

**APPRENTICESHIP REPORT
PT. EMP MALACCA STRAIT S.A
MERANTI-RIAU**

**FARHA WAHIDA
5504201005**



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

APPROVAL SHEET

APPRENTICESHIP REPORT PT. EMP MALACCA STRAIT S.A

Written as one of the requirements for completing Apprenticeship

Farha Wahida
5504201005

Meranti, January 1st, 2024

C&T Supervisor
PT. EMP Malacca Strait S.A



emp
empowering people

Ardhita Canggih
NP. 1800062

Advisor



Arita Destianingsih, M.Pd
NIP. 1200133

Approved by.

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



ASWANDI, M.Pd
NIP. 198804122015041004

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Farha Wahida, Reg Number 5504201005** who did the apprenticeship at PT. EMP Malacca Strait S.A, started from September 1st 2023 to January 1st 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 24th. 2024

Acceptance by:

Advisor



Arita Destianingsih, M.Pd

NIP. 1200133

Approved by:

Head of English for Business and Professional Communication

Study Program

State Polytechnic of Bengkalis



Aswandi, S. Pd., M. Pd

NIP: 198804122015041004

ACKNOWLEDGEMENT

Praise the writer's gratitude to Allah SWT, because for the blessings and grace the writer can complete this Apprenticeship Report. The writing of this Apprenticeship Report is carried out in order to fulfil one of the requirements to get a grade in the Diploma 4 English for Business and Professional Communication study program at Bengkalis State Polytechnic.

In writing this Apprenticeship Report, it may not be completed without guidance, advice, assistance and support from various parties. Therefore, on this occasion the writer would like to express gratitude to:

1. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari, M. Pd as the Head of the Language Department.
3. Aswandi, M. Pd as the Head of D-IV English for Business and Professional Communication Study Program.
4. Ari Satria, M.Pd. B. I as the Head of D-III English Study Program.
5. Prett Ristra, S.Pd., M. Ed as the Coordinator of apprenticeship.
6. Arita Destianingsih, M. Pd as advisor of apprenticeship
7. Tengku Kespandiar as a Head of Campus Relation.
8. Ardhita Canggih and Budi Maridi as the Supervisor of Camp & Transport Department.
9. Al Hamdani and Supiah as the Advisor who has guided and taught many new things to the writer during the apprenticeship.
10. All employees of PT. ITA who are so kind, caring and understanding to the writer during the apprenticeship.
11. All Lectures of Language Department at State Polytechnic of Bengkalis.
12. Especially all family members who have given a lot of sacrifice, prayers, support, energy, their time and materials to help and support the writer from the beginning to the end of this apprenticeship.

13. All friends who have accompanied and provided support to the writer during the apprenticeship activities.
14. All parties who have been present in the writer's life, who cannot have mentioned one by one.

The writer realizes that in the preparation of this Apprenticeship report, it is still far from perfect, both in terms of preparation, language and writing. Therefore, the writer really expects constructive criticism and suggestions to become a reference for writers in the future. Hopefully this apprenticeship report can be useful for the writer and the reader.

Bengkalis, January 1st, 2024

Writer

Farha Wahida
Reg. Number 5504201005

TABLE OF CONTENTS

TITLE PAGE

APPROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS	viii
LIST OF FIGURES	ix
LIST OF TABLES	x
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship	1
1.2 Purpose of Apprenticeship	2
1.3 Significance of the Apprenticeship	2
1.3.1 Significance for the Apprentice	2
1.3.2 Significance for State Polytechnic of Bengkalis	3
1.3.3 Significance for the Company	3
CHAPTER II GENERAL DESCRIPTION OF COMPANY	4
2.1 Company History	4
2.1.1 PT EMP Malacca Strait SA	4
2.2 Vision and Mission	7
2.2.1 Vision	7
2.2.2 Mission	7
2.3 Kind of Business	7
2.4 Organization Structure	8
2.5 Document Used for Activity	10
CHAPTER III SCOPE OF THE APPRENTICESHIP	11
3.1 Job Description	11
3.1.1 Field Transport Job	11

3.2 System and Procedure	12
3.2.1 Field Transport Job Description.....	12
3.3 Place of Apprenticeship	15
3.4 Kind and Description of the Activity.....	16
CHAPTER IV CONCLUSION AND SUGGESTION	25
4.1 Conclusion.....	25
4.2 Suggestion	25
APPENDICES	26

LIST OF FIGURES

Figure 2. 1 Company Area of PT Imbang Tata Alam in Indonesia	6
Figure 2. 2 Company Organizational Structure	8
Figure 2. 3 Support Division Organizational Structure	9
Figure 3. 1 Working Procedures of Filing Document.....	12
Figure 3. 2 Working Procedures of Daily and Monthly Report	13
Figure 3. 3 Working Procedures of Writing TAR	13
Figure 3.4 Working Procedures of Making Transmittal	14
Figure 3.5 Working Procedures of Delivering.....	14

LIST OF TABLES

Table 3. 1 Daily Activities of September 1 st to September 9 th 2023	16
Table 3. 2 Daily Activities of September 11 th to September 16 th 2023.....	16
Table 3. 3 Daily Activities of September 18 th to September 23 rd 2023	17
Table 3. 4 Daily Activities of September 25 th to September 30 th 2023.....	17
Table 3. 5 Daily Activities of October 2 nd to October 7 th 2023	18
Table 3. 6 Daily Activities of October 9 th to October 14 th 2023	18
Table 3. 7 Daily Activities of October 16 th to October 21 st 2023	19
Table 3. 8 Daily Activities of October 23 rd to October 28 th 2023	19
Table 3. 9 Daily Activities of October 30 th to November 4 th 2023	20
Table 3.10 Daily Activities of November 6 th to November 11 th 2023.....	20
Table 3.11 Daily Activities of November 13 th to November 18 th 2023.....	21
Table 3.12 Daily Activities of November 20 th to November 25 th 2023.....	21
Table 3. 13 Daily Activities of November 27 th to December 2 nd 2023	22
Table 3. 14 Daily Activities of December 4 th to December 9 th 2023	22
Table 3. 15 Daily Activities of December 11 th to December 16 th 2023.....	23
Table 3. 16 Daily Activities of December 18 th to December 23 rd 2023	23
Table 3. 17 Daily Activities of December 25 th to December 30 th 2023.....	24

LIST OF APPENDICES

APPENDIX 1 Apprenticeship Acceptance Letter	26
APPENDIX 2 Certificate of Apprenticeship	27
APPENDIX 3 Evaluation Form.....	28
APPENDIX 4 List of Attendance	29
APPENDIX 5 Daily Activities Apprenticeship.....	37

CHAPTER 1 INTRODUCTION

1.1 Background of Apprenticeship

Bengkalis State Polytechnic is one of the State Polytechnics located in Bengkalis, Riau, Indonesia. Bengkalis State Polytechnic has been established since 2000 and is the first Polytechnic in Riau. On July 29, 2011 through the Gema Bahari Foundation, Bengkalis Polytechnic officially became a PTN with the name from "*Politeknik Perkapalan Bengkalis*" to Bengkalis State Polytechnic through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment of the Organization and work procedures of the Bengkalis State Polytechnic. On December 26, 2011, Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the fields of Shipbuilding Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication and Software Engineering.

Apprenticeship is a learning process by directly recognizing the scope of the real world of work. Each student is required to go directly to the world of work which is their respective fields so that each student is expected to be able to directly apply the knowledge that has been learned before into the world of work. In addition, with Apprenticeship students can increase their knowledge,

skills, and experience in working which can later be applied in the real world of work.

The English for Business and Professional Communication Study Program hopes that with the Apprenticeship students can find out firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing the Apprenticeship, each student is required to make a work report when carrying out the Apprenticeship so that students can be accountable for the results obtained from the Apprenticeship.

Based on the above, the writer as a student of the D4 English for Business and Professional Communication Study Program has chosen PT EMP Malacca Strait S.A as one of the places to carry out Apprenticeship activities for four months. During the Apprenticeship, the writer was assigned to the Transport division.

The implementation of this Apprenticeship starts from September 1st, 2023 to January 1st, 2023. The implementation of this Apprenticeship is expected to add to the writer's insight into the various implementation of good and correct tasks and can face the real world of work with the experience gained.

1.2 Purpose of Apprenticeship

1. To gain work experience in the company through Apprenticeship at PT EMP Malacca Strait S.A.
2. To find out what work is done during the Apprenticeship at PT EMP Malacca Strait S.A.
3. To find out the documents used for activities during the Apprenticeship program at PT EMP Malacca Strait S.A.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

The benefits of this Apprenticeship activity for the writer are that it can provide information on how the work system and procedures, the place of practical work, obstacles and solutions when carrying out Apprenticeship at PT. EMP

Malacca Strait S.A so that it can improve skills and insights both in terms of hard skill and soft skill competencies.

1.3.2 Significance for State Polytechnic of Bengkalis

For State Polytechnic of Bengkalis, the implementation of this Apprenticeship is expected to provide a good cooperative relationship between the Bengkalis state polytechnic and PT. EMP Malacca Strait S.A.

1.3.3 Significance for the Company

As for the Company, the implementation of this Apprenticeship is expected to contribute ideas and reveal problems that arise and provide suggestions in solving problems, so that in the end it can provide benefits for the development of the company.

CHAPTER II GENERAL DESCRIPTION OF COMPANY

2.1 Company History

2.1.1 EMP Malacca Straits S.A

The Malacca Strait Block oil and gas concession was originally (1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (2 July 1971) its ownership changed hands to Atlantic Rich Field Company (Arco) before Hudebay Oil (Malacca Strait) Ltd. (a Canadian oil company) took over the concession on 1 March 1978. Operation of the Malacca Strait Block by Hudebay Oil (MS) Ltd. Continued with technical assistance from British Petroleum (BP) until on 13 May 1991 the operator of the Malacca Strait Block changed hands to a foreign oil company from the UK called Lasmo Oil (Malacca Strait) Ltd.

In mid-1995, Far Eastern Hydrocarbons Ltd, domiciled in Hong Kong, owned by the Bakre group, took control of Resources Holding Incorporations, the holding company of Kondur Petroleum S.A and in the same year, when Lasmo Oil sold their shares in the Straits of Malacca block, Kondur Petroleum S.A used this opportunity to take over all of Lasmo Oil's shares. The acquisition and change of operator from Lasmo Oil to Kondur Petroleum S.A was signed on 12 October 1995. Subsequently, in 2003 PT Energi Mega Persada (EMP) took over Resources Holding Incorporation's ownership of Kondur Petroleum S.A also called EMP Malacca Strait S.A.

Based on the legal entity the word S.A in EMP Malacca Strait S.A stands for Societ Anonyme which in French law means a partnership run by one of its members. S.A also means an association where the liability of all partners is limited. The term S.A is also used in the UK for Chartered Company which means a company.

With joint shares in which the shareholder, with the permission of a special law of parliament, is limited from liability for the debts of the company that

exceed the value of his shares or his liability for the debts of the company is limited to the amount of his shares in the company. Based on the above explanation the word S.A can be aligned with PT (Perseroan Terbatas) in Indonesia. The History of Operatorship of the company is as follows:

1. Kondur Petroleum S.A. 05 August 1970
2. Pan Ocean Oil Corporation. 21 March 1971
3. Atlantic Richfield Indonesia. 02 July 1971
4. Hudbay Oil (Strait of Malacca) Ltd. 01 March 1978
5. LASMO Oil (Malacca Strait) Ltd. 13 May 1991
6. Kondur Petroleum S.A. 12 October 1995
7. EMP Malacca Straits S.A. 16 February 2003

As the holding company of a number of business units in the upstream oil and gas industry, Energi Mega Persada applies comprehensive expertise in oil and gas reserves management and employs innovative, modern, safe, and environmentally friendly drilling techniques and production technologies in exploring and producing oil and gas in a working area of 28,00 square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of major industries in East Java, Sumatra, and Kalimantan. As one of the leading oil and gas exploration and production companies in Indonesia, Energi Mega Persada and its business units have direct and indirect control over its business units, which consist of:

1. Operator Highlights
 - a. Malacca Strait PSC (60.48%)
 - b. Bentu PSC (100%)
 - c. Korinci Baru PSC (100%)
 - d. Gelam TAC (100% with Pertamina)
 - e. Sangatta II CMB PSC (42%)
 - f. Tabulako CMB PSC (70%)
2. Non-Operator
 - a. Gebang JOBS PSC (50%)
 - b. Kagean PSC (50%)

c. Offshore North West Java (ONWJ) PSC (18,73 %)

The following is an overview of the business units of IMBANG TATA ALAM Company in Indonesia.



Figure 2.1 Company area of PT IMBANG TATA ALAM in Indonesia
Source: PT. IMBANG TATA ALAM (2022)

EMP Malacca Strait S.A. is the operator of the Malacca Straits Block (PT Imbang Tata Alam), EMP has a 60.49% participating interest in the block. Production was 10,000 BOPD (Barrel Oil per Day) in 2005, but now production is around 3500 BOPD.

Currently PT IMBANG TATA ALAM. Has five fields that have produced oil with the production capacity of each field as follows:

1. Lalang field (offshore)
2. Mengkapan field (offshore)
3. Melibur field (onshore)
4. Kurau field (onshore)
5. South Field (offshore and onshore).

2.2 Vision and Mission

2.2.1 Vision

The vision of PT IMBANG TATA ALAM intends to be distinguished-remarkable, reliable, efficient, highly profitable, and an independent company with particular focus in oil and gas exploration and production.

2.2.2 Mission

The mission of PT IMBANG TATA ALAM as associate of the host countries will perform all the required activities in exploration, production, and development in oil and gas assets in a safe, efficient, and reliable manner, and will optimize the assets values and maximize profitability in the best interest of all stakeholders.

2.3 Kind of Business

PT Imbang Tata Alam is a subsidiary of PT Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that the protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the goals of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. To achieve excellence in Occupational Safety and Health, Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe.

EMP PT IMBANG TATA ALAM is a multinational company engaged in drilling under the auspices of Pertamina. The oil produced by this company is still in the form of crude oil, after this crude oil is produced it will be processed by the Pertamina company so that it becomes oil that is ready for use (Finish Good). The oil fields owned by EMP PT IMBANG TATA ALAM are Kurau Oil Field, Lalang Field, Mengkapan Field, Melibur Field, and South Field.

2.4 Organization Structure

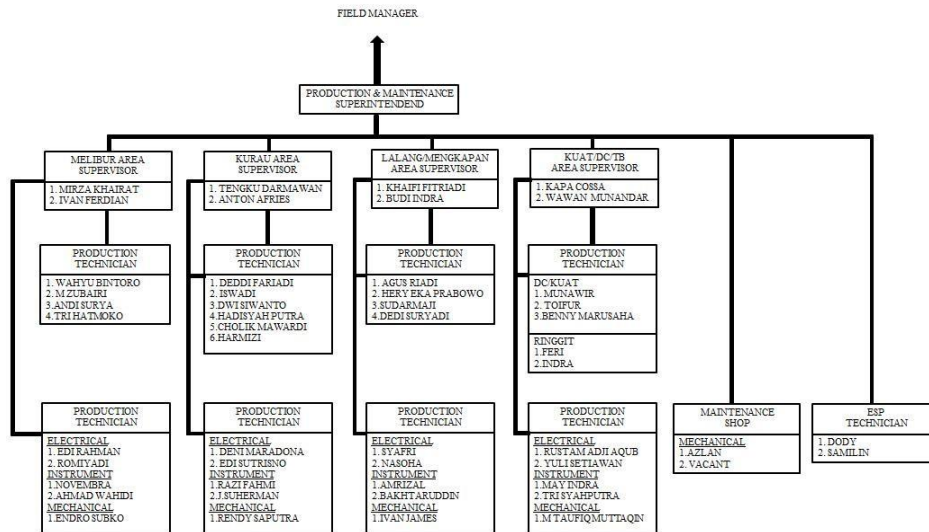


Figure 2.2 Company Organizational Structure

Source: PT. IMBANG TATA ALAM (2022)

The functions and responsibilities of each division in PT Imbang Tata Alam are as follows:

1. Production Manager (PM)

The Production Manager (PM) is responsible for the smooth production of crude oil with his duties to supervise and control the oil wells and their equipment, and supervise the Plant Facilities process and its activities and supervise and control the power generation system placed in the Process Plant Facilities.

2. Maintenance Manager (MM)

Maintenance Manager (MM) is responsible for the smooth operation of the equipment supporting crude oil production and its facilities. Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machinery supporting crude oil production. Carry out repairs to equipment and machinery supporting crude oil production and carry out maintenance and repairs to other important facilities such as air conditioners, Freezer.

FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

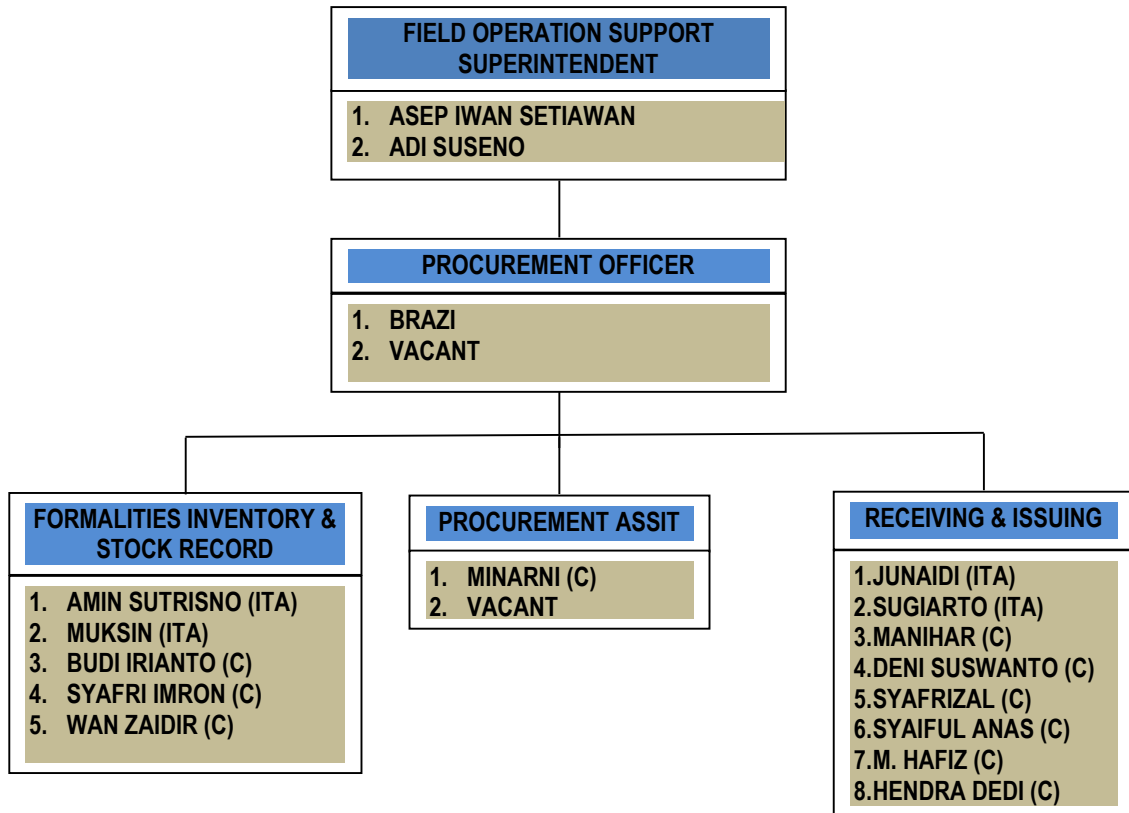


Figure 2.3 Support Division Organization Structure

Source: PT. IMBANG TATA ALAM (2022)

The entire support manager area has 4 Material Services Superintendent sections and oversees 4 divisions that have their own duties and responsibilities. The functions and responsibilities of each Support Division in EMP Malacca Strait S.A, as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for all purchases made by PT IMBANG TATA ALAM, his job is to conduct auctions for tenders, find vendors or suppliers, issue POs (Purchase Orders), conduct all buying and selling matters related to administration.

2. Inventory Control & Stock Record Supervisor

Inventory Control & Stock Record Supervisor, as for the duties of this division, namely signing all approval correspondence, and supervising the

recording of goods, as well as checking back, both in the warehouse and in computerization. Inventory Control & Stock Record Supervisor has 2 sections that assist him, namely Field Inventory & Asset Assistant and Stock Record Assistant.

The duties of the Field Inventory & Asset Assistant division are to assist supervisors in carrying out the smooth running of their tasks and activities, giving numbers to SPR (Small Purchase Requisition) sheets, giving vocab numbers to new goods, checking goods in the middle of the year, checking goods per year.

Stock Record Assistant is responsible for stock inventory and supervising materials. His job is to help supervisors check materials in the field, check the warehouse in the middle of the year, enter or post a list of inventory items into the kardex system that has been provided, and archive SRR, MRR into the fields provided.

2.5 Document Used for Activity

There were several hardcopy and electronics documents used for activity while doing Apprenticeship, as follows:

1. Daily Report, daily report of vehicle usage data starting from use the fuel, lighting materials and operating hours.
2. Monthly Report, which is a report obtained from collecting Daily and Weekly Report.
3. Transmittal, which is a record of the address, name of the sender and recipient of letters, documents and packages that come and out at Kurau Camp.
4. TAR (Travel Request) is the record of crew exchange reports and crew departures for the next week.
5. SSR (Stores Stock Requisition) is a form submitted by a department which is proof that the department takes goods to the Field Warehouse, with this SSR the Field Warehouse can find out the number of remaining stock items.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In order to explore the internship experience that lasted for four months at PT EMP Malacca Strait S.A where the author was placed in the Transport field, the author would like to share a series of activities carried out during this period. The internship started on September 1 and ended on January 1, 2024.

During the internship period, the author was given various opportunities to engage in in-depth and meaningful tasks. This experience is not only a professional journey, but also a gateway to gain a lot of knowledge and enlightenment in the world of work.

To provide a more detailed and transparent report of the activities undertaken, the following is a summary of the weekly activities on which each completed task is based.

