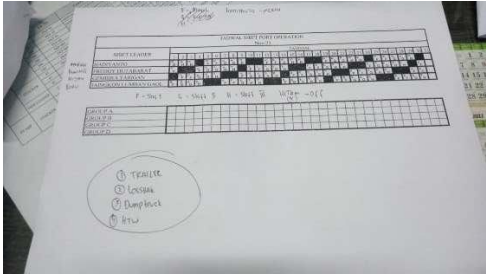

Agenda of activities of the Fourteenth Week

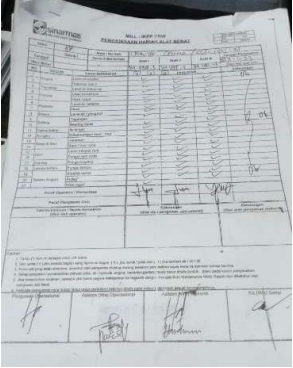
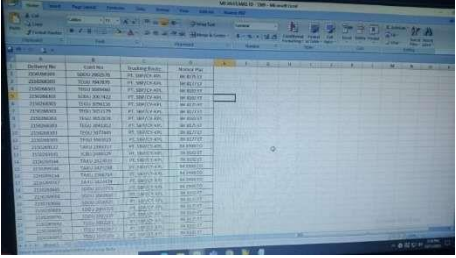
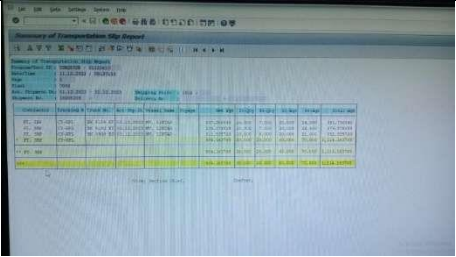
(December 04th – 08th 2023)

Table 3.32 Agenda of activities of the Fourteenth Week (Continued)

No	Description	The picture of activity
1.	Vendor Briefing signature	

2.	Archiving vendor files "Monthly evaluation of contractor's environmental performance, monthly assessment of Contractor's K3.	
3.	Daily inspection report of heavy equipment PT. BTM period: 27 th – 03 rd December 2023.	
4.	Input data into the "APP center" system, namely the activity transportation system.	
5.	Daily inspection report of heavy equipment PT. TD and SAK	
6.	Filing of PT. SBP, SJK, SAK files "Lifting and ringging, Hotwork, trenching	

		
7.	Marking port operation shift schedule Nov 2023	
8.	Daily inspection report of heavy equipment PT. SJK period: 27 th – 03 rd December 2023.	-
9.	Jetty tour "Harbor area - Rasau kuning.	
10.	Daily inspection report of heavy equipment PT. SBP period: 27 th – 03 rd December 2023.	


		
11.	Inputting container data	
12.	Uploading and printing summary of Transportation of Slip report in SAP	

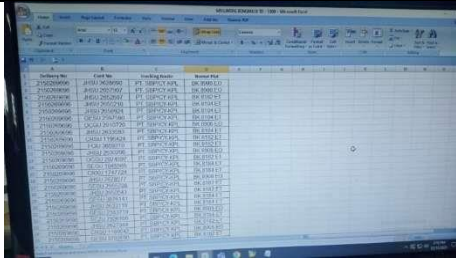
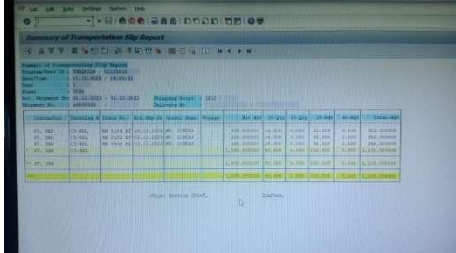



Source: Internship Documentation, 2023

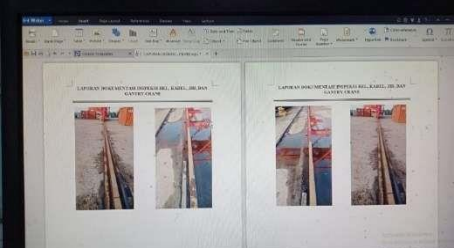

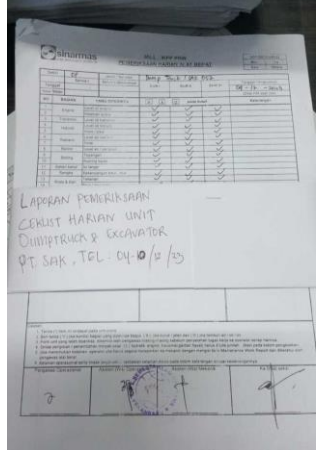

Agenda of activities of the Fifteenth Week


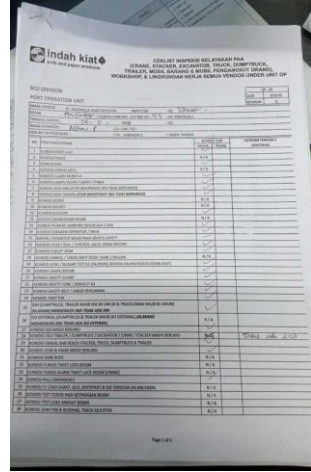
(December 11th – 15th 2023)

Table 3.33 Agenda of activities of the Fifteenth Week (Continued)

No	Description	The picture of activity
1.	Vendor Briefing signature	

2.	Inputting container data on ships	
3.	Uploading and printing summary of Transportation Slip report in SAP	
4.	Daily inspection report of heavy equipment PT. BTM and TD, period: 4 th - 10 th December 2023	
5.	Archiving Master APD files, Safety Checklist, welding checklist before use, PT. SAK in November	
6.	PT.SJK heavy equipment daily inspection report for the period: 4 th - 10 th December 2023.	

7.	Make inspection reports for rails, cables, jib, gantry cranes	
8.	Complete the OP's monthly inspection report checklist	
9.	Daily inspection report of heavy equipment PT. SAK, period: 4 th -10 th December 2023.	
10.	Archiving Master APD files, Safety Checklist, welding checklist before use, PT. SJK in November	


11.	Daily inspection report of heavy equipment PT. SBP, period: 4 th - 10 th December 2023	
12.	Signature of heavy equipment suitability checklist for OP unit (vendor)	


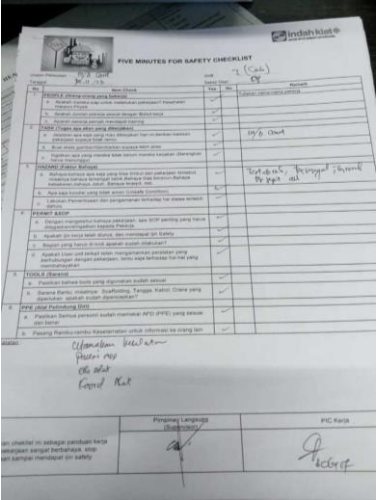
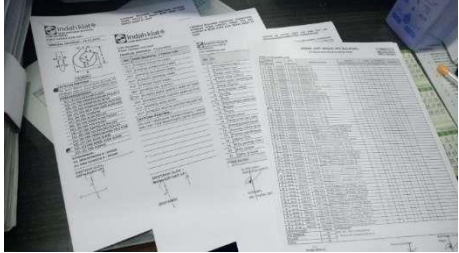

Source: Internship Documentation, 2023


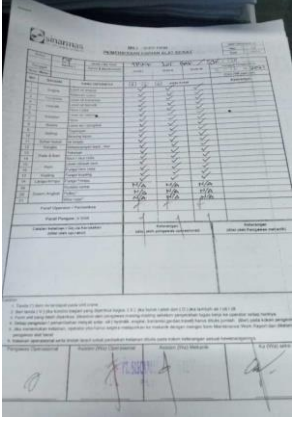
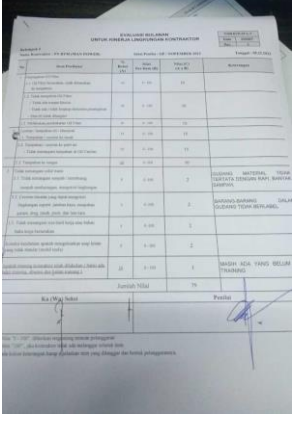
Agenda of activities of the Sixteenth Week

(December 18th – 22nd 2023)

Table 3.34 Agenda of activities of the Sixteenth Week (Continued)

No	Description	The picture of activity
1.	Vendor Briefing signature	

2.	Sorting shift hand over files and OP briefings	
3.	OP's Briefing signature	
4.	Filing monthly files for inspection of hooks, gantry crane wheels, first aid kits, fire extinguishers	
5.	Sign the daily heavy equipment inspection checklist PT. BTM period: 11 th – 17 th December 2023.	



