

**APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM
MERANTI-RIAU**

**NABILA
5504201025**



**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

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Meranti, January 1st, 2024

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Nabila, Reg Number 5504201025 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, May 15th 2024

Acceptance by:

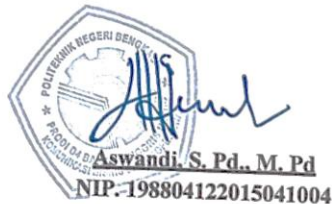
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In the implementation of this practical work the author seeks to gain knowledge, insight and skills regarding administration that has been obtained in collage and systems in the world of work as much as possible by utilizing the facilities provided by the company.

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With the limited time and ability, the authors realize that in writing this report there are still many shortcomings. Therefore, the authors highly expect all suggestions and constructive critics as lessons for the future, hopefully this report can be useful for readers.

Bengkalis, January 01st, 2024

Nabila
Reg. Number 5504201025

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is one of the State Polytechnics located in Bengkalis, Riau, Indonesia. State Polytechnic of Bengkalis is the first Polytechnic in Riau which was founded in 2000. Through the Gema Bahari foundation, its name for the first time was "Shipping Polytechnic of Bengkalis". On July 29, 2011, the Bengkalis Polytechnic officially became a PTN with the name State Polytechnic of Bengkalis through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Organizational Establishment and work procedures of the State Polytechnic of Bengkalis. On December 26, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

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

Field Work Practice (PKL) or Apprenticeship is one of the requirements that must be met by every student. At this time the smooth flow of information between the world of industry and education is very important in order to create harmony between the two. Therefore, Internship is a good place for students to interact directly with the industrial world.

The development of science allows everything to become increasingly sophisticated. This encourages the world of work to get human resources who have superior abilities to meet all the needs that exist in the world of work. The need to obtain reliable human resources also makes the company more effective in recruiting workers. This is a natural thing considering that companies must get workers who have the ability to build their companies. This triggers students to prepare themselves as well as possible by increasing hard skills and soft skills while in college in order to face competition in the world of work.

Therefore, to empower human resources in Indonesia, State Polytechnic of Bengkalis as one of the State Universities in Riau Province is expected to be able to produce quality graduates so they can compete in the world of work. To meet these expectations, the State Polytechnic of Bengkalis created a program that can help graduates become quality graduates, namely the Job Training (KP) program. By participating in Practical Work, students will get direct assignment experience into the real world of work by practicing the theories they have learned.

Job Training is a learning process by knowing directly the scope of the real world of work. Every student is required to go directly into the world of work which is their respective field so that every student is expected to be able to directly apply the knowledge that has been studied before into the world of work. Apart from that, with practical work students can add to their knowledge, skills and experience at work which can later be applied in the real world of work. To do practical work, students must complete up to eight semesters of their studies and graduate in that semester.

The International Business Administration Study Program hopes that with practical work students can find out directly how the business world really is, and can broaden each student's horizons so that they are more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing practical work, each student is required to make a work report when carrying out practical work so that students can be accountable for the results obtained from the practical work.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for a maximum of

six months and a minimum of four months. The author has chosen PT. Imbang Tata Alam as one of the places to carry out practical work activities for four months. During the implementation of practical work (KP) the author gets a place in the Warehouse section.

The implementation of this practical work starts from 6 February 2023 to 9 June 2023. The implementation of this practical work is expected to broaden the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purposes of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives to find out:

1. Job Description at PT. Imbang Tata Alam.
2. The work system and work procedures at PT. Imbang Tata Alam.
3. The place of apprenticeship practical work at PT. Imbang Tata Alam.
4. The kind and description of the activity at PT. Imbang Tata Alam.
5. The obstacles and solutions during the implementation of the practical work program at PT. Imbang Tata Alam.

1.3 Significances of the Apprenticeship

The benefits of implementing practical work are:

1. Students have the opportunity to apply theoretical knowledge or concepts in the real world of work.
2. Students gain practical experience in applying theoretical knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work according to their study program.
4. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

1.3.1 Significances for State Polytechnic of Bengkalis

The benefits of practical work for State Polytechnic of Bengkalis are as follows:

1. Practical work can strengthen cooperation and socialization between State Polytechnic of Bengkalis and PT. Imbang Tata Alam.
2. Practical work can improve the competence State Polytechnic of Bengkalis graduates.

1.3.2 Significances for the Company

1. Apprenticeship is one of the liaisons between the company and the campus.
2. The company received assistance from students who did practical work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Imbang Tata Alam, has a working area in the Riau Archipelago, namely Pulau Padang and Tebing Tinggi. The area is included in the Riau Province and is located in the Malacca Strait. The Malacca Strait Block oil and gas concession (Malacca Strait) was originally (in 1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (July 2, 1971) its ownership changed hands to the Atlantic Rich Field Company (Arco) before then Hudbay Oil (Malacca Straits) Ltd. (a Canadian oil company) acquired this concession on March 1, 1978.

Operation of the Malacca Strait Block by Hudbay oil (MS) Ltd. Continuing technical assistance from British Petroleum (BP) until then on May 13, 1991 the operator of the Malacca Strait Block changed hands to a foreign oil company from England named Lasmo Oil (Malacca Strait) Ltd.

In mid-1995, Far Eastern Hydrocarbons Ltd, domiciled in Hong Kong, owned by the Bakre business group, controlled Resources Holding Incorporations, the holding company of Kondur Petroleum S.A and in the same year, when Lasmo Oil sold their shares in the Malacca Straits block, Kondur Petroleum S.A used this opportunity to take over all of Lasmo Oil's shares. The process of acquisition and change of operator from Lasmo Oil to Kondur Petroleum S.A was signed on October 12, 1995. Furthermore, in 2003 PT. Energi Mega Persada (EMP) took over the ownership of Resources Holding Incorporation of Kondur Petroleum S.A, also called EMP Malacca Strait S.A then in 2021 PT. Energi Mega Persada (EMP) announced that its subsidiary, called PT. Imbang Tata Alam (ITA), which is the operator and owner of 100% working interest in the Malacca Strait PSC (cooperation contract) block in Riau province.

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 carried out with 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 England for a Chartered Company which means a company.

With joint stock in which the shareholder, with the permission of a special law from parliament, is limited from an obligation for company debts that exceeds the value of its shares or its responsibility for company debts is limited to the number of shares in the company.

Based on the explanation above, the word S.A can be equated with PT (Limited Liability Company) in Indonesia. The Company's History of Operations 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 (Malacca Strait) 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
8.	PT. Imbang Tata Alam	10 September 2021



Figure 2.1 PT. Imbang Tata Alam
Source: Processed Data (2023)

As the holding company of business units in the upstream oil and gas industry, Energi Mega Persada has extensive expertise in oil and gas reserve management and is committed to providing innovative, modern, safe, and environmentally friendly drilling solutions. innovative drilling technology and technology Energi Mega Persada uses modern, safe, and environmentally friendly production technology for oil exploration and production, and owns and produces oil and working areas with an area of more than 1 million square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of large 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 all of its business units, have direct or indirect control over its business units, which consist of:

1. Operator Highlights Operator
 - 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 %)



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

PT. Imbang Tata Alam is the operator of the Malacca Straits Block (PT. Imbang Tata Alam), EMP has a 60.49% participating interest in the block. The resulting production was petroleum of 10,000 BOPD (Barrel Oil per Day) in 2005. but now the production is around 3,500 BOPD.

Currently PT. Imbang Tata Alam has five fields that have produced oil with the production capacities 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 of PT. Imbang Tata Alam

2.2.1 Company Vision of PT. Imbang Tata Alam

“PT. Imbang Tata Alam intends to be distinguished remarkable, reliable, efficient, highly profitable, and an independent company with a particular focus in oil and gas exploration and production”.

2.2.2 Company Mission of PT. Imbang Tata Alam

“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 Type Business Type of PT. Imbang Tata Alam

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 protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the targets of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe.

PT. Imbang Tata Alam is a multinational company engaged in drilling which is under the auspices of Pertamina. The oil produced by this company is still crude oil, after this crude oil is produced it will be processed by the Pertamina company so that it becomes ready to use oil (Finish Good). The oil field owned by EMP PT. Imbang Tata Alam namely Kurau Oil Field, Lalang Field. Mengkapan Field, Melibur Field, and South Field.

The process of production activities carried out by this company is an activity of taking oil from oil wells in areas that are areas of oil extraction activities in the Riau Province. The area of EMP PT. Imbang Tata Alam has several areas that produce oil including:

1. Kurau Oil Field, Kurau oil field was discovered in 1986, where the existing facilities in the area were operated starting in 1990.
2. The Lalang Field, Ladang Lalang Field is located offshore in the middle of the Lalang Strait and has been operational since April 1984. The Lalang Field has a central processing facility with two satellite platforms which are about 65 feet above the water.
3. The Mengkapan field is also located offshore and was discovered in 1981, the field was operational in 1986 and has two satellite platforms which produce oil with relatively high water and gas content.
4. Melibur Field, Melibur Field is located on the eastern part of Padang Island, and started production in 1986.

5. South Field, South Field produces a number of oil fields both on land and in the waters of Island Padang and Tebing Tinggi.

Oil produced by PT. Imbang Tata Alam is crude oil taken directly from oil wells. The process that is carried out first is taking oil from the well using a pump. The oil collection is then channeled to the oil collection point or Gathering Station. The flow of oil sent to the Gathering Station has three parts namely oil, water and gas. When this stream enters the Gathering Station, the first process that is carried out is the separation of gas and liquid.

The gas produced is then carried out the combustion process to be disposed of. Furthermore, the liquid consisting of oil and water is accommodated in a tank to be separated between water and oil with a different process. So that the pure oil will be at the top of the liquid and the oil will flow for the next process, namely collecting oil and calculating the oil that has been successfully produced. After that, the oil is channeled to Gandini (Oil Storage) which is in the middle of the sea to carry out the process of selling crude oil to Pertamina, then Pertamina will process and produce ready to use oil. The water produced at the Gathering Station will then flow to the Water Cleaning Plant (WCP) in this section, the water will be processed to separate oil and water sent from the Gathering Station. This separation also uses the concept of difference in density so that later the water and oil will separate and then the oil produced will flow back to the Gathering Station to be processed from scratch again. The water that has been treated for separation is then flowed through the existing filter to remove the remaining oil in the water. Clean water is collected and then sent to a Water Injection Plant (WIP). Injection wells are used to increase oil production in existing wells.

Before the water produced by WCP enters the injection well, the water first enters the WIP to be able to adjust the specified water pressure so that it enters the injection well. The process of oil production activities takes place at any time, so that in carrying out their work field officers work in 2 shifts, namely day and night to be able to supervise the oil production activities being carried out.

2.4 Structure of Organization

2.4.1 Structure PT. Imbang Tata Alam

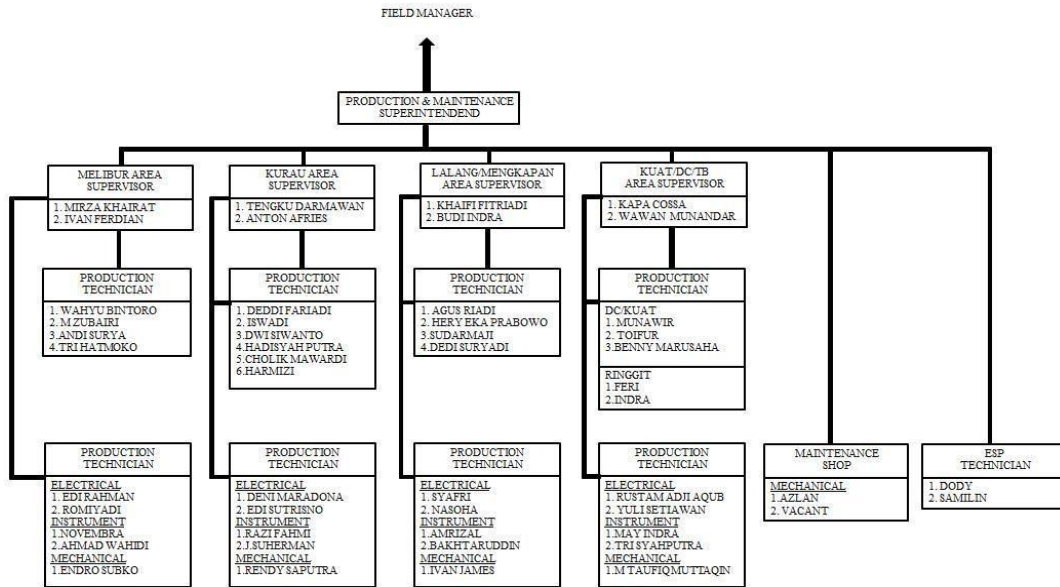


Figure 2.2 Company Organization Structure

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 of supervising and controlling oil wells and their equipment, and supervising the process of Plant Facilities (facilities for processing crude oil) and their activities as well as supervising and controlling the power generation systems placed in Process Plant Facilities.

2. Maintenance Manager (MM)

Maintenance Manager (MM) is responsible for the smooth operation of supporting equipment for crude oil production and its facilities. The Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machines 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, freezers.

2.4.2 Organizational Structure of Support Division

FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

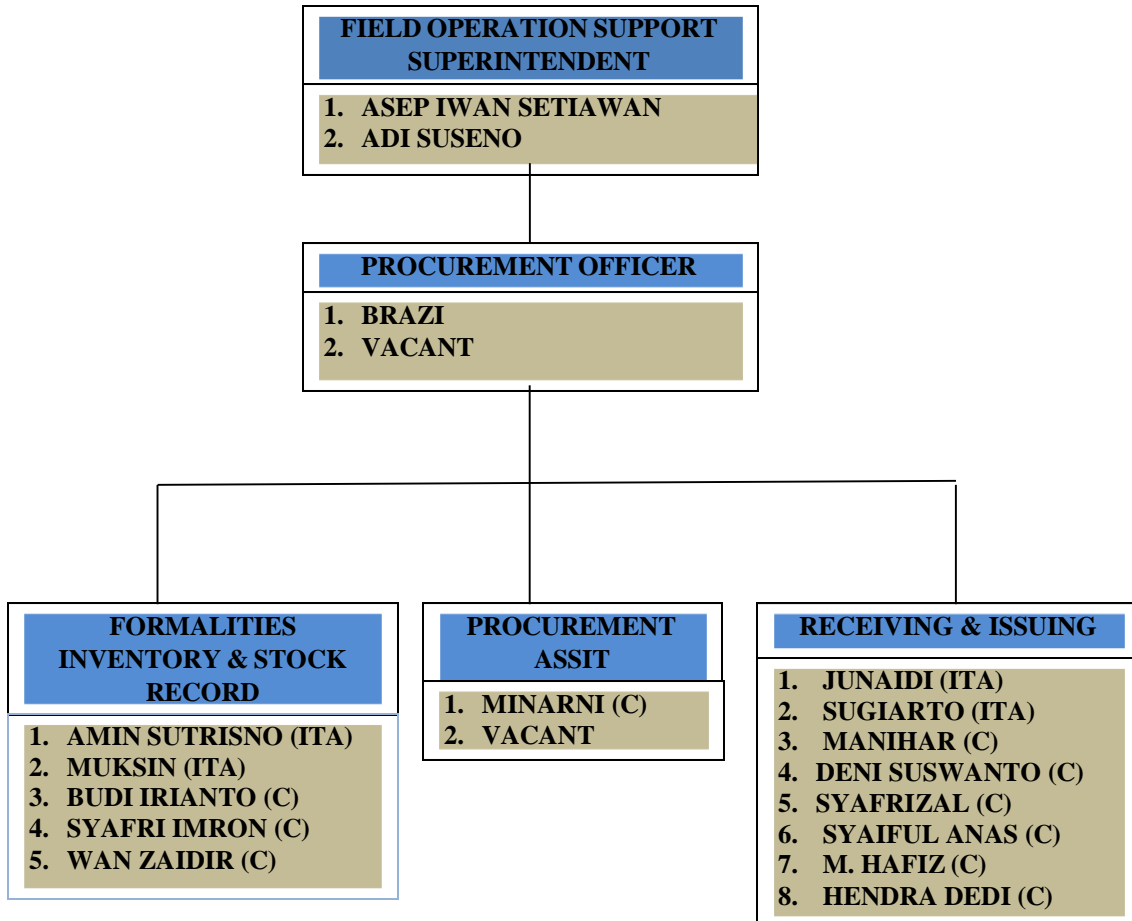


Figure 2.3 Support Division Organization Structure
Source: PT. Imbang Tata Alam (2023)

Within the overall Support Manager area, there are four departments of Material Service Officers serving four departments with unique roles and responsibilities. The roles and responsibilities of each support department at EMP Malacca Strait S.A. are as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for the smooth running of purchases made by PT. Imbang Tata Alam, its job is to carry out auctions for tenders,

find vendors or suppliers, issue PO (Purchase Order) carry out 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, and carrying out re-checks, both in Warehouses and computerized. Inventory Control & Stock Record Supervisor there are 2 parts that help him namely Field Inventory and Asset Assistant and Stock Record Assistant.