3.1.1 Field Transport Jobs

There were several jobs given in the Field Transport, namely:

1. Filling Document
2. Creating Daily and Monthly Report into Word and Excel
3. Writing TAR Report from email into the note book
4. Creating Transmittal
5. Delivering letters and packages
6. Requesting signature and company seal
7. Requesting office supplies at the Main Office
8. Answering phone calls
9. Writing SSR

3.2 System and Procedure

3.2.1 Field Transport Jobs Description

The working procedures done at the Field Transport are as follows:

1. Filing Document

Filing is an activity of archiving documents based on the type, name and date of the document in a safe storage place. The purpose of filing is so that documents are not damaged or lost, besides that filing will make it faster and easier to find old documents if needed again. Documents that are usually archived in Field Transport are usually Daily records of vehicle usage, Transmittal letters as well as incoming and outgoing packages. The following is the filing procedure:

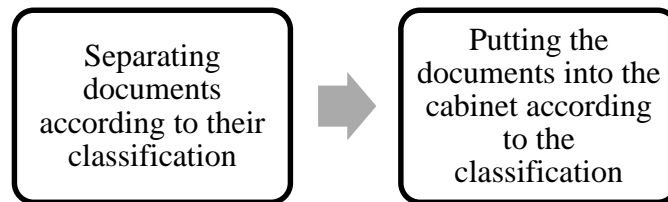


Figure 3.1 Working Procedures of Filing Document

2. Creating Daily and Monthly Report into Word and Excel

The Daily and Monthly Report contains data and information about routes, fuel consumption and the use of lighting and other electronic devices on vehicles that support activities as well as the movement of workers in the company both for business trips, crew exchanges and delivery of items. The data to fill in the Daily and Monthly Report is obtained from the captain who carries the vehicle. The activity of filing in the Daily Report is to find out the fuel consumption and running hours of Tug Boats and Oil Barge every day and then from the Daily Report data the Monthly Report will be made. Fill in these reports is important to find out the daily travel and usage activities of each vehicle in the company.

Here are some procedures of Daily and Monthly Report:

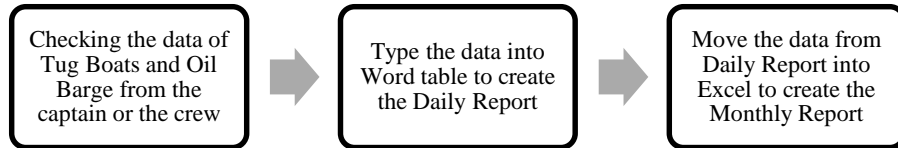


Figure 3.2 Working Procedures of Create Daily and Monthly Report

3. Writing TAR (Travel Request) Report from email into the note book

TAR or Travel Request is a list of a crew names who travelled out and in to Kurau Camp either for business trips or for crew exchange. The names of the crew are obtained from an email sent by Kurau Camp Radio and then recorded into a notebook that used for record the TAR, the data that needs to be filled in the book includes the name of the crew, company, position, departure time, place of origin and destination. Recording TAR is very important to know who is in and out of the company and the names recorded mean that they have received permission. The following are the working procedures:

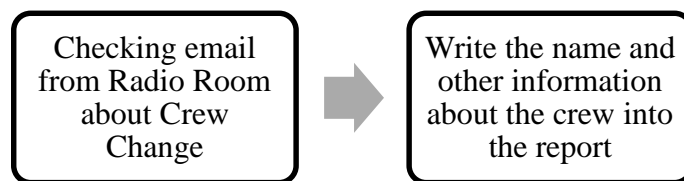


Figure 3.3 Working procedures of Writing Travel Request (TAR)

4. Creating Transmittal

The activity of making a Transmittal is an activity of writing a list of names of senders and recipients of letters and packages that will be included in the mail bag. After all information about the letters and packages to be sent has been completely written on the Transmittal, the Transmittal will be inserted into the mail bag along with the letter and package as proof that each item sent has been known to the Transport Field. When all the letters and packages have been sent, the mail bag will be returned and the Transmittal inside has been signed by the recipient of the mail bag to be returned to Transport Field.

Here are some procedures:

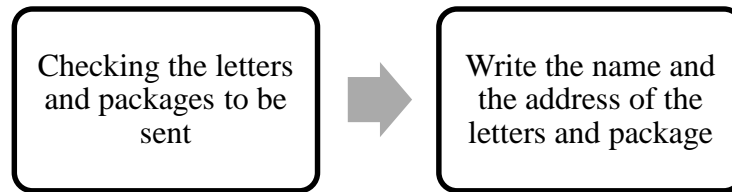


Figure 3. 4 Working Procedures of Making Transmittal

5. Delivering letters and packages

The activity of delivering letters and packages begin with unpacking incoming mail bag and checking the Transmittal to find out whether the incoming letters and packages are in accordance with report in the Transmittal or not, after it is deemed appropriate, the letters and packages will be delivered to the respective recipients and there are also some recipients who will come and pick up their letter or package at Field Transport. After all the letters and packages have been sent, the Transmittal will be filed so that they are not lost or broke. Here is the procedure:

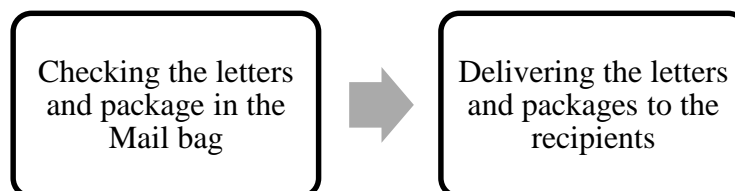


Figure 3. 5 Working procedures of Delivering

6. Requesting signatures and company seals

Signatures and seals from the company are very important and needed as strong evidence of the officiality of letters and documents from the company. The activity of requesting a signature is done directly to the required superior or by placing the document on the table when the superior's room is empty or the document can give to the company secretary. The company seal is usually requested to the secretary in the main office and can also be requested from Field Warehouse.

7. Requesting office supplies at the Main Office

Activity to request tools such as stationary, papers, folders, envelopes and so on are carried out by meeting the secretary at the main office. The stock of office tools is in the secretary's room and to take it must be known and authorized by the secretary. The secretary will record the name of the field that requests the tools, record what tools are taken, the amount taken and the date of taking the office tools so that the data is clearer.

8. Answering office phone calls

The writer is assigned to help answer the incoming office phone calls when seniors are not in the room or when seniors are busy. Incoming phone calls are usually from crew who asking about crew changes and also about crew departures, as well as calls from secretaries and crew from the other fields to ask about work.

9. SSR (Stores Stock Report)

SSR or Stores Stock Report is a form submitted by a department which is proof that the department takes items to Field Warehouse. With SSR the crew of Field Warehouse can find out the number of remaining stock items

3.3 Place of Apprenticeship

The internship program commenced on September 1st, 2023, and concluded on January 1st, 2023. This hands-on learning experience took place at PT. EMP Malacca Strait, Kurau, Meranti, Riau.

3.4 Kind and Description of the Activity

The daily activities at PT EMP Malacca Strait S.A, in Field Transport can be seen in the tables below:

Table 3.1 Daily Activities of September 1st, 2023 to September 9th, 2023

No	Day/Date	Activity	Place
1	Friday, September 1 st 2023	1. Introduction 2. Read and understand the tasks	Transport Room
2	Monday, September 4 th 2023	Attend SHE Meeting	Meeting Room
3	Tuesday, September 5 th 2023	1. Fill out Daily Report 2. Write supervisor's name 3. Making TAR	Transport Room
4	Wednesday, July 6 th 2023	1. Fill out Daily Report 2. Writing SSR	Transport Room
5	Thursday, September 7 th 2023	1. Filing 2. Cutting sticker 3. Making SSR	Transport Room
6	Friday, September 8 th 2023	1. Laminate 2. Filing 3. Making SSR	Transport Room
7	Saturday, September 9 th 2023	Off	

Table 3.2 Daily Activities of September 11th, 2023 to September 16th, 2023

No	Day/Date	Activity	Place
1	Monday, September 11 th 2023	1. Writing SSR 2. Writing TAR	Transport Room
2	Tuesday, September 12 th 2023	1. Filing 2. Writing TAR	Transport Room
3	Wednesday, September 13 th 2023	1. Delivering letters 2. Making Daily Report 3. Filing 4. Asking for signatures 5. Making SSR	Transport Room
4	Thursday, September 14 th 2023	1. Making SSR 2. Making Daily Report	Transport Room
5	Friday, September 15 th 2023	1. Filing 2. Making Daily Report	Transport Room
6	Saturday, September 16 th 2023	Off	

Table 3.3 Daily Activities of September 18th, 2023 to September 23rd, 2023

No	Day/Date	Activity	Place
1	Monday, September 18 th 2023	1. Making TAR 2. Making SSR 3. Making Transmittal	Transport Room
2	Tuesday, September 19 th 2023	Permission	
3	Wednesday, September 20 th 2023	1. Making Daily Report 2. Filing 3. Writing Transmittal 4. Making TAR	Transport Room
4	Thursday, September 21 st 2023	1. Delivering letters 2. Making TAR	Transport Room
5	Friday, September 22 nd 2023	Permission	
6	Saturday, September 23 rd 2023	OFF	

Table 3.4 Daily Activities of September 25th, 2023 to September 30th, 2023

No	Day/Date	Activity	Place
1	Monday, September 25 th 2023	1. Writing TAR 2. Writing Transmittal	Transport Room
2	Tuesday, September 26 th 2023	1. Making Daily Report 2. Writing TAR	Transport Room
3	Wednesday, September 27 th 2023	1. Making Daily Report 2. Filing 3. Making Transmittal	Transport Room
4	Thursday, September 28 th 2023	Prophet's Mauled Holiday	
5	Friday, September 29 th 2023	1. Filing 2. Making Daily Report 3. Making SSR	Transport Room
6	Saturday, September 30 th 2023	Off	

Table 3.5 Daily Activities of October 2nd, 2023 to October 7th, 2023

No	Day/Date	Activity	Place
1	Monday, October 2 nd 2023	1. Writing SSR 2. Writing TAR	Transport Room
2	Tuesday, October 3 rd 2023	1. Filing 2. Writing TAR 3. Making Daily Report 4. Making Transmittal 5. Writing SSR	Transport Room
3	Wednesday, October 4 th 2023	1. Delivering letters 2. Making Daily Report 3. Making Transmittal 4. Making TAR 5. Making Crew Change Report	Transport Room
4	Thursday, October 5 th 2023	Permission	
5	Friday, October 6 th 2023	1. Filing 2. Making TAR 3. Delivering packages	Transport Room
6	Saturday, October 7 th 2023	Off	

Table 3.6 Daily Activities of October 9th, 2023 to October 14th, 2023

No	Day/Date	Activity	Place
1	Monday, October 9 th 2023	1. Filing 2. Writing TAR	Transport Room
2	Tuesday, October 10 th 2023	1. Filing 2. Writing TAR 3. Ask for signature 4. Making Transmittal 5. Writing SSR	Transport Room
3	Wednesday, October 11 th 2023	1. Delivering letters 2. Making planning barging 3. Making Transmittal	Transport Room
4	Thursday, October 12 th 2023	1. Making TAR 2. Making Daily Report 3. Delivering	Transport Room
5	Friday, October 13 th 2023	Permission	
6	Saturday, October 14 th 2023	Off	

Table 3.7 Daily Activities of October 16th, 2023 to October 21st, 2023

No	Day/Date	Activity	Place
1	Monday, October 16 th 2023	1. Making Monthly 2. Filing	Transport Room
2	Tuesday, October 17 th 2023	1. Filing 2. Writing TAR 3. Delivering letters 4. Making Transmittal 5. Writing SSR	Transport Room
3	Wednesday, October 18 th 2023	1. Delivering letters 2. Making Daily Report 3. filing 4. Making SSR	Transport Room
4	Thursday, October 19 th 2023	1. Filing 2. Making Monthly Report	Transport Room
5	Friday, October 20 th 2023	1. Filing 2. Making TAR 3. Delivering letters 4. Giving a company stamp 5. Making RFS Technical Evaluation	Transport Room
6	Saturday, October 21 st 2023	Off	

Table 3.8 Daily Activities of October 23rd, 2023 to October 28th, 2023

No	Day/Date	Activity	Place
1	Monday, October 23 rd 2023	1. Making TAR 2. Making SSR 3. Making Transmittal 4. Filing 5. Writing supervisor's name	Transport Room
2	Tuesday, October 24 th 2023	1. Filing 2. Writing TAR 3. Making Monthly Report 4. Making Transmittal	Transport Room
3	Wednesday, October 25 th 2023	1. Delivering letters & packages 2. Making Monthly Report 3. filing	Transport Room
4	Thursday, October 26 th 2023	1. Delivering 2. Making Monthly Report 3. Making TAR 4. Requesting signature	Transport Room
5	Friday, October 27 th 2023	1. Filing 2. Making Monthly Report 3. Delivering letters & packages 4. Giving a company stamp	Transport Room
6	Saturday, October 28 th 2023	Off	

Table 3.9 Daily Activities of October 30th 2023 to November 4th 2023

No	Day/Date	Activity	Place
1	Monday, October 30 th 2023	1. Making TAR 2. Making Monthly Report 3. Making Transmittal 4. Delivering	Transport Room
2	Tuesday, October 31 st 2023	1. Making TAR 2. Making Monthly Report 3. Making SSR 4. Delivering 5. Filing	Transport Room
3	Wednesday, November 1 st 2023	1. Filing 2. Making Daily & Monthly Report 3. Making Planning Barging 4. Making Transmittal	Transport Room
4	Thursday, November 2 nd 2023	1. Making Monthly Report 2. Filing 3. Making TAR 4. Making SSR	Transport Room
5	Friday, November 3 rd 2023	1. Stamping Ztimesheet 2. Making Monthly Report 3. Making oil usage report 4. Making TAR 5. Making RFS Technical Evaluation	Transport Room
6	Saturday, November 4 th 2023	Off	

Table 3.10 Daily Activities of November 6th, 2023 to November 11th, 2023

No	Day/Date	Activity	Place
1	Monday, November 6 th 2023	1. Delivering letters 2. Making TAR 3. Filing 4. Making Transmittal	Transport Room
2	Tuesday, November 7 th 2023	1. Making Monthly & Daily Report 2. Filing	Transport Room
3	Wednesday, November 8 th 2023	Permission	
4	Thursday, November 9 th 2023	1. Filing 2. Making SSR	Transport Room
5	Friday, November 10 th 2023	1. Making Monthly & Daily Report 2. Making SSR 3. Making TAR	Transport Room
6	Saturday, November 11 th 2023	Off	

Table 3.11 Daily Activities of November 13th, 2023 to November 18th, 2023

No	Day/Date	Activity	Place
1	Monday, November 13 th 2023	1. Filing 2. Writing TAR 3. Making Monthly & Daily Report 4. Making Transmittal 5. Writing SSR	Transport Room
2	Tuesday, November 14 th 2023	1. Writing supervisor's name 2. Delivering 3. Making Daily Report 4. Making TAR	Transport Room
3	Wednesday, November 15 th 2023	1. Unpacking mail bag 2. Filing 3. Making Daily Report 4. Writing Transmittal 5. Writing TAR	Transport Room
4	Thursday, November 16 th 2023	1. Delivering 2. Filing 3. Making Daily Report 4. Writing Transmittal 5. Writing TAR	Transport Room
5	Friday, November 17 th 2023	Permission	
6	Saturday, November 18 th 2023	Off	

Table 3.12 Daily Activities of November 20th, 2023 to November 25th, 2023

No	Day/Date	Activity	Place
1	Monday, November 20 th 2023	1. Writing TAR 2. Writing SSR 3. Asking for signature & stamp 4. Making Transmittal	Transport Room
2	Tuesday, November 21 st 2023	1. Writing supervisor's name 2. Delivering 3. Making Daily Report 4. Making TAR	Transport Room
3	Wednesday, November 22 nd 2023	1. Making Daily Report 2. Writing TAR 3. Requesting a stamp 4. Writing Transmittal	Transport Room
4	Thursday, November 23 rd 2023	1. Delivering 2. Making Daily Report 3. Writing Transmittal 4. Writing TAR	Transport Room
5	Friday, November 24 th 2023	1. Writing TAR 2. Making Daily Report 3. Delivering	Transport Room
6	Saturday, November 25 th 2023	Off	

Table 3.13 Daily Activities of November 27th, 2023 to December 2nd, 2023

No	Day/Date	Activity	Place
1	Monday, November 27 th 2023	1. Writing TAR 2. Writing SSR 3. Making Transmittal	Transport Room
2	Tuesday, November 28 th 2023	1. Delivering 2. Writing SSR 3. Making Daily Report 4. Making TAR	Transport Room
3	Wednesday, November 29 th 2023	1. Making Monthly Report 2. Writing TAR 3. Writing Transmittal 4. Filing	Transport Room
4	Thursday, November 30 th 2023	1. Delivering 2. Writing TAR	Transport Room
5	Friday, December 1 st 2023	1. Writing Transmittal 2. Making Daily Report 3. Delivering 4. Filing	Transport Room
6	Saturday, December 2 nd 2023	OFF	

Table 3.14 Daily Activities of December 4th, 2023 to December 9th, 2023

No	Day/Date	Activity	Place
1	Monday, December 4 th 2023	1. Writing SSR 2. Filing	Transport Room
2	Tuesday, December 5 th 2023	1. Delivering 2. Writing SSR 3. Filing 4. Making TAR	Transport Room
3	Wednesday, December 6 th 2023	1. Requesting a stamp 2. Write initials on Vessel Daily Report	Transport Room
4	Thursday, December 7 th 2023	1. Making Daily Report 2. Writing TAR 3. Filing	Transport Room
5	Friday, December 8 th 2023	1. Making crew exchange names 2. Making Daily Report 3. Delivering 4. Filing	Transport Room
6	Saturday, December 9 th 2023	Off	

Table 3. 15 Daily Activities of December 11th, 2023 to December 16th, 2023

No	Day/Date	Activity	Place
1	Monday, December 11 th 2023	1. Writing Transmittal 2. Filing 3. Delivering	Transport Room
2	Tuesday, December 12 th 2023	1. Delivering 2. Making Monthly Report 3. Unpacking mail bag	Transport Room
3	Wednesday, December 13 th 2023	1. Making Transmittal 2. Making Daily Report	Transport Room
4	Thursday, December 14 th 2023	1. Making Monthly Report 2. Writing TAR 3. Delivering 4. Making Transmittal	Transport Room
5	Friday, December 15 th 2023	1. Making crew exchange names 2. Making Daily Report 3. Delivering 4. Filing	Transport Room
6	Saturday, December 16 th 2023	Off	

Table 3.16 Daily Activities of December 18th, 2023 to December 23rd, 2023

No	Day/Date	Activity	Place
1	Monday, December 18 th 2023	1. Making Daily Report 2. Filing 3. Writing supervisor's name	Transport Room
2	Tuesday, December 19 th 2023	1. Writing SSR 2. Making Monthly Report 3. Making crew exchange names	Transport Room
3	Wednesday, December 20 th 2023	1. Making SSR 2. Making Monthly Report 3. Making crew exchange names	Transport Room
4	Thursday, December 21 st 2023	1. Making Daily Report 2. Writing SSR 3. Filing 4. Making Transmittal	Transport Room
5	Friday, December 22 nd 2023	1. Making SSR 2. Making Daily Report 3. Delivering 4. Filing	Transport Room
6	Saturday, December 23 rd 2023	Off	

Table 3.17 Daily Activities of December 25th, 2023 to December 30th, 2023

No	Day/Date	Activity	Place
1	Monday, December 25 th 2023	Christmas Holiday	
2	Tuesday, December 26 th 2023		
3	Wednesday, December 27 th 2023	1. Making Transmittal 2. Making Daily Report 3. Filing	Transport Room
4	Thursday, December 28 th 2023	1. Making Daily Report 2. Writing supervisor's name 3. Making Transmittal	Transport Room
5	Friday, December 29 th 2023	1. Making Transmittal 2. Making Monthly Report 3. Asking for stamp 4. Filing	Transport Room
6	Saturday, December 30 th 2023	Off	

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program at PT. EMP Malacca Strait S.A there are some conclusions as follows:

1. There were some kinds of jobs done during the apprenticeship at the Field Transport: filling document, create Daily Report into Word, create Monthly Report into Excel, write TAR into the report book, create Transmittal, delivering letters and packages, request signature and company seal.
2. There are some documents used during apprenticeship at the Field Transport: Transmittal, Stores Stock Request (SSR), Travel Request (TAR), Daily Report, Monthly Report.
3. All work procedures carried out during the Apprenticeship activity at PT EMP Malacca Strait S.A are carried out in accordance with the SOP provisions that apply at PT EMP Malacca Strait S.A

4.2 Suggestion

On this occasion allow me to provide some suggestions to the industry and the next apprenticeship student at PT. EMP Malacca Strait S.A to be taken into consideration, namely:

- Always priorities work safety
- Obey the rules and warnings that apply in the company environment
- Be careful if you are in a dangerous area
- Always use safety equipment

REFERENCES

Energi Mega Persada Tbk – Empowering people. (n.d.). <https://www.emp.id/>

APPENDICES

APPENDIX 1: APPRENTICESHIP ACCEPTANCE LETTER



No.0118/HCS.MGR/410/08-23/E
Jakarta, 3 Agustus 2023

Kepada
Yth. Wakil Direktur I
Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
Kab. Bengkalis, Propinsi Riau

Hal : Permohonan Kerja Praktek

Menjawab surat No. 2649/PL31/TU/2023 tanggal 27 Juni 2023 mengenai Permohonan Kerja Praktek (KP). dengan ini kami sampaikan bahwa siswa-siswa tersebut dibawah ini dapat melaksanakan Kerja Praktek di PT. Imbang Tata Alam mulai 1 September 2023 – 30 Nopember 2023.