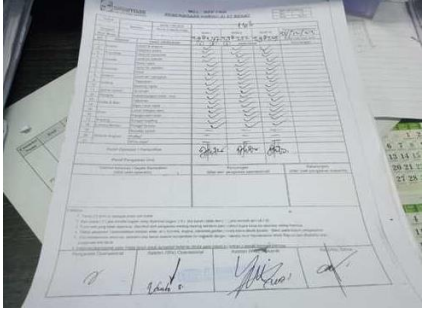
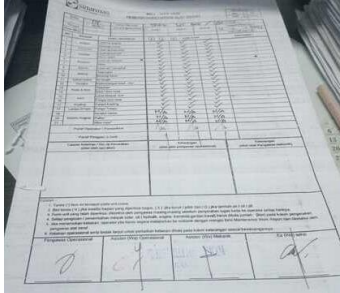
<p>6.</p>	<p>Sign the daily heavy equipment inspection checklist PT. SAK period: 11th – 17th December 2023.</p>	
<p>6.</p>	<p>Signature of heavy equipment daily inspection report PT. SJK period: 11th – 17th December 2023.</p>	
<p>7.</p>	<p>Archiving monthly evaluation files of contractors' environmental performance in December 2023</p>	
<p>8.</p>	<p>Filing of NDT visual inspection files, Gantry inspection checklists, heavy equipment asset inspections PT. IKPP.</p>	<p>-</p>

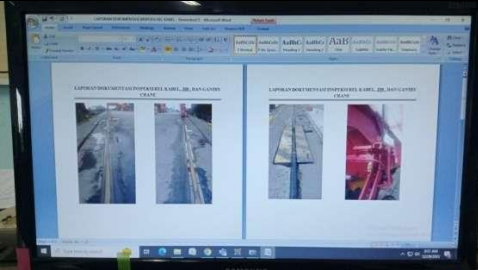

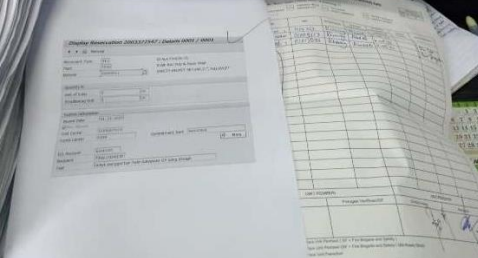
Source: Internship Documentation, 2023

Agenda of activities of the Seventeenth Week

(December 25th – 29th 2023)

Table 3.35 Agenda of activities of the Seventeenth Week (Continued)

No	Description	The picture of activity
1.	Holiday	-
2.	Vendor Briefing signature	
3.	Daily inspection report of heavy equipment PT. BTM period: 18 th – 24 th December 2023.	
4.	Sick	-
5.	Daily inspection report of heavy equipment PT. SBP period: 18 th – 24 th December 2023.	
6.	Daily inspection report of heavy equipment PT. SJK period: 18 th – 24 th December 2023.	


7.	Make inspection documentation reports for rails, cables, jibs, gantry cranes	
8.	Preparation of meeting rooms and photos of training meeting participants	
9.	Data collection on names of safety shoes	



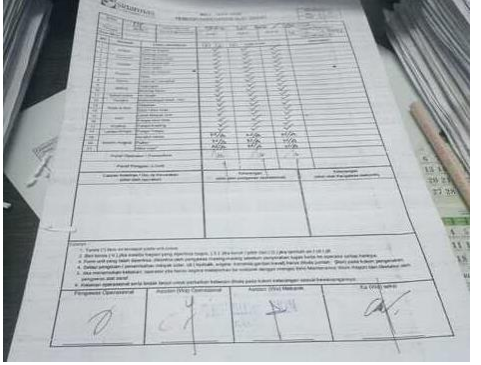
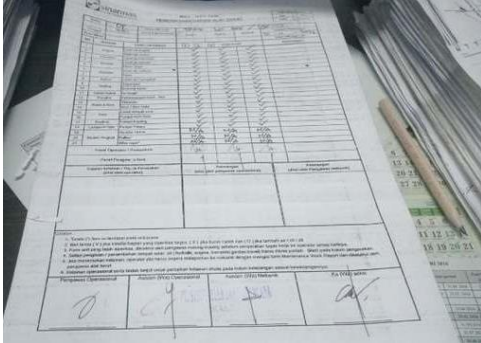
Source: Internship Documentation, 2023

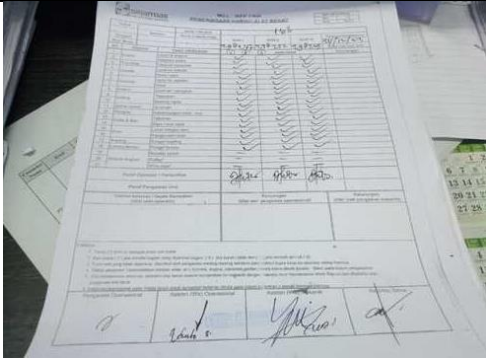


Agenda of activities of the Eighteenth Week

(January 01st – 04th 2024)

Table 3.36 Agenda of activities of the Eighteenth Week (Continued)

No	Description	The picture of activity
1.	HOLIDAY	-
2.	Vendor Briefing signature	

3.	daily inspection report of heavy equipment PT. BTM period: 25 th – 31 th December 2023	
4.	Create a schedule on the Apar tool.	
5.	Daily inspection report of heavy equipment PT. SAK period: 18 th – 24 th December 2023	
6.	Daily inspection report of heavy equipment PT. SJK period: 25 th – 31 st December 2023	
7.	Handing over safety shoes to operators according to data.	-

<p>8.</p>	<p>Daily inspection report of heavy equipment PT. SBP date: 25th – 31st December 2023.</p>	
<p>9.</p>	<p>Create inspection documentation reports for rails, cables, jibs and gantry cranes.</p>	
<p>10.</p>	<p>Farewell to the OP unit</p>	

Source: Internship Documentation, 2024

Daily Logbook

No	Tanggal	Nama	Instansi	Detail	Uraian	Status
503	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Deci Cahya Ningih	55420000 - HPH/Hubung	safety training induction	Selesai
504	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Deci Cahya Ningih	55420000 - HPH/Hubung	safety training induction	Selesai
505	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Nur Aisyah	55420000 - HPH/Hubung	safety training induction	Selesai
506	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	safety training induction	Selesai
507	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Devi Susanti	55420000 - HPH/Hubung	safety training induction	Selesai
508	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Ryandri Rahmadi Puj	55420000 - HPH/Hubung	safety training induction	Selesai
509	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Devi Susanti	55420000 - HPH/Hubung	safety training induction	Selesai

No	Tanggal	Nama	Instansi	Detail	Uraian	Status
510	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Devi Susanti	55420000 - HPH/Hubung	Meeting presentation and Transfer of work unit	Selesai
511	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Devi Susanti	55420000 - HPH/Hubung	Pembagian helm, id card & laptop ecop	Selesai
512	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Nur Aisyah	55420000 - HPH/Hubung	Pembagian Safety boots, G-Card dan pembagian tempat kerja	Selesai
513	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Hani Hani	55420000 - HPH/Hubung	Hubung dengan internal company data input, and onthing	Selesai
514	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Ayunda Nuraini Putri	55420000 - HPH/Hubung	penyusunan data safety training (data) dan penempatan tempat pki	Selesai
515	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	1. Menbegin helm & G card. 2. Pembagian penempatan detail kerja	Selesai
516	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Devi Susanti	55420000 - HPH/Hubung	Pembagian id card & Helm Stempel Invoice & SAP Invoice	Selesai
517	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Hani Hani	55420000 - HPH/Hubung	Safety training induction	Selesai