The tasks of the inventory and field asset support department include assigning numbers to SPR sheets (small purchase requisition lists), assigning vocabulary numbers to new items, intermediate inspections and product inspections, etc. to facilitate the work and activities of supervisors. It's about supporting implementation. Volume of goods per year. The Inventory Recording Assistant is responsible for inventory and material monitoring. His role is to assist the supervisor in checking materials on site, conducting mid-year inspections at the warehouse, entering or posting the inventory list into the Cardex system provided, and filing SRRs and MRRs on site.

2.5 The Working Process of the PT. Imbang Tata Alam

When placed in the Warehouse section of PT. Imbang Tata Alam, Warehouse is a warehousing or logistics system used by companies to store and provide goods. The difference with an ordinary Warehouse is that Warehouse is a system that provides information regarding the availability or stock of goods, the condition of the goods, to the status of goods delivery. Warehouse duties and functions of PT. Imbang Tata Alam is as follows:

1. The main task of the Warehouse

a. Doing Coordination

Coordinate with related teams regarding goods entering and leaving the Warehouse to comply with established standards.

b. List of Item for Reports

Responsible for making reports regarding the goods in the Warehouse. This report includes the number of stock items, the condition of the goods.

c. Storing and Organizing Goods

The officer in this position is responsible for storing and organizing goods in the Warehouse so that they are easy to find and maintain their quality. Usually each item has its own place according to a predetermined code.

d. Ensure Goods to be Shipped

Check that the goods to be sent are in accordance with the orders from the user.

e. Moving goods according to their parts

Move goods according to their parts so that they are easy to find and maintain their quality.

f. Perform Preventive Maintenance

Perform preventive maintenance on auxiliary equipment such as Forklifts, Pallet Jacks to keep them in good condition.

2. Warehouse Main Function

a. Fulfill user requests faster

The Warehouse management system ensures sufficient stock keeping in the Warehouse.

b. Determine the location of goods and stock availability automatically

Availability of adequate stock, delivery of goods, the right goods, timely delivery, as well as optimizing and balancing the distribution of inventory according to logistical needs. Warehouse layout determines how quickly and accurately goods are picked up and shipped, Warehouse Management System can ensure stock of goods in proper condition and storage space for better management.

- c. Determine inventory levels and place reorders in a timely manner

The Warehouse management system can continuously monitor the amount of stock inventory so that the Warehouse manager can directly contact the vendor if the inventory is low.

2.6 Document Used for Activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. PO (Purchase Order)

emp PAGE : 1 / 3

PURCHASER NAME & ADDRESS:
 PT. TEKNIK MANDIRI CV.
 Komplek Terminal Bandara SSQ II
 Bangunan 47 - 48
 Kelurahan Sidoarjo Tisur
 Kecamatan Marpoyan Dasa'i Pekanbaru

ORDER CONTACT:
 NAMA : DHA FETRI
 TELEPON : 0761-679347
 ALAM : IMBANG TATA ALAM
 WAREHOUSE : RAU
 FORMALITIES : WISE & FORMALITIES
 ADDRESS : BOD/L/UR

PURCHASE ORDER

PURCHASE ORDER NO: P10000-2212-00
 DATE ISSUED: 29-NOV-2022
 SUPPLIER CODE: PATAMA
 BUYER: BZ/AIS
 APPROVAL REF. NO: N/A
 APPROVED VALUE: B/RP 196,000,000.00

NORMAL	SUB ACCT	LEVEL-3
446804	42270	L03

DESCRIPTION/SCOPE OF WORK	QUANTITY	UNIT PRICE		EXTENDED VALUE
		ALL PRICES	N RUP	
T00134459 Breathing Aparatus MSA T00108359 Specification: 1. 300 bar/6.9 liters of carbon fiber gas cylinder with pressure gauge, gas and more than 60 minutes. 2. Complies with European EN 136, EN 137 standards U.S. MSA strong economic strength and leading age. 3. Choose from Variety of additional features, the product can be upgraded. 4. Flame-retardant Fiber brace, Fire polyester strap, suitable for various hars environment operations. 5. Choose a variety of mask and breathing valve can be used under positive pressure or pressure breathing. 6. You can connect a variety of external gas source, operating self help tilapia.	8.00 SET	24,000,000.00		196,000,000.00
Sub Total				196,000,000.00

AND CONDITIONS OF ORDER ARE PRINTED ON REVERSE SIDE

VED / INSPECTED: 10-12-2022
 MTC 42325

ACKNOWLEDGEMENT:
 THIS PURCHASE ORDER IS LIABLE TO CANCELLATION UNLESS YOUR WRITTEN ACCEPTANCE (PINK COPY) AFFIXED WITH RP 10,000 REVENUE STAMP/MATERAI TO BE RETURNED WITHIN 5 WORKING DAYS FROM YOUR RECEIPT DATE.

signed on the last pages

Figure 2.4 Purchase Order
 Source: Warehouse PT. Imbang Tata Alam

Purchase order are documents made by the buyer division of PT. Imbang Tata Alam PO aims to show the goods they want to buy from the vendor, so a user from the

company PT. Imbang Tata Alam confirms to the buyer about the goods they want to order, then the buyer makes a PO and orders the goods needed by the user, the PO is also used as a contract that forms an agreement between the buyer and the seller regarding the goods to be purchased by the buyer.

2. SPR (Small Purchase / Service Requisition)

emp
empowering people

Small Purchase may only be made from Rp 1.500.000 to maximum Rp 5.000.000

REQUEST No. : SPR -0074/23

SMALL PURCHASE / SERVICE REQUISITION

BUDGET REFERENCE : 444101-42280-1.01
Cranes / Lift Gear OPER. MAINT. LALANG

Date Issued: 19-Jan-2023
Delivery Date (ARO): 14 days

REASON FOR EXPENDITURE		RECOMMENDED BIDDERS		
Pengantian Hidrolik Pedestal Crane Ukuran 1 1/4" LP East		1.	CV Sinar Mulia	
		2.	CV Aditya Pratama	
		3.	CV Hervendo Mulia Perkasa	
		4.		
		5.		

NO.	DESCRIPTION	QTY	UNIT	ESTIMATION	
				PRICE PER UNIT	SUB TOTAL
1	Hose Hidrolik Crane 5000 Psi ukuran 1 1/4 Inch Panjang 6 meter	1	pcs	Rp 4.800.000,00	Rp 4.800.000,00
	Note: Nil Stock Kurau Warehouse For used repair pedestal crane LP East				
TOTAL				Rp	4.800.000,00

TITLE	NAME	DATE & SIGNATURE
USER INITIATOR	Hendra Lufertza	HPM 19/1/23
FIELD FINANCE & ACCOUNTING	Ali Nurrobban	Ali 20/01/23
FIELD OPS. SUPPORT SUPL.	Asep Iwan Setiawan	F. 26/01-23
FIELD MANAGER	Bonar Ari Nindo	BNR

Figure 2.5 SPR (Small Purchase / Service Requisition)

Source: Warehouse PT. Imbang Tata Alam


SPR is a letter for ordering goods or services for which the number of Small Purchase purchases is below 5 million, this letter comes to the Warehouse together with the goods ordered by the user.

3. DO (Delivery Order)

CV. PATRA TEKNIK MANDIRI

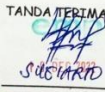
KEPADA YTH : WAREHOUSE & FORMALITAS SUPV KURAU BASE CAMP.		DELIVERY ORDER No. 169/DO/PTM/XII/2022 PO/PC/SO. P10000-2212-00 DATE : 10-Des-22
NO	BANYAKNYA	Keterangan
1	8 Set	Mrealing Aparatus MSA T00108359

HORMAT KAMI
CV.Patra Tehnik Mandiri



Ridha Fitri
Director

TANDA TERIMA



SIDIQ
RECEIVING - SECTION

Alamat : Jl. Jendral Sudirman, Komplek Perkantoran Sudirman Raya Blok. D3 - 3, Kelurahan Tangkerang Tengah, Kecamatan Marpoan Damai, Pekanbaru - Riau

Figure 2.6 Delivery Order

Source: Warehouse PT. Imbang Tata Alam

Delivery order is a document in the form of a letter of delivery of goods made by a vendor based on a buyer order, whether in the city, outside the city, or abroad. This document is made by agreement between the seller and the buyer, so it contains the details and prices of the goods ordered, DO usually comes to the Warehouse with a Purchase order (PO), then SPR also uses a Delivery order, the purpose of the DO is to find out who sent the goods.

4. Tax invoice

Faktur Pajak

No. dan Nomor Seri Faktur Pajak : 030.007-23.18268971


Pengusaha Kena Pajak
 Nama : CV PATRA TEKNIK MANDIRI
 Alamat : JL. JEND SUDIRMAN KOMP SUDIRMAN RAYA BLOK D3-3, TANGKERANG TENGAH , KOTA PEKANBARU
 NPWP : 02.826.796.1-218.000

Pembeli Barang Kena Pajak / Penerima Jasa Kena Pajak
 Nama : Perseroan Terbatas Imbang Tata Alam
 Alamat : Gedung Bakrie Tower Lantai 32 Rasuna Epicentrum , Jl H.R. Rasuna Said Blok - No.- RT.000 RW.000
 Kel Karet Kuningan Kec Setiabudi Kota/Kab.Jakarta DKI Jakarta 12940
 NPWP : 01.909.414.3-081.000

No.	Nama Barang Kena Pajak / Jasa Kena Pajak	Harga Jual/Penggantian/Uang Muka/Termin
1	Breathing Aparatus MSA T00108359 Rp 196.000.000 x 1	196.000.000,00
Harga Jual / Penggantian		0,00
Dikurangi Potongan Harga		0,00
Dikurangi Uang Muka		196.000.000,00
Dasar Pengenaan Pajak		21.560.000,00
Total PPN		0,00
Total PPnBM (Pajak Penjualan Barang Mewah)		

Sesuai dengan ketentuan yang berlaku, Direktorat Jenderal Pajak mengatur bahwa Faktur Pajak ini telah ditandatangani secara elektronik sehingga tidak diperlukan tanda tangan basah pada Faktur Pajak ini.

KOTA PEKANBARU, 07 Februari 2023



083/INV/PTM/II/2023

RIDHA FITRI

Figure 2.7 Tax Invoice
 Source: Warehouse PT. Imbang Tata Alam

A tax invoice is a document in the form of proof of collection made by a taxable entrepreneur (PKP) when delivering taxable goods (BKP) or taxable services (JKP) to the buyer, namely the user. That is, when a pkp sells a taxable good or service, they must issue a tax invoice as proof that they have collected tax from the person who has purchased the taxable good or service.

5. Invoice


CV. PATRA TEKNIK MANDIRI				
KEPADA YTH : BUT.PT.IMBANG TATA ALAM KURAU BASE CAMP.		INVOICE No. : 083 / INV/ PTM /II /2023 PO/PC/SO. : P10000-2212-00 DATE : 08 Fenruari 2023		
ITEM NO.	DISCRPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Mreating Aparatus MSA T00108359	8 Set	Rp 24.500.000,-	Rp 196.000.000,-
Untuk Pembayaran tagihan/Invoice Di kirim ke Rekening A/N.PATRA TEHNIK MANDIRI BNI CAB.ARIFIN AHMAD PEKANBARU NO. REK. 0590172431			Total PPN 11 %	Rp 196.000.000,- Rp 21.560.000,- Rp 217.560.000,-
Terbilang : Dua ratus tujuh belas juta lima ratus enam puluh ribu rupiah				
HORMAT KAMI CV. PATRA TEHNIK MANDIRI  RIDHA F. IRI				
Alamat : Jl. Jendral Sudirman, Komplek Perkantoran Sudirman Raya Blok. D3 - 3, Kelurahan Tangkerang Tengah, Kecamatan Marpyan Damai, Pekanbaru - Riau				

Figure 2.8 Invoice

Source: Warehouse PT. Imbang Tata Alam

Invoice is a document that is used as proof of a transaction that contains information, such as buyer information, goods or services purchased, quantity of goods, price and total price to be paid by the buyer and to be received by the seller. So, a payment invoice is a document that serves as proof of a transaction as well as a means of billing payment for a transaction. This payment invoice is generally sent by the seller to the buyer so that the buyer can make payments immediately or according to the time agreed by both parties.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program is implemented at PT. Imbang Tata Alam for 4 (Four Months), starting from 06 February to 09 June 2023. During the internship period, apprentices are placed in the Warehouse which consists of Material Receiving Assistants, Material Issuing Assistants and Formalities Inventory and Stock Record. There are several tasks during practical work in the Warehouse department at PT. Imbang Tata Alam are as follows:

1. Material Transfer.
2. MRR (Materials Receipt Report).
3. Archive MT (Material Transfer).
4. Cargo Manifest.
5. Archive Cargo Manifest.
6. Fill in the Purchase Order (PO) registration book.
7. Fill in the SPR registration book (Small Purchase / Service Requisition).
8. MRR Field P10 & S10 Registration to Field Buyer.
9. Input daily movement out of materials.
10. SSR Registration (Stores Stock Requisition).
11. Input MRR (Materials Receipt Report) into the Stock card form.
12. Input SSR (Stores Stock Requisition) into the Stock card form.
13. Write number vocabulary.

3.2 System and Procedure

3.2.1 The Working System

To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as

posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, entering MRR and SSR into stock card forms, writing vocabulary numbers when new goods arrive for stock at the Warehouse.

3.2.2 Working Procedures

Work procedures or activities carried out when doing practical work at the Warehouse department at PT. Imbang Tata Alam, activities that have been carried out while carrying out Practical Work (KP) in the Warehouse from 06 February 2023 to 09 June 2023 for full details can be seen in the following description:

1. Material Transfer

This work is done when the Warehouse section receives goods from user orders or other departments and to be sent to the user who ordered the goods, the workings of making Material Transfer from the form provided by PT. Imbang Tata Alam are as follows:

a. Fill out the 2022 MT registration book

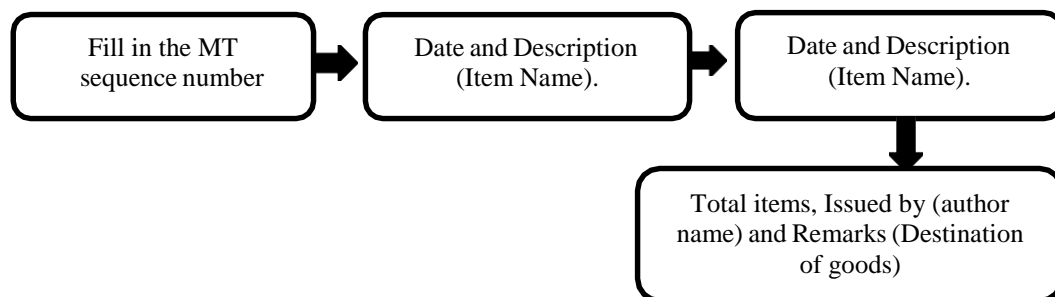


Figure 3.1 Material Transfer Flowchart

Source: Processed Data, 2023

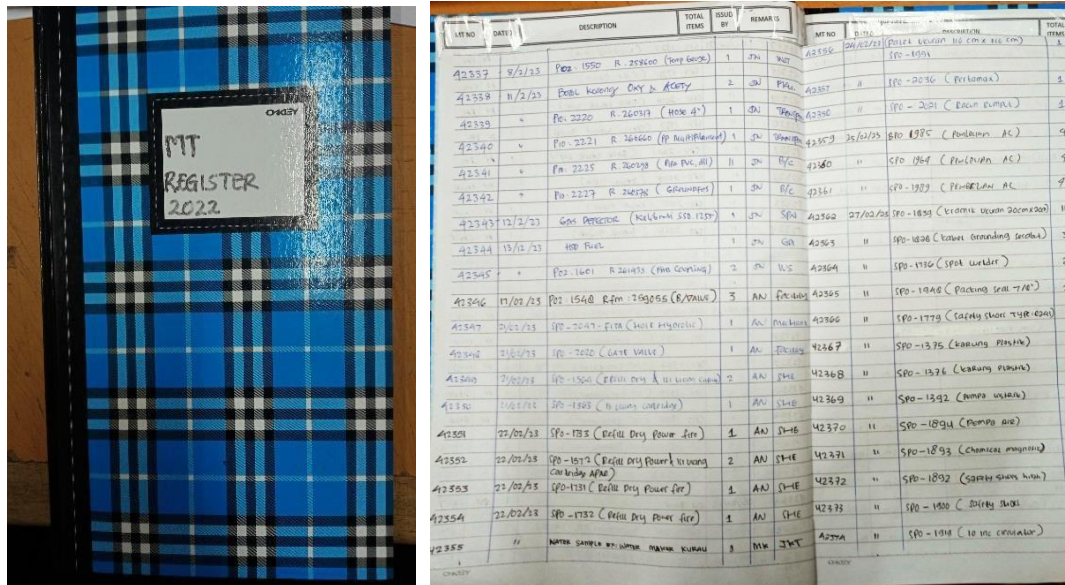


Figure 3.2 MT Register Book
 Source: Warehouse PT. Imbang Tata Alam

- b. After filling out the registration book, proceed with filling out the Material Transfer form