No	Nama Peserta	NIM	Jurusan/Fakultas	Penempatan
1	Nabila	5504201025	D4 Bahasa Inggris	Field Warehouse
2	Ardi Wijaya	5504201022	D4 Bahasa Inggris	Field Warehouse
3	Farha Wahida	5504201005	D4 Bahasa Inggris	Field Warehouse
4	Nurul Irma	5504201011	D4 Bahasa Inggris	Field GPA
5	Mirna Febriani	5504201018	D4 Bahasa Inggris	Field Buyer

Selama peserta di lokasi perusahaan wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP

Teguh Yulianto
Compensation & Benefit Div. Manager

Tembusan :

- Pembimbing di Field Warehouse
- Pembimbing di Field GPA
- Pembimbing di Field Buyer

PT. Imbang Tata Alam

Bakrie Tower 32nd Floor
Rasuna Epicentrum

Jl. HR. Rasuna Said
Jakarta 12940
Indonesia

p +62 21 2994 1500
+62 21 2557 7000
f +62 21 2994 1110

APPENDIX 2: CERTIFICATED OF APPRENTICESHIP

CERTIFICATE
No. 008/F.GPA/8/2023

The undersigned hereby declares that:

Name : Farha Wahida

Place/date of birth : Penampi/November 26th, 2001

Address : Jl. Utama, RT.006/RW.003 Penampi Village, Bengkalis

Has conducted practical work at our company, PT. EMP Malacca Strait S.A since September 1st 2023 as a practical worker (KP) until January 1st, 2024.

While working at our company, the person concerned has shown diligence and seriousness in working well.

This certificate is given to be used as appropriate.

Thus, for the benefit of the parties concerned.

Meranti, January 1st 2024



Ardhita Canggih
C&T Supervisor

APPENDIX 3: EVALUATION FORM

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRAISIAL
PT. EMP Malacca Strait S.A

Name : Farha Wahida
NIM : 5504201005
Study Program : D4 English for Business and Professional Communication
State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	85 %
2.	Responsibility	25%	83 %
3.	Adjustment	10%	85 %
4.	Work Result	30%	90 %
5.	General Behavior	15%	95 %
	Total (1+2+3+4+5)	100%	87,6 %

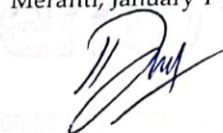
Explanation:

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

Note:

OVERALL THE WORK IS GOOD, THE ATTITUDE AND BEHAVIOR
ARE VERY GOOD

Meranti, January 1st, 2024



Ardhita Canggih
C&T Supervisor

APPENDIX 4: LIST OF ATTENDANCE

LIST PRESENT OF THE APPRENTICESHIP PT. EMP MALACCA STRAIT S.A

Name : Farha Wahida
 NIM : 5504201005
 Dept. : Transport

No.	Date	In	Out	Signature
1.	Friday, September 1 st 2023	07.00	15.00	<i>FW</i>
2.	Monday, September 4 th 2023	07.00	15.00	<i>FW</i>
3.	Tuesday, September 5 th 2023	07.00	15.00	<i>FW</i>
4.	Wednesday, September 6 th 2023	07.00	15.00	<i>FW</i>
5.	Thursday, September 7 th 2023	07.00	15.00	<i>FW</i>
6.	Friday, September 8 th 2023	07.00	15.00	<i>FW</i>
7.	Monday, September 11 th 2023	07.00	15.00	<i>FW</i>
8.	Tuesday, September 12 th 2023	07.00	15.00	<i>FW</i>
9.	Wednesday, September 13 th 2023	07.00	15.00	<i>FW</i>
10.	Thursday, September 14 th 2023	07.00	15.00	<i>FW</i>
11.	Friday, September 15 th 2023	07.00	15.00	<i>FW</i>
12.	Monday, September 18 th 2023	07.00	15.00	<i>FW</i>
13.	Tuesday, September 19 th 2023	Sick		<i>FW</i>
14.	Wednesday, September 20 th 2023	07.00	15.00	<i>FW</i>

15.	Thursday, September 21 st 2023	07.00	15.00	<i>AC</i>
16.	Friday, September 22 nd 2023	Sick		<i>AC</i>
17.	Monday, September 25 th 2023	07.00	15.00	<i>AC</i>
18.	Tuesday, September 26 th 2023	07.00	15.00	<i>AC</i>
19.	Wednesday, September 27 th 2023	07.00	15.00	<i>AC</i>
20.	Thursday, September 28 th 2023	Prophet's Mauled Holiday		<i>AC</i>
21.	Friday, September 29 th 2023	07.00	15.00	<i>AC</i>

Kepulauan Meranti, January 1st 2024

C&T Supervisor



Ardhita Canggih


**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Farha Wahida
NIM : 5504201005
Dept. : Transport

No.	Date	In	Out	Signature
1.	Monday, October 2 nd 2023	07.00	15.00	<i>FW</i>
2.	Tuesday, October 3 rd 2023	07.00	15.00	<i>FW</i>
3.	Wednesday, October 4 th 2023	07.00	15.00	<i>FW</i>
4.	Thursday, October 5 th 2023	Sick		<i>FW</i>
5.	Friday, October 6 th 2023	07.00	15.00	<i>FW</i>
6.	Monday, October 9 th 2023	07.00	15.00	<i>FW</i>
7.	Tuesday, October 10 th 2023	07.00	15.00	<i>FW</i>
8.	Wednesday, October 11 th 2023	07.00	15.00	<i>FW</i>
9.	Thursday, October 12 th 2023	07.00	15.00	<i>FW</i>
10.	Friday, October 13 th 2023	Permission		<i>FW</i>
11.	Monday, October 16 th 2023	07.00	15.00	<i>FW</i>
12.	Tuesday, October 17 th 2023	07.00	15.00	<i>FW</i>
13.	Wednesday, October 18 th 2023	07.00	15.00	<i>FW</i>
14.	Thursday, October 19 th 2023	07.00	15.00	<i>FW</i>

15.	Friday, October 20 th 2023	07.00	15.00	<i>AW</i>
16.	Monday, October 23 rd 2023	07.00	15.00	<i>AW</i>
17.	Tuesday, October 24 th 2023	07.00	15.00	<i>AW</i>
18.	Wednesday, October 25 th 2023	07.00	15.00	<i>AW</i>
19.	Thursday, October 26 th 2023	07.00	15.00	<i>AW</i>
20.	Friday, October 27 th 2023	07.00	15.00	<i>AW</i>
21.	Monday, October 30 th 2023	07.00	15.00	<i>AW</i>
22.	Tuesday, October 31 st 2023	07.00	15.00	<i>AW</i>

Kepulauan Meranti, January 1st 2024

C&T Supervisor

Ardhita Canggih

**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Farha Wahida
NIM : 5504201005
Dept. : Transport

No.	Date	In	Out	Signature
1.	Wednesday, November 1 st 2023	07.00	15.00	<i>FW</i>
2.	Thursday, November 2 nd 2023	07.00	15.00	<i>FW</i>
3.	Friday, November 3 rd 2023	07.00	15.00	<i>FW</i>
4.	Monday, November 6 th 2023	07.00	15.00	<i>FW</i>
5.	Tuesday, November 7 th 2023	07.00	15.00	<i>FW</i>
6.	Wednesday, November 8 th 2023	Permission		<i>FW</i>
7.	Thursday, November 9 th 2023	07.00	15.00	<i>FW</i>
8.	Friday, November 10 th 2023	07.00	15.00	<i>FW</i>
9.	Monday, November 13 th 2023	07.00	15.00	<i>FW</i>
10.	Tuesday, November 14 th 2023	07.00	15.00	<i>FW</i>
11.	Wednesday, November 15 th 2023	07.00	15.00	<i>FW</i>
12.	Thursday, November 16 th 2023	07.00	15.00	<i>FW</i>
13.	Friday, November 17 th 2023	Permission		<i>FW</i>
14.	Monday, November 20 th 2023	07.00	15.00	<i>FW</i>

15.	Tuesday, November 21 st 2023	07.00	15.00	<i>W</i>
16.	Wednesday, November 22 nd 2023	07.00	15.00	<i>W</i>
17.	Thursday, November 23 rd 2023	07.00	15.00	<i>W</i>
18.	Friday, November 24 th 2023	07.00	15.00	<i>W</i>
19.	Monday, November 27 th 2023	07.00	15.00	<i>W</i>
20.	Tuesday, November 28 th 2023	07.00	15.00	<i>W</i>
21.	Wednesday, November 29 th 2023	07.00	15.00	<i>W</i>
22.	Thursday, November 30 th 2023	07.00	15.00	<i>W</i>

Kepulauan Meranti, January 1st 2024

C&T Supervisor



Ardhita Canggih

**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Farha Wahida

NIM : 5504201005

Dept. : Transport

No.	Date	In	Out	Signature
1.	Friday, December 1 st 2023	07.00	15.00	<i>FW</i>
2.	Monday, December 4 th 2023	07.00	15.00	<i>FW</i>
3.	Tuesday, December 5 th 2023	07.00	15.00	<i>FW</i>
4.	Wednesday, December 6 th 2023	07.00	15.00	<i>FW</i>
5.	Thursday, December 7 th 2023	07.00	15.00	<i>FW</i>
6.	Friday, December 8 th 2023	07.00	15.00	<i>FW</i>
7.	Monday, December 11 th 2023	07.00	15.00	<i>FW</i>
8.	Tuesday, December 12 th 2023	07.00	15.00	<i>FW</i>
9.	Wednesday, December 13 th 2023	07.00	15.00	<i>FW</i>
10.	Thursday, December 14 th 2023	07.00	15.00	<i>FW</i>
11.	Friday, December 15 th 2023	07.00	15.00	<i>FW</i>
12.	Monday, December 18 th 2023	07.00	15.00	<i>FW</i>
13.	Tuesday, December 19 th 2023	07.00	15.00	<i>FW</i>
14.	Wednesday, December 20 th 2023	07.00	15.00	<i>FW</i>

15.	Thursday, December 21 st 2023	07.00	15.00	<i>Aw</i>
16.	Friday, December 22 nd 2023	07.00	15.00	<i>Aw</i>
17.	Monday, December 25 th 2023	Christmas Holiday		<i>Aw</i>
18.	Tuesday, December 26 th 2023	Holiday		<i>Aw</i>
19.	Wednesday, December 27 th 2023	07.00	15.00	<i>Aw</i>
20.	Thursday, December 28 th 2023	07.00	15.00	<i>Aw</i>
21.	Friday December 29 th 2023	07.00	15.00	<i>Aw</i>
22.	Monday, January 1 st 2024	07.00	15.00	<i>Aw</i>

Kepulauan Meranti, January 1st 2024

C&T Supervisor






Ardhita Canggih

APPENDIX 5: DAILY ACTIVITY APPRENTICESHIP

DAY : Friday

DATE : September 1st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Introduction to the company and the Transport Division. Read and understand the tasks carried out by the transport section.	Al Hamdani	
	Industry Advisory Notes		

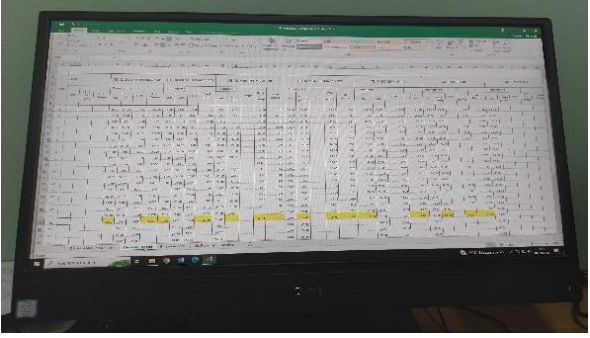

NO	WORKING PICTURES	EXPLANATION
1.		Look around and get to know the company
2.		Briefing and introduction to the Transport Division

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : September 4th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Learning to fill in Daily Report. Attend SHE meeting that was also attended by PT EMP workers and other interns.	Al Hamdani	
	Industry Advisory Notes		

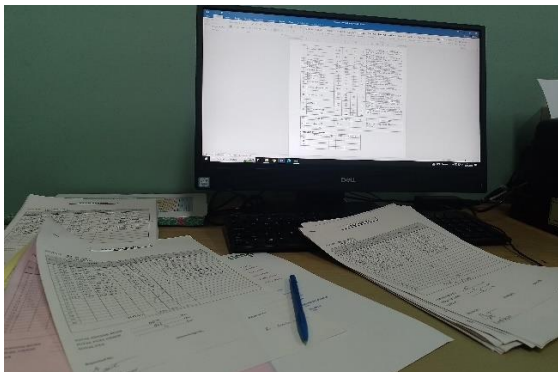
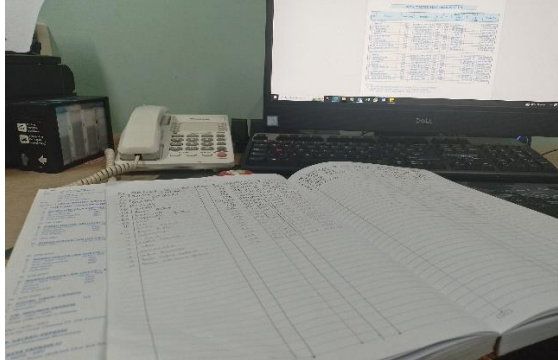
NO	WORKING PICTURES	EXPLANATION
1.		Understanding Daily Report
2.		Attend SHE meetings that discuss maintaining occupational health and safety, the evaluate what needs to be updated.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : September 5th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Fill out Daily Report. Learn how to make phone calls and help answer incoming phone calls. Write supervisor's name on the Timesheet. Making TAR.	Al Hamdani	
	Industry Advisory Notes		

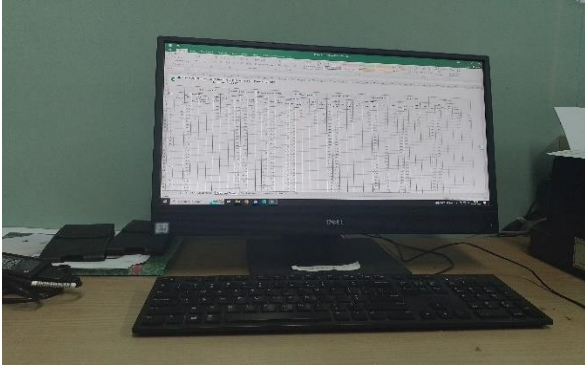
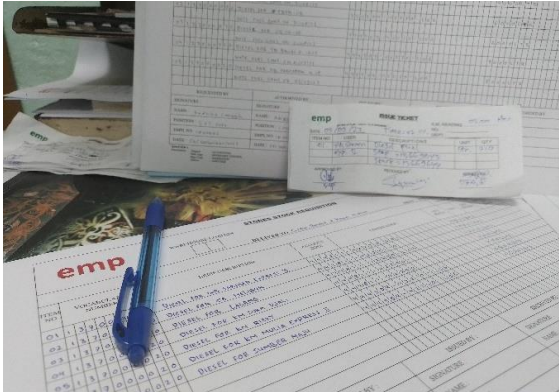
NO	WORKING PICTURES	EXPLANATION
1.		Fill out Daily Report and write supervisor's name on the Timesheet.
2.		Writing TAR (Travel Request) Report Crew Change Seat Reservation

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday

DATE : September 6th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Fill out Daily Report. Writing the SSR (Stored Stock Requisition)	Supiah	
	Industry Advisory Notes		



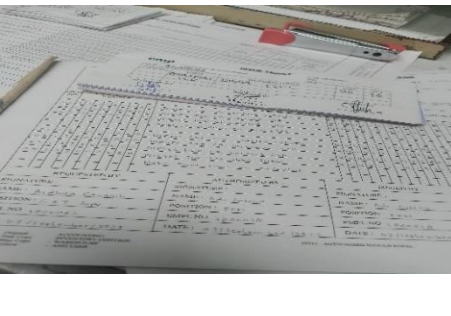
NO	WORKING PICTURES	EXPLANATION
1.		Fill out Daily Reports of fuel consumption and running hours of Tug Boats and Oil Barges.
2.		Writing the SSR (Stores Stock Requisition)

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : September 7th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Filing Timesheet Cutting and placing stickers on the Evacuation Route. Making the SSR (Stored Stock Requisition)	Supiah	
	Industry Advisory Notes		



NO	WORKING PICTURES	EXPLANATION
1.		Filing Timesheet
2.		Cutting and placing stickers on the Evacuation Route.
3.		Writing the SSR (Stored Stock Requisition)

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : September 8th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Laminate Filing Timesheet. Making SSR (Stored Stock Requisition)	Supiah	
	Industry Advisory Notes		

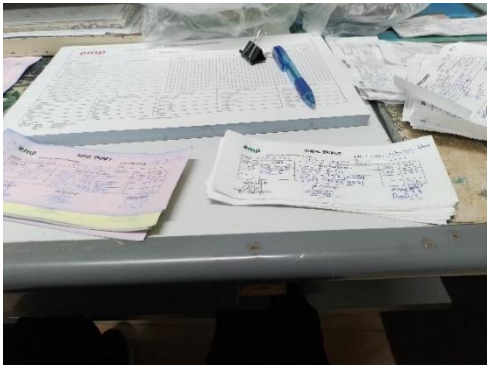
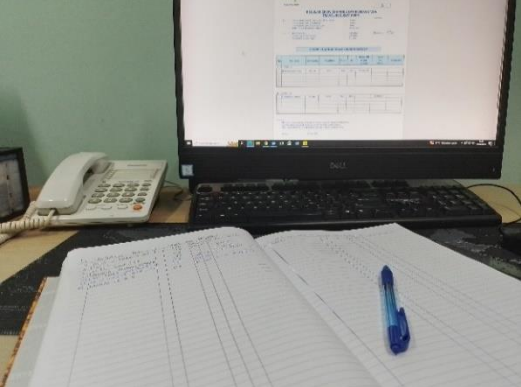
NO	WORKING PICTURES	EXPLANATION
1.		Laminate the announcement of the rules of Kurau Camp residents or guests.
2.		Writing SSR (Stored Stock Requisition)

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : September 11th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Writing SSR (Stored Stock Requisition) Writing TAR (Travel Request)	Supiah	
	Industry Advisory Notes		

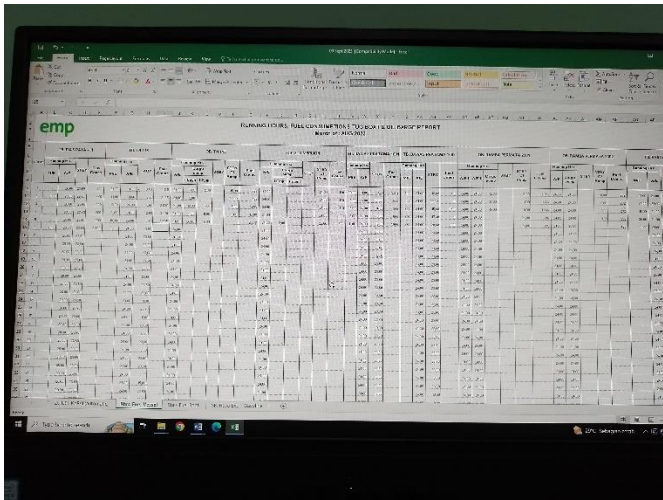
NO	WORKING PICTURES	EXPLANATION
1.		Writing SSR (Stored Stock Requisition)
2.		Writing TAR (Travel Request)

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday

DATE : September 12th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Fill in Daily Report. Writing TAR (Travel Request)	Supiah	
	Industry Advisory Notes		

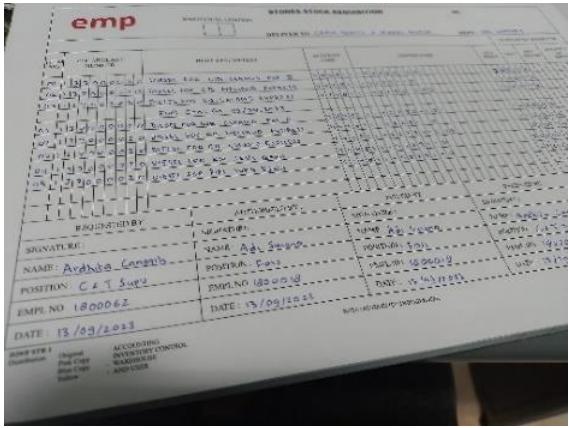
NO	WORKING PICTURES	EXPLANATION
1.		Fill in Daily Report

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday

DATE : September 13th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering letters to the Warehouse and Buyer divisions. Making Daily Report Filing timesheets Asking for signatures from Field Warehouse. Making SSR. (Stored Stock Requisition)	Al Hamdani	
	Industry Advisory Notes		


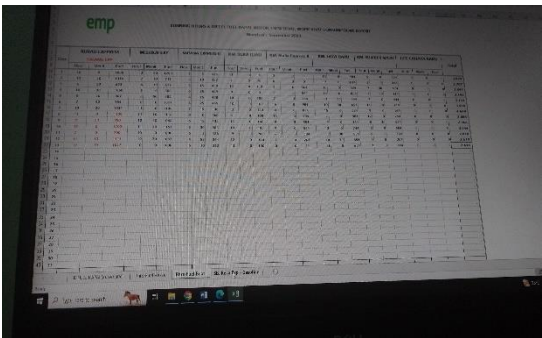
NO	WORKING PICTURES	EXPLANATION
1.		Making SSR. (Stored Stock Requisition)

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : September 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making SSR (Stored Stock Requisition) Making Daily Report	Al Hamdani	
	Industry Advisory Notes		


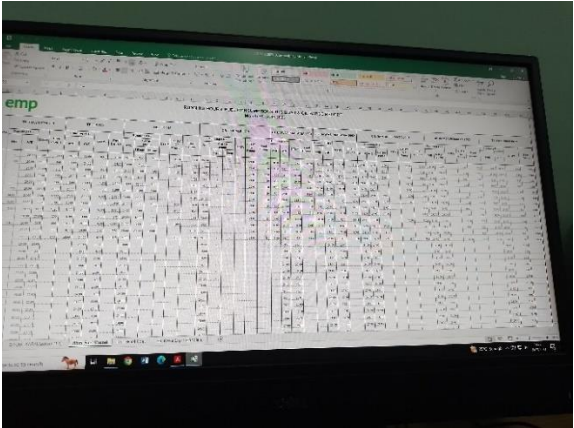
NO	WORKING PICTURES	EXPLANATION
1.		Writing SSR (Stored Stock Requisition)
2.		Making Daily Report

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : September 15th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Filing timesheets Making Daily Report.	Al Hamdani	
	Industry Advisory Notes		