No	Tanggal	Nama	Instansi	Detail	Uraian	Status
494	Kamis, 7 September 2023	FANUSA S.FA, S.Pd, M.Pd	Ryandri Rahmadi Puj	55420000 - HPH/Hubung	mengedit dan menginput data PDI dan SAP	Selesai
495	Kamis, 7 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	Pengisian data pembelian berdasarkan memo, tanggal & hari	Selesai
496	Kamis, 7 September 2023	FANUSA S.FA, S.Pd, M.Pd	Hani Hani	55420000 - HPH/Hubung	loading VR (Excel Booking instructions) and Pre-shipment Documents	Selesai
497	Senin, 4 September 2023	FANUSA S.FA, S.Pd, M.Pd	Ryandri Rahmadi Puj	55420000 - HPH/Hubung	menginput data ke dan file	Selesai
498	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Nur Aisyah	55420000 - HPH/Hubung	Laminating G-Card for Vehicle ID	Selesai
499	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	1. Menribat pembelian bahan Duffel kaporal (sisa DPO) dan PDI pembelian Pabrikasi/Perbaikan	Selesai
500	Senin, 4 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Deci Cahya Ningih	55420000 - HPH/Hubung	SAP Invoice, nginput shipment plans, nginput invoice, vehicle document	Selesai
501	Senin, 4 September 2023	PRATI RIANSI, S.Pd, M.Ed	Devi Susanti	55420000 - HPH/Hubung	Input data & pengisian	Selesai

No	Tanggal	Nama	Instansi	Detail	Uraian	Status
470	Senin, 11 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	Memperbaiki form Internal Inspektur, penandaan/pengisian laporan inspektur dan laporan weekly report	Selesai
471	Senin, 11 September 2023	PRATI RIANSI, S.Pd, M.Ed	Devi Susanti	55420000 - HPH/Hubung	Scan, monitoring input data, update, update abstrak	Selesai
472	Senin, 11 September 2023	FANUSA S.FA, S.Pd, M.Pd	Hani Hani	55420000 - HPH/Hubung	Sending Company Document to Ben Ouzel and preparing shipping file for Stockists and Create clients	Selesai
473	Senin, 11 September 2023	PRATI RIANSI, S.Pd, M.Ed	Nur Aisyah	55420000 - HPH/Hubung	Scanning, Photocopying, verify, sorting, stamp and input data in ICS	Selesai
474	Senin, 11 September 2023	FANUSA S.FA, S.Pd, M.Pd	Hani Hani	55420000 - HPH/Hubung	Sending ekspor documents to Nigeria by SOP	Selesai
475	Senin, 11 September 2023	PRATI RIANSI, S.Pd, M.Ed	Devi Susanti	55420000 - HPH/Hubung	Scan, TC, update TTD, input data, update unit monitoring DPM	Selesai
476	Senin, 11 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Deci Cahya Ningih	55420000 - HPH/Hubung	verification container yard operational unit, input data HSSAC	Selesai
477	Senin, 11 September 2023	MAHAMMAD RIDWA OUNAWAL S.S., M.Hum	Jessica Christine Sigitan	55420000 - HPH/Hubung	Scan & memisah serta menginput	Selesai

no	nama	tanggal	lokasi	deskripsi	status
454	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Jessica Christine Singhan	Uraian Tenda Hangar, Clog, FC, Peralatan/organisasi Dokter Hoki, pemeriksaan lambung ke mps, Memeriksa
456	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Input data di HTS/CS, Print Payment Application
458	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540007 - Wiyanda Rahma Putri	Bekap isea tomo
457	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Nur Aisyah	Verify details of the cargo, checking the vehicle plate and number of PO
458	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Hani Hakimullah	Learning Invoical Document
459	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Jessica Christine Singhan	Pemeriksaan, Menggandor nama Hap, Menghitung Surat
460	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Mentoring, summary, informasi, laporan, arsip
461	Karna, 14 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Nur Aisyah	Checking and verify container yard operational unit

no	nama	tanggal	lokasi	deskripsi	status
439	Raka, 20 September 2023	19/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Verification Invoice Res, SAP Invoice, Print Shipping Schedule
439	Raka, 20 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Mentoring HCL, PPT, SCAN
440	Raka, 20 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540007 - Wiyanda Rahma Putri	Input data ke sistem dokumen, cek dokumen
441	Raka, 20 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Hani Hakimullah	Making shiger documents for Spain client
442	Raka, 20 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Jessica Christine Singhan	Menghitung, Pemeriksaan, Memeriksa ke mps, Tenda Hangar, Form, Me-aron
443	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Input data di HTS/CS, Print Shipment Plan, Verification Close TP, Stamp Invoice
444	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Mentoring HCL, update dokumen, TTD, PAB, laporan, scan
445	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Nur Aisyah	Verify trucking fare data and check every invoice for to be scanned

no	nama	tanggal	lokasi	deskripsi	status
470	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540007 - Wiyanda Rahma Putri	cek, menginput, memeriksa, scan barcode, cap data, dan uploading produk
471	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	verification on invoice Res, input data di HTS/CS
470	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Wiyanda Rahma Putri	cek invoice PO, Btl plot modul, cap dokumen modul
471	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Nur Aisyah	Checking email verification data
472	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Hani Hakimullah	Preparing Pre-Shipment Doc and VBI
473	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Input data ke sistem laporan, scan barcode, enter barcode dan arsip barcode
474	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Jessica Christine Singhan	Mentoring & mentee
475	Ajmal, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Input data di HTS/CS, SAP INVOICE

no	nama	tanggal	lokasi	deskripsi	status
446	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Hani Hakimullah	Continuing summarize the Photo Del material Document
447	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540007 - Wiyanda Rahma Putri	input dan cek data sistem, mtl, scan data
448	Selena, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Jessica Christine Singhan	Inventory, Memeriksa & Menggandor nama mps, Me-aron, Beker, menginput update dokumen
449	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	Stampal Invoice, verification (daftar laporan-Biaya OPP)PT
450	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Nur Aisyah	Summarize cost/charge costs in spreadsheet, verify trucking fare data and input invoice in ICE
451	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540007 - Wiyanda Rahma Putri	Wkap (jasa tomo input data, cek PSA)
452	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Dico Cahyo Ningsih	HCL, Arsip, SCL, input PAB, update dokumen
453	Sarah, 18 September 2023	18/09/2023	08004 - MUHAMMAD RIZKA DUNAWANA, S.S., M.HUM	05540000 - Hani Hakimullah	Summarizing material and Pick up the printer

426	Jumat, 25 September 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Input HCL dan arsip
427	Rabu, 27 September 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Nur Aliyah	Invoice
428	Rabu, 27 September 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Zeta Cahya Ningsih	Input data of HPGALS, verified rekap together pengangkutan tissue
429	Rabu, 27 September 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420007 - Wyanza Nurrisya Putri	Salin vegetal, training statement cost, IC3 dan HPS
430	Rabu, 27 September 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Monitoring, menginput dan arsip, fr
431	Rabu, 27 September 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Learning step to make Pre-shipment document and making weekly report
432	Rabu, 27 September 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420003 - Anissa Christine Siglon	TID, pengemasan, fr
433	Rabu, 27 September 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Dico Cahya Ningsih	Input data of HPGALS

302	Rabu, 4 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Dico Cahya Ningsih	input data of TMS, upload invoice number, input data HPGALS
303	Rabu, 4 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420007 - Wyanza Nurrisya Putri	Input IC3, print data payment, menagihing boni customer
304	Rabu, 4 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420003 - Anissa Christine Siglon	TID
305	Rabu, 4 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Monitoring, Docx, input data dan arsip
306	Rabu, 4 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Pick up and deliver paper stock from PT to branch offices
307	Senin, 3 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Nur Aliyah	Invoice
308	Senin, 3 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Dico Cahya Ningsih	input data of TMS, input data of HPGALS, Dtempel Product
309	Senin, 3 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420007 - Wyanza Nurrisya Putri	menagihing boni, buat together, copy dokumen bank to verified rekap payment, upload invoice