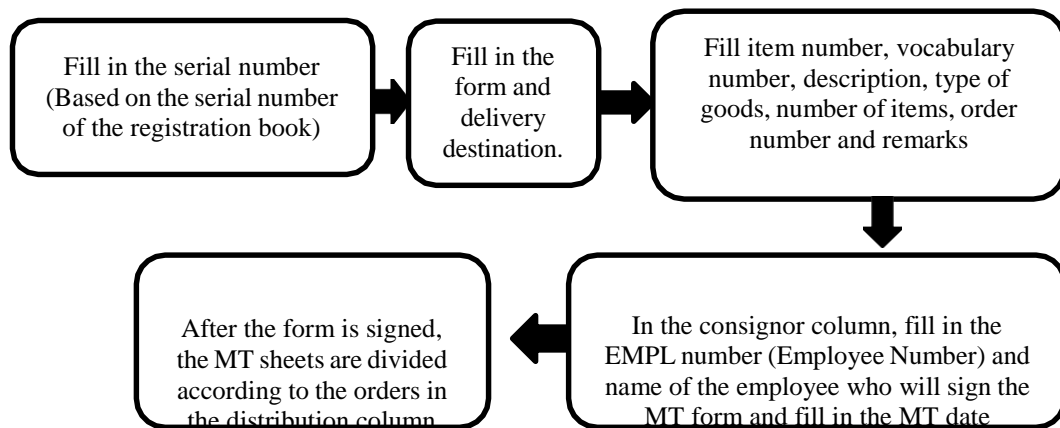


Figure 3.3 Material Transfer Flowchart
 Source: Processed Data, 2023

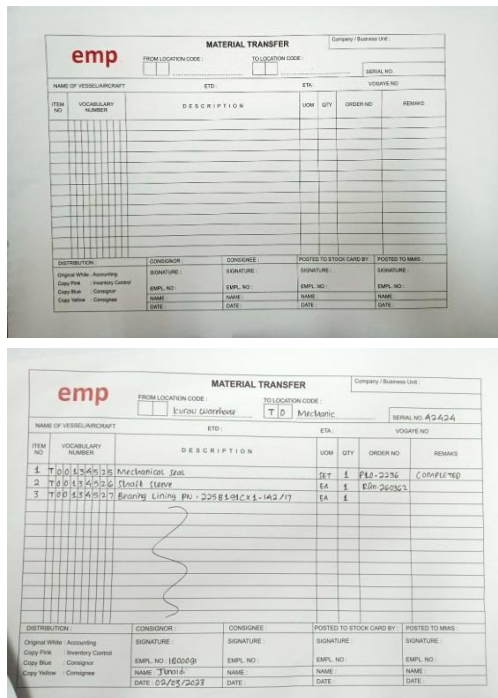


Figure 3.4 MT (Material Transfer)
Source: Warehouse PT. Imbang tata alam

2. MRR (Materials Receipt Report)

This report is carried out when goods come to the Warehouse that have been ordered via a purchase order to the seller, the workings of making a Materials Receipt Report from the form provided by PT. Imbang Tata Alam are as follows:

- a. Fill in the MRR registration book

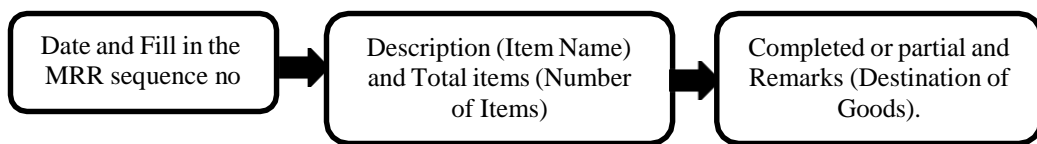


Figure 3.5 MRR (Materials Receipt Report) Flowchart
Source: Processed Data, 2023

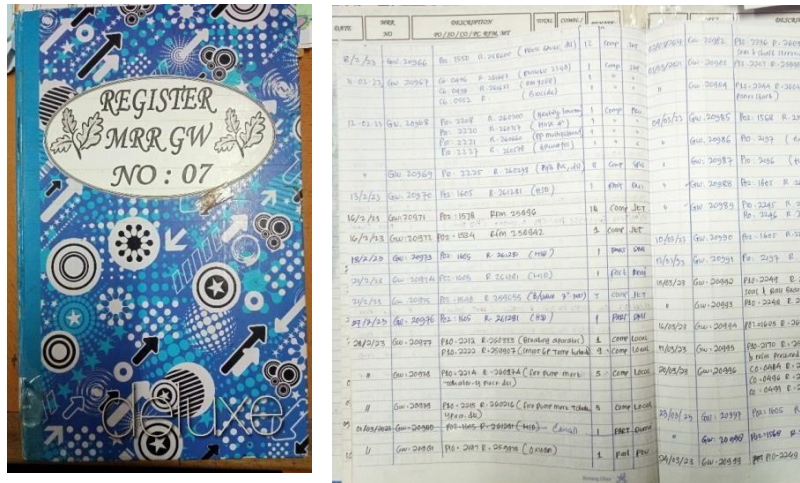


Figure 3.6 MRR Register Book
 Source: Warehouse PT. Imbang Tata Alam

- b. After filling out the registration book, proceed with filling out the MRR (Materials Receipt Report) form

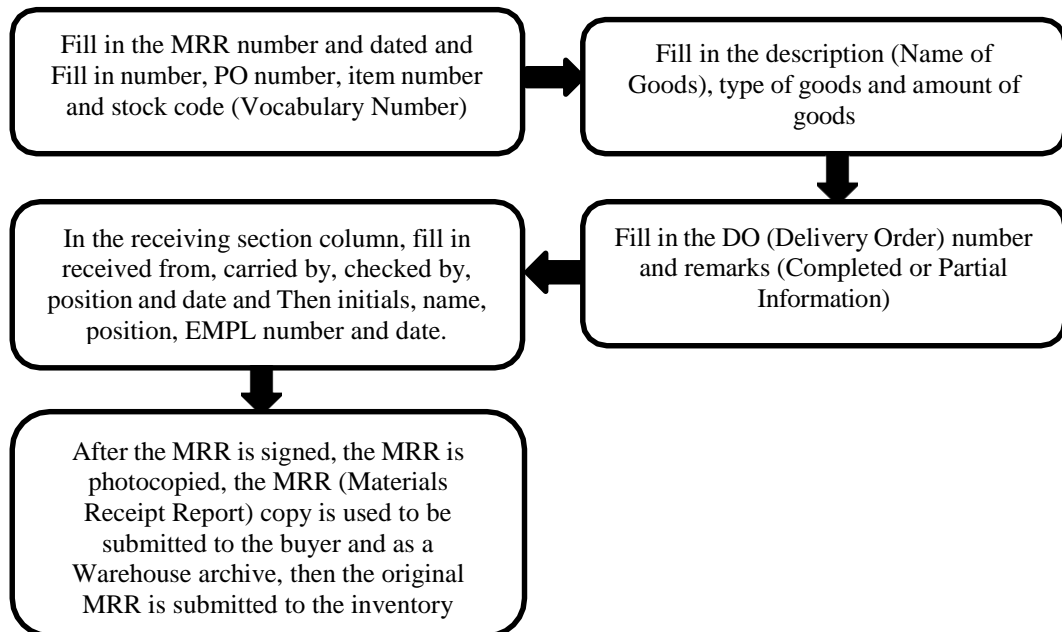


Figure 3.7 MRR (Materials Receipt Report) Flowchart
 Source: Processed Data, 2023

emp MATERIALS RECEIPT REPORT KURAU WAREHOUSE

NO. :
DATE :
PAGE : 01 OF 02

NO.	PO NUMBER	ITEM NO.	STOCK CODE	DESCRIPTION	U.O.	QUANTITY			MIN/MAX	BIN. LOC.	DOC. LOC.	REMARKS
						ON HAND	RECEIVED	BALANCE				
1	P01-2547 E-257664	1	T 0 0 1 3 1 9 0 0	Fire pump merk tohatsu.	Unit	1				5HE	10/08/22	COMPLETED
2		2	T 0 0 1 3 1 9 0 1	Fire pump merk tohatsu.	Unit	1					15/11/2022	
3		3	T 0 0 1 3 1 9 0 2	Fire VE 500 As, kapasitas 1200lt	Unit	1						
4		4	T 0 0 1 3 1 9 0 3	Pompa air merk Honda, type WL 50 XU	Unit	1						
5		5	T 0 0 1 3 1 9 0 4	Section Hoir 3.5"x6 mtr CW Foot valve	Len	1						
6		6	T 0 0 1 3 1 9 0 5	Fire hose rubber syntex under ex Germany 2.5" x 20 mtr	Len	6						
7		7	T 0 0 1 3 1 9 0 6	Fire hose rubber syntex under ex Germany 1.5" x 20 mtr	Len	10						
8		8	T 0 0 1 3 1 9 0 7	4 Piece	Pcs	2						
9		9	T 0 0 1 3 1 9 0 8	Nozzle Gun 1.5"	Pcs	2						
10		10	T 0 0 1 3 1 9 0 9	Nozzle Foam size 2.5"	Pcs	2						
				Foam Line ind. cor 24 with Pick up Motor Awg 2.5"	Pcs	2						

DISTRIBUTION: ORIGINAL: SCM - RCT RECEIVED FROM: TUNAK PATAING SIGNATURE: TUNAK PATAING SIGNATURE: TUNAK PATAING SIGNATURE: TUNAK PATAING
 PINK: WAREHOUSE CARRIED BY: TUNAK PATAING NAME: TUNAK PATAING NAME: TUNAK PATAING NAME: TUNAK PATAING
 BLUE: EXPEDITOR CHECKED BY: TUNAK PATAING POSITION: TUNAK PATAING POSITION: TUNAK PATAING POSITION: TUNAK PATAING
 YELLOW: RECEIVING POINT DATE: 22/07/2022 DATE: 30/03/2023 DATE: 30/03/2023

NOTE: RECEIPT SHOULD BE SIGNED BY RECEIVING SUPERVISOR

Figure 3.8 MRR (Materials Receipt Report)
 Source: Warehouse PT. Imbang Tata Alam

3. Archiving MT (Material Transfer)

Archiving MT is work that is done almost every day at the Material Receiving Assistant. This work is done with the aim that incoming and outgoing MT letters can be stored in their proper place and make it easier to search when needed. The way of working in archiving Material Transfer is as follows:



Figure 3.9 Map Ordner MT

Source: Warehouse PT. Imbang Tata Alam

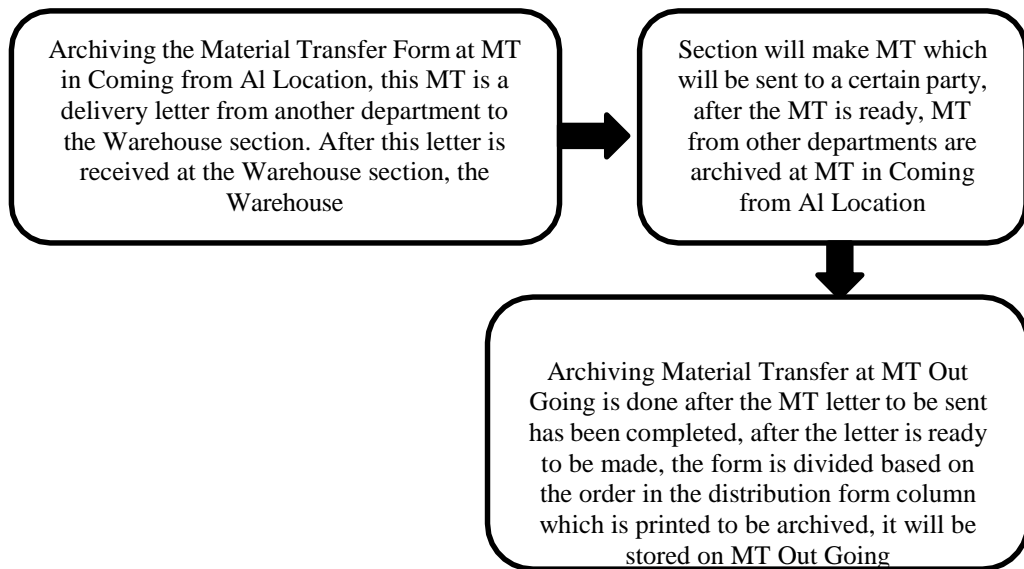


Figure 3.10 Archiving MT (Material Transfer) Flowchart

Source: Processed Data, 2023

4. Cargo Manifest

Cargo Manifest is a form that contains information about goods sent by cargo or transportation, be it by sea, land or air, which contains documents and a detailed list of goods loaded as cargo which contains information about the sender, information about the goods and information about the recipient of the goods.

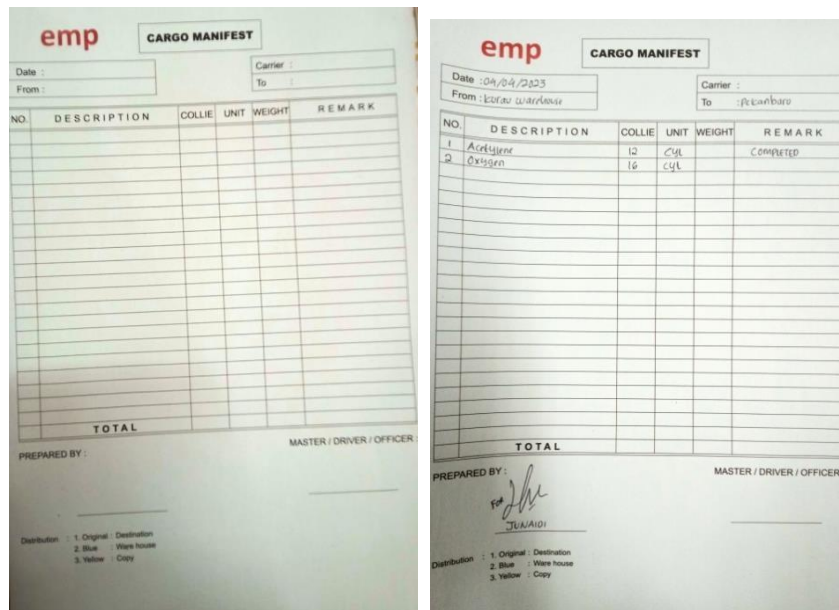


Figure 3.11 Cargo Manifest
 Source: Warehouse PT. Imbang Tata Alam

5. Archiving Cargo Manifest

This work is carried out when the Cargo Manifest letter containing sender information, goods information and consignee information is ready to be delivered to the destination that is sent either by sea or land, the way of working in archiving Cargo Manifest is as follows:

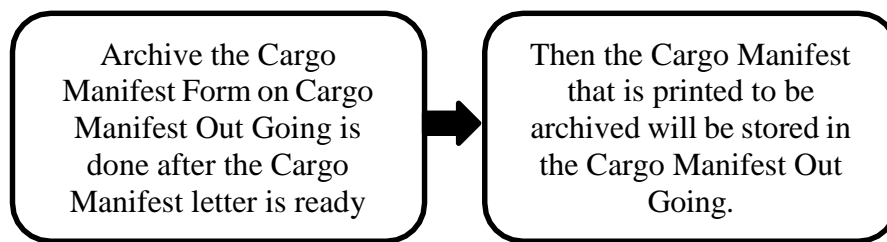


Figure 3.12 Archiving Cargo Manifest Flowchart
 Source: Processed Data, 2023



Figure 3.13 Map of Ordner Cargo Manifest
Source: Warehouse PT. Imbang Tata Alam

6. Filling in the Purchase Order (PO) Registration Book

This work is done when the goods have arrived at the Warehouse and complete the Delivery order (DO or cover letter), invoice, and Material Transfer (MT) and Materials Receipt Report (MRR) have been made, so the registration book is directly submitted to the finance department, work in filling the PO registration book is as follows:

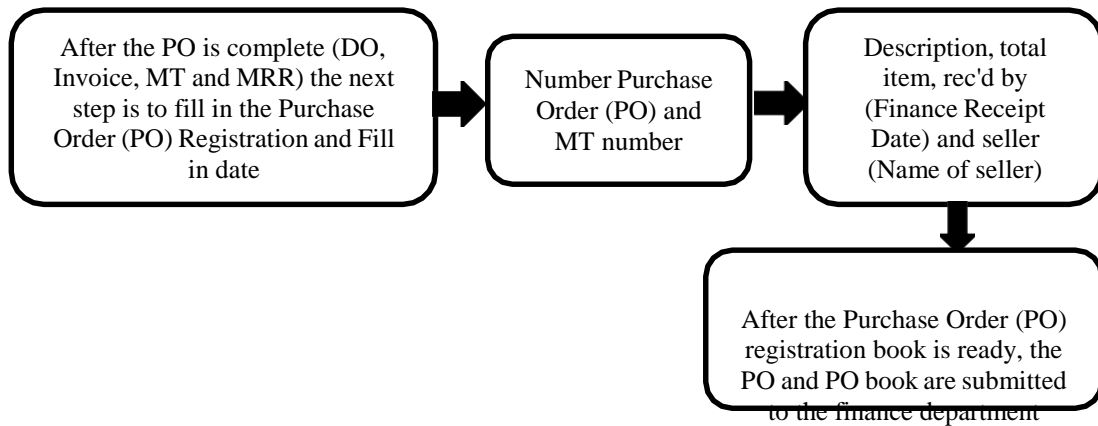


Figure 3.14 (PO) Purchase Order Registration Book Flowchart
Source: Processed Data, 2023

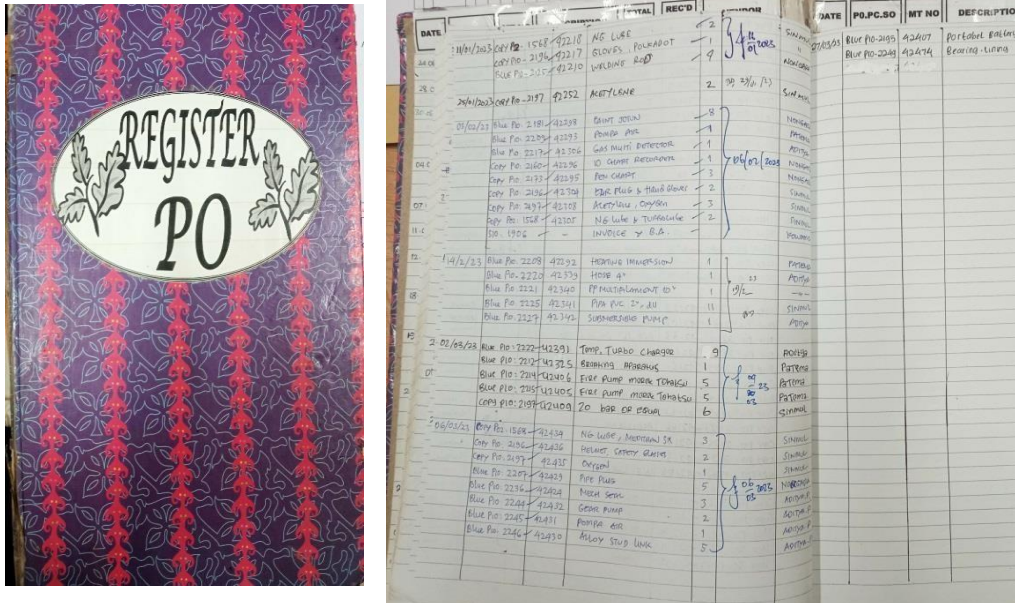


Figure 3.15 PO (Purchase Order) Register Book
 Source: Warehouse PT. Imbang Tata Alam

7. Filling in the SPR registration book (Small Purchase/ Service Requisition)

This work is done when getting an order for goods or services whose total purchases are in the range of under 5 million the working procedure for filling in the SPR registration book is as follows:

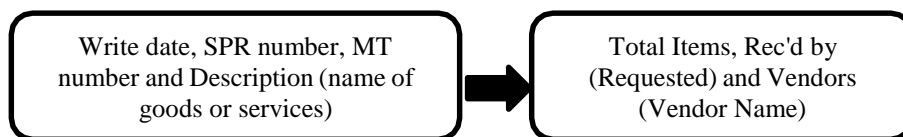


Figure 3.16 SPR Registration Book Flowchart
 Source: Processed Data, 2023

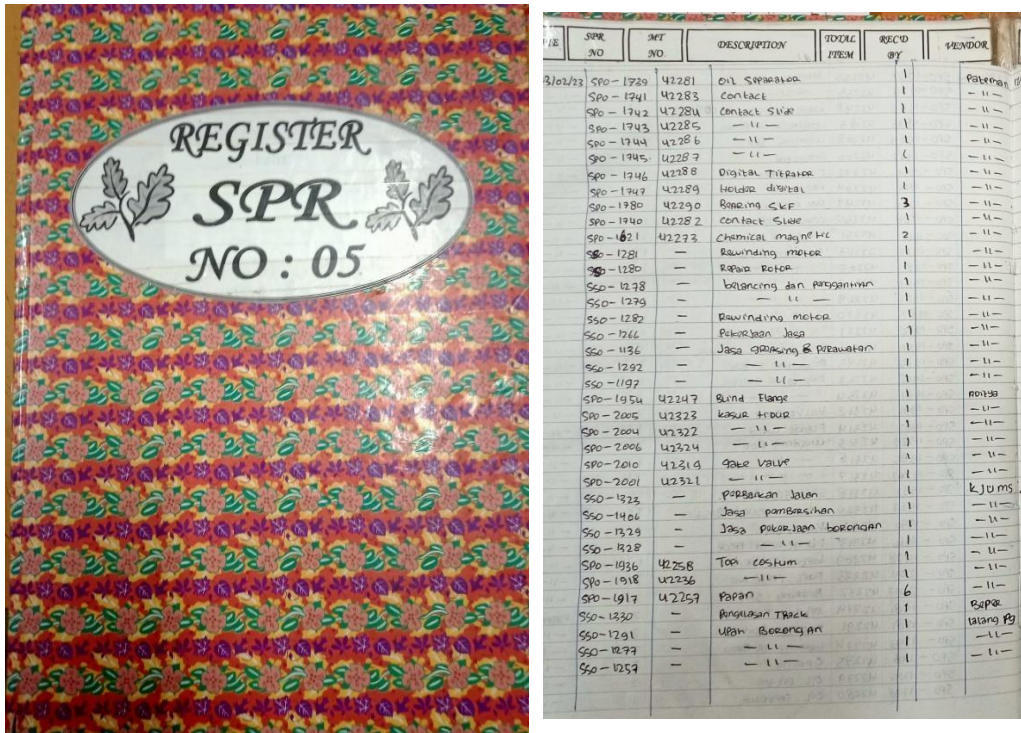


Figure 3.17 SPR Register Book
Source: Warehouse PT. Imbang Tata Alam

8. MRR Field P10&S10 Registration to Field Buyer

This work is done when providing proof of MRR submission from the Warehouse to the buyer, the working procedure for registering MRR Field P10&S10 to Field Buyer is as follows:

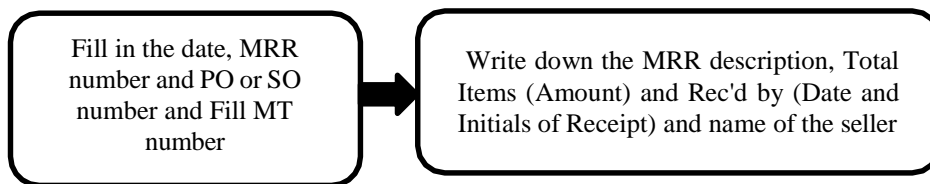


Figure 3.18 MRR Field P10&S10 Registration to Field Buyer Flowchart
Source: Processed Data, 2023

DATE	MRR No	PO, SO	MT, F.W	DESCRIPTION	TOTAL	REC'D	VENDOR
21/11/22	Gw: 20904	PO: 2187 PO: 2189 PO: 2192 PO: 2193 PO: 2203	4191 4194 4197 4198 4199	PILE PIPE 12 3/4 FRONTAGE HOPE LAMPUNG JALAN PUMPE 1/4 BOWEN MEKAPUNG	1 1 1 1 1	1	ABTSA ABTSA ABTSA ABTSA ABTSA
03/11/22	Gw: 20914 Gw: 20915 Gw: 20916	PO: 2197 PO: 2197 PO: 2147 PO: 2183 PO: 2190	4205 4209 4209 4209 4209	CNY & ACERY CNY & ACERY FLUO LIGHT FUSE H-SCREEN	2 2 5 2 1	2	ABTSA ABTSA ABTSA ABTSA ABTSA
	Gw: 20920	PO: 2199 PO: 2205	4253 4201	HANDOUT SPUNAR EMERK CONDUIT HOSE 4"	4 1 1	1	ABTSA ABTSA ABTSA
16/12/22	Gw: 20924 Gw: 20925 Gw: 20926	PO: 2192 PO: 2196 PO: 1588 PO: 2196	4288 4288 4219 4212	HANGE DUTY MCC FLUO LIGHT MC-LUBE KEMO SLAVE	1 1 1 1	1	ABTSA ABTSA ABTSA ABTSA
06/01/23	Gw: 20941 Gw: 20942 Gw: 20943	PO: 2186 PO: 2200 PO: 2125	4202 4217 4217	BELL VALVE 200 ELBOW 100 CONSUMABLE FACILITY	1 1 1	1	ABTSA ABTSA ABTSA
01/02/23	Gw: 20955 Gw: 20956 Gw: 20957	PO: 2196 PO: 1588 PO: 2193	4274 4205 4209	ONE PUC, HANG BONG MC-LUBE, T-VALVE ACTY COPY RUC	2 2 3	2	ABTSA ABTSA ABTSA
02/02/23	Gw: 20958 Gw: 20959 Gw: 20960 Gw: 20961	PO: 2181 PO: 2173 PO: 2217 PO: 2203	4238 4235 4236 4233	PART JEM EMERK CONTROL CRS MOUNTI BATERAK POMPA AIR	8 3 1 1	8	ABTSA ABTSA ABTSA ABTSA
12/02/23	Gw: 20968	PO: 2208 PO: 2220 PO: 2221 PO: 2227	4202 4233 4234 4234	Hanging Intension HOSE 4" FP MULTIFUNCTION GEOLAMPUNG PUMP	1 1 1 1	1	ABTSA ABTSA ABTSA ABTSA
	Gw: 20969	PO: 2225	4237	PURA PUC. dll	1	1	ABTSA

Figure 3.19 Register Book of MRR Field P10 & S10 to Field Buyer
 Source: Warehouse PT. Imbang Tata Alam

9. Input daily movement out of materials

This work is done every day when the user requests goods from the Warehouse the working method for inputting the daily movement out of materials is as follows:

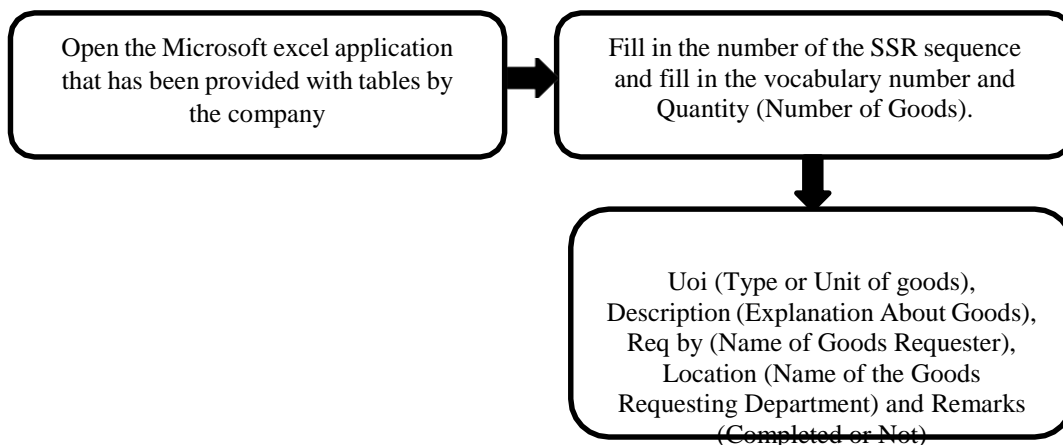


Figure 3.20 Input daily movement out of materials Flowchart
 Source: Processed Data, 2023

NO	SSR	Vocab No	Qty	Uoi	Description	Req By	Loc	Remarks
1	249123	132000540	1	Dm	Eten Solu 2348	Dwi S.	Selatan (A)	Completed
2	249124	132000540	1	Dm	Eten Solu 2348	Dwi S.	Pedras	Completed
3	249125	132000300	2	Dm	Scale 5710	Dwi S.	Kurau	Completed
4	249126	SPK	10	Lr	Bensin 7 Gasoline	Muhammad	GPA Comnet	Completed
5	249127		1	EA	PCMC 17 E 900 C Stator	Dody	MSTB-02	Completed
6	249128		1	EA	Rotor B G 382	Dody	MSJ165	Completed
7	249129	PO 1519	1	EA	Pump 60 E 1200 Rotor	Dody	MSTB-11	Completed
8	249130	851222970	1	EA	Seal Sleeve 3" nominal	Dody	MSAC-31	Completed
9	249131	EX BEP	1	EA	Pip Joint 3 1/2" x 4 FT EVE	Dody	AC-29	Completed
10	249132	PSG-1541-03	1	EA	Base Gauge 1x175 Type	Dody	MSTB-16	Completed
11	249132	PO 1519	1	EA	Pump 60 E 1200 Rotor	Dody	MSTB-02	Completed
12		PO 1519	1	EA	Stator 60 E 1200	"	"	"
13		PO 1519	1	EA	Pip Joint	"	"	"
14		PO 1519	1	EA	X-Over 4" NU Box	"	"	"

Figure 3.21 Table of Daily Movement Out of Materials

Source: Warehouse PT. Imbang Tata Alam

10. SSR Registration (Stores Stock Requisition)

This work is done when the user requests goods to the Warehouse by bringing the SSR for registration so that every item that comes out of the Warehouse every day can be known, the way of working in registering SSR is as follows:

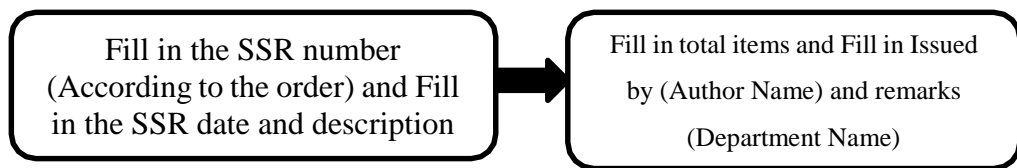


Figure 3.22 SSR Registration (Stores Stock Requisition) Flowchart

Source: Processed Data, 2023

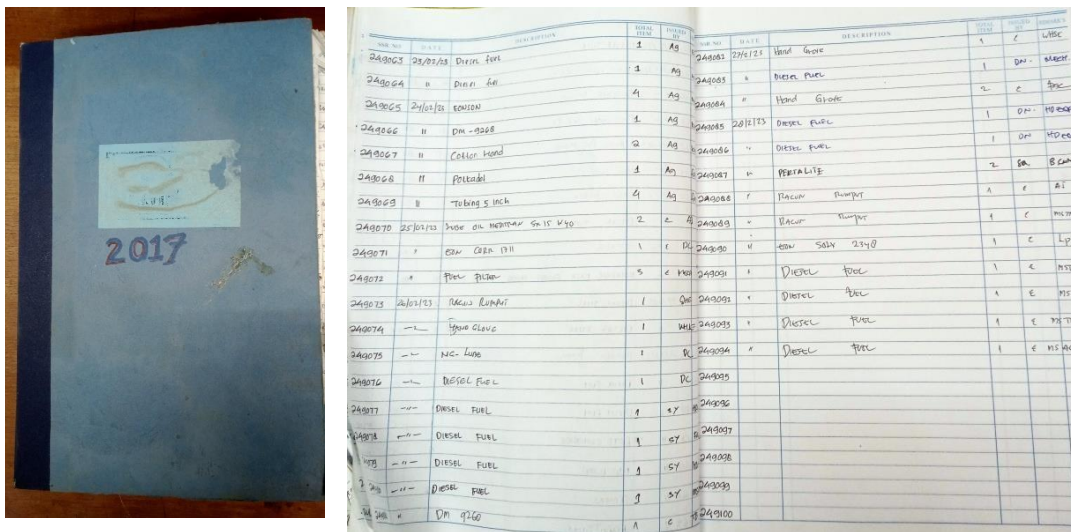


Figure 3.23 SSR Register Book
 Source: Warehouse PT. Imbang Tata Alam

11. Input MRR (Materials Receipt Report) into the Stock card form

This work is carried out when the Warehouse receives goods from orders that have been ordered through purchase orders to the destination seller to be inputted to Stock card in order to find out the amount of stock available in the Warehouse, the working method for inputting MRR to the Stock card form is as follows:

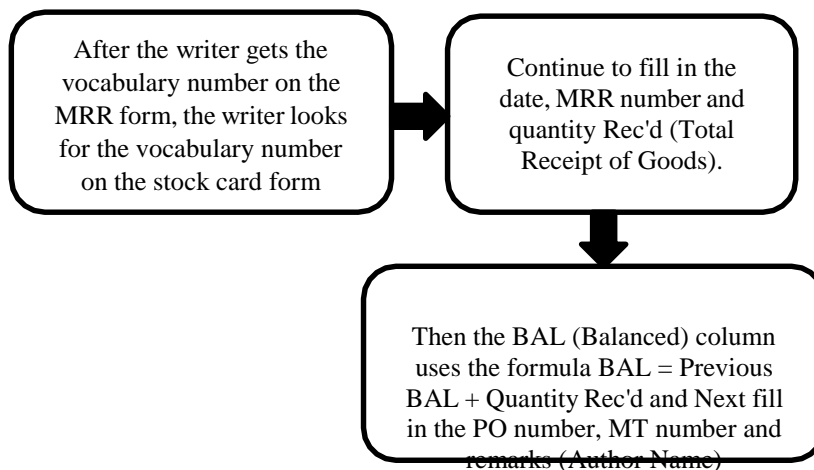


Figure 3.24 Input MRR into the Stock Card Form Flowchart
 Source: Processed Data, 2023

EMP. MALAYIA STRAIT
DESCRIPTION: FERYWASH FI CHEM

71019001
STOCK NUMBER
5000
LOCATION

DATE	S.S.R. NO.	MRR/SSR NO.	SAS NO.	QTY REC'D	QTY ISSUED	BAL.	PO NO.	M.T. NO.	END USER	REMARK
					1	9				
6/7/11	217491			1	2				MECH	
12/11/11	217491			1	2				MECH	
12/11/11	217491			1	2				MECH	
5/2/12	219745			1	3				MECH	
20/4/12	219745	19/81		5	8		197500	197500		
03/11/12	221173			1	7				MECH	
06/11/12	221194			1	6				MECH	
28/11/12	221431			1	5				MECH	
29/12/12	221730			1	4				MECH	
03/01/13	223666			1	3				MECH	
06/01/13	224530			1	2				MECH	
26/01/13	224703			1	1				MECH	
3/02/13	224703			5	6		2391	117300		
14/11/12	225803				5				MECH	
21/11/12	225483				4				MECH	
4/12/12	226236				4				MECH	
10/12/12	226363				3				MECH	
18/12/12	226363				2				MECH	
10/1/13	226444				1				MECH	
17/1/13	226444				1				MECH	
3/5/13	227102				1				MECH	

Figure 3.25 MRR Stock Card
Source: Warehouse PT. Imbang Tata Alam

12. Input SSR (Stores Stock Requisition) into the Stock card form

This work is carried out when releasing goods by the Warehouse to the destination user and inputting them to stock card so that they know the amount of stock available in the Warehouse, the working method for inputting SSR into the Stock card form is as follows:

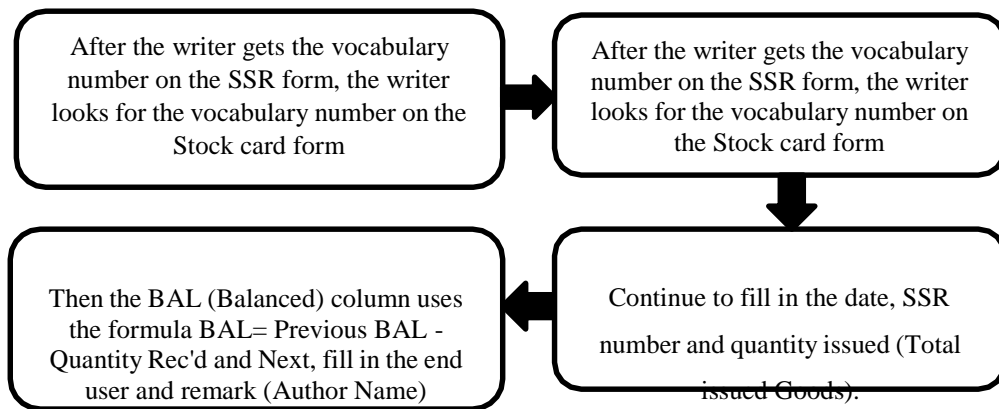


Figure 3.26 Input SSR into the Stock Card Form Flowchart
Source: Processed Data, 2023

DATE	S.S.R. NO.	MHR/SRN NO.	SAS NO.	QTY REC'D	QTY ISSUED	BAL	U.O.I	PO NO.	M.T. NO.	END USER	REMARK
20/12/14	240525			310		310					▲
20/1/14	240485			60	250					MSTR-04	▲
30/4/14	240533			15	235					MSTR-04	▲
15/12/14	240621			18	137					MSTR-05	▲
15/12/14	240622			38	99					MSTR-05	▲
15/12/14	240623			17	82					MSTR-06	▲
15/12/14	240624			10	72					MSTR-06	▲
10/1/15	240643			18	62					MSTR-05	▲
25/6/15	240674			14	48					MSTR-06	▲

Figure 3.27 SSR Stock Card

Source: Warehouse PT. Imbang Tata Alam

13. Writing number vocabulary

Each item received must be accompanied by a vocab (Number Vocabulary) to make it easier for employees to recognize and search for the type of item, number vocabulary is a no that has been determined and determined by the Warehouse which is used as the standard for identifying an item, the workings of writing Number vocabulary are as follows:

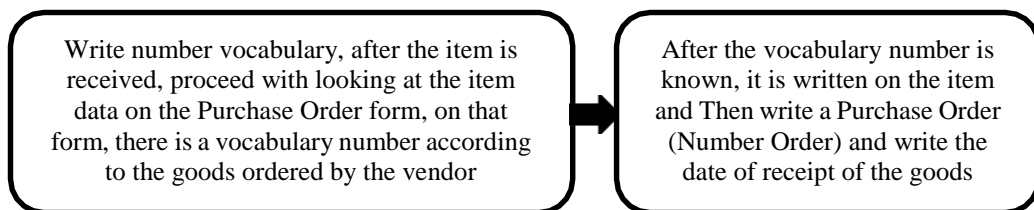


Figure 3.28 Writing Number Vocabulary Flowchart

Source: Processed Data, 2023



Figure 3.29 Vocabulary
Source: Warehouse PT. Imbang Tata Alam

3.3 Place of Apprenticeship

This Apprenticeship activity was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, during the Job Training activities the author is placed in the Warehouse. Apprenticeship Activities starting from February 06, 2023 to June 09, 2023.

Table 3.1 Practice Work Schedule

No	Day	Working Hours	Agency
1	Monday to Friday	07:00 to 15:00	PT. Imbang Tata Alam
2	Saturday and Sunday	Holiday	Holiday

Source: Processed Data (2023)

3.4 Kind and Description of the Activity

The following are the activities carried out during the Apprenticeship Process at PT. Imbang Tata Alam:

Table 3.2 Daily Activities 01 September 2023 to 07 September 2023

No	Day/Date	Activity	Place
1	Friday Septemeber, 1 2023	1. Self-introduction / warehouse introduction 2. The activity as to record the entry of good and the exit of these good by writing the number and code, as well as the name of the item	Warehouse
2	Monday Septemeber, 4 2023	1. Introduction of warehouse division data in the material receipt report, material transfer 2. She meeting	Warehouse
3	Tuesday Septemeber, 5 2023	1. Searching for data spo data number	Warehouse
4	Wednesday Septemeber, 6 2023	1. Making MT (Material Transfer)	Warehouse
5	Thursday Septemeber, 7 2023	1. Recording incoming good	Warehouse

Source: Processed Data (2023)

Table 3.3 Daily Activities of September 08th to September 14th, 2023

No	Day/Date	Activity	Place
1	Friday September 8, 2023	1. Compiling 2. Copying and incoming good data	Warehouse
2	Monday September, 11 2023	1. Permission to be absent from the internship because she went to Bengkalis to fix a blocked atm card	Warehouse
3	Tuesday September, 12 2023	1. Permission to be absent from the internship because she went to Bengkalis to fix a blocked atm card	Warehouse
4	Wednesday September, 13 2023	1. Permission to be absent from the internship because she went to Bengkalis to fix a blocked atm card	Warehouse
5	Thursday September, 14 2023	1. Permission to be absent from the internship because she went to Bengkalis to fix a blocked atm card	Warehouse

Source: Processed Data (2023)

Table 3.4 Daily Activities of September 15th to September 21st, 2023

No	Day/Date	Activity	Place
1	Friday September, 15 2023	1. Making MT (Material Transfer) 2. Making MRR ((Materials Receipt Report)	Warehouse
2	Monday September, 18 2023	1. Is to created data from MRR Materials Receipt Report) 2. Making MT (Material Transfer)	Warehouse
3	Thursday September, 19 2023	1. Is to created data from MRR Materials Receipt Report) 2. Making MT (Material Transfer) 3. Making SAS (Stocke Adjusment Sheet)	Warehouse
4	Wednesday September, 20 2023	1. Holiday	Warehouse
5	Tuesday September, 21 2023	1. Create data from MRR ((Materials Receipt Report) 2. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.5 Daily Activities of September 22nd to September 27th, 2023

No	Day/Date	Activity	Place
1	Friday September, 22 2023	1. Making SAS (Stocke Adjusment Sheet) 2. Create data from MRR (Materials Receipt Report) 3. Making MT (Material Transfer)	Warehouse
2	Monday September, 25 2023	1. Create data from MRR (Material Receipt Report) 2. Making MT (Material Transfer) 3. Making SAS (Stocke Adjusment Sheet)	Warehouse
3	Tuesday September, 26 2023	1. Making vocabulary number in the note book register po (Purchase Order)	Warehouse
4	Weadnesday September, 27 2023	1. Making MRR ((Materials Receipt Report) 2. Making MT (Material Transfer) 3. Making SAS (Stocke Adjusment Sheet)	Warehouse
5	Weadnesday September, 27 2023	1. Red date leave	Warehouse

Source: Processed Data (2023)

Table 3.6 Daily Activities of September 29th to October 5st, 2023

No	Day/Date	Activity	Place
1	Friday September, 29 2023	1. Create data from MRR ((Materials Receipt Report) 2. Copy MRR (Material Research Report)	Warehouse
2	Monday September, 2 2023	1. Making MT (Material Transfer)	Warehouse
3	Tuesday October, 3 2023	1. Making MT (Material Transfer)	Warehouse
4	Wednesday October, 4 2023	1. Permission	Warehouse
5	Thursday October, 5 2023	1. Making MRR (Materials Receipt Report) 2. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.7 Daily activities of October 6th to October 12st, 2023

No	Day/Date	Activity	Place
1	Friday October, 6 2023	1. Making MT (Material Transfer)	Warehouse
2	Monday October, 9 2023	1. Making MT (Material Transfer) 2. Pick up spr book at the main office	Warehouse
3	Tuesday October, 10 2023	1. Copy MRR (Materials Receipt Report) 2. Deliver mail to transport	Warehouse
4	Wednesday October, 11 2023	1. Making MT (Material Transfer)	Warehouse
5	Thursday October, 12 2023	1. Making SAS (Stocke Adjustment Sheet)	Warehouse

Source: Processed Data (2023)

Table 3.8 Daily activities of October 13th to October 19st, 2023

No	Day/Date	Activity	Place
1	Friday October, 13 2023	1. Making MT (Material Transfer)	Warehouse
2	Monday October, 16 2023	1. Permission	Warehouse
3	Tuesday October, 17 2023	1. Making MRR (Materials Receipt Report)	Warehouse
4	Wednesday October, 18 2023	1. Making MT (Material Transfer)	Warehouse
5	Thursday October, 19 2023	1. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.9 Daily activities of October 20th to October 26st, 2023

No	Day/Date	Activity	Place
1	Friday October, 20 2023	1. Writing No Vocabulary 2. Making MRR (Material Receipt Report) 3. Making MT (Material Transfer)	Warehouse
2	Monday October, 23 2023	1. Input SSR (Stores Stock Requisition) in Form Cardex 2. Making MT (Material Transfer)	Warehouse
3	Tuesday October, 24 2023	1. Making MRR (Materials Receipt Report) 2. Making MT (Material Transfer) 3. Registration SSR (Stores Stock Requisition)	Warehouse
4	Wednesday October, 25 2023	1. Making MT (Material Transfer) 2. Searching for SPO data on the computer	Warehouse
5	Thursday October, 26 2023	1. Making MT (Material Transfer) 2. Deliver SPO Register Letter to Main Office	Warehouse

Source: Processed Data (2023)

Table 3.10 Daily activities of October 27th to November 2st, 2023

No	Day/Date	Activity	Place
1	Friday October, 27 2023	1. Writing book Registration SPR 2. Making MT (Material Transfer) 3. Input daily movement out of materials 4. Registration SSR (Stores Stock Requisition)	Warehouse
2	Monday October, 30 2023	1. Making Cargo Manifest 2. Making MT (Material Transfer)	Warehouse
3	Tuesday October, 31 2023	1. Making MT (Material Transfer) 2. Input daily movement out of materials 3. Registration SSR (Stores Stock Requisition)	Warehouse
4	Wednesday November, 1 2023	1. Making MRR (Materials Receipt Report) 2. Making MT (Material Transfer) 3. Packing goods from the warehouse that will be sent to the user	Warehouse
5	Thursday November, 2 2023	1. Packing goods from the warehouse that will be sent to the user	Warehouse

Source: Processed Data (2023)

Table 3.11 Daily activities of November 3th to Novemberst, 9 2023

No	Day/Date	Activity	Place
1	Friday November, 3 2023	1. Making MT (Material Transfer) 2. Answer Telephone 3. Making SAS (Stock Adjustment Sheet)	Warehouse
2	Monday November, 6 2023	1. Making MT (Material Transfer)	Warehouse
3	Tuesday November, 7 2023	1. Making MRR (Materials Receipt Report) 2. Delivering Mail to Transfer Copy MRR 3. Copy New Letter	Warehouse
4	Wednesday November, 8 2023	1. Rain	Warehouse
5	Thursday November, 9 2023	1. Making MT (Material Transfer) 2. Filling book Registration Purchase Order (PO)	Warehouse

Source: Processed Data (2023)

Table 3.12 Daily activities of November 17th to Novemberst, 23 2023

No	Day/Date	Activity	Place
1	Friday November, 17 2023	1. Making Cargo Manifest 2. Making MT (Material Transfer) 3. Input Daily Movement Out of Materials	Warehouse
2	Monday November, 20 2023	1. Making MT (Material Transfer) 1. Making MRR (Materials Receipt Report)	Warehouse
3	Tuesday November, 21 2023	1. Making MT (Material Transfer) 2. Copy MRR (Materials Receipt Report) 3. Copy SAS (Stock Adjustment Sheet)	Warehouse
4	Wednesday November, 22 2023	1. Input SSR (Stores Stock Requisition) in Form Cardex 2. Making MT (Material Transfer)	Warehouse
5	Thursday November, 23 2023	1. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.13 Daily activities of November 24th to Novemberst, 30 2023

No	Day/Date	Activity	Place
1	Friday November, 24 2023	4. Making MRR (Materials Receipt Report) 5. Making MT (Material Transfer)	Warehouse
2	Monday November, 27 2023	1. Making MT (Material Transfer) 2. Making Copy MRR (Material Research Report) 3. Delivery PO (Purchase Order) at Main Office	Warehouse
3	Tuesday November, 28 2023	1. Making MT (Material Transfer)	Warehouse
4	Wednesday November, 29 2023	1. Registration SSR (Stores Stock Requisition) 2. Making MT (Material Transfer) 3. Picked up the transportation letter 4. Searching for SPO data in the computer	Warehouse
5	Thursday November, 30 2023	1. Making MT (Material Transfer) 2. Making MRR (Materials Receipt Report)	Warehouse

Source: Processed Data (2023)

Table 3.14 Daily activities of December 01th to Decemberst, 30 2023

No	Day/Date	Activity	Place
1	Friday December, 1 2023	1. Filling book Registration SPR 2. Making MT (Material Transfer)	Warehouse
2	Monday December, 4 2023	1. Making MT (Material Transfer) 2. Making MRR (Materials Receipt Report)	Warehouse
3	Tuesday December, 5 2023	1. Copy MRR (Materials Receipt Report) 2. Making SAS (Stock Adjustment Sheet)	Warehouse
4	Wednesday December, 6 2023	1. Making MT (Material Transfer) 2. Input Daily Movement Out of Materials	Warehouse
5	Thursday December, 7 2023	1. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.15 Daily activities of December 08th to Decemberst, 14 2023