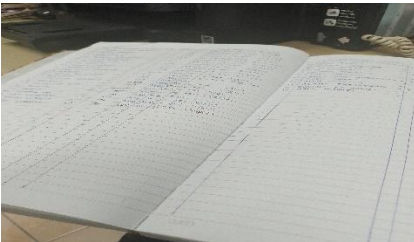
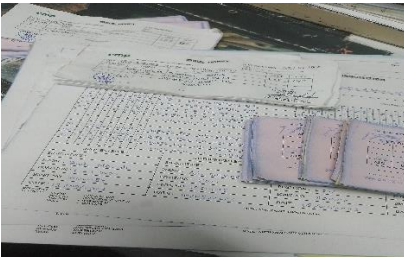

NO	WORKING PICTURES	EXPLANATION
1.		Filing timesheets
2.		Making Daily Report.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : September 18th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making TAR Making SSR (Stored Stock Requisition) Making Transmittal letters.	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making TAR
2.		Making SSR (Stored Stock Requisition)
3.		Making Transmittal letters.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday


DATE : September 19th, 2023

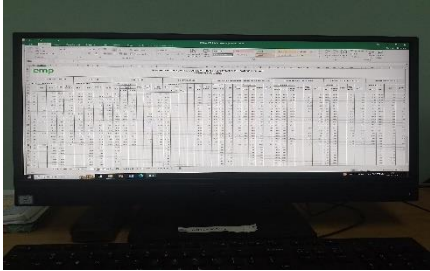
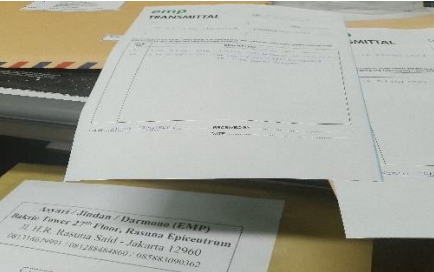
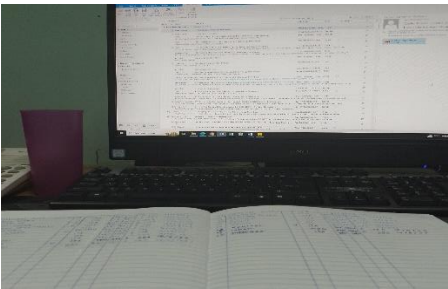
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Missed today's apprenticeship due to stomach pains.	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**


DAY : Wednesday
DATE : September 20th, 2023

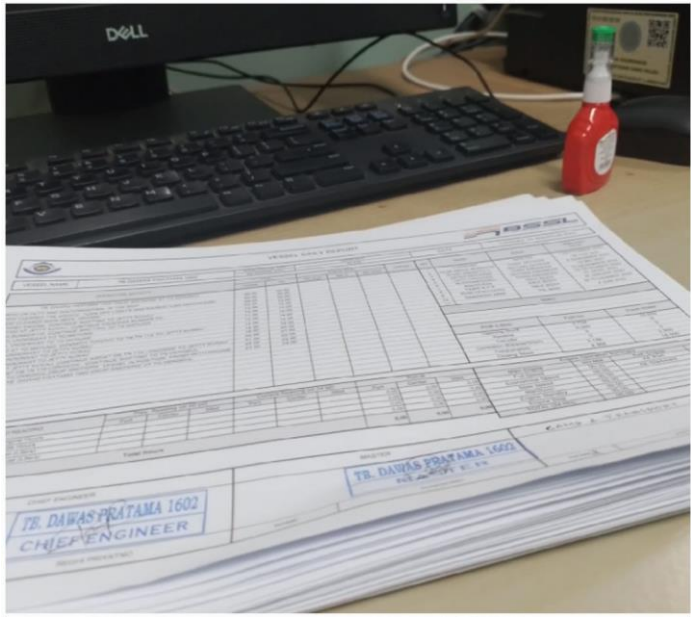
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Daily Reports Filing Timesheets Writing Transmittal Making TAR.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making Daily Reports
2.		Writing Transmittal
3.		Making TAR.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday
DATE : September 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Delivering letters to the Clinic Making TAR Correct incorrect writing	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Correct incorrect writing

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : September 22nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Missed today's apprenticeship due to stomach pains.	Supiah	
	Industry Advisory Notes		

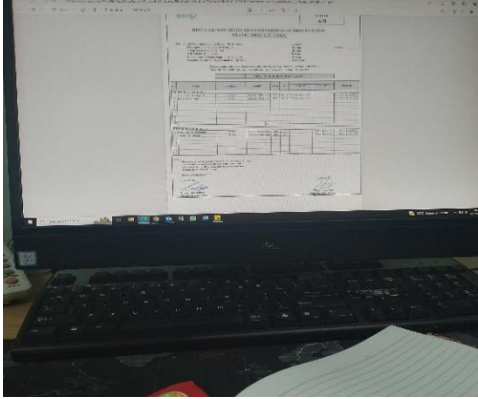
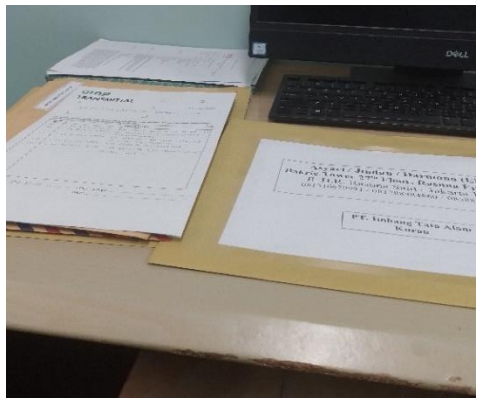
NO	WORKING PICTURES	EXPLANATION

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday

DATE : September 25th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2..	Making TAR Writing Transmittal letters.	Supiah	
	Industry Advisory Notes		

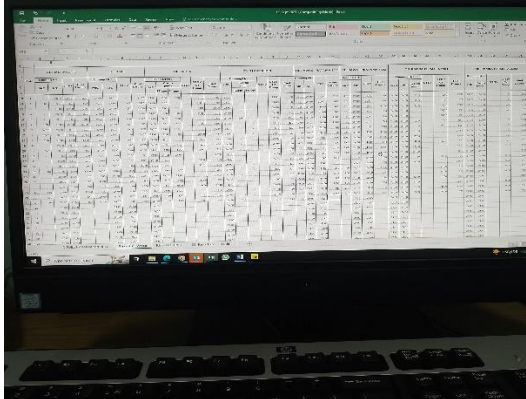
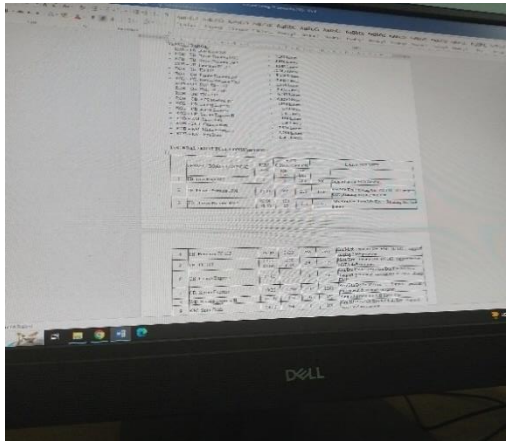
NO	WORKING PICTURES	EXPLANATION
1.		Making TAR
2.		Writing Transmittal letters.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : September 26th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making Daily Report. Writing TAR	Supiah	
	Industry Advisory Notes		

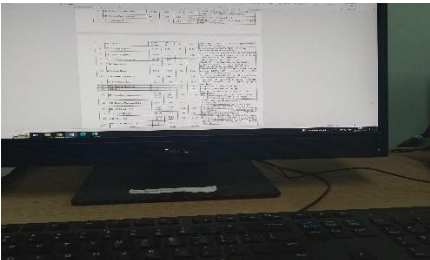
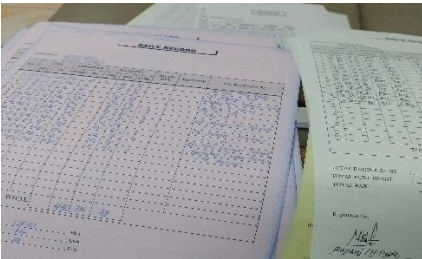
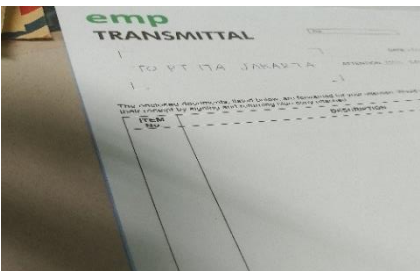
NO	WORKING PICTURES	EXPLANATION
1.		Making Daily Report.
2.		Writing TAR

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday

DATE : September 27th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Daily Report Filing Timesheet and SSR Making Transmittal.	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making Daily Report
2.		Filing Timesheet and SSR
3.		Making Transmittal.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : September 28th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Prophet's Mauled Holiday	Al Hamdani	
	Industry Advisory Notes		

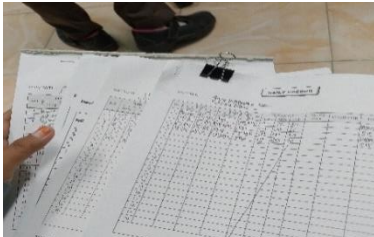

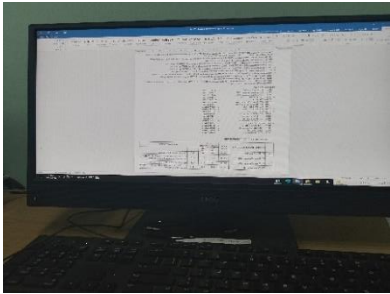
NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : September 29th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Filing Daily Record Making SSR (Stored Stock Requisition) Making Daily Report	Al Hamdani	
	Industry Advisory Notes		

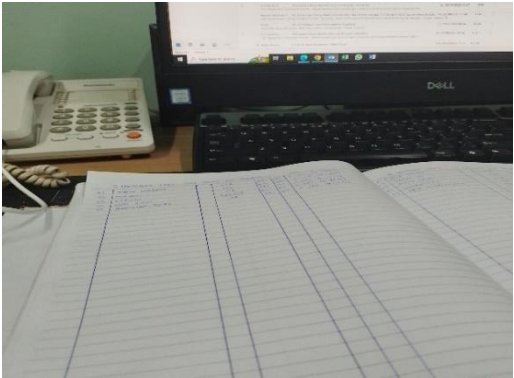
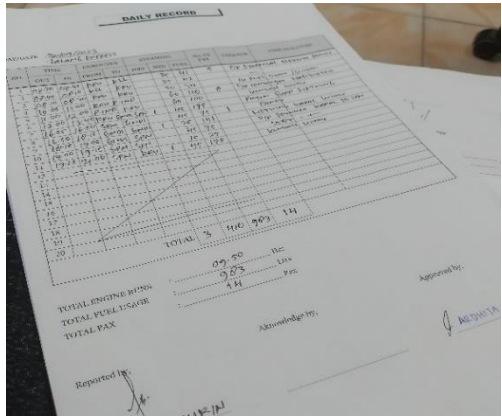
NO	WORKING PICTURES	EXPLANATION
1.		Filing Daily Record
2.		Making SSR (Stored Stock Requisition)
3.		Making Daily Report

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : October 2nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2..	Making TAR Making SSR (Stored Stock Requisition)	Al Hamdani	
	Industry Advisory Notes		

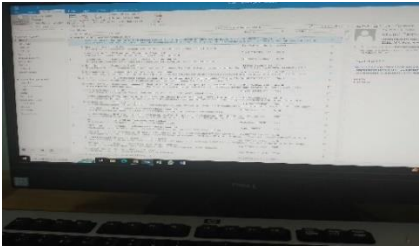
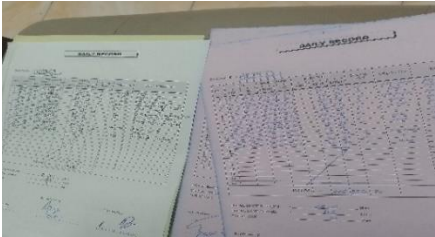
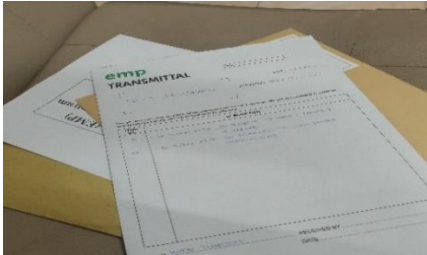
NO	WORKING PICTURES	EXPLANATION
1.		Making TAR
2.		Making SSR (Stored Stock Requisition)

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : October 3rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Making TAR Making Daily Report. Filing Timesheets Making SSR Making Transmittal	Al Hamdani	
	Industry Advisory Notes		

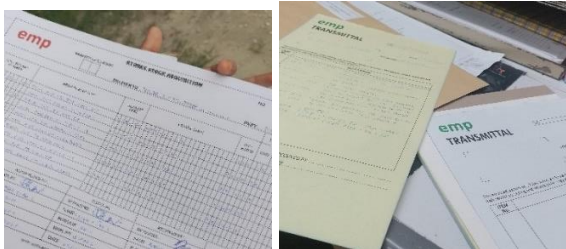
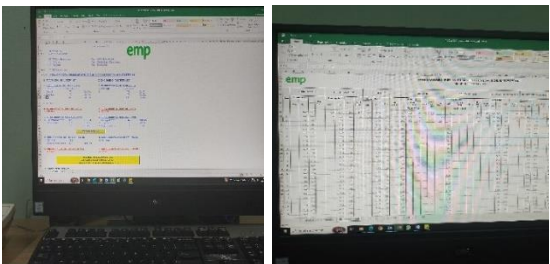
NO	WORKING PICTURES	EXPLANATION
1.		Making TAR
2.		Filing Timesheets
3.		Making Transmittal

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday

DATE : October 4th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering letters and packages Making Transmittal Letter Making TAR Making Daily Report Making Crew Change Report.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Delivering letters and packages to the Warehouse Division and Main Office.
2.		Making Transmittal Letter Making Daily Report Making Crew Change Report.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : October 5th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Excused from apprenticeship due to illness	Supiah	
	Industry Advisory Notes		

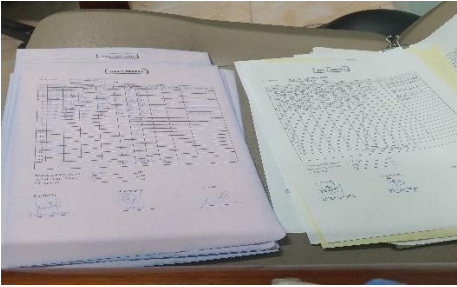
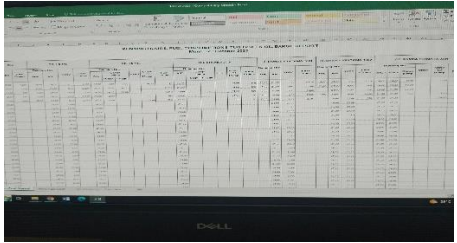
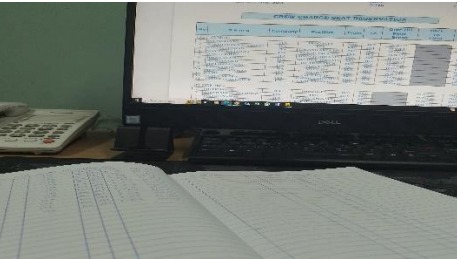
NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : October 6th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Filing Delivering packages Making TAR	Supiah	
	Industry Advisory Notes		

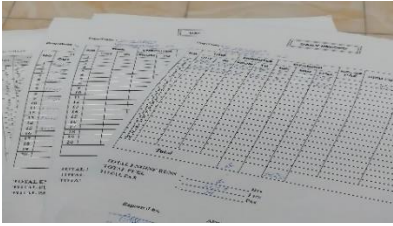

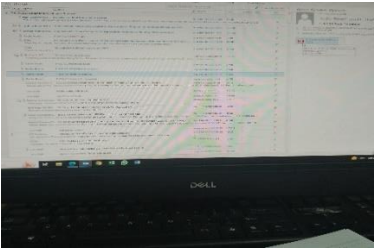
NO	WORKING PICTURES	EXPLANATION
1.		Filing Time Sheet, Transmittal and Daily Record
2.		Making Daily Report
3.		Making TAR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : October 9th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Filing Daily Report & Fuel Requests Taking Cargo Manifests and Mail Bags to the secretary at the Main Office. Making TAR	Supiah	
	Industry Advisory Notes		

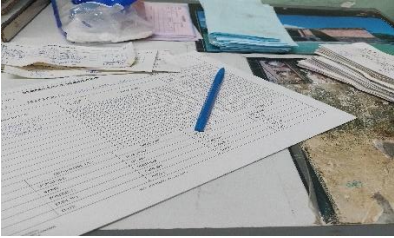
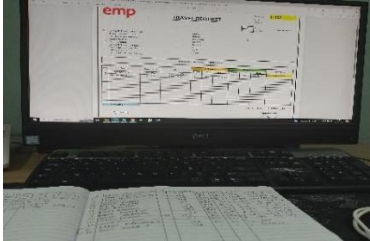
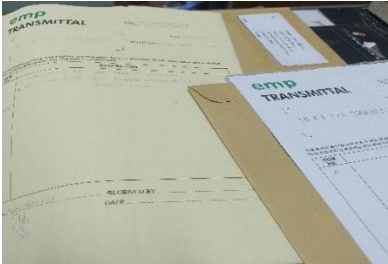
NO	WORKING PICTURES	EXPLANATION
1.		Filing Daily Report & Fuel Requests
2.		Taking Cargo Manifests and Mail Bags to the secretary at the Main Office.
3.		Making TAR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : October 10th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Making SSR Making TAR Making Transmittal letters Filing Material Transfer Requesting signatures and stamps from Field Warehouse.	Supiah	
	Industry Advisory Notes		

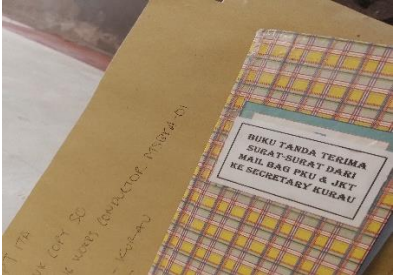
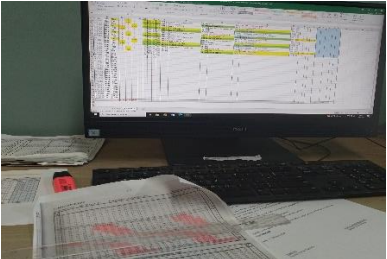
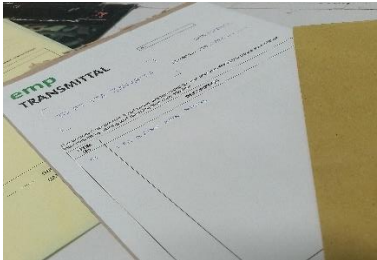
NO	WORKING PICTURES	EXPLANATION
1.		Making SSR
2.		Making TAR
3.		Making Transmittal letters

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday

DATE : October 11th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Delivering letters and packages to the Main Office Making Planning Barging Making Transmittal	Supiah	
	Industry Advisory Notes		

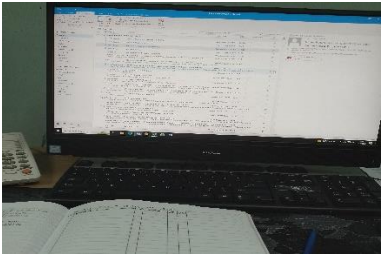
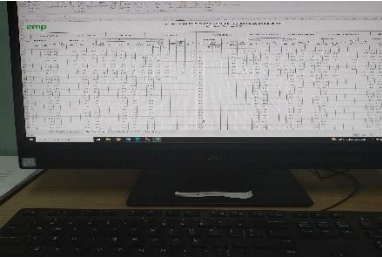

NO	WORKING PICTURES	EXPLANATION
1.		Delivering letters and packages to the Main Office
2.		Making Planning Barging
3.		Making Transmittal

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : October 12th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Delivering letter Making Daily Report Making TAR.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making TAR.
2.		Making Daily Report
3.		Delivering mail to the secretary at the Main Office

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : October 13th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Permission to go to Bengkalis to see a doctor due to muscle inflammation	Supiah	
	Industry Advisory Notes		

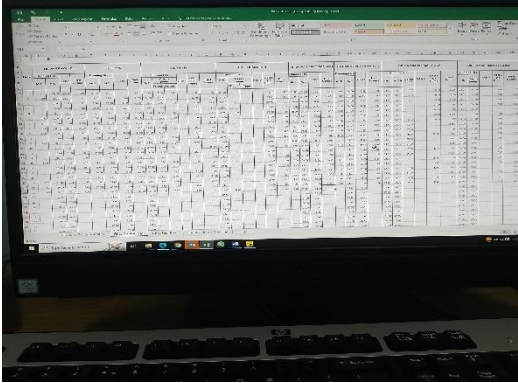
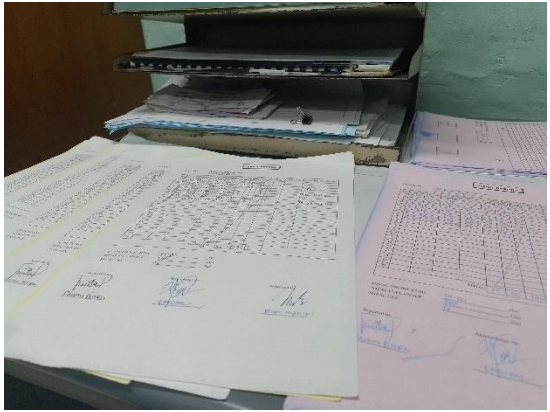
NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : October 16th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making Monthly Report & Daily Filing Timesheet.	Supiah	
	Industry Advisory Notes		