300	Senin, 3 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Monitoring, input, arsip
301	Senin, 3 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420003 - Anissa Christine Siglon	TID, Menitah&TMS, bermarkas
302	Senin, 3 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Preparing Report document Tissue Product to USA
303	Senin, 3 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Nur Aliyah	Invoice
304	Senin, 2 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Dico Cahya Ningsih	Print Payment Application, verified arsip jinis boning (sangat)input, input data of HPGALS
305	Senin, 2 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420007 - Wyanza Nurrisya Putri	input data IC3 dan HPS, verifikasi TMS, menagihing boni
306	Senin, 2 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Document preparation for client of Bask
307	Senin, 1 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Monitoring, DOPARC, berkas secara HCL, training

308	Senin, 9 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Dedy Susanti	Monitoring, input, konfirmasi, dan berlipir
309	Senin, 9 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420008 - Dico Cahya Ningsih	input data shipment cost, verification invoice file
310	Senin, 9 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Preparing shipment document for Sri Lanka client
311	Senin, 9 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420003 - Anissa Christine Siglon	TID, Pengemasan, data
312	Jumat, 6 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Nur Aliyah	Invoice
313	Jumat, 6 Oktober 2023	18718320230204 - Prati Rinto, S.Pi, M.Ed	950420003 - Nur Aliyah	Checking and Scanning Invoice file
314	Jumat, 6 Oktober 2023	18880020230208 - FANALISA S.Pi, S.Pi, M.Pi	950420008 - Hani Hakimullah	Making weekly report document
315	Jumat, 6 Oktober 2023	18718320230204 - MUHAMMAD RIZKA DUNAWATI S.S., M.Hum	950420003 - Anissa Christine Siglon	TID, pengemasan dokumen, Pemeriksaan data

No	Tgl	Nama	Instansi	Tempat	Uraian	Status
373	Junet 6 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Devy Susanti	Monitoring and input	
374	Junet 6 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	Verifikasi invoice file	
375	Junet 6 Oktober 2022	WYANDI RAHMING PUTRI	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	verifikasi dokumen invoice atas pengi, mengambatkan kepastian bongkar kapal empty, menghang buan	
376	Karna 5 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420009 - Nur Aisyah	Insuise	
377	Karna 5 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420009 - Devy Susanti	Monitoring kearifan, input data training	
378	Karna 5 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	input data of ICS, verifikasi jema bongkar bongkar/Port First shipment plan	
379	Karna 5 Oktober 2022	WYANDI RAHMING PUTRI	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	menghang buan dan bonas, verifikasi nomor container, input CS dan HTS, verifikasi TMS dan no PO	
380	Karna 5 Oktober 2022	FANALISA S.Fd, S.Pd, M.Pd	FANALISA S.Fd, S.Pd, M.Pd	55420009 - Heri Hendrikus	Checking and learning HS CODE SEA	
381	Karna 5 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420002 - Titi Ngiparti	ITD ngiparti	

382	Seksa 10 Oktober 2022	WYANDI RAHMING PUTRI	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	menghang bonas, cek pastornis, membaut together	
383	Seksa 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Nur Aisyah	Working on invoice Documents	
384	Seksa 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Devy Susanti	Monitoring input	
385	Seksa 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	Input data of HTS/ICS, input data shipment cost, Verification invoice file	
386	Seksa 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420002 - Jessica Christine Slogan	ICS & PC TID	
387	Seksa 10 Oktober 2022	FANALISA S.Fd, S.Pd, M.Pd	FANALISA S.Fd, S.Pd, M.Pd	55420009 - Heri Hendrikus	Understanding type of eksport document (monitoring by mentri)	
388	Seksa 10 Oktober 2022	FANALISA S.Fd, S.Pd, M.Pd	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	Input HTS/verifikasi TMS, verifikasi no PO, scan data faktor pajak	
389	Seksa 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Nur Aisyah	Working on invoice Documents	

349	Karna 12 Oktober 2022	FANALISA S.Fd, S.Pd, M.Pd	FANALISA S.Fd, S.Pd, M.Pd	55420009 - Heri Hendrikus	Preparing eksport document for Nigeria's client	
350	Karna 12 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Nur Aisyah	Working on Invoice Documents	
351	Raha 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	input data of HTS/ICS, verification invoice file	
352	Raha 10 Oktober 2022	WYANDI RAHMING PUTRI	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	cek PO pastornis, verifikasi PO, create engagement cost, scan dokumen	
353	Raha 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Devy Susanti	Monitoring review input	
354	Raha 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Nur Aisyah	Working on Invoice Documents	
355	Raha 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Heri Hendrikus	making resume about import eksport section and send it to public relation	
356	Raha 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420002 - Jessica Christine Slogan	TID dokumen	

333	Seksa 17 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Devy Susanti	Monitoring kearifan dan input	
334	Seksa 17 Oktober 2022	HERI HENDRIKUS	FANALISA S.Fd, S.Pd, M.Pd	55420000 - Heri Hendrikus	learning how to make attachment data on ir legal	
335	Raha 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	input data of return bill transportation report system, input data of awal invoice OMS/IT	
336	Seksa 10 Oktober 2022	WYANDI RAHMING PUTRI	FANALISA S.Fd, S.Pd, M.Pd	55420007 - Wyanda Rahma Putri	upload data URM/PL, verifikasi data ongkir, create nomor STN, update data laporan eksport, input	
337	Seksa 10 Oktober 2022	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420002 - JESSICA CHRISTINE SLOGAN	TID pengesahan	
338	Seksa 10 Oktober 2022	HERI HENDRIKUS	Prati Riana, S.Pd, M.Ed	55420003 - Devy Susanti	monitoring dan input	
339	Seksa 10 Oktober 2022	FANALISA S.Fd, S.Pd, M.Pd	FANALISA S.Fd, S.Pd, M.Pd	55420009 - Heri Hendrikus	Sending package from eksport import section to port	
340	Junet 10 Oktober 2022	WYANDI RAHMING PUTRI	MAHAMMAD RIDWA DUNAWATI S.S, M.Hum	55420009 - Dea Cahya Rengih	Verification invoice MF, Training into order ICS, input data of HTS/ICS	

341	Jumat, 10 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13 pengemasan
342	Jumat, 10 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	cek PO performo, verifikasi PO, create shipment cost, scan dan verifikasi dokumen, fit dan korban
343	Jumat, 10 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	Monitoring input orang
344	Jumat, 10 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	Preparing document for Australia client and pickup new uniform for Probidel's employees
345	Kamis, 12 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	isi
346	Kamis, 12 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430008 - Daa Uchyu Hinguh	Print shipment plan, input data di HTS&CS, verification Future Agency
347	Kamis, 12 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	cek PO performo, verifikasi PO, create shipment cost, menhang tunggama, verifikasi jabat
348	Kamis, 12 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	isi

325	Rabu, 18 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	Monitoring dan input
326	Rabu, 18 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430008 - Daa Uchyu Hinguh	input data di HTS&CS, scanning invoice files, Print Shipment Plan, verification barang highway angge
327	Rabu, 18 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	verifikasi PO, cek performo awal/papan, update data input, isi dan HTS, veri tabe
328	Rabu, 18 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13 pengemasan
329	Rabu, 18 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	Continuing to learn about attachment document on v input
330	Sabtu, 17 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430008 - Daa Uchyu Hinguh	input data di HTS&CS, Verification D0110, W D036
331	Sabtu, 17 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	update dan update data, cnp dokumen
332	Sabtu, 17 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13 kegiatan Audit

317	Jumat, 20 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13 pengemasan, fit
318	Jumat, 20 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	Continuing to learn about submission data on V-sagal
319	Kamis, 19 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430008 - Daa Uchyu Hinguh	verifikasi ulang kegiatan pengangkutan ekspor, Print shipment plan
320	Kamis, 19 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	input data HTS, verifikasi TMS, update report HTS
321	Kamis, 19 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	Monitoring input dan menpikan
322	Kamis, 19 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13
323	Kamis, 19 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	learning making submission data on V-sagal
324	Kamis, 19 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	Monitoring input