No	Day/Date	Activity	Place
1	Friday December, 8 2023	1. Making MT (Material Transfer) 2. Making MRR (Materials Receipt Report)	Warehouse
2	Monday December, 11 2023	1. Registration SSR (Stores Stock Requisition) 2. Input Daily Movement Out of Materials	Warehouse
3	Tuesday December, 12 2023	1. Making MT (Material Transfer) 2. Delivering	Warehouse
4	Wednesday December, 13 2023	1. Compiles File	Warehouse
5	Thursday December, 14 2023	1. Making MT (Material Transfer)	Warehouse

Source: Processed Data (2023)

Table 3.16 Daily activities of December 15th to Decemberst, 21 2024

No	Day/Date	Activity	Place
1	Friday December, 15 2023	1. Copy MRR (Material Receipt Report) 2. Making MRR (Material Receipt Report)	Warehouse
2	Monday December, 18 2023	1. Registration SSR (Stores Stock Requisition) 2. Input Daily Movement Out of Materials 3. Making MT (Material Transfer)	Warehouse
3	Tuesday December, 19 2023	1. Making MT (Material Transfer)	Warehouse
4	Wednesday December, 20 2023	1. Copy news latters 2. Making MT (Material Transfer)	Warehouse
5	Wednesday December, 21 2023	1. Search data SPR in computer	Warehouse

Source: Processed Data (2023)

Table 3.17 Daily activities of December 22th to January, 01st 2024

No	Day/Date	Activity	Place
1	Friday December, 22 2023	1. Deliver letters or document to transport 2. Copy newsletter data	Warehouse
2	Monday December, 25 2023	1. Holiday	Warehouse
3	Tuesday December, 26 2023	1. Holiday	Warehouse
4	Wednesday December, 27 2023	1. Making MT (Material Transfer)	Warehouse
5	Thursday December, 28 2023	1. Making MT (Material Transfer)	Warehouse
6	Friday December, 29 2023	1. Recording and copying the sponumber and its description	Warehouse
7	Monday January, 01 2024	1. Ask internship supervisor for a signature	Warehouse

Source: Processed Data (2023)

3.5 Obstacles and Solution

3.5.1 Obstacles

Constraints encountered during work practice at PT. Imbang Tata Alam, especially in the Warehouse section, are as follows:

1. Constraints that occur when goods come to the Warehouse but the goods are incomplete or partial, each item that comes to the Warehouse must be checked for the type of goods, the number of goods according to the description in the delivery order, the purpose of checking goods is so that the goods are received by the user completely and in good condition.
2. Difficulty in determining the location of the user department that ordered the goods, the user is the name of the goods ordered from a different department, knowing the location of the user of the goods is to make it easier for the Warehouse to confirm to the user that the goods ordered can be taken, then the Warehouse makes material transfers from the form that has been provided to be given to the user after that ask for the user signature as proof that the goods have been received by the user.
3. Difficulty to find out the owner of the goods when suddenly the goods come to the Warehouse and the delivery order letter from the vendor has not yet arrived,

the delivery order is a document in the form of an order for the delivery of goods made by the seller based on the buyer order. So that it contains details and prices of goods ordered.

3.5.2 Solution

The solution to facing problems at work during the implementation of Job Training at the PT. Imbang Tata Alam Warehouse is as follows:

1. The Warehouse confirms to the vendor to resend the goods that have not been completed or partial so that they can be received immediately by the user who ordered the goods.
2. Make a table in Microsoft Word that contains all user names and department locations to make it easier to find the location of the goods so that there are no recipient errors.
3. Checking the type of goods and the number of goods then the Warehouse contact the vendor to ask for confirmation and ask for a delivery order letter sent immediately so that it can be handled and received by the user of the goods as soon as possible.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the explanation in the previous chapter, the description of activities during practical work at PT. Imbang Tata Alam, the author will provide conclusions based on the results of the discussion of the chapter including:

1. When doing Job Training (KP) at PT. Imbang Tata Alam, the types of work carried out are Make Material Transfer, Make MRR (Materials Receipt Report), Archiving Material Transfer, Make Cargo Manifest, Archive Cargo Manifest, Fill in the Purchase Order (PO) registration book, Fill in the SPR registration book (Small Purchase/ Service Requisition), MRR Field P10&S10 Registration To Field Buyer, Input daily movement out of materials, SSR Registration (Stores Stock Requisition), Input MRR (Materials Receipt Report) into the Stock card form, Input SSR (Stores Stock Requisition) into the Stock card form, Write number vocabulary.
2. To facilitate employees in carrying out their duties, the company uses an internet based system to facilitate work online and also use a manual system such as posting a list of inventory items to the stock card system provided and manual systems such as making material transfer, materials receipt report, filling in SPR registration books, filling in SSR registration books, entering MRR and SSR into stock card forms, writing vocabulary numbers when new goods arrive for stock at the Warehouse.
3. This practical work (KP) was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, the implementation of the job training (KP) is carried out for 4 months starting from February 06, 2023 to June 09, 2023.

4. Kind and description of the activity that the author does in the Warehouse division PT. Imbang Tata Alam from 6 February to 9 June 2023, the first week of internship activities. At the orientation stage, the author introduces himself and introduces safety guided by the public relations team and introduces the Warehouse section because the writer will be placed in the Warehouse administration section, the writer is guided and assigned to post the SSR to stock card, the writer participates check the goods that come to the Warehouse from Jakarta for stock in the Warehouse and the second week of internship activities, the author renews expired health check letters at the Teluk Belitung Health Center, makes MRR (Materials Receipt Report), MT (Material Transfer) which is guided by the Warehouse leader.
5. During the implementation of the Apprenticeship there were several obstacles and their solutions namely: Constraints that occur when goods come to the Warehouse but the goods are incomplete or partial, Difficulty in determining the location of the user department that ordered the goods, and solutions: The Warehouse confirms to the vendor to resend the goods that have not been completed or partial, Make a table in Microsoft Word that contains all user names and department locations to make it easier to find the location.

4.2 Suggestion

After doing practical work PT. Imbang Tata Alam, there are several suggestions, namely:

1. In order for work to run smoothly and quickly, complete the tools and equipment needed.
2. Provide criticism and suggestions to students to be better in carrying out the assigned tasks.

4.2.1 Suggestion for PT. Imbang Tata Alam

After doing practical work at PT. Imbang Tata Alam, there are several suggestions, namely:

1. To industry provide more work in several parts of the company so that students gain more experience and participate in various activities.
2. Industry is expected to treat apprentices fairly.
3. The industry is expected to really be able to carry out the rules that already exist and are made.

4.2.2 Suggestion for State Polytechnic of Bengkalis

The suggestion of Apprenticeship for State Polytechnic of Bengkalis:

1. The campus is expected to be able to monitor the activities of students who are carrying out intensive internships so that any difficulties that arise can be resolved together.
2. Not too burdensome for students under the guidance of supervisors for practical work reports on campus.
3. The campus needs to be serious about coordinating students who will be expelled from practical work.
4. Given that adaptation is very important in the world of work, it is advisable that in carrying out job training you actively ask questions of employees and learn to read and understand their respective characters so that they can adapt and join in being part of them.
5. Given that PT. Imbang Tata Alam is a company that uses computers as a tool for work. It is hoped that younger siblings who will do practical work (KP) will always deepen their knowledge of computers.

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 : Nabila

Place/date of birth : Mesim/October 12th, 2001

Address : Jl. Mastari, RT.002/RW.001 Rupert Village, Bengkalis

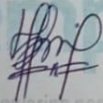
Has conducted practical work at our company, PT. EMP Malacca Strait S.A since September 1st as a practical worker (KP) until January 1st, 2023.

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


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Sugiarto
Receiving & Issuing

APPENDIX 3

EVALUATION FORM

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL
PT. EMP MALACCA STRAIT S.A

Name : Nabila
NIM : 5504201025
Study Program : D4 English for Business and Professional Communication
State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	88 %
2.	Responsibility	25%	90 %
3.	Adjustment	10%	85 %
4.	Work Result	30%	90 %
5.	General Behavior	15%	86 %
	Total (1+2+3+4+5)	100%	87,8 %

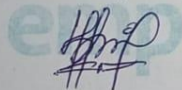
Explanation:

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 VERRY GOOD

Meranti, January 1st, 2024



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Sugiarto

Receiving & Issuing

APPENDIX 4

LIST OF ATTENDANCE

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

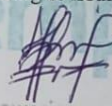
Name : Nabila
 NIM : 5504201025
 Dept. : Warehouse

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

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

Kepulauan Meranti, January 1st 2024

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Sugiarto

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

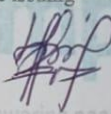
Name : Nabila
 NIM : 5504201025
 Dept. : Warehouse

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

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

Kepulauan Meranti, January 1st 2024

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

Name : Nabila
 NIM : 5504201025
 Dept. : Warehouse

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

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

Kepulauan Meranti, January 1st 2024

Receiving & issuing

[Signature]
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Sugiarto

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

Name : Nabila
 NIM : 5504201025
 Dept. : Warehouse

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

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

Kepulauan Meranti, January 1st 2024


Receiving issuing


[Signature]
 empow... people
 Sugiarto

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : September 1, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Self introduction / warehouse introduction 2. The activity as to record the entry of good and the exit of these good by writing the number and code, as well as the name of the item	Sugiarto	
	Notes by Industrial Coach		

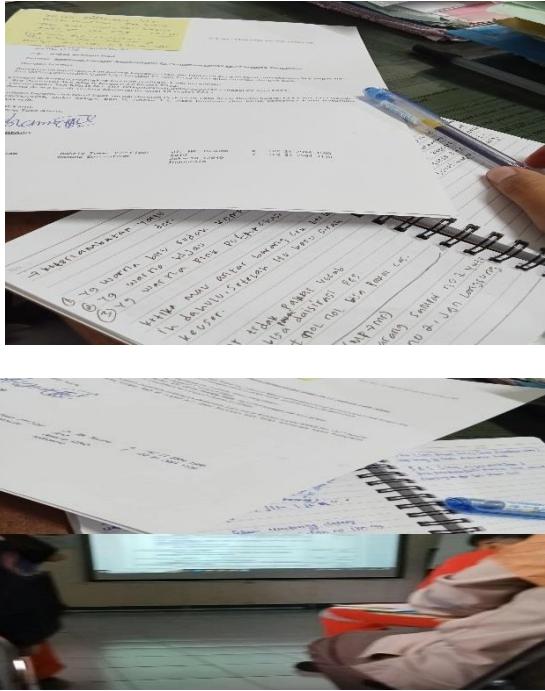
NO	WORKING	EXPLANATION
		Activities on the first day of the internship are self-introduction /warehouse division. The activity is to record the entryof goods and the exit of these good by writing the number and code, as well as the name of the item.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : September 4, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	introduction of warehouse devison data in the material receipt report, material transfer she meeting	Sugiarto	
	Notes by Industrial Coach		

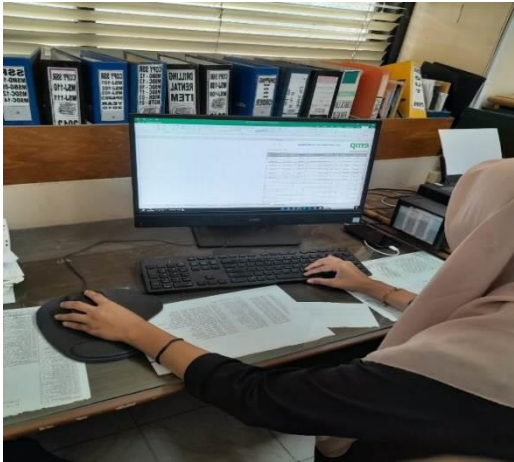
NO	WORKING	EXPLANATION
		<p>The activities carried out today are the intrduction of warehouse division data in the material receipt report, material transfer, store return note, stock adjusment sheet, and sore stock requisition.</p> <p>The next activity is to follow the she meeting, the meeting discusses Health, safety, for everyone at pt emp malacca strait. And evaluate what need to be improved around the pt environment.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : September 5, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Searching for spo data number	Sugiarto	
Notes by Industrial Coach			

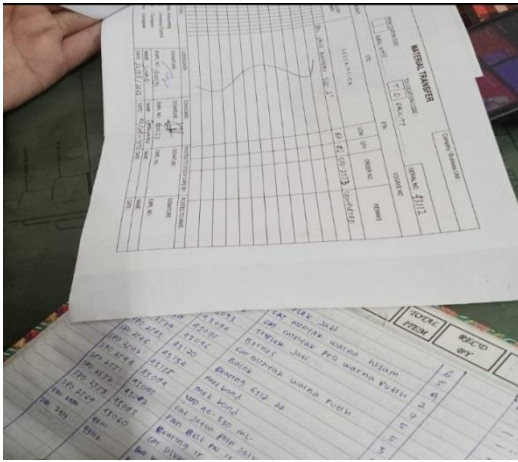
NO	WORKING	EXPLANATION
		<p>The picture on the side is explaining how yo search for spo data that has been listed on the computer.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : September, 6 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	king mt (materail transfer)	Sugiarto	
Notes by Industrial Coach			

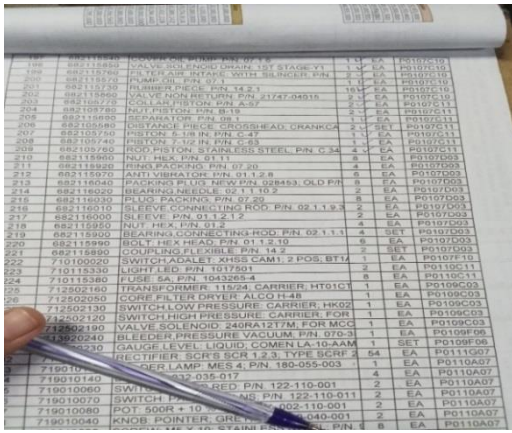
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : September, 7 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Recording incoming goods	Sugiarto	
Notes by Industrial Coach			



NO	WORKING	EXPLANATION
		The next picture is checking incoming goods according to the specified vocabulary number.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : September, 8 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Compiling and copying incoming good data in the warehouse	Sugiarto	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
	 	<p>The next picture is checking incoming goods according to the specified vocabulary number.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday

DATE : September, 11 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission to be absent from the internship because she went to bengkalis to fix a blocked atm card	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Tuesday

DATE : September, 12 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission to be absent from the internship because she went to bengkalis to fix a blocked atm card	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Wednesday

DATE : September, 13 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission to be absent from the internship because she went to bengkalis to fix a blocked atm card	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday

DATE : September, 14 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission to be absent from the internship because she went to bengkalis to fix a blocked atm card	Sugiarto	
	Notes by Industrial Coach		

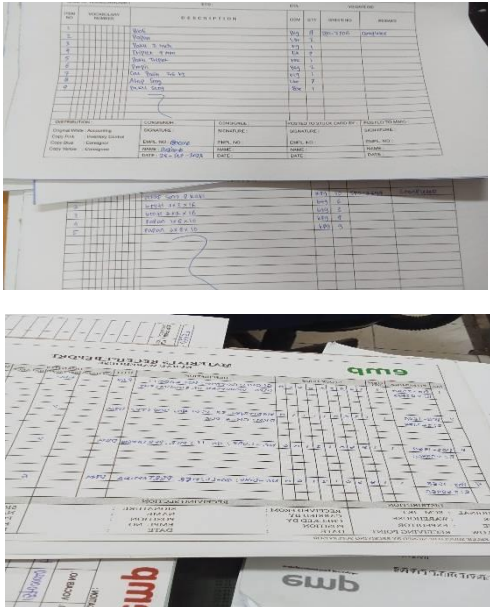
NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : September, 15 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Making mrr (material research report)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		Record and copy data to be entered into the book, such as dissuicing stock adjustment sheet and material receipt reports.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : September, 18 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Is to created data from mrr (material research report) 2. Making material transfer	Sugiarto	
Notes by Industrial Coach			

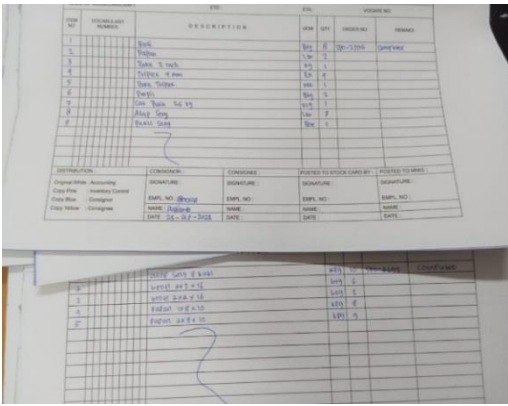
NO	WORKING	EXPLANATION
		<p>The appendix on the side is to created a material transfer.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : September, 19 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Is to created data from mrr (material research report) 2. Making mt (material transfer) 3. Making sas (stock adjusment)	Sugiarto	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
		The appendix on the sides is to create materials and sas.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Wednesday