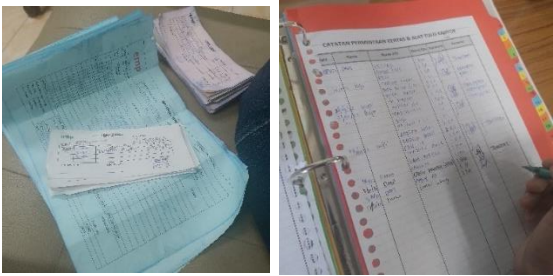
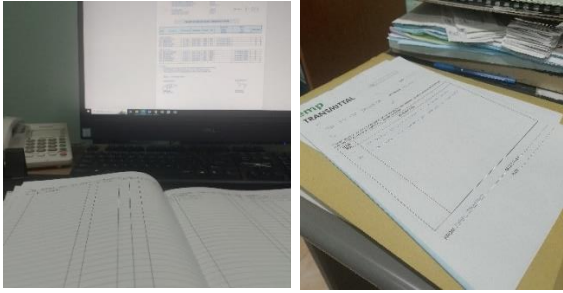
NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly Report & Daily
2.		Filing Timesheet.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday


DATE : October 17th, 2023

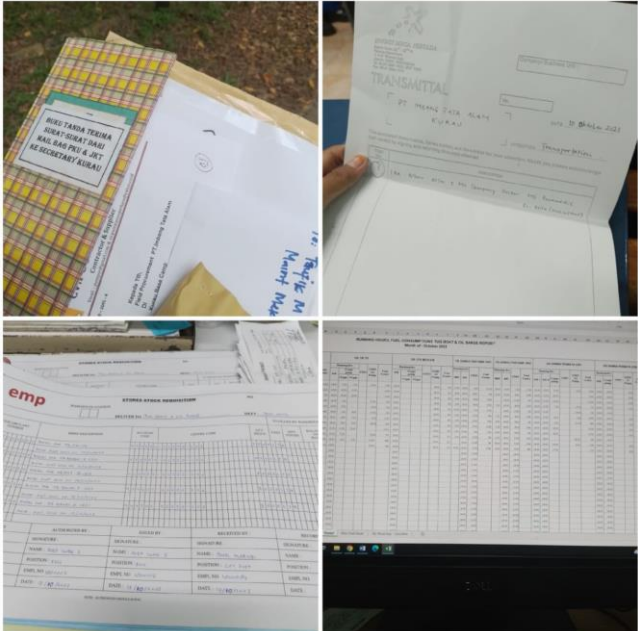
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering letters Filing and making approved names Making SSR Making Transmittal Making TAR.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		<p>Making SSR</p> <p>Delivering letters to the Clinic and Main Office</p>
2.		<p>Making TAR.</p> <p>Making Transmittal</p>

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday
DATE : October 18th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Delivering letters Filing Transmittals Making SSR Making Daily Report.	Al Hamdani	
	Industry Advisory Notes		

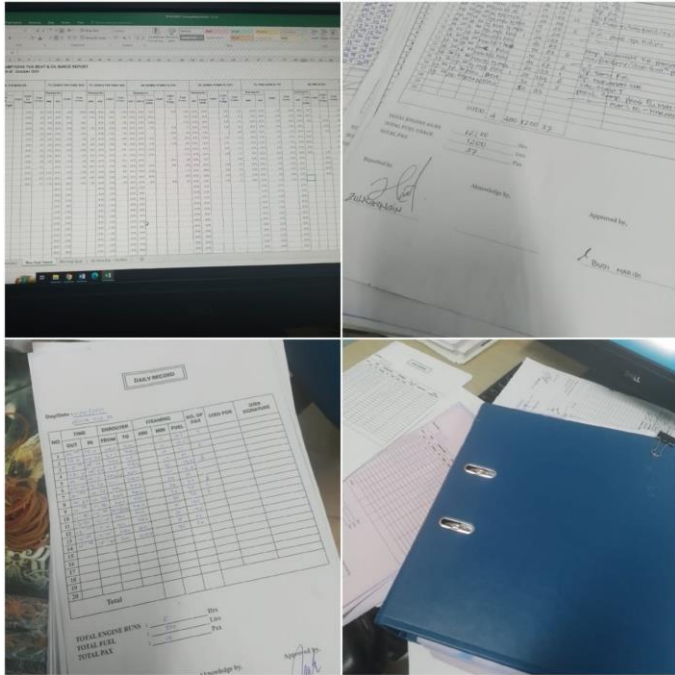
NO	WORKING PICTURES	EXPLANATION
1.		<p>Delivering letters to the secretary at the Main Office</p> <p>Filing Transmittals</p> <p>Making SSR</p> <p>Making Daily Report.</p>
2.		

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : October 19th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Monthly Report Making the supervisor's name on the Daily Record. Filing	Al Hamdani	
	Industry Advisory Notes		

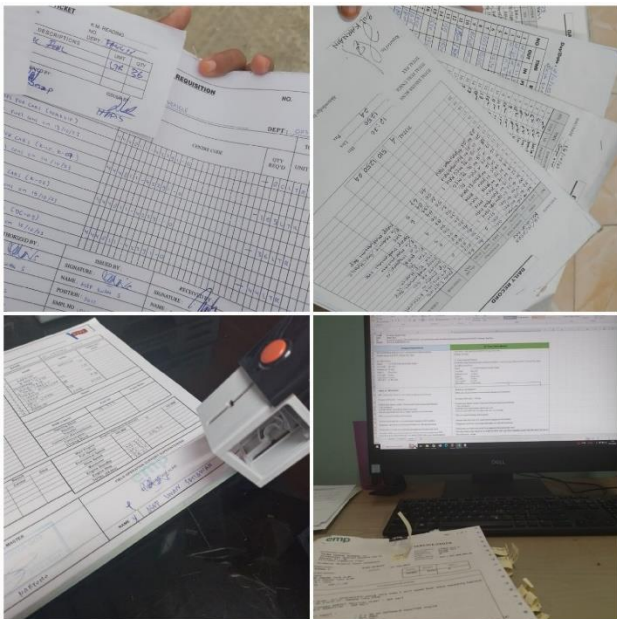
NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly Report
2.		Making the supervisor's name on the Daily Record.
		Filing

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : October 20th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering letters Filing Timesheet Making TAR Giving a PT. EMP stamp Making an RFS Technical Evaluation.	Al Hamdani	
	Industry Advisory Notes		

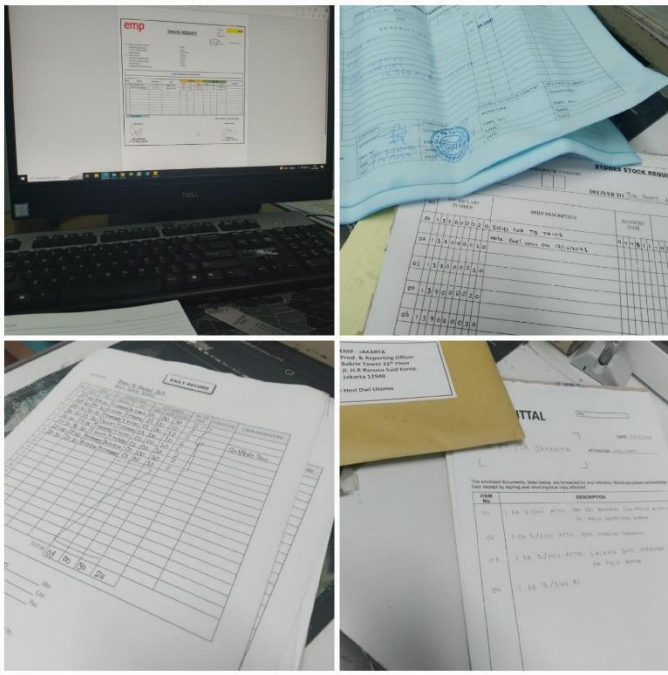
NO	WORKING PICTURES	EXPLANATION
1.		Delivering letters to the Field Warehouse Filing Timesheet Making TAR Giving a PT. EMP stamp on the Vessel Daily Report
2.		Making an RFS Technical Evaluation.

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday

DATE : October 23rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Making TAR Making the supervisor's name Making SSR Making Transmittal letter Filing Daily Record	Al Hamdani	
	Industry Advisory Notes		

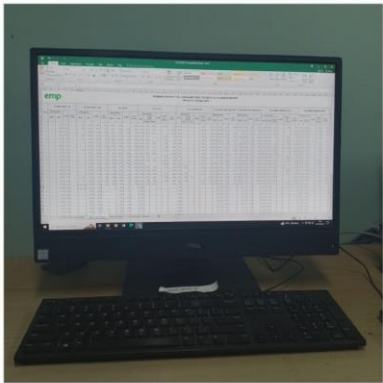
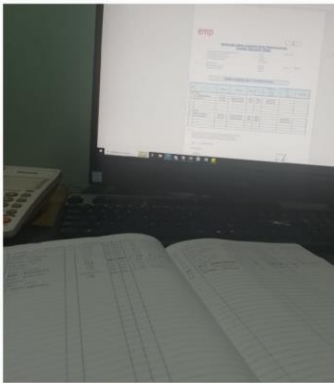
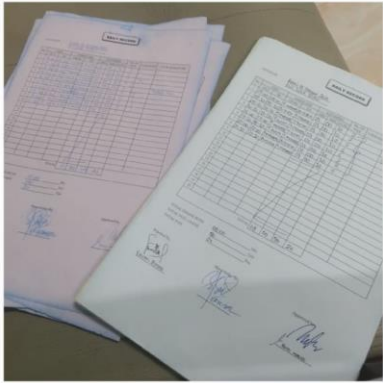

NO	WORKING PICTURES	EXPLANATION
1.		<p>Making TAR</p> <p>Making the supervisor's name on the Timesheet</p> <p>Making SSR</p> <p>Making Transmittal letter</p> <p>Filing Daily Record</p>
2.		

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday

DATE : October 24th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Monthly Report Making TAR Making Transmittals Filing Daily Records.	Al Hamdani	
	Industry Advisory Notes		


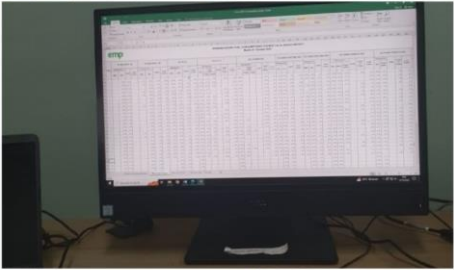
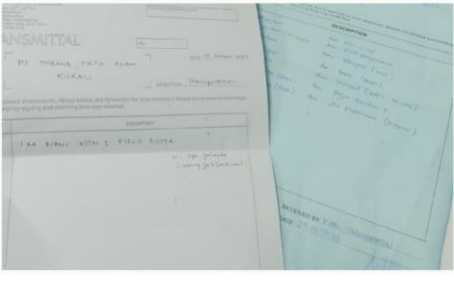
NO	WORKING PICTURES	EXPLANATION
1.	 	Making Monthly Report Making TAR
2.	 	Making Transmittals Filing Daily Records.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday

DATE : October 25th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Delivering packages & letters Making Monthly Report Filing Transmittals in and out	Supiah	
	Industry Advisory Notes		

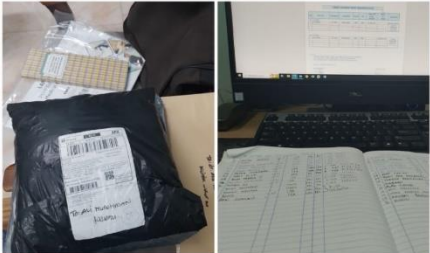
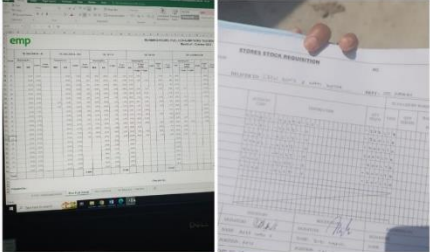
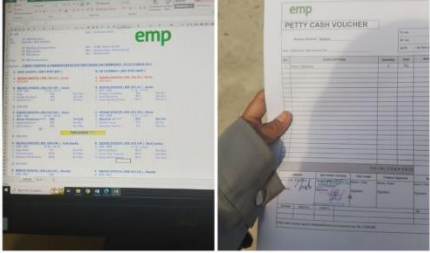
NO	WORKING PICTURES	EXPLANATION
1.		Delivering packages & letters to the secretary at the Main Office
2.		Making Monthly Report
3.		Filing Transmittals in and out

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : October 26th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering packages & letters Making TAR Making Monthly Report Delivering SSR to Field Warehouse. Requesting signatures & stamps	Supiah	
	Industry Advisory Notes		

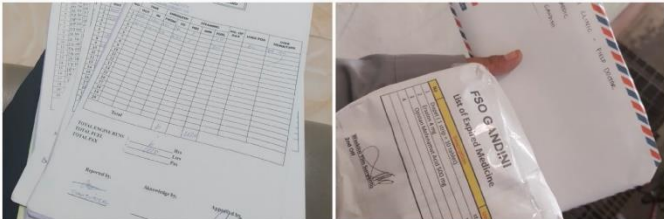
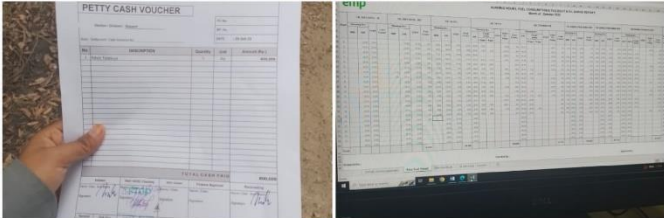
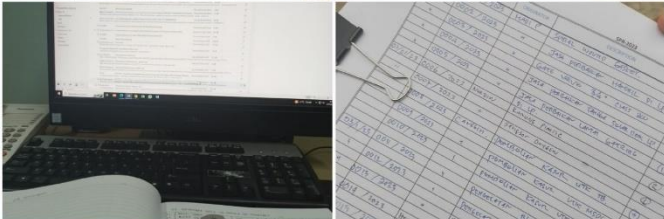
NO	WORKING PICTURES	EXPLANATION
1.		Unpacking mail bags and delivering packages & letters to their recipients
2.		Making TAR Making Monthly Report
3		Delivering SSR to Field Warehouse. Requesting signatures & stamps for Petty Cash at the Field Warehouse

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : October 27th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Filing Daily Record Requesting a stamp Making Monthly Report Delivering letters & packages	Supiah	
	Industry Advisory Notes		

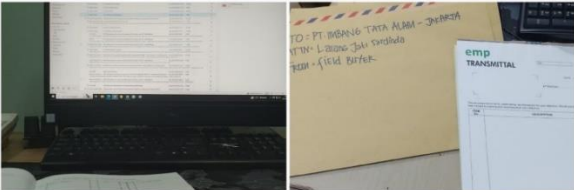
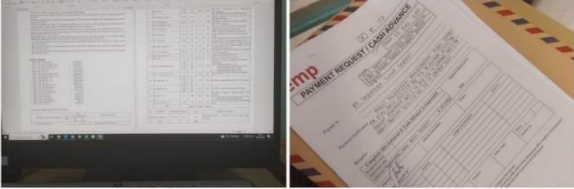
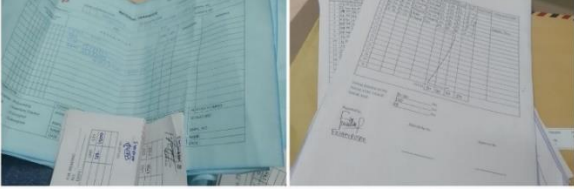
NO	WORKING PICTURES	EXPLANATION
1.		Filing Daily Record Requesting a stamp for Petty Cash at Field Warehouse then delivering the Petty Cash to the secretary
2.		Making Monthly Report
3.		Delivering letters & packages to the Clinic Delivering SPR to Field Warehouse

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : October 30th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5. 6.	Making TAR, Making Monthly Making Transmittal letters Delivering letters to the Main Office Making Daily Reports Writing supervisor's name on Timesheets	Supiah	
	Industry Advisory Notes		

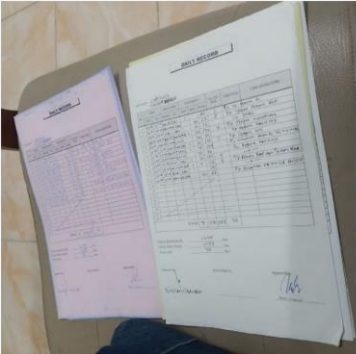
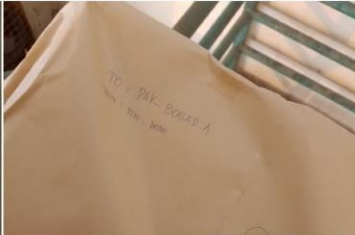
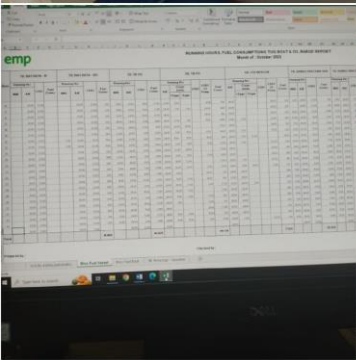
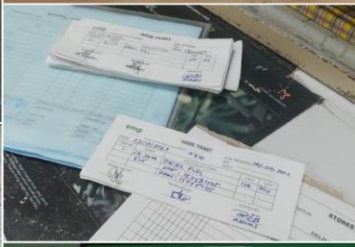
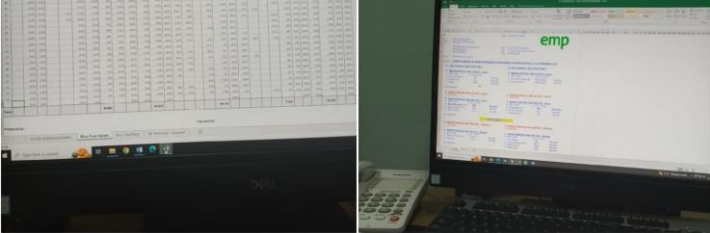
NO	WORKING PICTURES	EXPLANATION
1.		Making TAR Making Monthly
2.		Making Transmittal letters Delivering letters to the Main Office
3.		Making Daily Reports Writing supervisor's name on Timesheets

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : October 31st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Filing Timesheet Delivering letters Making Monthly Report Making SSR Making TAR	Supiah	
	Industry Advisory Notes		

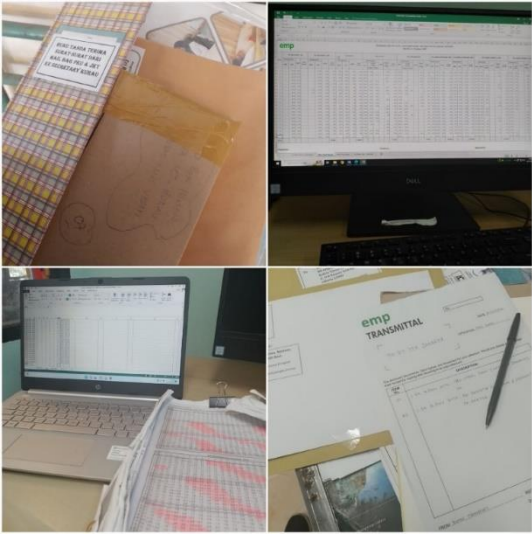
NO	WORKING PICTURES	EXPLANATION
1.		Filing Timesheet
		Delivering letters to the secretary at the Main Office
		Making Monthly Report
2.		Making SSR
		Making TAR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday

DATE : November 1st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Delivering them letters and packages Filing Transmittals Making Monthly & Daily Report Making Planning Barging Making Transmittal letter.	Al Hamdani	
	Industry Advisory Notes		

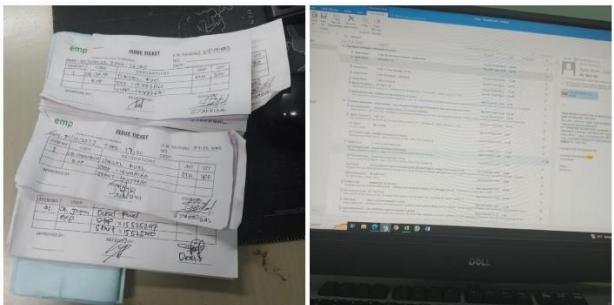
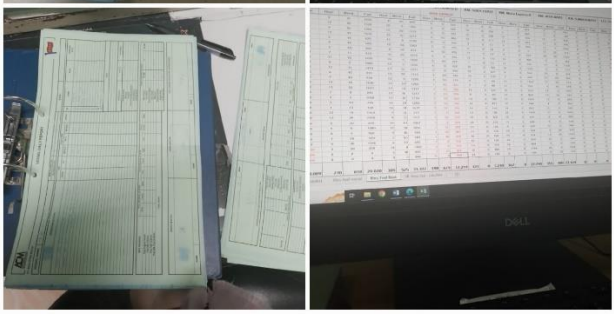
NO	WORKING PICTURES	EXPLANATION
1.		<p>Checking incoming letters and packages into the mail bag.</p> <p>Filing Transmittals Making Monthly Report</p> <p>Making Daily Report in November</p> <p>Making Planning Barging</p> <p>Making Transmittal letter.</p>
2.		