303	Rabu, 25 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13, membuat laporan, Mengeja laporan
302	Rabu, 25 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	learn how to create P2B Documents
301	Sabtu, 24 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430007 - Wynanda Rahmawati	verifikasi dokumen performo, create shipment, verifikasi dokumen entry
304	Rabu, 24 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430003 - Desy Susanti	Monitoring awal update
305	Sabtu, 24 Oktober 2023	9167981000000004 - Prati Ratu, S.Pd., M.Ed	956430009 - Har Alayan	95 invoice task
306	Sabtu, 24 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430008 - Daa Uchyu Hinguh	input data shipment cost, input data HTS&CS, Print Shipment plan, Scanning future agency
307	Sabtu, 24 Oktober 2023	9179810000000004 - MUHAMMAD RIDHA GUNAWAN S.S., M.Hum	956430002 - Jessica Christine Sigalan	T13, membuat laporan
308	Sabtu, 24 Oktober 2023	9189950000000009 - FANALISA S.F.A., S.Pd., M.Pd	956430006 - Haris Hekmullah	indonesiaing pabean document

No	Tgl	Nama	NIK	Instansi	Uraian	Status
309	Senin, 23 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	984203027	Widyadik Bahariya Putri	scan dokumen jaskarima, verifikasi dokumen summary of transportation slip report	
310	Senin, 23 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring and input	
311	Senin, 23 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203029	Nur Aisyah	di Invoice teka	
312	Senin, 23 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203028	Dea Cahya Ningsih	input of input data shipment cost, input HT&ACS, verification invoice file, Print the Close TP	
313	Senin, 23 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203022	Jessica Christine Sigitan	TTS membuat berkas, scan & fo	
314	Senin, 23 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203026	Harti Harkimuliah	making shipment document for client of Iraq and Chad's Rice	
315	Jumat, 20 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	di	
316	Jumat, 20 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring, membuat tabel input	

No	Tgl	Nama	NIK	Instansi	Uraian	Status
317	Jumat, 27 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	menyaring barang, list jaskarima, create shipment cost, menyalung container	
318	Jumat, 27 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring and input	
319	Jumat, 27 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203029	Nur Aisyah	di Invoice teka	
320	Jumat, 27 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203028	Dea Cahya Ningsih	upload data of IM, input data of invoice, verification invoice file	
321	Jumat, 27 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203026	Harti Harkimuliah	Grouping document shipment plan for container	
322	Jumat, 27 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203022	Jessica Christine Sigitan	membuat berkas, scan dokumen, TTS	
323	Kamis, 26 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	verifikasi billing payment, input TMS, create shipment, cek jaskarima pdf/paper	
324	Kamis, 26 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring, erap and upload	

No	Tgl	Nama	NIK	Instansi	Uraian	Status
325	Kamis, 26 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203029	Nur Aisyah	di Invoice teka	
326	Kamis, 26 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203028	Dea Cahya Ningsih	Verification Invoice file, input data of HT&ACS, Upload TMS, Print Shipment Plan	
327	Kamis, 26 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203022	Jessica Christine Sigitan	TTS pengarsipan	
328	Kamis, 26 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203026	Harti Harkimuliah	Continuing learning how to make P&B Documents	
329	Rabu, 25 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	verifikasi billing payment, verifikasi di, scan dokumen invoice	
330	Rabu, 25 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring, konfirmasi erap, and input	
331	Rabu, 25 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203029	Nur Aisyah	di Invoice teka	
332	Rabu, 25 Oktober 2023	Muhammad Ridwan, S.Pd, M.Hum	954203028	Dea Cahya Ningsih	input data shipment cost, verification invoice file, print data of ICE, Print PA	

No	Tgl	Nama	NIK	Instansi	Uraian	Status
333	Rabu, 1 November 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	update nomor URL, input ICE dan HT&ACS, verifikasi TMS, menyalung motorol	
334	Rabu, 1 November 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring, input, konfirmasi	
335	Rabu, 1 November 2023	Muhammad Ridwan, S.Pd, M.Hum	954203022	Jessica Christine Sigitan	TTS Penalaran norma	
336	Rabu, 1 November 2023	FAHAUSA EFA, S.Pd, M.Pd	954203026	Harti Harkimuliah	Preparing P&B documents	
337	Rabu, 1 November 2023	Muhammad Ridwan, S.Pd, M.Hum	954203028	Dea Cahya Ningsih	Verification Invoice file input data of HT&ACS, Payment application, Scanning future agency	
338	Senin, 30 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203029	Nur Aisyah	invoice	
339	Rabu, 30 Oktober 2023	FAHAUSA EFA, S.Pd, M.Pd	954203027	Widyadik Bahariya Putri	shipment trucking, shipment cost, cek PO jaskarima, create job	
340	Rabu, 30 Oktober 2023	Pratiwi Retno, S.Pd, M.Ed	954203023	Desy Susanti	Monitoring, input dan erap	

No	Tgl	Uraian	Uraian	Uraian
277	Senin, 30 Oktober 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS
278	Senin, 30 Oktober 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Archiving HR documents
279	Senin, 30 Oktober 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	Verification container yard operations, input data of HTS/CS, verification invoice file
280	Senin, 30 Oktober 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice
281	Senin, 30 Oktober 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042007 - Wiyanda Rahma Putri	menghitung bon container, shipment cost, shipment tracking
282	Senin, 30 Oktober 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042005 - Desy Suwanti	Monitoring dan arsip
283	Senin, 30 Oktober 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS, belajar, mengupdate kelas penelitian
284	Senin, 30 Oktober 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Archiving HR documents

No	Tgl	Uraian	Uraian	Uraian
283	Senin, 6 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice
284	Senin, 6 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Checking laporan HR documents
285	Jumat, 3 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	input data di HTS/CS, verification invoice file
286	Jumat, 3 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice
287	Jumat, 3 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042007 - Wiyanda Rahma Putri	menghitung bon scaling toilet
288	Jumat, 3 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042005 - Desy Suwanti	Monitoring keefektifan, Upkeep and input
289	Jumat, 3 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS, membuat surat
290	Jumat, 3 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Classifying HR documents

No	Tgl	Uraian	Uraian	Uraian
289	Rabu, 3 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	Shipment plan for container, verification shipment plan, input data of HTS/CS, verification invoice
290	Rabu, 3 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice
291	Rabu, 3 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042007 - Wiyanda Rahma Putri	menghitung material input K3 dan HTS, verifikasi TMS
294	Rabu, 3 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042005 - Desy Suwanti	Monitoring keefektifan, input
295	Rabu, 3 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS, membuat berkas
296	Rabu, 3 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Classifying HR documents
297	Rabu, 1 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	Verification invoice file, input data of HTS/CS, Shipment plan for container
298	Rabu, 1 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice

No	Tgl	Uraian	Uraian	Uraian
227	Rabu, 8 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	input shipment cost, verification invoice file, input data of HTS/CS, advance payment application
238	Rabu, 8 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS, membuat dan pengembangan
239	Rabu, 8 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Desy Suwanti	Monitoring dan input
240	Rabu, 8 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042007 - Wiyanda Rahma Putri	verifikasi TMS, edit FID, update SAP, verifikasi nomor PA, create nomor URM, scan barcode input bills
241	Rabu, 8 November 2023	198703202202004 - Prati Ratri, S.Pd, MEd	19042009 - Nur Aisyah	Invoice
242	Rabu, 8 November 2023	198950202202008 - FANALISA S.F.A, I.Pd, M.Pd	19042006 - Hani Hakimulh	Contributing to classify HR documents
243	Senin, 7 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042008 - Eko Cahya Mengh	Verification invoice file, input shipment cost, shipment plan for container
244	Senin, 7 November 2023	197813202202004 - MUHAMMAD RIDHA DUNAWAN S.S., M.Hum	19042002 - Jessica Christine Sugiyan	TIS, membuat dan pengembangan

No	Tgl	Nama	Instansi	Uraian	Status
245	Selasa, 7 November 2022	Prati Raha, S.Pd, MEd	95420000 - Dayi Susanti	Monitoring konfirmasi input	
246	Sabtu, 7 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420001 - Wiyanda Rahma Putri	verifikasi TMS, create UTM/ barcode create nomor PA	
247	Sabtu, 7 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	invoice	
248	Sabtu, 7 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Classifying PIB documents	
249	Sabtu, 8 November 2022	Prati Raha, S.Pd, MEd	95420000 - Dayi Susanti	ibm	
250	Sabtu, 8 November 2022	Muhammad Nisa	95420008 - Doo Cahya Ningsih	verification invoice file, input data of ins & kcs, shipment cost	
251	Sabtu, 8 November 2022	Muhammad Nisa	95420000 - Jessica Christine Singih	Pengalangan	
252	Sabtu, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420007 - Wiyanda Rahma Putri	menghitung boni berdasarkan bongkar-muat	