DATE : September, 20 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1.Holiday	Sugiarto	
	Notes by Industrial Coach		

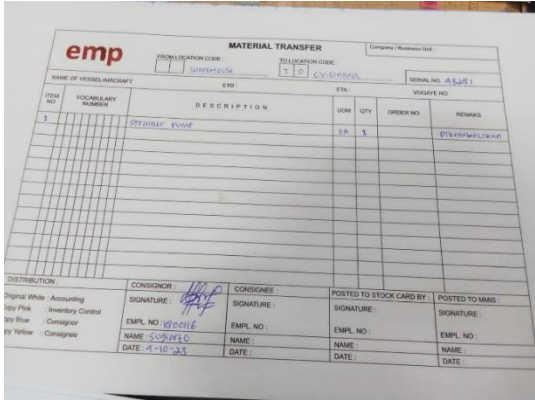
NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : September, 21 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create data from mrr (material research report) 2. Material transfer	Sugiarto	
	Notes by Industrial Coach		

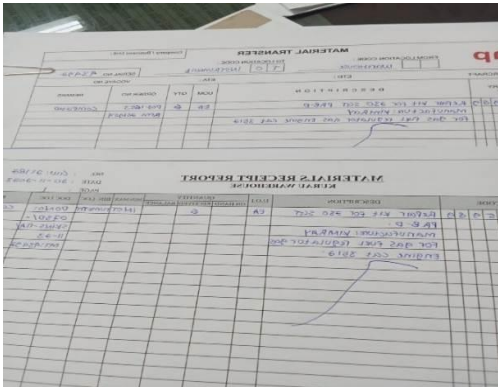
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : September, 22 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making sas (stock adjustment sheet) 2. Create data from mrr (material research report) 3. Material transport	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION
		<p>The appendix on the side is to make making sas, create data from mrr, and material transfer.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : September, 25 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create data from mrr (material research report) 2. Making mt (material transfer) 3. sas (stock adjustment sheet)	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register, making stock adjustment sheet, and material research report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : September, 26 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making vocabulary number in the note book register po (purchase order)	Sugiarto	
Notes by Industrial Coach			

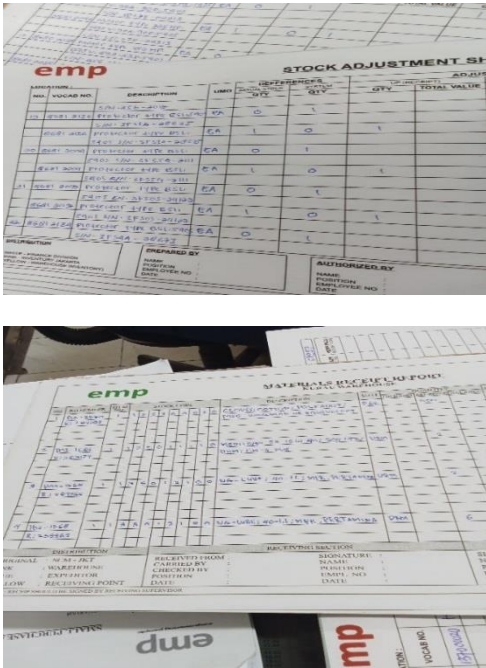
NO	WORKING	EXPLANATION
		<p>Attachment in addition to making or recording description and spo (small purchase order) number in the spo register book.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : September, 27 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material receipt report) 2. Making sas (stock adjusment sheet) 3. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
		<p>The appendix on the side is to make making sas, create data from mrr, and material transfer.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday

DATE : September, 28 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Red date leave	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : September, 29 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create data from sas (stock adjustment sheet) 2. copy mrr (material research report)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		The appendix on the side is to make making sas and vocabulary sas and copy mrr.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : October, 2 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

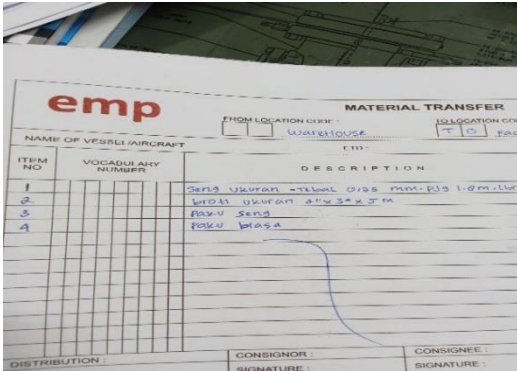
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : October, 3 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Wednesday

DATE : October, 4 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission stomach pain	Sugiarto	
	Notes by Industrial Coach		

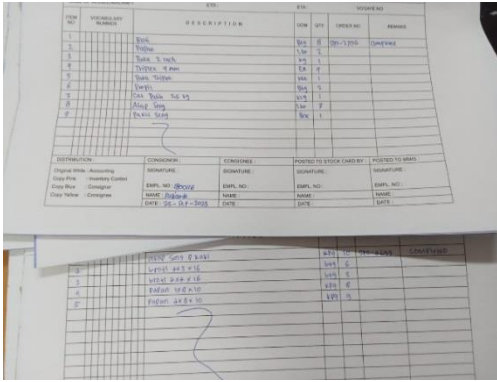
NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : October, 5 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (materia research report) 2. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register, and making mrr.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : October, 6 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

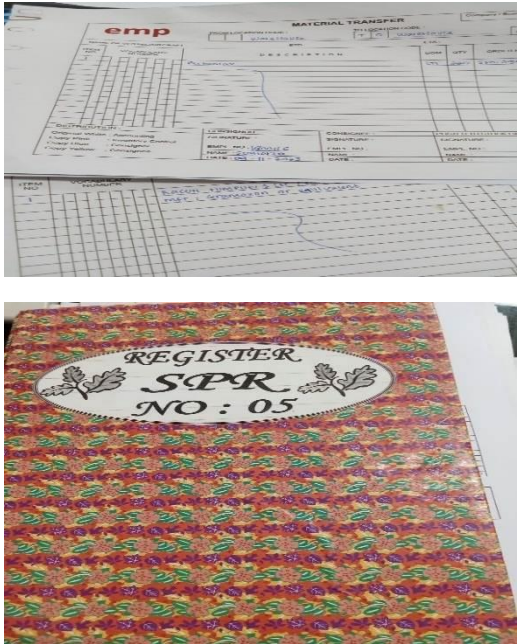
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : October, 9 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Pick up spr book at the main office	Sugiarto	
Notes by Industrial Coach			

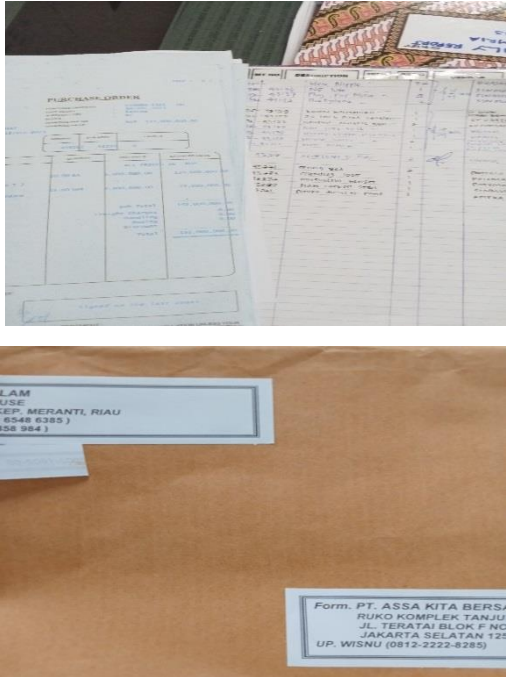
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p> <p>The next attachment is to return the spr register book to main office.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : October, 10 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. copy mrr 2. Deliver mail to transport	Sugiarto	
Notes by Industrial Coach			

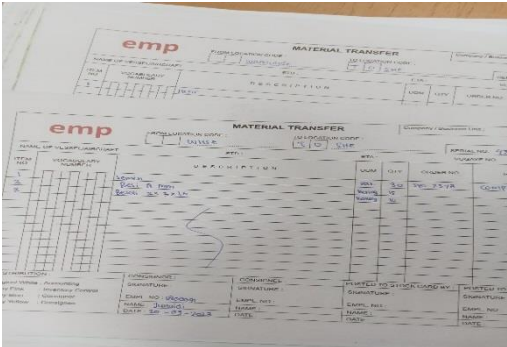
NO	WORKING	EXPLANATION
		Attachment on the side are copy mrr and also delivering letters to transportation to be sent to jakarta.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : October, 11 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (materail transfer)	Sugiarto	
	Notes by Industrial Coach		

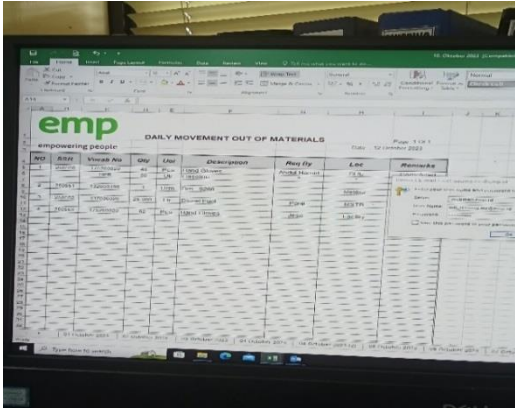
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : October, 12 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making sas (stoke adjusment sheet)	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION
		The next picture explain how to create a input sas in computer.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : October, 13 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday

DATE : October, 16 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Permission for abdominal pain	Sugiarto	
	Notes by Industrial Coach		

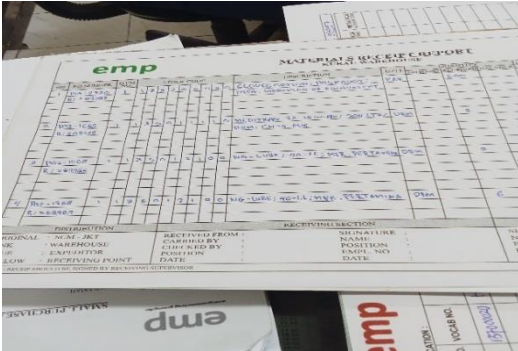
NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : October, 17 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material research report)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		The next picture explain how to create a material research report.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : October, 18 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

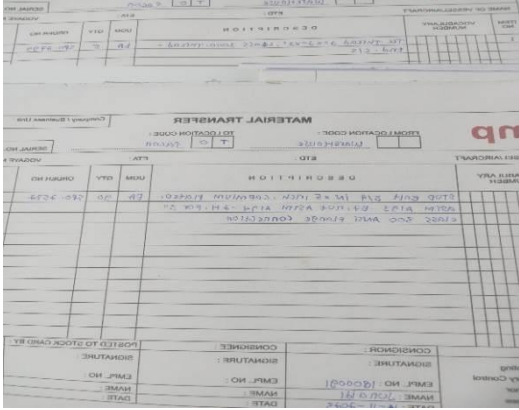
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : October, 19 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

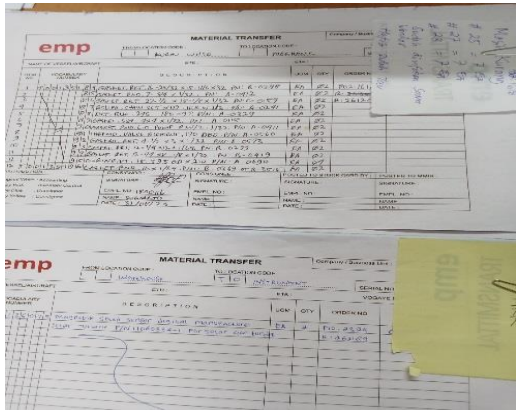
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : October, 20 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

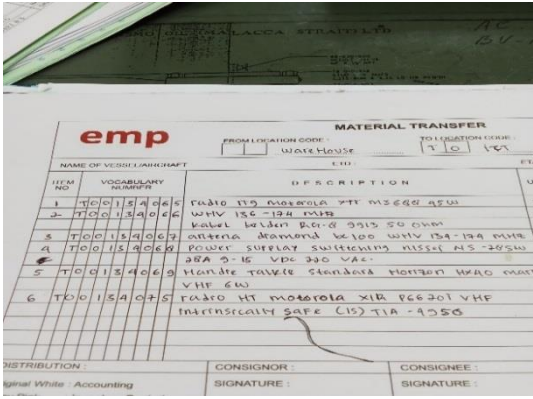
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : October, 23 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

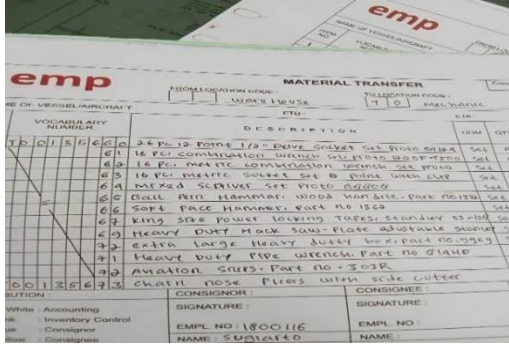
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : October, 24 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

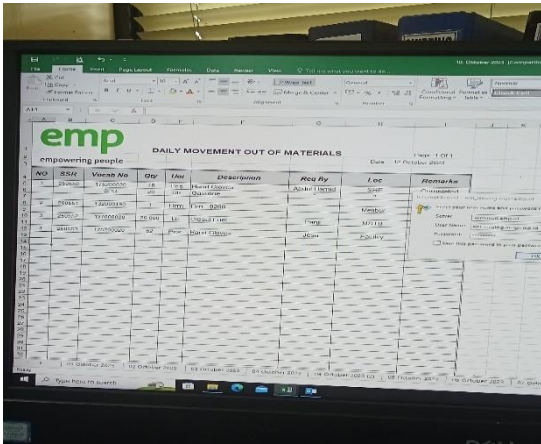
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : October, 25 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Searching for spo data on the computer	Sugiarto	
Notes by Industrial Coach			

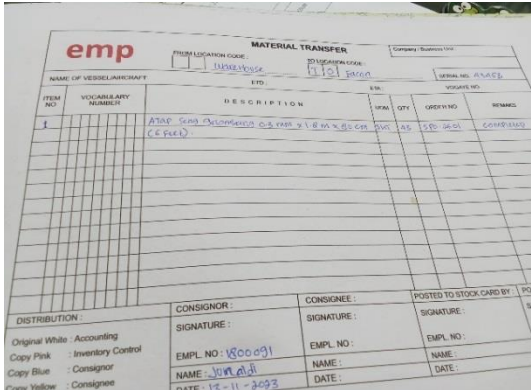
NO	WORKING	EXPLANATION
		Attachment in addition to copying daily movement out materials.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : October, 26 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Deliver spo register letter to main office	Sugiarto	
Notes by Industrial Coach			

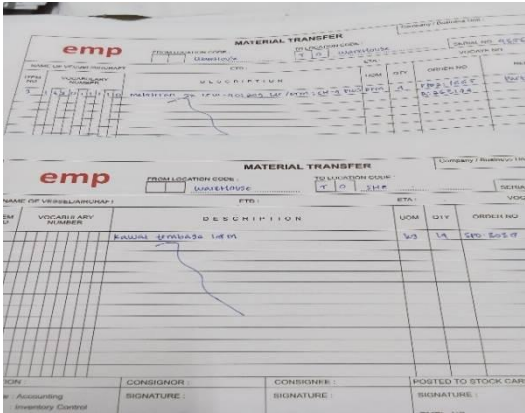
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register, and deliver spo register letter pekanbaru to main office.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : October, 27 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

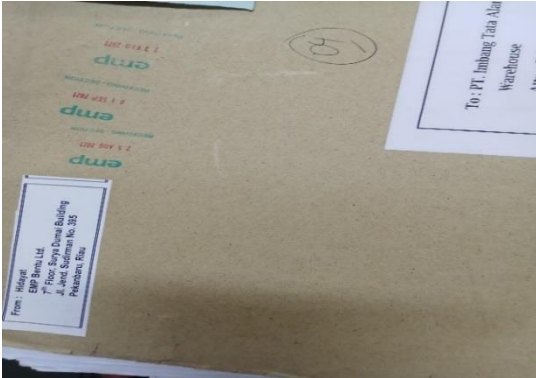
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : October, 30 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Minutes file 2. Mail to transfer	Sugiarto	
Notes by Industrial Coach			