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday

DATE : November 2nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Making Monthly Filing Vessel Daily Report Making TAR Making SSR Making supervisor's name on Timesheet	Al Hamdani	
	Industry Advisory Notes		



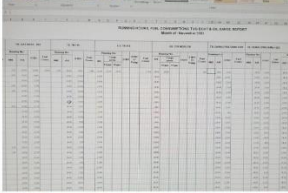
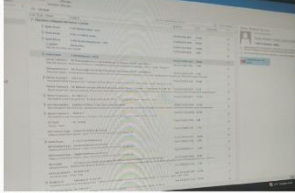
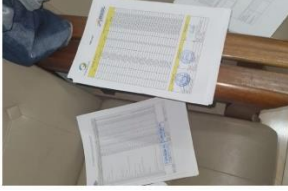
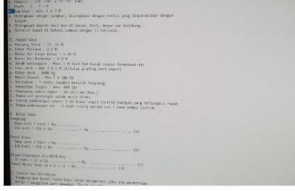
NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly Filing Vessel Daily Report
2.		Making TAR Making SSR

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Friday

DATE : November 3rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5. 6.	Checking incoming letters and packages Stamping Ztimesheet Making Monthly Report Making Oil Usage Report Making TAR Typing RFS Technical Evaluation.	Al Hamdani	
	Industry Advisory Notes		

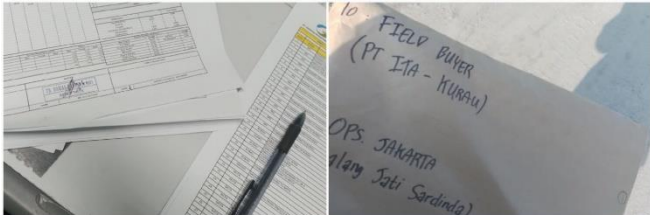
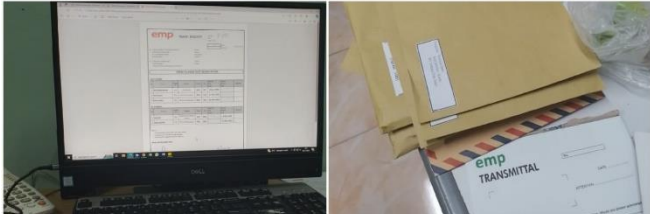
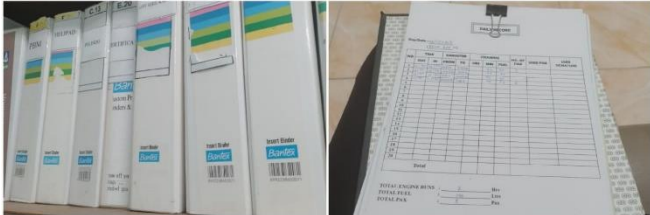
NO	WORKING PICTURES	EXPLANATION
1.		Checking incoming letters and packages
2.		Stamping Ztimesheet
2.		Making Monthly Report
2.		Making Oil Usage Report
3.		Making TAR
3.		Typing RFS Technical Evaluation.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : November 6th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5. 6.	Making initials Delivering letters Making TAR, Making the supervisor's name Filing minutes of Off Hire Vessel Making Transmittal letters.	Al Hamdani	
	Industry Advisory Notes		

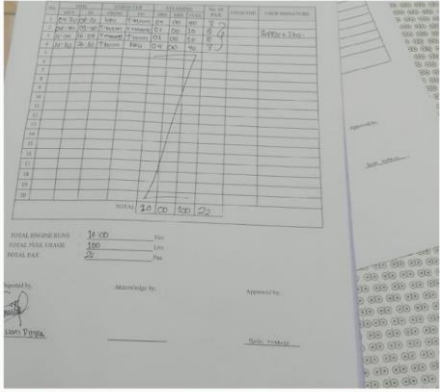
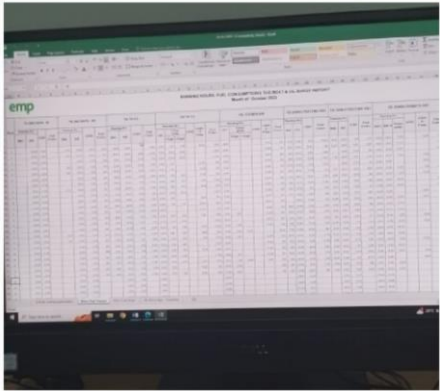
NO	WORKING PICTURES	EXPLANATION
1.		Making initials on the Vessel Daily Report
2.		Delivering letters to the Field Buyer
3.		Making TAR, Making the supervisor's name on the Daily Record
		Filing minutes of Off Hire Vessel
		Making Transmittal letters.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : November 7th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making Monthly and Daily Report Filing Timesheet	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly and Daily Report
2.		Filing Timesheet

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday


DATE : November 8th, 2023



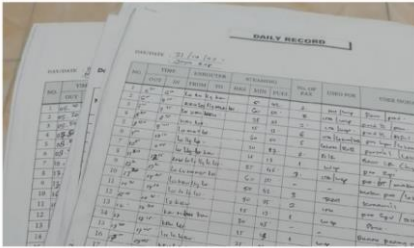
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Unable to go to the apprenticeship site due to heavy rains.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Thursday
DATE : November 9th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1 2.	Filing Timesheets Making SSR	Supiah	
	Industry Advisory Notes		

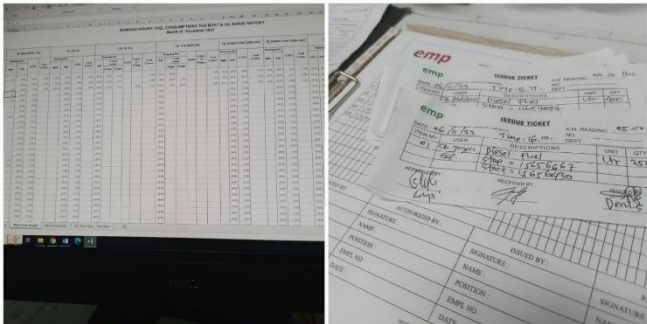
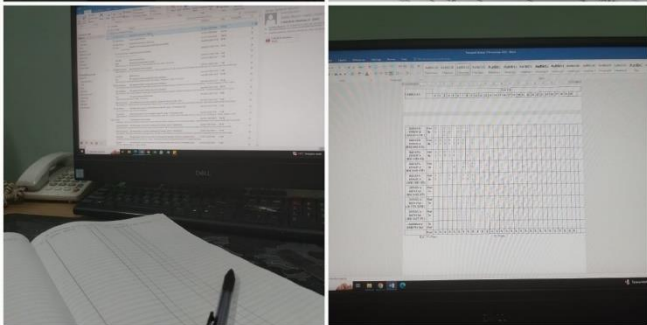
NO	WORKING PICTURES	EXPLANATION
1.		Filing Timesheets
2.		Making SSR
3.		

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Friday

DATE : November 10th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Monthly Report and Daily Making SSR Making TAR	Supiah	
	Industry Advisory Notes		

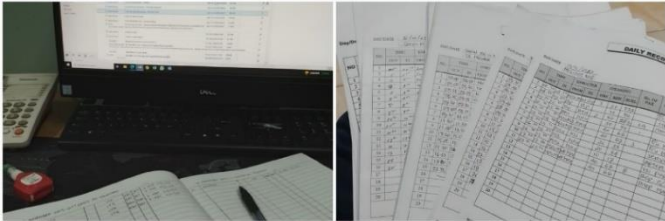
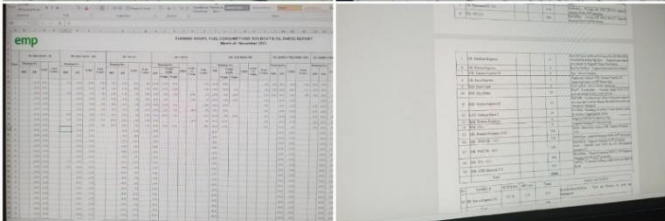
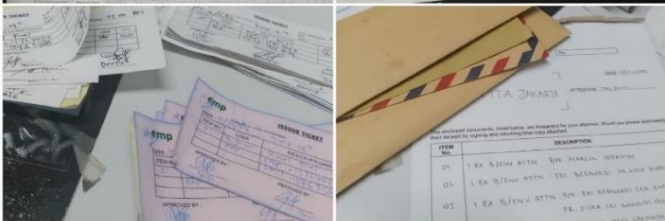
NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly Report and Daily
2.		Making SSR Making TAR

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday


DATE : November 13th, 2023

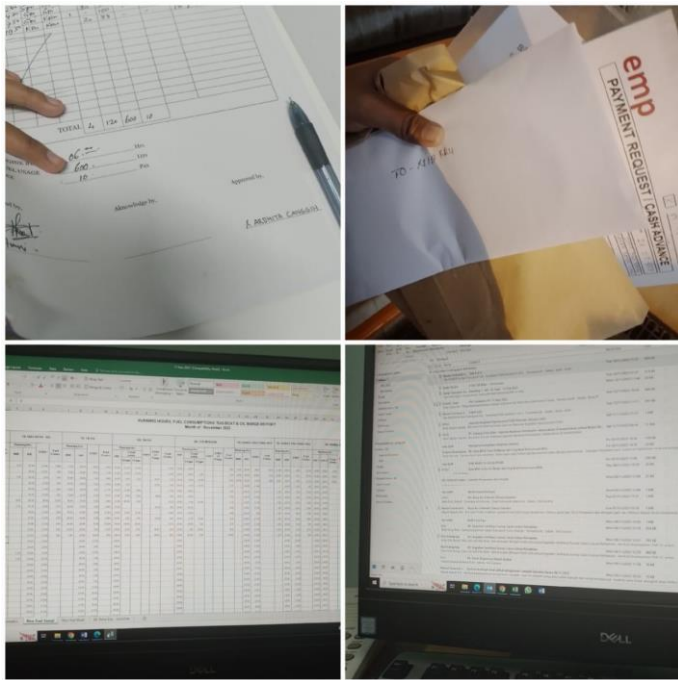
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Filing Timesheet Writing TAR Making Monthly Report & Daily Making Transmittal Writing SSR	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Filing Timesheet
2.		Writing TAR Making Monthly Report & Daily
3.		Making Transmittal Writing SSR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday
DATE : November 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Writing the supervisor's name on the Timesheet Delivering letters Making Daily Report Making TAR	Supiah	
	Industry Advisory Notes		

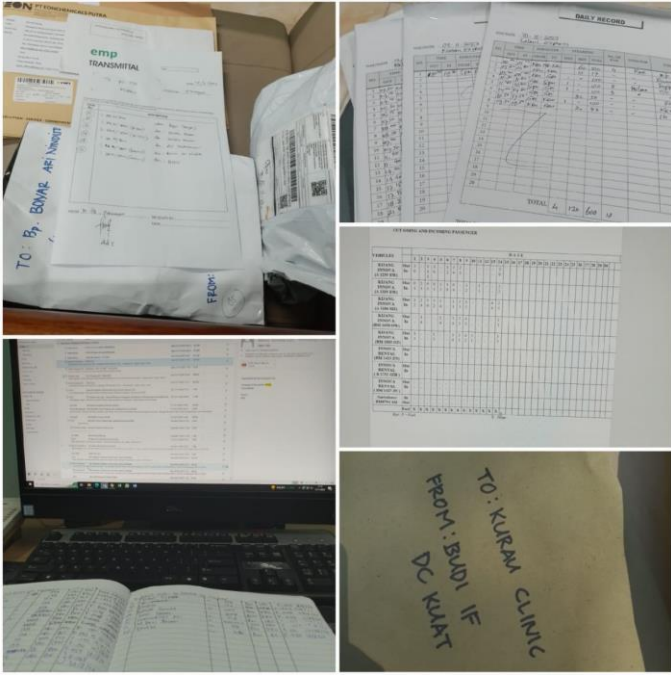
NO	WORKING PICTURES	EXPLANATION
1.		<p>Writing the supervisor's name on the Timesheet</p> <p>Delivering letters to the secretary at the Main Office</p> <p>Making Daily Report</p> <p>Making TAR</p>

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Wednesday


DATE : November 15th, 2023

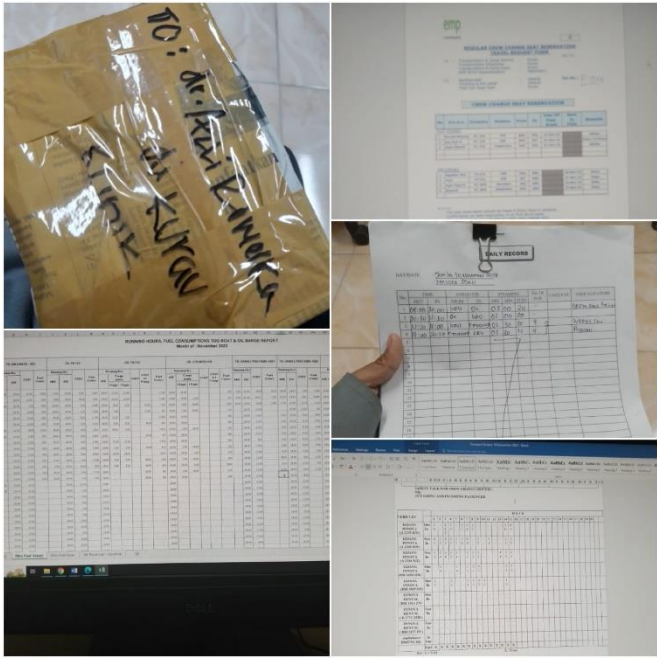
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5.	Unpacking mail bag Filing Timesheet Making Daily Writing Transmittal Writing TAR.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
		<p>Unpacking mail bag then delivering packages and letters</p> <p>Filing Timesheet</p> <p>Making Daily Report on November</p> <p>Writing Transmittal for letters</p> <p>Writing TAR.</p>

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Thursday
DATE : November 16th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Delivering packages & letters to the Main Office 2. Filing Timesheet 3. Making Daily Report 4. Writing Transmittal 5. Writing TAR.	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		<p>Delivering packages & letters to the Main Office</p> <p>Filing Timesheet</p> <p>Making Daily Report</p> <p>Writing Transmittal</p> <p>Writing TAR.</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday


DATE : November 17th, 2023

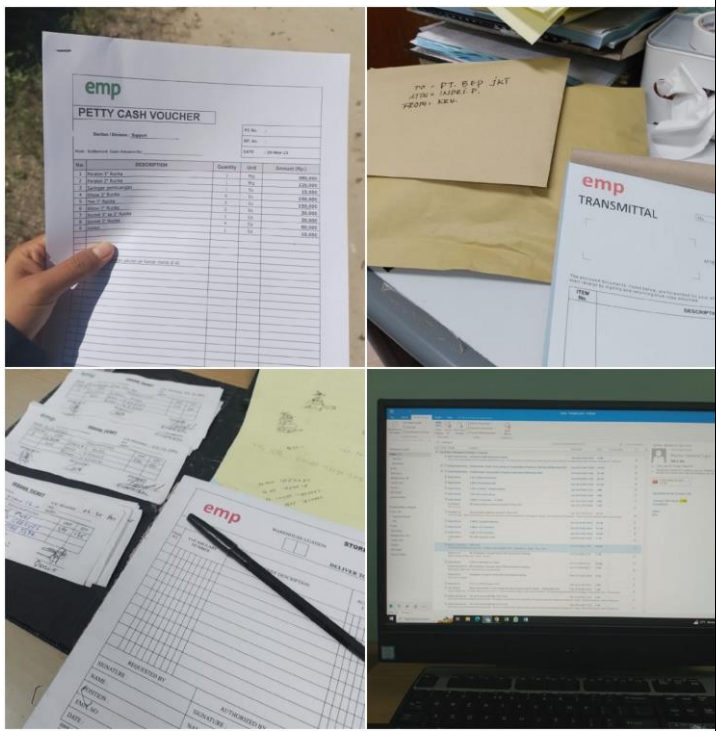
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Permission to go to Bengkalis	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION

DAILY ACTIVITIES OF APPRENTICESHIP


DAY : Monday
DATE : November 20th, 2023

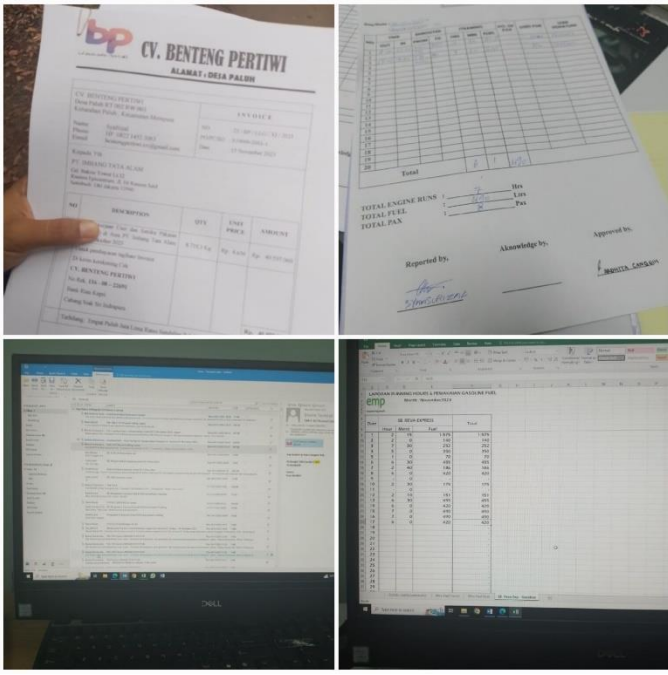
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making TAR Making SSR Making Transmittals Asking for signatures and stamps	Al Hamdani	
	Industry Advisory Notes		

N O	WORKING PICTURES	EXPLANATIO N
1.		<p>Asking for signatures and stamps for Petty Cash at Field Warehouse.</p> <p>Making Transmittals</p> <p>Making SSR</p> <p>Making TAR</p>

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday
DATE : November 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Daily Report Making TAR Making the supervisor's name on the Timesheet Delivering letters	Al Hamdani	
	Industry Advisory Notes		

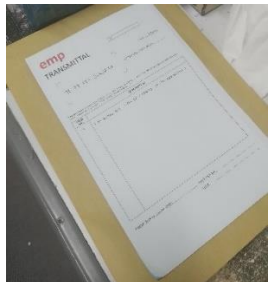
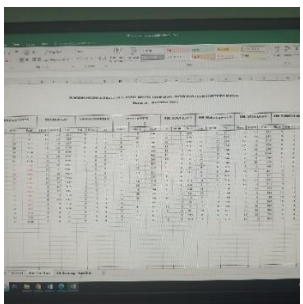
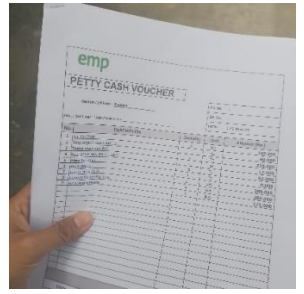
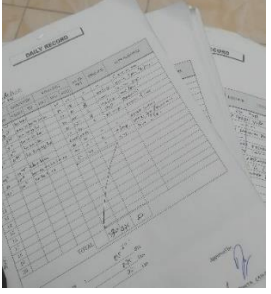
NO	WORKING PICTURES	EXPLANATION
1.		<p>Delivering letters to the secretary at the Main Office.</p> <p>Making the supervisor's name on the Timesheet</p> <p>Making TAR</p> <p>Making Daily Report</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday


DATE : November 22nd, 2023

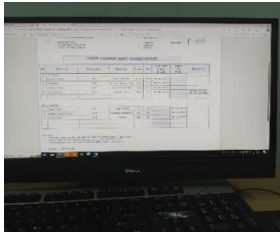
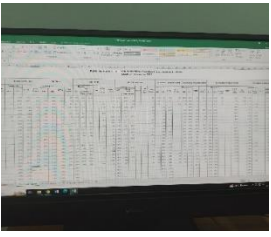
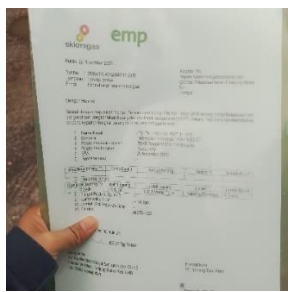
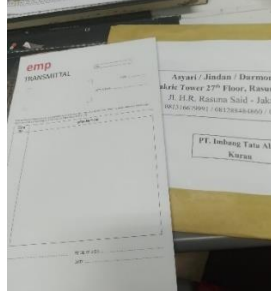
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Filing Timesheet and Transmittal Making Daily Report Requesting a stamp Making Transmittals	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.	   	<p>Making Transmittals</p> <p>Making Daily Report</p> <p>Requesting a stamp for Petty Cash at Field Warehouse</p> <p>Filing Timesheet and Transmittal</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday
DATE : November 23rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Writing Transmittal Delivering Document Making Daily Report Writing TAR (Crew Change Seat Reservation)	Al Hamdani	
	Industry Advisory Notes		

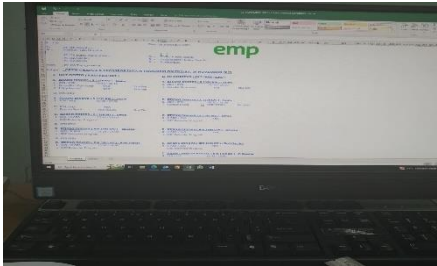
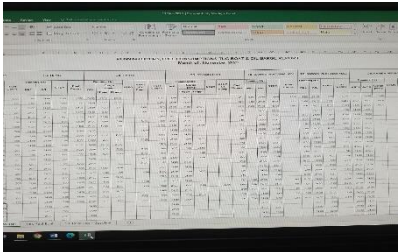
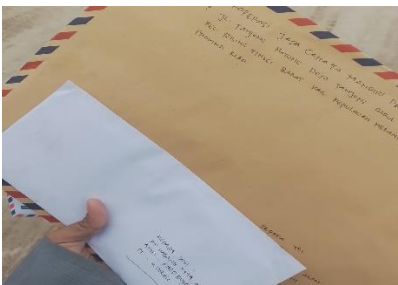
NO	WORKING PICTURES	EXPLANATION
1.	   	<p>Writing TAR (Crew Change Seat Reservation)</p> <p>Making Daily Report</p> <p>Delivering Document to Main Office</p> <p>Writing Transmittal</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : November 24th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Writing TAR (Crew Change Seat Reservation) Making Daily Report Delivering letters	Al Hamdani	
	Industry Advisory Notes		

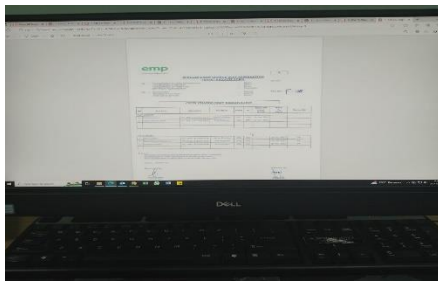
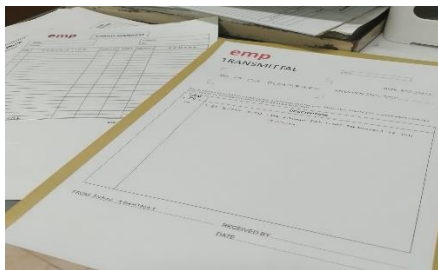
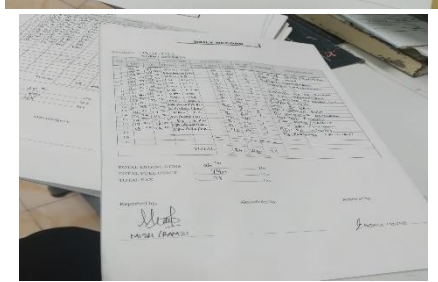
NO	WORKING PICTURES	EXPLANATION
1.		Writing TAR (Crew Change Seat Reservation)
2.		Making Daily Report
3.		Delivering letters