228	Senin, 8 November 2022	Muhammad Nisa	95420000 - Jessica Christine Singih	TTD pengalangan	
222	Senin, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420007 - Wiyanda Rahma Putri	verification payment, shipment cost, ask no po pulp/ paper	
223	Senin, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Learning how to make PIB Documents	
224	Senin, 8 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	Invoice	
226	Jumat, 8 November 2022	Muhammad Nisa	95420008 - Doo Cahya Ningsih	shipment plan for container, upload invoice in itss, scanning future agency, input data of itss	
226	Jumat, 8 November 2022	Muhammad Nisa	95420000 - Jessica Christine Singih	TTD pengalangan	
227	Jumat, 8 November 2022	Prati Raha, S.Pd, MEd	95420000 - Dayi Susanti	input	
228	Jumat, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420007 - Wiyanda Rahma Putri	input PIB, create logsheet, input KCS dan HTS, verifikasi TMS	

229	Jumat, 8 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	Invoice	
230	Jumat, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Archiving PIB documents that has been checked	
238	Kamis, 8 November 2022	Muhammad Nisa	95420008 - Doo Cahya Ningsih	input data of itss/kcs, verification invoice file, verification plan future agency	
232	Kamis, 9 November 2022	Muhammad Nisa	95420000 - Jessica Christine Singih	TTD	
222	Kamis, 9 November 2022	Prati Raha, S.Pd, MEd	95420000 - Dayi Susanti	Monitoring, konfirmasi, input, dan observasi	
234	Kamis, 9 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420007 - Wiyanda Rahma Putri	edit ITSS sistem SAP, verifikasi TMS, create UTM/ barcode, verifikasi invoice	
235	Kamis, 9 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	Invoice	
236	Kamis, 9 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Continuing to classify PIB documents	

205	Kamis, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Classifying PIB documents	
206	Kamis, 8 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	Invoice	
207	Rabu, 8 November 2022	Prati Raha, S.Pd, MEd	95420000 - Dayi Susanti	monitoring dan input	
208	Rabu, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420007 - Wiyanda Rahma Putri	verifikasi PA, verifikasi logsheet bongkar, input ICE dan HTS, verifikasi TMS	
209	Rabu, 8 November 2022	Muhammad Nisa	95420008 - Doo Cahya Ningsih	verification invoice file, input data of HTS/ICE	
210	Rabu, 8 November 2022	Muhammad Nisa	95420000 - Jessica Christine Singih	TTD, pengalangan-situs, upload	
211	Rabu, 8 November 2022	Fawalsa S.Pd, S.Pd, M.Pd	95420006 - Hani Hakimulrah	Classifying PIB documents	
212	Rabu, 8 November 2022	Prati Raha, S.Pd, MEd	95420009 - Nur Aisyah	Invoice	

No	Tgl	Uraian	Revisi	Uraian	Status
203	2023-11-16	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	Monitoring input dan output	
204	2023-11-16	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420007 - Wynanda Rofiqo Putri	menghitung ton berat, verifikasi region TMS, verifikasi logistik ton per energy dan logistik loading	
205	2023-11-16	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	input data di HFMIS, verifikasi invoice files, shipment plan for container	
206	2023-11-16	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420002 - Jessica Christine Sogrop	TTO	
207	2023-11-16	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420006 - Nur Hafidha	Continuing to learn about FIB documents	
208	2023-11-16	188791202203004 - Prati Rato, S.Pi, M.Si	95420009 - Nur Aisyah	invoice	
209	2023-11-16	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	input output	
210	2023-11-16	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	verification invoice files, input data di HFMIS, update invoice no for shipment plan for container	

No	Tgl	Uraian	Revisi	Uraian	Status
197	2023-11-17	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	input antar berkes berdasarkan cek	
198	2023-11-17	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420002 - Jessica Christine Sogrop	TTO, Pengumpulan data, upload	
199	2023-11-17	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420006 - Nur Hafidha	Checking the loading vessel	
200	2023-11-17	188791202203004 - Prati Rato, S.Pi, M.Si	95420009 - Nur Aisyah	invoice	
201	2023-11-16	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	Monitoring dan input	
202	2023-11-16	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420007 - Wynanda Rofiqo Putri	verifikasi TMS, input ICL, cek PO pack/ paper, input HTE	
203	2023-11-16	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	verification invoice files, input data di HFMIS, shipment plan for container	
204	2023-11-16	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420002 - Jessica Christine Sogrop	TTO	

No	Tgl	Uraian	Revisi	Uraian	Status
193	2023-11-20	188791202203004 - Prati Rato, S.Pi, M.Si	95420002 - Jessica Christine Sogrop	TTO, pengumpulan data, penentuan nama	
194	2023-11-20	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	Monitoring input dan output	
195	2023-11-20	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420006 - Nur Hafidha	Archiving FIB documents	
196	2023-11-20	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420007 - Wynanda Rofiqo Putri	verifikasi invoice, TMS, input data TMS	
197	2023-11-20	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	input data di HFMIS, input shipment cost, shipment plan for container, verification invoice files	
198	2023-11-20	188791202203004 - Prati Rato, S.Pi, M.Si	95420009 - Nur Aisyah	invoice	
199	2023-11-20	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	Monitoring dan input	
200	2023-11-20	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420007 - Wynanda Rofiqo Putri	im	

No	Tgl	Uraian	Revisi	Uraian	Status
191	2023-11-23	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	invoice	
192	2023-11-23	188791202203004 - Prati Rato, S.Pi, M.Si	95420009 - Nur Aisyah	invoice	
193	2023-11-23	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420002 - Jessica Christine Sogrop	TTO, pengumpulan, Pengumpulan data, upload data	
194	2023-11-23	188791202203004 - Prati Rato, S.Pi, M.Si	95420003 - Desy Susanti	Monitoring dan input	
195	2023-11-23	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420006 - Nur Hafidha	Archiving FIB documents	
196	2023-11-23	188800000000000 - FANUSA E.F.A, S.Pi, M.Pi	95420007 - Wynanda Rofiqo Putri	input data TMS, data tracking, data invoice	
197	2023-11-23	188791202203004 - Prati Rato, S.Pi, M.Si	95420009 - Nur Aisyah	invoice	
198	2023-11-23	0781202203004 - MUHAMMAD RIZKA GUNAWAN S.S, M.Hum	95420008 - Desi Cahya Ningsih	input shipment cost, input data di HFMIS, verifikasi invoice files, upload invoice no for	

No	Tgl	Uraian	Uraian	Uraian
87	Kamis, 23 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Nur Aisyah	Invoice
84	Kamis, 23 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040008 - Hani Harkimulati	Archiving PIR documents that has been checked
86	Kamis, 23 November 2023	9898030000000010 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	Invoice
86	Kamis, 23 November 2023	97610202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040008 - Deyi Coryo Ningsih	Invoice
87	Rabu, 22 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Jessica Christine Slegan	TTO pengemasan
86	Rabu, 22 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Monitoring dan input
89	Kamis, 23 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040006 - Hani Harkimulati	Classifying PIR documents
89	Rabu, 22 November 2023	9898030000000010 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	Verifikasi TMS, create new shipment, input produc robot dan HTI

No	Tgl	Uraian	Uraian	Uraian
88	Jumat, 24 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040009 - Deyi Coryo Ningsih	Invoice
88	Jumat, 24 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Nur Aisyah	Invoice
89	Jumat, 24 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040002 - Jessica Christine Slegan	TTO
88	Jumat, 24 November 2023	9898030000000010 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	edi POI desktop SAP, verifikasi TMS, create UBAI barcode, HTI dan ECI
88	Jumat, 24 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Monitoring, verifikasi, input dan wrap
89	Jumat, 24 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040006 - Hani Harkimulati	Checking transport ship documents for export
89	Kamis, 23 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040002 - Jessica Christine Slegan	TTO, pengemasan, manual nota business pengambilan barang (kaki)
87	Kamis, 23 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Monitoring, input dan wrap

No	Tgl	Uraian	Uraian	Uraian
87	Sabtu, 25 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	Invoice
88	Sabtu, 25 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Nur Aisyah	Invoice
89	Senin, 27 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040008 - Deyi Coryo Ningsih	Invoice
89	Senin, 27 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040002 - Jessica Christine Slegan	TTO, belajar dan monitoring
83	Senin, 27 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040006 - Hani Harkimulati	Classifying PIR documents
82	Senin, 27 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Monitoring dan input
85	Senin, 27 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	Verifikasi TMS, ICC, HTI, shipment cost, barcode
84	Senin, 27 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Nur Aisyah	Invoice

No	Tgl	Uraian	Uraian	Uraian
80	Rabu, 29 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040006 - Hani Harkimulati	Archiving PIR documents
80	Rabu, 29 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Input dan wrap
81	Rabu, 29 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040007 - Wyninda Rotomo Putri	Invoice
82	Rabu, 29 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Nur Aisyah	Invoice
83	Sabtu, 25 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040008 - Deyi Coryo Ningsih	Invoice
84	Senin, 27 November 2023	98790202020004 - MAJAMBAO ROKA DUNAWAN, S.S, M&M	95040002 - Jessica Christine Slegan	TTO
85	Sabtu, 25 November 2023	9898030000000009 - FANUSA F.P.A, S.P.A, M&A	95040006 - Hani Harkimulati	Classifying PIR documents that has been checked before
85	Sabtu, 25 November 2023	98790202020004 - FINEE RIWA, S.P.A, M&A	95040009 - Deyi Sucarli	Monitoring

No	Tgl	Uraian	Revisi	Uraian	Uraian
143	Kamis, 30 November 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice
142	Kamis, 30 November 2022	187610222276094 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Doo Carya Ningsih	Invoice
141	Kamis, 30 November 2022	187610222283204 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Jessica Christine Slogren	TTO
144	Kamis, 30 November 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Filing transport ship document of LMS 2020 (M F35)
145	Kamis, 30 November 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Input dan Amp
146	Kamis, 30 November 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Invoice
147	Rabu, 29 November 2022	187610222276094 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Doo Carya Ningsih	Invoice
148	Rabu, 29 November 2022	187610222283204 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Jessica Christine Slogren	TTO, Menaruh surat, Memberi & menganggarkan

No	Tgl	Uraian	Revisi	Uraian	Uraian
149	Kamis, 30 November 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Invoice
154	Senin, 4 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Invoice
155	Jumat, 1 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice
156	Jumat, 1 Desember 2022	1889020222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Invoice
157	Jumat, 1 Desember 2022	187610222276094 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Doo Carya Ningsih	Invoice
158	Jumat, 1 Desember 2022	187610222283204 - MUHAMMAD NISA GUNAWAN, S.S, M.Hum	155420000	Jessica Christine Slogren	TTO, Menaruh surat
159	Jumat, 1 Desember 2022	1889020222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Filing transport ship document of MMS 2020 (MMS)
160	Jumat, 1 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Input dan training
161	Kamis, 30 November 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice

No	Tgl	Uraian	Revisi	Uraian	Uraian
155	Senin, 5 Desember 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Classifying PIR documents
156	Senin, 5 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Jessica Christine Slogren	TTO, pengumpulan data
157	Senin, 5 Desember 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Invoice
158	Senin, 5 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Doo Carya Ningsih	Invoice
159	Senin, 4 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice
160	Rabu, 4 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Monitoring input dan amp
159	Senin, 4 Desember 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Filing transport ship documents of MMS 2020 (MMS)
160	Senin, 4 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Jessica Christine Slogren	TTO, pengumpulan

No	Tgl	Uraian	Revisi	Uraian	Uraian
161	Rabu, 6 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice
162	Rabu, 6 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Monitoring input dan amp
163	Rabu, 6 Desember 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Classifying PIR documents
164	Rabu, 6 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Jessica Christine Slogren	TTO, pengumpulan, menaruh surat dan amp
165	Rabu, 6 Desember 2022	1881002222902209 - FANUSIA RIFA, S.Pd, M.Pd	155420000	Hekmullah	Invoice
166	Rabu, 6 Desember 2022	187610222283204 - Prati Retno, S.Pd, M.Ed	155420000	Har Aiyah	Invoice
167	Senin, 5 Desember 2022	1887010222283204 - Prati Retno, S.Pd, M.Ed	155420000	Desy Susanti	Monitoring input dan amp

No	Penyedia Jasa	Tgl. Pengiriman	No. Faktur	Detail Faktur	Uraian	Status
88	Karna, 8 Desember 2023	18/12/2023	000114	Prati Roko, S.Pd, MEd	Input onip	
89	Karna, 8 Desember 2023	18/12/2023	000115	Prati Roko, S.Pd, MEd	Archiving HR documents	
90	Karna, 7 Desember 2023	18/12/2023	000116	Mujamad Rofa, S.Pd, MEd	Invoice	
91	Karna, 7 Desember 2023	18/12/2023	000117	Prati Roko, S.Pd, MEd	Invoice	
92	Karna, 7 Desember 2023	18/12/2023	000118	Prati Roko, S.Pd, MEd	Monitoring onip input and our	
93	Karna, 7 Desember 2023	18/12/2023	000119	Prati Roko, S.Pd, MEd	Classifying HR documents that has been checked before	
94	Karna, 7 Desember 2023	18/12/2023	000120	Prati Roko, S.Pd, MEd	Invoice	
95	Karna, 7 Desember 2023	18/12/2023	000121	Prati Roko, S.Pd, MEd	Invoice	
96	Karna, 7 Desember 2023	18/12/2023	000122	Prati Roko, S.Pd, MEd	119 penginputan data luar jark	

No	Penyedia Jasa	Tgl. Pengiriman	No. Faktur	Detail Faktur	Uraian	Status
97	Karna, 8 Desember 2023	18/12/2023	000123	Prati Roko, S.Pd, MEd	2202222222	
98	Karna, 8 Desember 2023	18/12/2023	000124	Prati Roko, S.Pd, MEd	E-filing transaction document of MP 128 P670	
99	Karna, 8 Desember 2023	18/12/2023	000125	Prati Roko, S.Pd, MEd	119 penginputan data Penginputan on dan print summary	
100	Karna, 8 Desember 2023	18/12/2023	000126	Prati Roko, S.Pd, MEd	Invoice	
101	Karna, 8 Desember 2023	18/12/2023	000127	Prati Roko, S.Pd, MEd	Invoice	
102	Karna, 8 Desember 2023	18/12/2023	000128	Prati Roko, S.Pd, MEd	Invoice	
103	Karna, 8 Desember 2023	18/12/2023	000129	Prati Roko, S.Pd, MEd	119 penginputan data upload data	

No	Penyedia Jasa	Tgl. Pengiriman	No. Faktur	Detail Faktur	Uraian	Status
104	Karna, 12 Desember 2023	18/12/2023	000130	Mujamad Rofa, S.Pd, MEd	Invoice	
105	Karna, 12 Desember 2023	18/12/2023	000131	Prati Roko, S.Pd, MEd	Invoice	
106	Karna, 12 Desember 2023	18/12/2023	000132	Prati Roko, S.Pd, MEd	119 penginputan Penginputan on dan print summary	
107	Karna, 12 Desember 2023	18/12/2023	000133	Prati Roko, S.Pd, MEd	Archiving HR documents	
108	Karna, 12 Desember 2023	18/12/2023	000134	Prati Roko, S.Pd, MEd	Invoice	
109	Karna, 12 Desember 2023	18/12/2023	000135	Prati Roko, S.Pd, MEd	Invoice	
110	Karna, 12 Desember 2023	18/12/2023	000136	Prati Roko, S.Pd, MEd	Invoice	