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : November 27th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Writing TAR (Crew Change Seat Reservation) Writing Transmittal Writing SSR	Al Hamdani	
	Industry Advisory Notes		

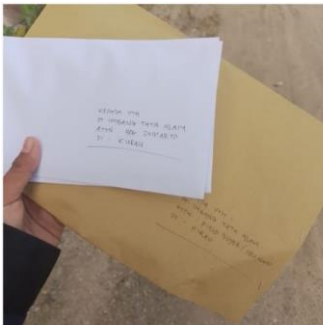

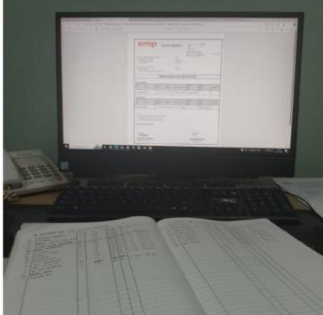
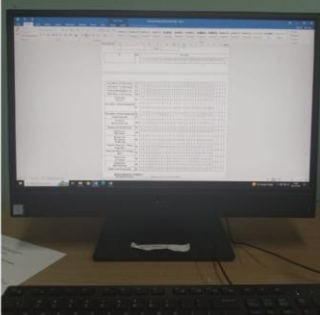
NO	WORKING PICTURES	EXPLANATION
1.		Writing TAR (Crew Change Seat Reservation)
2.		Writing Transmittal
3.		Writing SSR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday


DATE : November 28th, 2023

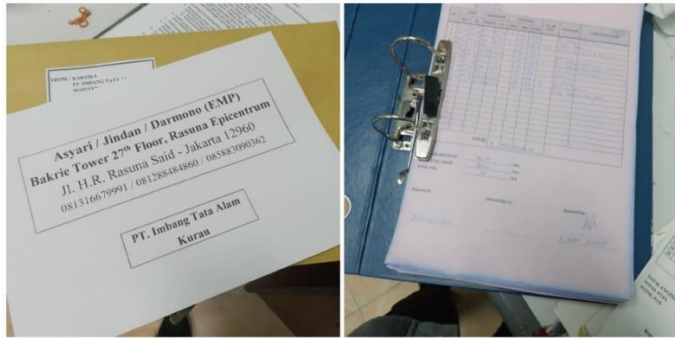
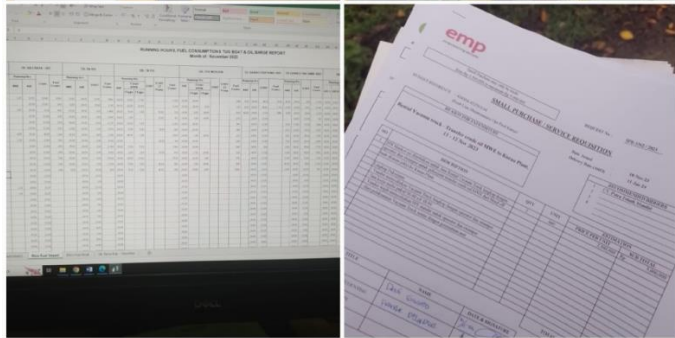
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Delivering letters Writing the SSR Writing TAR (Crew Change Seat Reservation) Making daily Report	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.	 	Delivering Letters to Field Warehouse and Field Buyer Writing the SSR
2.	 	Writing TAR (Crew Change Seat Reservation) Making Daily Report

DAILY ACTIVITIES OF APPRENTICESHIP


DAY : Wednesday
DATE : November 29th, 2023

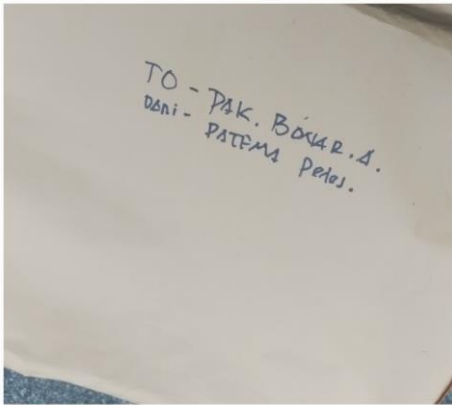
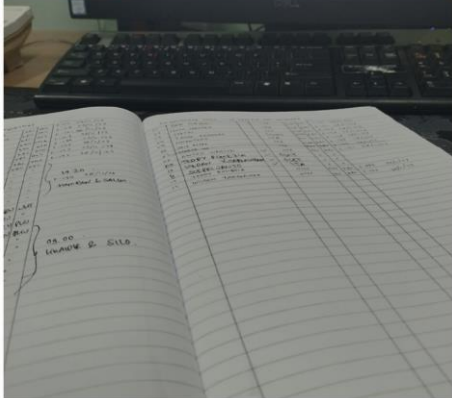
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Transmittal Filing Timesheet Making Monthly Report Delivering Letters	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		<p>Making Transmittal</p> <p>Filing Timesheet</p>
2.		<p>Making Monthly Report</p> <p>Delivering Letters</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday
DATE : November 30th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Delivering letters Writing TAR	Supiah	
	Industry Advisory Notes		

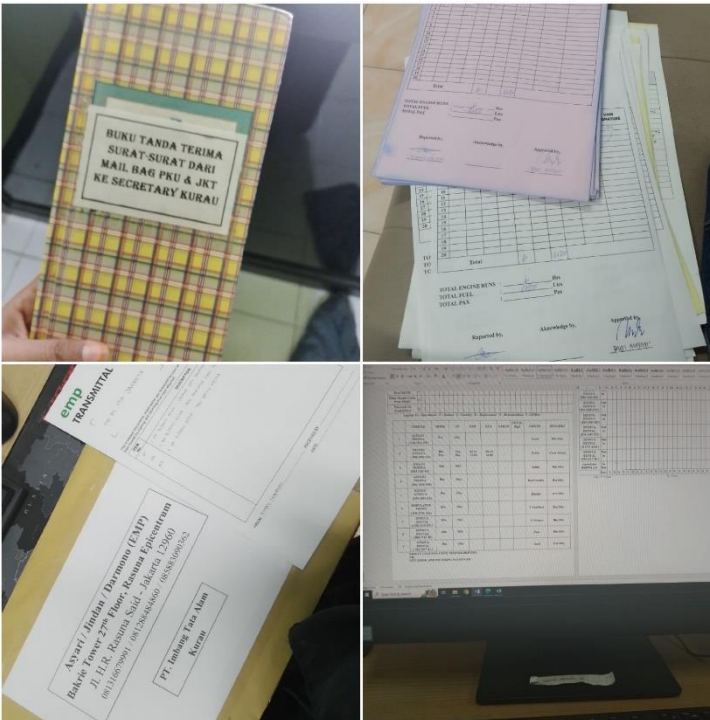
NO	WORKING PICTURES	EXPLANATION
1.		Delivering letters to the main office
2.		Writing TAR

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Friday

DATE : December 1st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Delivering letters Filing SSR Making Transmittals Making Daily Reports	Supiah	
	Industry Advisory Notes		


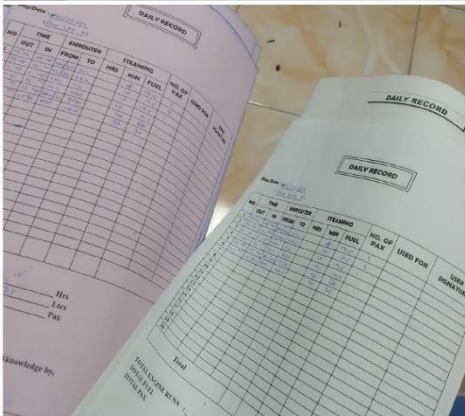
N O	WORKING PICTURES	EXPLANATIO N
1.		The activities carried out on this day included delivering letters to the Main Office, filing SSRs, making Transmittals and making Daily Reports

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday

DATE : December 4th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making SSR Filing	Supiah	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1.		Making SSR
2.		Filing Timesheets.

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday

DATE : December 5th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Filing Making SSR Delivering letters Making TAR.	Supiah	
	Industry Advisory Notes		



NO	WORKING PICTURES	EXPLANATION
1.		<p>Filing the Vessel Daily Report</p> <p>Making SSR</p> <p>Deliver letters to the Main Office</p> <p>Making TAR.</p>

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday

DATE : December 6th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Requesting a stamp Write initials on the Vessel Daily Report	Al Hamdani	
	Industry Advisory Notes		

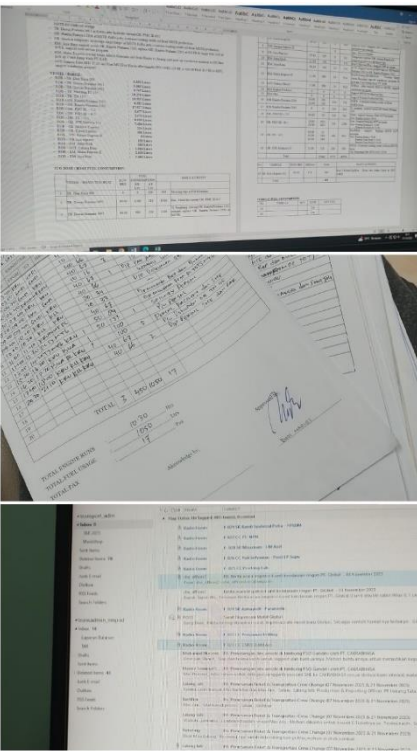
NO	WORKING PICTURES	EXPLANATION
1.		The activities carried out today include requesting a stamp for Petty Cash at the Field Warehouse
2.		Writing initials on the Vessel Daily Report

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Thursday

DATE : December 7th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	The activities carried out today include making Daily Reports, filing Timesheets and making TAR	Al Hamdani	
	Industry Advisory Notes		


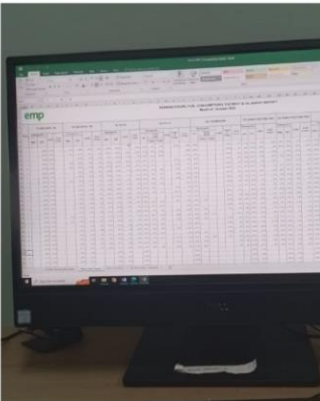
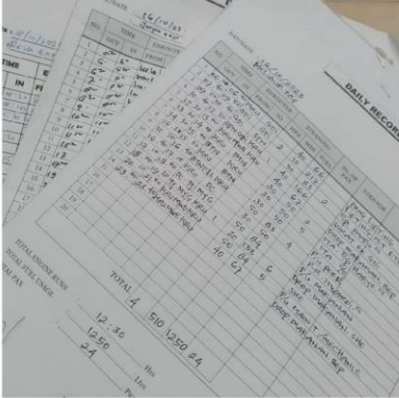
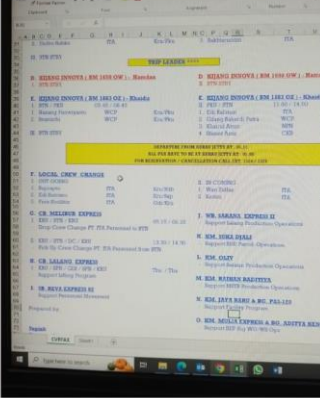
NO	WORKING PICTURES	EXPLANATION
		<p>The activities carried out today include making Daily Reports, filing Timesheets and making TAR</p>

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Friday

DATE : December 8th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Delivering packages Making Daily Report Filing Timesheet Making Crew exchange names.	Al Hamdani	
	Industry Advisory Notes		

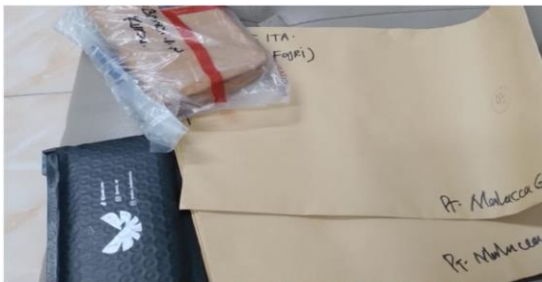

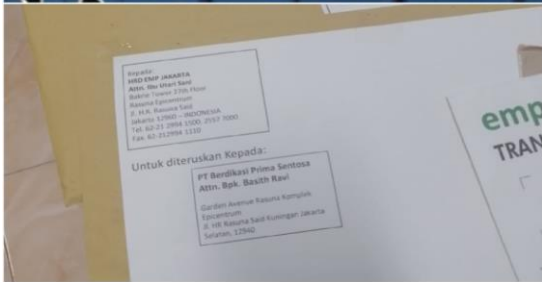
NO	WORKING PICTURES	EXPLANATION
1.	 	Delivering packages to the Main Office
2.	 	Making Monthly Reports. Filing Timesheet Making Crew exchange names.

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday

DATE : December 11th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Delivering letters and packages Filing Timesheets Making Transmittals	Al Hamdani	
	Industry Advisory Notes		

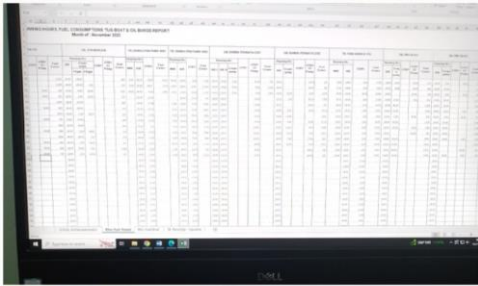
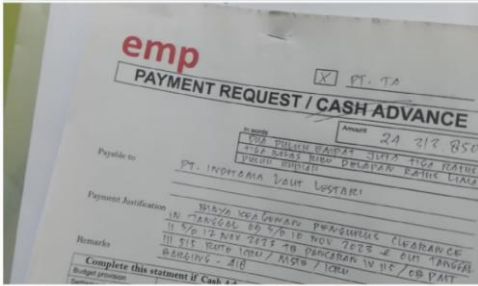

NO	WORKING PICTURES	EXPLANATION
1.		Delivering letters and packages to the Main Office
2.		Filing Timesheets
3.		Making Transmittals

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday

DATE : December 12th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Monthly reports Delivering documents Unpacking Mail Bag and delivering letters	Al Hamdani	
	Industry Advisory Notes		


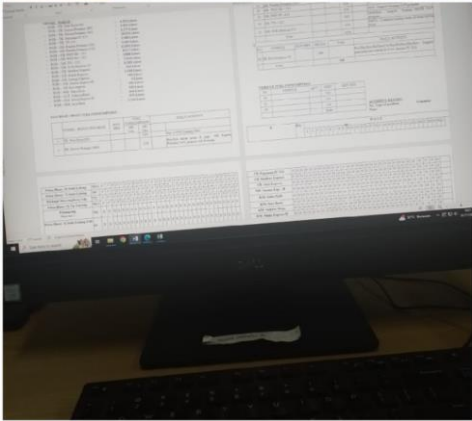
NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly Reports
2.		Delivering documents to secretary in Main Office
3.		Unpacking Mail Bag and delivering letters

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday


DATE : December 13rd, 2023


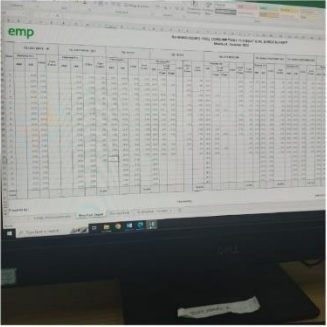
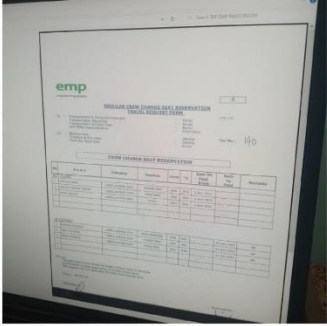
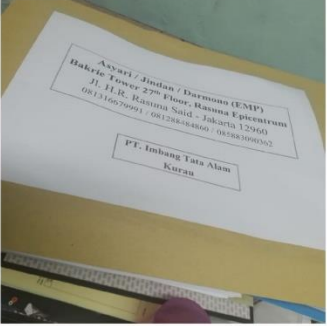
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Making Transmittal Making Daily report	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making Transmittal for letters
2.		Making Daily report

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday
DATE : December 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Delivering packages and letters Making Monthly reports Making TAR (travel requests) Making Transmittals	Supiah	
	Industry Advisory Notes		

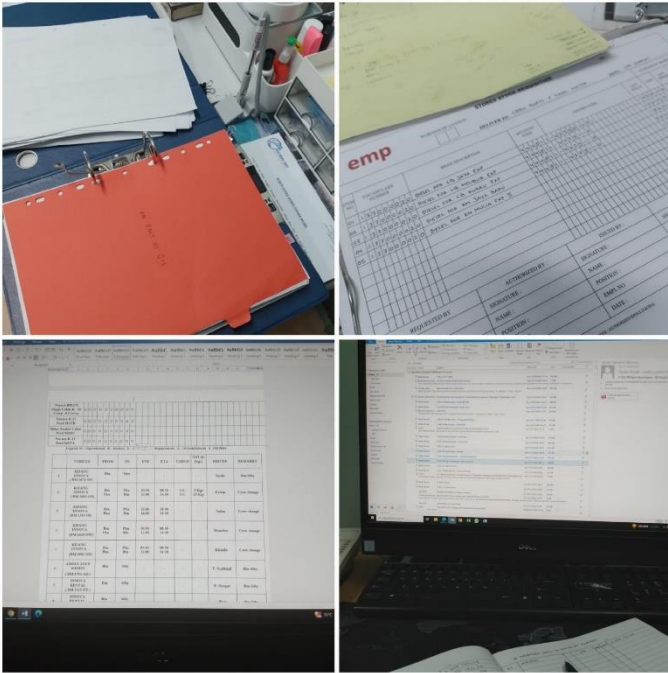
NO	WORKING PICTURES	EXPLANATION
1.		Delivering packages and letters to secretaries in the Main Office
2.	  	Making Monthly reports, Making TAR (travel requests), Making Transmittals for outgoing letters.

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : December 15th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Filing Timesheet Making SSR Making Daily report Writing TAR	Supiah	
	Industry Advisory Notes		

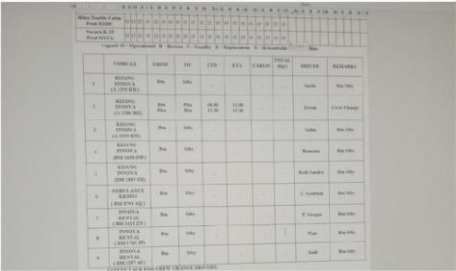

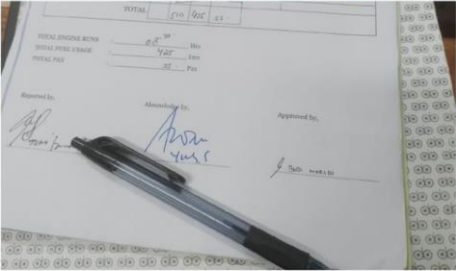
NO	WORKING PICTURES	EXPLANATION
1.		<p>Filing Timesheet</p> <p>Making SSR</p> <p>Making Daily report</p> <p>Writing TAR</p>
2.		