No	Penyedia Jasa	Tgl. Pengiriman	No. Faktur	Detail Faktur	Uraian	Status
111	Karna, 12 Desember 2023	18/12/2023	000137	Prati Roko, S.Pd, MEd	Invoice	
112	Karna, 12 Desember 2023	18/12/2023	000138	Prati Roko, S.Pd, MEd	119, membuat laporan, Mengisi data	
113	Karna, 12 Desember 2023	18/12/2023	000139	Prati Roko, S.Pd, MEd	Invoice	
114	Karna, 12 Desember 2023	18/12/2023	000140	Prati Roko, S.Pd, MEd	Archiving HR documents	
115	Karna, 12 Desember 2023	18/12/2023	000141	Prati Roko, S.Pd, MEd	119, membuat laporan, Mengisi data	
116	Karna, 12 Desember 2023	18/12/2023	000142	Prati Roko, S.Pd, MEd	Invoice	

No	Tanggal	NIK	Nama	Tempat	Agama	Instansi	Status	Aksi
77	Jumat, 15 Desember 2023	887903202302004	Prati Rizka, S.Pd, M.Hum			950420003 - Deep Success		
78	Jumat, 15 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420003 - TTD		
79	Jumat, 15 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, M.Pd			950420006 - E-filing transport ship document of MP 130 V 12024		
80	Jumat, 15 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, M.Pd			950420007 - Invoice		
81	Kamis, 14 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420006 - Invoice		
82	Kamis, 14 Desember 2023	887903202302004	Prati Rizka, S.Pd, M.Hum			950420009 - Invoice		
83	Kamis, 14 Desember 2023	887903202302004	Prati Rizka, S.Pd, M.Hum			950420003 - Deep Success		
84	Kamis, 14 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420003 - TTD pengantian		

No	Tanggal	NIK	Nama	Tempat	Agama	Instansi	Status	Aksi
85	Senin, 18 Desember 2023	887903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420006 - Invoice		
86	Senin, 18 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420009 - Invoice		
87	Senin, 18 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420003 - Deep Success		
88	Senin, 18 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, M.Pd			950420006 - E-filing transport ship document of MP 148 P5 008		
89	Senin, 18 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, M.Pd			950420007 - divisi legalitas		
90	Senin, 18 Desember 2023	887903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420002 - TTD, membuat berkas		
91	Jumat, 15 Desember 2023	887903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420006 - Invoice		
92	Jumat, 15 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420009 - Invoice		

No	Tanggal	NIK	Nama	Tempat	Agama	Instansi	Status	Aksi
93	Rabu, 20 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420007 - divisi legalitas		
94	Rabu, 20 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420002 - TTD pengantian		
95	Sabtu, 16 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420006 - Invoice		
96	Sabtu, 16 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420006 - Invoice		
97	Sabtu, 16 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420003 - Deep Success		
98	Sabtu, 16 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420006 - E-filing transport ship document of LP 88 P5 479		
99	Sabtu, 16 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420007 - divisi legalitas		
100	Sabtu, 16 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420002 - TTD pengantian		

No	Tanggal	NIK	Nama	Tempat	Agama	Instansi	Status	Aksi
101	Kamis, 21 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420003 - Deep Success		
102	Kamis, 21 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420006 - Classifying PIS documents		
103	Kamis, 21 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420002 - TTD pengantian		
104	Kamis, 21 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420007 - divisi legalitas		
105	Rabu, 20 Desember 2023	87903202302004	MUHAMMAD RIDWA QUMAMAH, S.S, M.Hum			950420006 - Invoice		
106	Rabu, 20 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420009 - Invoice		
107	Rabu, 20 Desember 2023	887903202302004	Prati Rizka, S.Pd, MEd			950420003 - Deep Success		
108	Rabu, 20 Desember 2023	888903202302005	FANUSIA E.F.A, S.Pd, MEd			950420006 - E-filing transport ship document of MP 202 P5048		

No	Tgl. registrasi	Pembimbing	Perulu	Topik	Aksi
21	Jum'at, 20 Desember 2023	Prati Rizka S.Pi, MEd	955420009 - Har Aiyah	invoice	
22	Jum'at, 20 Desember 2023	FANUSA S.FA, S.Pi, M.Pi	955420007 - Myra Nur Hafidha Putri	invoice	
23	Kam'is, 18 Desember 2023	Prati Rizka S.Pi, MEd	955420001 - Dany Susanto		
24	Kam'is, 18 Desember 2023	FANUSA S.FA, S.Pi, M.Pi	955420000 - Har Aiyah	Archiving FIR documents	
25	Kam'is, 18 Desember 2023	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420008 - Dany Cahyo Ningsih	invoice	
26	Kam'is, 18 Desember 2023	Prati Rizka S.Pi, MEd	955420009 - Har Aiyah	invoice	
27	Kam'is, 18 Desember 2023	FANUSA S.FA, S.Pi, M.Pi	955420007 - Myra Nur Hafidha Putri	invoice	
28	Kam'is, 18 Desember 2023	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420002 - Jessica Christine Sugiati	FIR	

No	Tgl. registrasi	Pembimbing	Perulu	Topik	Aksi
5	Rabu, 3 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420008 - Dany Cahyo Ningsih	invoice	
6	Rabu, 3 Januari 2024	Prati Rizka S.Pi, MEd	955420003 - Dany Susanto		
7	Rabu, 3 Januari 2024	FANUSA S.FA, S.Pi, M.Pi	955420004 - Har Aiyah	Archiving FIR documents	
8	Rabu, 3 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420002 - Jessica Christine Sugiati	FIR penyertaan seperti	
9	Sabtu, 2 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420008 - Dany Cahyo Ningsih	invoice	
10	Sabtu, 2 Januari 2024	Prati Rizka S.Pi, MEd	955420003 - Dany Susanto		
11	Sabtu, 2 Januari 2024	FANUSA S.FA, S.Pi, M.Pi	955420004 - Har Aiyah	Archiving FIR documents	
12	Sabtu, 2 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420002 - Jessica Christine Sugiati	FIR membuat poster	

No	Tgl. registrasi	Pembimbing	Perulu	Topik	Aksi
1	Kam'is, 4 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420008 - Dany Cahyo Ningsih	invoice	
2	Kam'is, 4 Januari 2024	Prati Rizka S.Pi, MEd	955420003 - Dany Susanto		
3	Kam'is, 4 Januari 2024	FANUSA S.FA, S.Pi, M.Pi	955420004 - Har Aiyah	Part	
4	Kam'is, 4 Januari 2024	MUHAMMAD HEDRA DUNAKKAL S.S, M.Hum	955420002 - Jessica Christine Sugiati	FIR membuat laporan	

APPENDIX 3
APPRENTICESHIP ACCEPTANCE LETTER



SURAT KETERANGAN
005/SKV-PA/KPP/I/2024

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

Nama : **Jessica Cristine Siagian**
NIM/NIS : 5504201002
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,
PT. Indah Kiat Pulp & Paper Tbk. Perawang



PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor. Jl. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
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 4
EVALUATION FORM

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

Name : Jessica Cristine Siagian
 Student's Identity No. : 5504201002
 Study Program : D-IV English for Business and Professional Communication
 Collage : State Polytechnic of Bengkalis

No.	Assesment Aspect	Percentage	Scores
1.	Discipline	20%	98
2.	Responsibility	25%	97
3.	Adjustment/Adaptation	10%	96
4.	Work Result	30%	99
5.	Behaviour in General	15%	99
Total (1+2+3+4+5)		100%	98

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

Note:
 - Lebih ditimbatkan keberaniannya supaya lebih meningkatkan kecapaian adaptasi.

Perawang, January 04th, 2024

Jaw:
Titus Kurniasih Winastika
 Advisor

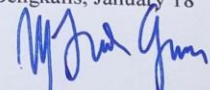
APPENDIX 5
REVISION LIST

REVISION LIST

Name : Jessica Cristine Siagian
Registration Number : 5504201002
Advisor : M.I Gunawan, S.S., M.Hum
Location : PT. Indah Kiat Pulp and Paper

No	Day / date	Revision	Advisor
1.	18-1-2024	Fix the space, paragraph in chapter I & II	M.I. Gunawan
2.	22-1-2024	Chapter III & IV esp. between objectives & conclusion.	M.I. Gunawan
3.	24-1-2024	Acc to Seminar	M.I. Gunawan

Bengkalis, January 18th, 2024



M.I. Gunawan, S.S., M.Hum
NIP: 197511232021211004