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Monday

DATE : December 18th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Daily report Filing Timesheet Writing supervisor's name on Daily Record	Supiah	
	Industry Advisory Notes		

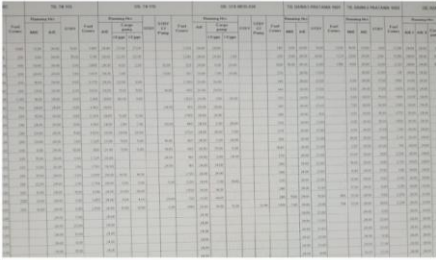
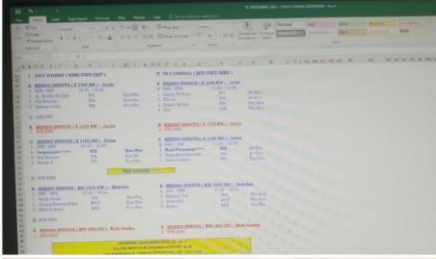

NO	WORKING PICTURES	EXPLANATION
1.		Making Daily report
2.		Filing Timesheet
3.		Writing supervisor's name on Daily Record

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Tuesday

DATE : December 19th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Monthly reports Making the names of crew exchange Write SSR	Supiah	
	Industry Advisory Notes		

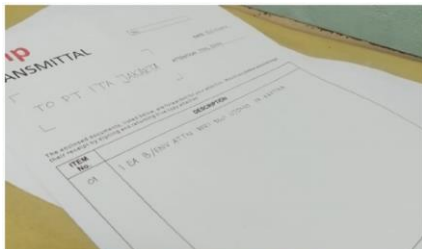


NO	WORKING PICTURES	EXPLANATION
1.		Making Monthly reports
2.		Making the names of crew exchange
3.		Write SSR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday


DATE : December 20th, 2023

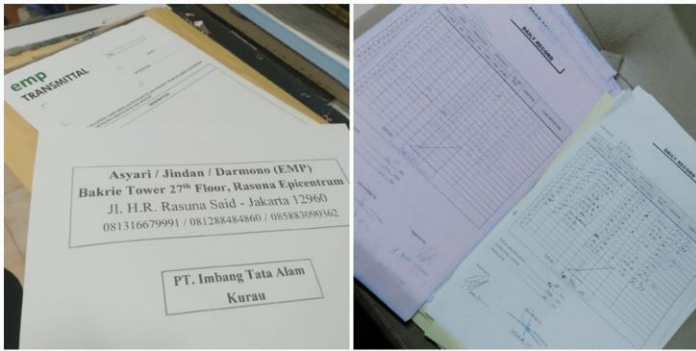
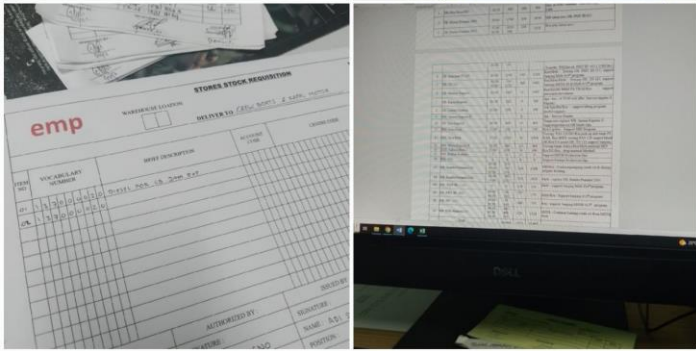
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Create Monthly reports Create exchange crew names Write SSR	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Create Monthly reports
2.		Create exchange crew names
3.		Write SSR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Thursday
DATE : December 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Transmittal letters Filing Timesheet Writing SSR Making Daily reports	Al Hamdani	
	Industry Advisory Notes		

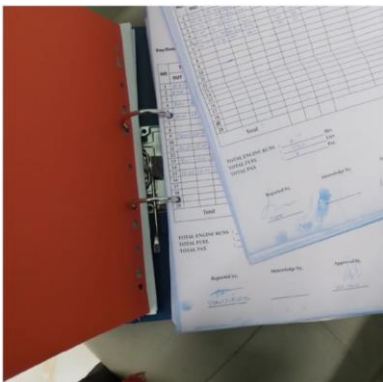

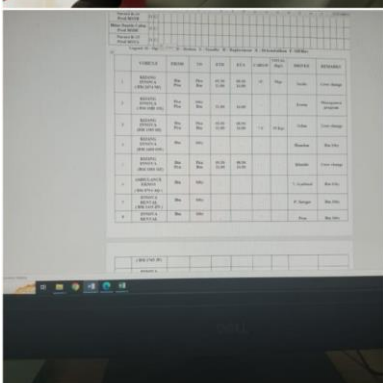
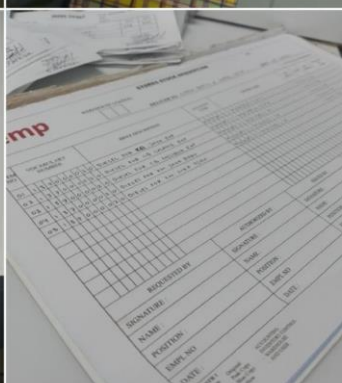
N O	WORKING PICTURES	EXPLANATION
1.		Making Transmittal letters Filing Timesheet
2.		Writing SSR Making Daily reports

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Friday

DATE : December 22nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Filing Timesheet Delivering letters Making Daily report Writing SSR	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Filing Timesheet
		Delivering letters to secretary in Main Office
2.		Making Daily report
		Writing SSR

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Monday

DATE : December 25th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Christmas Holiday	Al Hamdani	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Tuesday

DATE : December 26th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Holiday	Al Hamdani	
	Industry Advisory Notes		


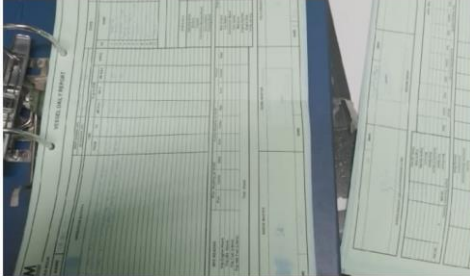

NO	WORKING PICTURES	EXPLANATION

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Wednesday


DATE : December 27th, 2023


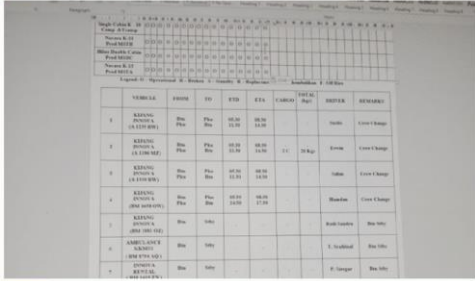
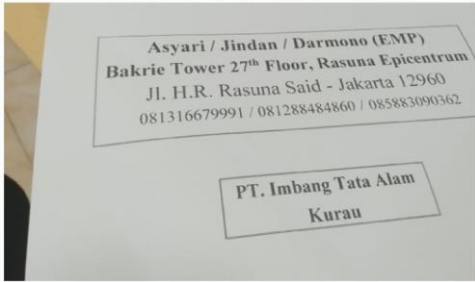
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Making Daily report Filing Vessel Daily Report Writing Transmittal	Supiah	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1.		Making Daily report
2.		Filing Vessel Daily Report
3.		Writing Transmittal

DAILY ACTIVITIES OF APPRENTICESHIP

DAY : Thursday
DATE : December 28th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Write supervisor's name on Timesheet Making Daily report Writing Transmittal	Supiah	
	Industry Advisory Notes		

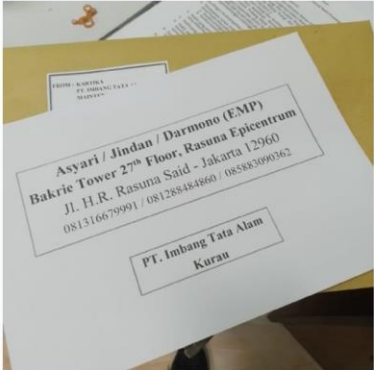
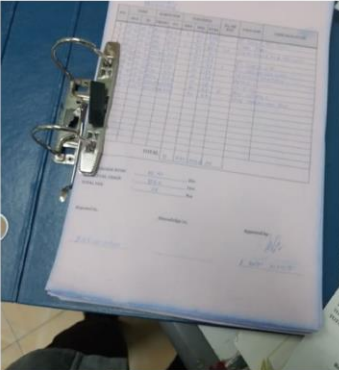
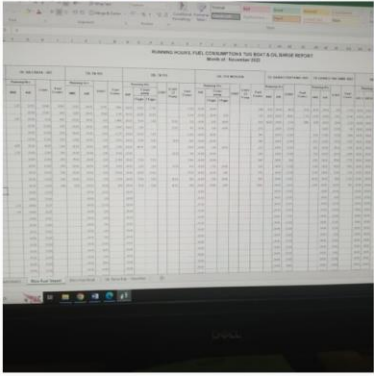
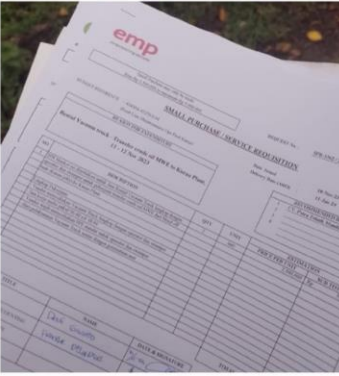
NO	WORKING PICTURES	EXPLANATION
1.		Write supervisor's name on Timesheet
2.		Making Daily report
3.		Writing Transmittal

**DAILY ACTIVITIES OF
APPRENTICESHIP**

DAY : Friday

DATE : December 29th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Making Transmittal Filing Timesheet Making Monthly report Asking for stamp and signature in Field Warehouse	Supiah	
	Industry Advisory Notes		

N O	WORKING PICTURES	EXPLANATIO N
1.	 	Making Transmittal Filing Timesheet
2.	 	Making Monthly report Asking for stamp and signature in Field Warehouse

**DAILY ACTIVITIES OF
APPRENTICESHIP**


























DAY : Monday






































































DATE : January 1st, 2023




























































NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Requesting Signature for apprenticeship requirements	Al Hamdani	
	Industry Advisory Notes		
































































NO	WORKING PICTURES	EXPLANATION
































































Periode Akademik
 2023 Ganjil
Unit
 D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Jenis Kegiatan
 Kerja Praktek/PKL
Instansi
 PT. EMP Malacca Strait S.A
Nama Kegiatan
 Kerja Praktek
Kelompok
































































No.	Tgl. Kegiatan	Pembimbing	Penuhis	Topik	Aksi
1	Senin, 1 Januari 2024	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Meminta tanda tangan	  
2	Jumat, 29 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
3	Jumat, 29 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing, Monthly Report, meminta cap dan ttd	  
4	Kamis, 28 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SSO	  
5	Kamis, 28 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Transmittal, membuat nama supervisor	  
6	Rabu, 27 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
7	Rabu, 27 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Filing, Transmittal	  
8	Selasa, 26 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Natal	  
9	Senin, 25 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Natal	  
10	Jumat, 22 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
11	Jumat, 22 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, mengantar surat, Daily Report, SSR	  
12	Kamis, 21 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
13	Kamis, 21 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing, SSR, Daily Report	  
14	Rabu, 20 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
15	Rabu, 20 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, Crew Change, SSR	  
16	Selasa, 19 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
17	Selasa, 19 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly Report, SSR, Membuat nama crew change	  
18	Selasa, 19 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
































































18	Senin, 18 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
19	Senin, 18 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Daily Report, Filing, Menulis nama supervisor	  
20	Jumat, 15 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	PO dan SO	  
21	Jumat, 15 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Timesheet, SSR, Membuat Daily report, TAR	  
22	Kamis, 14 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
23	Kamis, 14 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, Monthly, TAR, Transmittal	  
24	Rabu, 13 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal & Daily Report	  
25	Rabu, 13 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
26	Selasa, 12 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly, Mengantar dokumen, membongkar mail bag	  
27	Selasa, 12 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
28	Senin, 11 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, Filing, Transmittal	  
29	Senin, 11 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
30	Jumat, 8 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket, Daily Report, Filing, Crew Exchange	  
31	Kamis, 7 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Timesheet & TAR	  
32	Kamis, 7 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
33	Rabu, 6 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
34	Rabu, 6 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Meminta cap & membuat paraf	  
35	Selasa, 5 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Transmittal	  
36	Selasa, 5 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, mengantar surat, SSR & TAR	  
37	Senin, 4 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
38	Senin, 4 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing & membuat SSR	  
39	Jumat, 1 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
40	Jumat, 1 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
































































40	Jumat, 1 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
41	Jumat, 1 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, Transmittal dan membuat Daily Report	  
42	Kamis, 30 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR & mengantar surat	  
43	Rabu, 29 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing Timesheet, membuat Monthly Report, mengantar surat	  
44	Selasa, 28 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, SSR, TAR & Daily Report	  
45	Selasa, 28 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
46	Senin, 27 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, Transmittal dan SSR	  
47	Senin, 27 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrr	  
48	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
49	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
50	Jumat, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
51	Jumat, 24 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
52	Jumat, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Photoshoot	  
53	Jumat, 24 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, Daily Report & Mengantarkan surat	  
54	Kamis, 23 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Photoshoot	  
55	Kamis, 23 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, Daily Report, Transmittal & Mengantarkan surat	  
56	Kamis, 23 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
57	Rabu, 22 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
58	Rabu, 22 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyusun berkas srr	  
59	Rabu, 22 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, Daily, Monthly Report, Transmittal dan meminta cap	  
60	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	
61	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	
































































62	Selasa, 21 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
63	Selasa, 21 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly, Daily Report, TAR, membuat nama supervisor di Timesheet, mengantar surat	  
64	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
65	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  
66	Senin, 20 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, SSR, Transmittal, meminta TTD dan cap untuk Petty Cash	  
67	Senin, 20 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrr & mt	  
68	Jumat, 17 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Checking Stock	  
69	Jumat, 17 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
70	Kamis, 16 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  
71	Kamis, 16 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Antar barang ke Jt&cek barang	  
72	Kamis, 16 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	FILING, TAR, Daily, Monthly Report dan mengantarkan paket	  
73	Rabu, 15 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membongkar mail bag, mengantar paket, Monthly, Transmittal, Daily, Tar	  
74	Rabu, 15 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  
75	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
76	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
77	Selasa, 14 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat nama supervisor di Timesheet, mengantar surat, Monthly, Daily, TAR	  
78	Selasa, 14 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
79	Senin, 13 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
80	Senin, 13 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
81	Senin, 13 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, membuat TAR, SSR, Monthly, Transmittal dan Daily Report	  
82	Jumat, 10 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  






































































83	Jumat, 10 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
84	Jumat, 10 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, SSR, TAR, Laporan Dally	  
85	Kamis, 9 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun dokumen	  
86	Kamis, 9 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mt	  
87	Kamis, 9 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Timesheet, Daily Record & membuat SSR	  
88	Rabu, 8 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	  
89	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	  
90	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	po	  
91	Selasa, 7 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly Report, Daily, membuat nama supervisor dan filing	  
92	Selasa, 7 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mengantar surat ke transport	  
93	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	  
94	Senin, 6 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
95	Senin, 6 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat paraf, Transmittal, TAR, Filing dan mengantarkan surat	  
96	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
97	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
98	Jumat, 3 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat sas	  
99	Jumat, 3 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membongkar mail bag, mengantar surat, filing, meng-stempel, Monthly, TAR, Evaluasi Teknis RFS.	  
100	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Send Product	  
101	Kamis, 2 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cek barang masuk	  
102	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  
103	Kamis, 2 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly, Filing, Timesheet, Laporan Bulanan Perkapalan, Daily Transport Stratep	  


































































				strateg	
104	Rabu, 1 November 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MT and MRR	  
105	Rabu, 1 November 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	Po	  
106	Rabu, 1 November 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Cek barang masuk	  
107	Rabu, 1 November 2023	1200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Membongkar mail bag, filing, membuat Monthly, Daily Report, Transmittal & Planning Barging	  
108	Selasa, 31 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Membuat mt	  
109	Selasa, 31 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	Scan SSO	  
110	Selasa, 31 Oktober 2023	1200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Filing, SSR, Daily Report, TAR, Monthly dan memeriksa Crew Change	  
111	Senin, 30 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MT	  
112	Senin, 30 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Membuat mt	  
113	Senin, 30 Oktober 2023	1200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Membuat TAR, Monthly, Transmittal, Daily Report	  
114	Senin, 30 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPO	  
115	Jumat, 27 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Input SSR, Making/Writing MT, Sent Letter, and Checking the Product	  
116	Jumat, 27 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPR	  
117	Jumat, 27 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Mengantar surat ke transport	  
118	Jumat, 27 Oktober 2023	1200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Filing, meminta cap, Monthly, mengantar surat & SPR	  
119	Kamis, 26 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MT	  
120	Kamis, 26 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPO	  
121	Kamis, 26 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Mengantar surat ke transport dan mean office	  
122	Kamis, 26 Oktober 2023	1200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Mengantar paket & surat, Monthly, TAR, meminta TTD & cap	  
123	Rabu, 25 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Mencari data spo	  
124	Rabu, 25 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPO	  
































































125	Rabu, 25 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Mengantar paket & surat, membuat Monthly & filing	  
126	Selasa, 24 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MRR	  
127	Selasa, 24 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Membuat mt	  
128	Selasa, 24 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Membuat laporan TAR, Monthly, Transmittal dan filling Daily Record	  
129	Selasa, 24 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPO	  
130	Senin, 23 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MRR	  
131	Senin, 23 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SO	  
132	Senin, 23 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Membuat TAR, SSR, Transmittal, Timesheet dan filling Daily Record	  
133	Jumat, 20 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MT	  
134	Jumat, 20 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	PO & SO	  
135	Jumat, 20 Oktober 2023	198811122022032004 – Rindilla Antika, M.Pd	5504201025 – Nabila	Membuat mt	  
136	Jumat, 20 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Mengantar surat, filing, me-stempel, membuat TAR & Evaluasi Teknis RFS	  
137	Kamis, 19 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Input SSR	  
138	Kamis, 19 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	Spo	  
139	Kamis, 19 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Filing, membuat Monthly Report & nama supervisor pada Daily Record	  
140	Rabu, 18 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201022 – Ardi Wijaya	Making/Writing MT and MRR	  
141	Rabu, 18 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPR	  
142	Rabu, 18 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Mengantar surat, filing, membuat SSR & Daily Report minyak	  
143	Selasa, 17 Oktober 2023	199209222022031004 – Doris Sukma, M.Pd., M.Pd	5504201018 – Mirna Febriani	SPO	  
144	Selasa, 17 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Mengantar surat, membuat Daily Record, SSR, Transmittal dan TAR	  
145	Senin, 16 Oktober 2023	I200133 – ARITA DESTIANINGSIH, M.Pd	5504201005 – Farha Wahida	Filing Timesheet, membuat Monthly & Daily Report	  

146	Senin, 16 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Log SPR	  
147	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR and MT	  
148	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
149	Jumat, 13 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
150	Kamis, 12 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, menjawab telepon, membuat TAR & Daily Report	  
151	Kamis, 12 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
152	Kamis, 12 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO & SSO	  
153	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input SSR, Making/Writing MT and MRR	  
154	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengambil dokumen	  
155	Rabu, 11 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Planning Barging, Transmittal, Mengantar surat & paket	  
156	Rabu, 11 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat Mt dan mrr	  
157	Selasa, 10 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
158	Selasa, 10 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Material Transfer, membuat SSR, TAR, dan Transmittal	  
159	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Writing SPR Register	  
160	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
161	Senin, 9 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, membuat TAR dan Dally Report, memeriksa Crew Change, mengambil barang di Main Office	  
162	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar doc.	  
163	Jumat, 6 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
164	Jumat, 6 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, TAR, Daily Report, mengantar Mail Bag & Paket ke Main Office	  
165	Jumat, 6 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
166	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Writing/Making MT	  

167	Kamis, 5 Oktober 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk	  
168	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
169	Kamis, 5 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mencatat mrr	  
170	Rabu, 4 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt & mrr	  
171	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  
172	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
173	Rabu, 4 Oktober 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar File & Surat, filing dan membuat Transmittal, Monthly Report, TAR dan Crew Change Report.	  
174	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MRR	  
175	Selasa, 3 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
176	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
177	Selasa, 3 Oktober 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR, Monthly Report, SSR, Transmittal Surat dan menyusun Daily Record	  
178	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT, input Data, dan Membuat MRR	  
179	Senin, 2 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data mt	  
180	Senin, 2 Oktober 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR dan SSR	  
181	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun SPR	  
182	Sabtu, 30 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  
183	Jumat, 29 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	MRR	  
184	Jumat, 29 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyusun Daily Record, Membuat SSR dan Monthly	  
185	Jumat, 29 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
186	Kamis, 28 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cuti tanggal merah	  
187	Rabu, 27 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyusun berkas	  

188	Rabu, 27 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun doc. SPO dan SSO	  
189	Rabu, 27 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyusun file, membuat Monthly, Transmittal dan SSR	  
190	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Izin	  
191	Selasa, 26 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
192	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Izin	  
193	Selasa, 26 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, TAR dan Daily Report	  
194	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
195	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MRR	  
196	Senin, 25 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
197	Senin, 25 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR dan Transmittal	  
198	Jumat, 22 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  
199	Jumat, 22 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Scan berkas SPO dan SSO	  
200	Jumat, 22 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk magang	  
201	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data	  
202	Kamis, 21 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  
203	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Membuat undangan SPR	  
204	Kamis, 21 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat & membuat TAR	  
205	Rabu, 20 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  
206	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  
207	Rabu, 20 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, Menyusun file, Transmittal surat dan TAR	  
208	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Input data SPR	  
209	Selasa, 19 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Transmittal	  
...	  

210	Selasa, 19 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menelola data dan Input data di warehouse	  
211	Selasa, 19 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk magang	  
212	Senin, 18 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat data MT dan MRR	  
213	Senin, 18 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR, dan SSR	  
214	Senin, 18 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Input data spo	  
215	Jumat, 15 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyalin data mrr dan sas di warehouse, PT emp malacca streit	  
216	Jumat, 15 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyusun file dan membuat daily report	  
217	Jumat, 15 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Penyecanan berkas	  
218	Kamis, 14 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
219	Kamis, 14 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat SSR dan mengisi Monthly	  
220	Kamis, 14 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data	  
221	Rabu, 13 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
222	Rabu, 13 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Izin tidak masuk magang	  
223	Rabu, 13 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data MT	  
224	Rabu, 13 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, membuat Monthly dan SSR	  
225	Selasa, 12 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Izin tidak masuk magang	  
226	Selasa, 12 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Membuat spr	  
227	Selasa, 12 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly dan Tar	  
228	Senin, 11 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Izin tidak masuk magang	  
229	Senin, 11 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Membuat undangan SPR	  
230	Senin, 11 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat SSR dan TAR	  
231	Jumat, 8 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyusun berkas di warehouse	  

232	Jumat, 8 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data	  
233	Jumat, 8 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Me-laminating, menyusun file & membuat SSR	  
234	Jumat, 8 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Housekeeping	  
235	Kamis, 7 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mencatat barang masuk	  
236	Kamis, 7 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Fileling	  
237	Kamis, 7 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filling daily record, memasang stiker pada evacuation route, dan menyiapkan SSR	  
238	Rabu, 6 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input data	  
239	Rabu, 6 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Housekeeping	  
240	Rabu, 6 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data di bidang warehouse	  
241	Rabu, 6 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Input data Monthly dan membuat SSR	  
242	Selasa, 5 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cara Mempelajari dan menginput data	  
243	Selasa, 5 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Entering Item data	  
244	Selasa, 5 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Input data	  
245	Selasa, 5 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyalin data, menulis nama supervisor pada daily report, menjawab dan melakukan panggilan telepon	  
246	Senin, 4 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mempelajari devisi warehouse di PT emp Malacca strait	  
247	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Penyusunan berkas-berkas	  
248	Senin, 4 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menginput Data & Join Meeting	  
249	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Introducing the Way of Werehouse it Worked, and Follow the SHE Meeting	  
250	Jumat, 1 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Pengenalan Divisi (Buyer)	  
251	Jumat, 1 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Pengenalan devisi warehouse	  
252	Jumat, 1 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Pengenalan Divisi Transport	  

APPENDIX 6: REVISION LIST

REVISION LIST

Name : Farha Wahida
Registration Number : 5504201005
Advisor : Arita Destianingsih, M.pd
Location : PT. EMP Malacca Strait S.A

NO	DAY / DATE	REVISION	ADVISOR
01	10 Januari, 2024	Revisi BAB <u>I</u>	APP
02	11 Januari, 2024	Revisi BAB <u>II</u>	APP
03	12 Januari, 2024	Revisi BAB <u>III</u>	APP
04	16 Januari, 2024	Revisi BAB <u>IV</u>	APP

Bengkalis, 16 - 1 - 2024



Arita Destianingsih, M.pd
NIP. 1200133