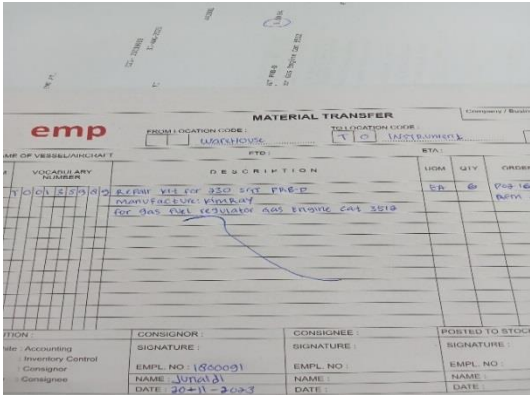
NO	WORKING	EXPLANATION
		The next picture explain how to create a mail to transfer and minutes file.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : October, 31 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			



NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register, and deliver spo register letter pekanbaru to main office.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : November, 1 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Check incoming goods	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
	 	<p>The next picture explain how to check of incoming goods according to the vocabulary that has been determined.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : November, 2 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Check incoming good	Sugiarto	
Notes by Industrial Coach			

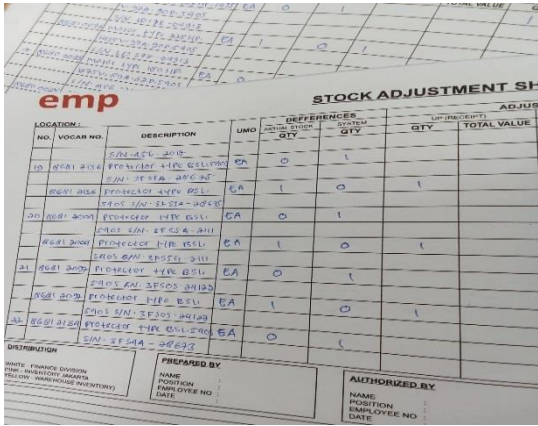
NO	WORKING	EXPLANATION
		<p>The next picture explain how to check of incoming goods according to the vocabulary that has been determined.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : November, 3 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making sas (stock adjustment sheet)	Sugiarto	
Notes by Industrial Coach			

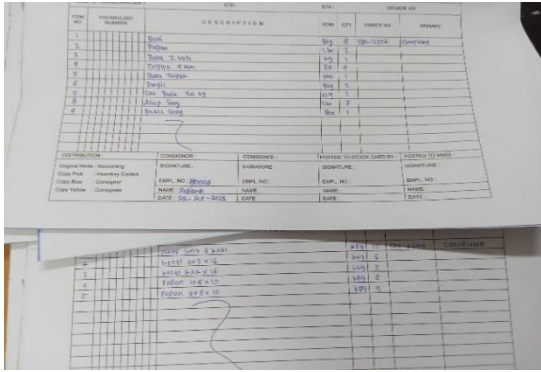
NO	WORKING	EXPLANATION
		The next picture explain how to create sas & number, and deliver spo register letter pekanbaru to main office.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : November, 6 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


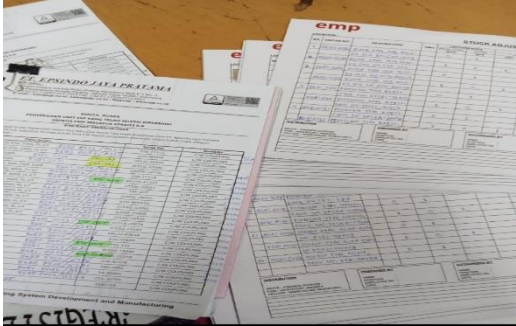
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : November, 7 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Delivering mail to transfer 2. copy mrr & copy new letter	Sugiarto	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
	 	<p>The attachment on the side is to deliver the letter to the transfer agent, and copy mrr & copy new letter.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Wednesday

DATE : November, 8 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. rain	Sugiarto	
	Notes by Industrial Coach		

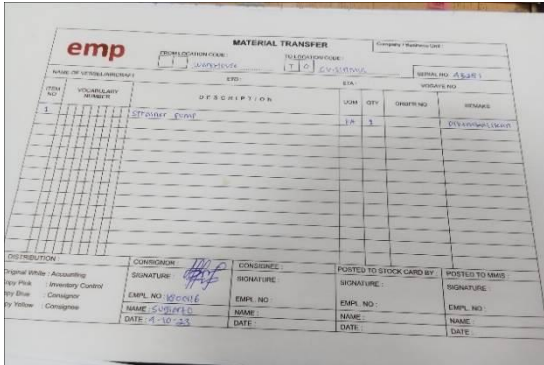
NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : November, 10 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

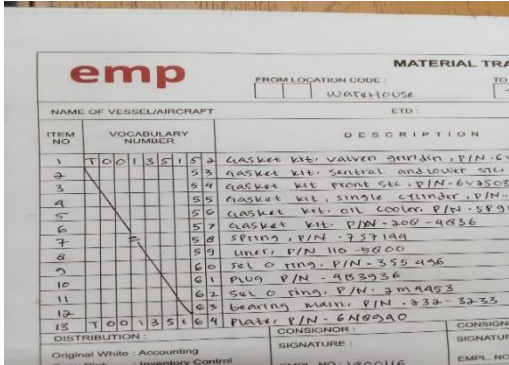
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : November, 13 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

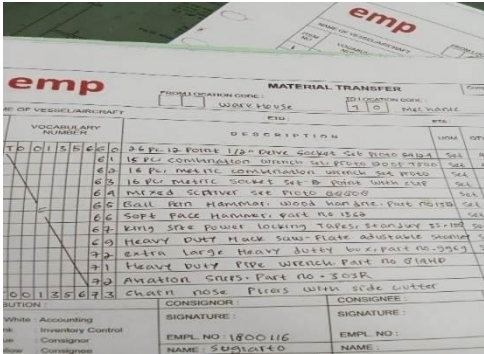
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : November, 14 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : November, 15 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material research report)	Sugiarto	
Notes by Industrial Coach			

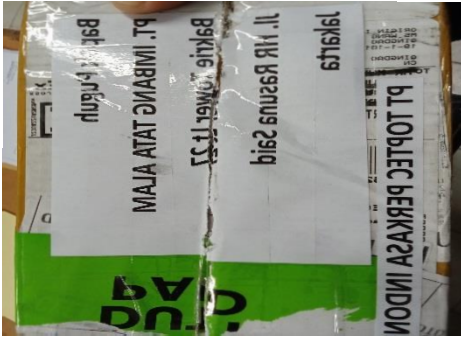
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : November, 16 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Delivering product to jetty	Sugiarto	
Notes by Industrial Coach			

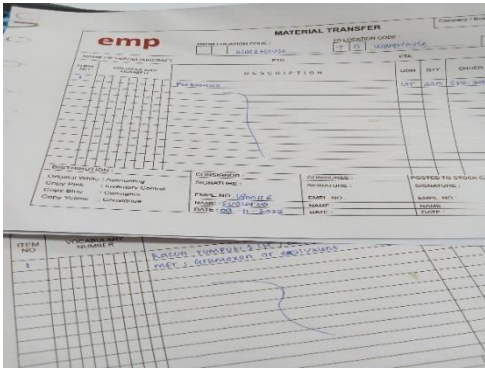
NO	WORKING	EXPLANATION
		The attachment on the side is delivering goods to the jetty

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : November, 17 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

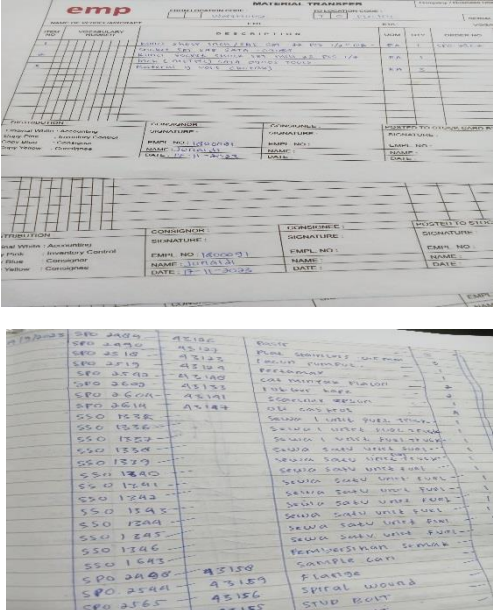
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : November, 20 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material research report) 2. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer & material research and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : November, 21 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Copy mrr & sas	Sugiarto	
	Notes by Industrial Coach		

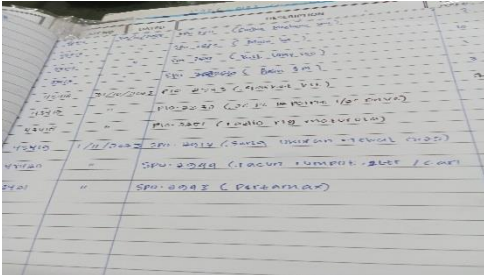

NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register, and copy material research report & stock adjustment sheet.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : November, 22 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

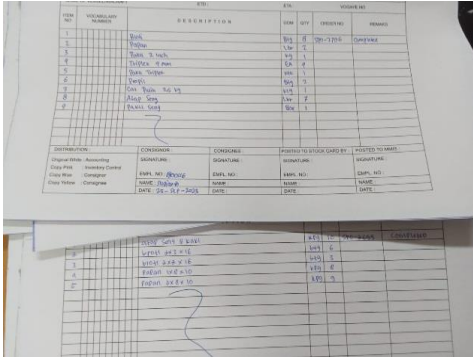
NO	WORKING	EXPLANATION
	 	<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : November, 23 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	. Sugiarto	
Notes by Industrial Coach			

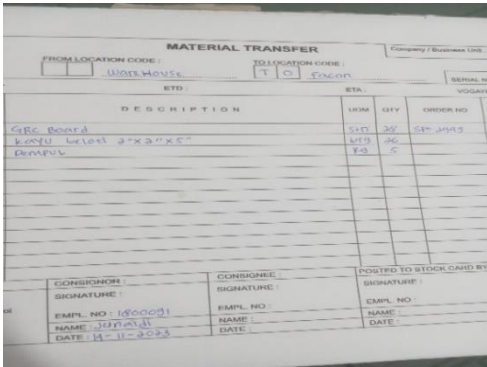
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : November, 24 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (materail transfer)	Sugiarto	
	Notes by Industrial Coach		

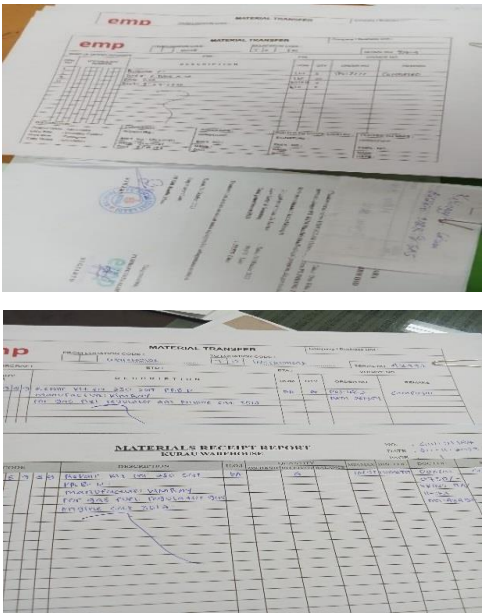
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : November, 27 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Delivery po (purchase order) at main office 2. Making Coppy mrr (material research report) 3. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer & material research report and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : November, 28 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

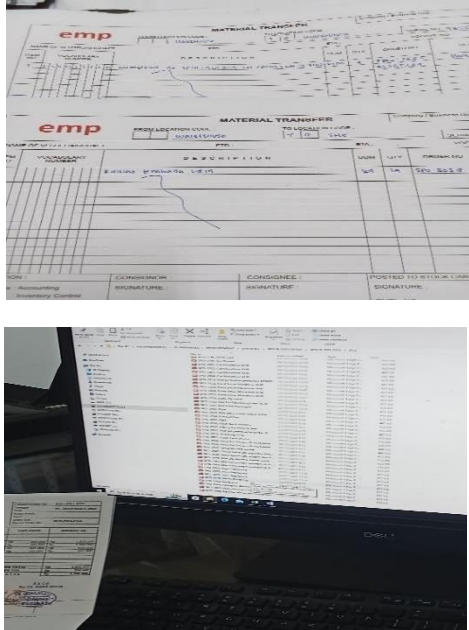
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : November, 29 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Picked up the transportation letter 2. Making mt (material research report) 3. Searching for spo data in the computer	Sugiarto	
	Notes by Industrial Coach		

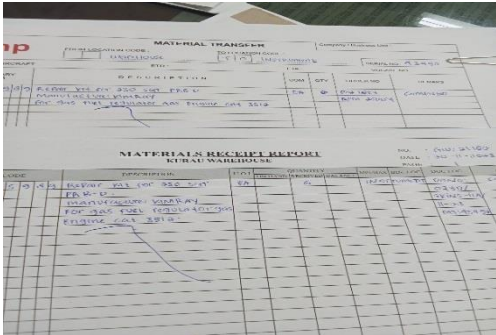
NO	WORKING	EXPLANATION
		Attachment in addition to making material transfer and searching data spo that has been attached to the computer.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : November, 30 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material research report) 2. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : Desember, 1 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

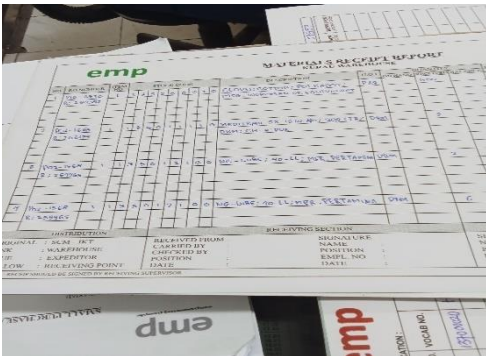
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : Desember, 4 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mrr (material research report)	Sugiarto	
Notes by Industrial Coach			

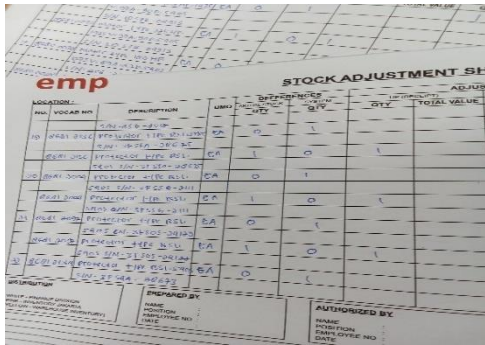
NO	WORKING	EXPLANATION
		The next picture explain how to create a material research report and vocabulary number.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : Desember, 5 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Copy mrr 2. Making sas	Sugiarto	
Notes by Industrial Coach			

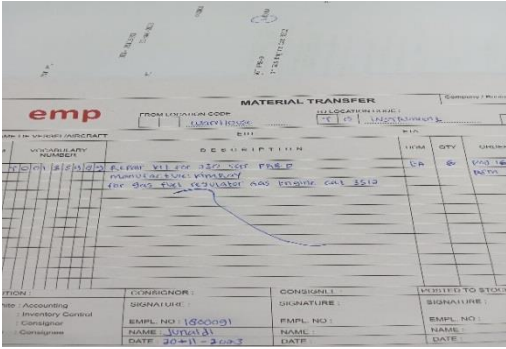
NO	WORKING	EXPLANATION
		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : Desember, 6 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

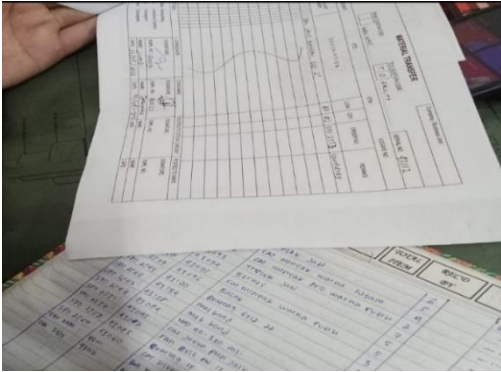
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : Desember, 7 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

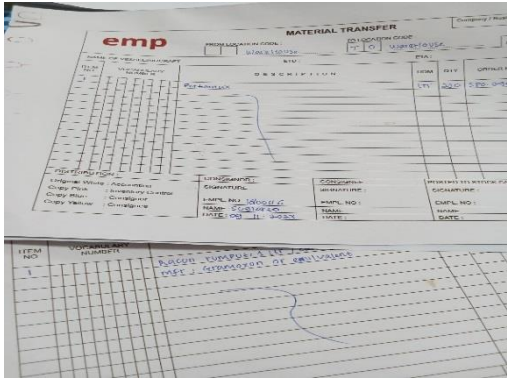
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : Desember, 8 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
	Notes by Industrial Coach		

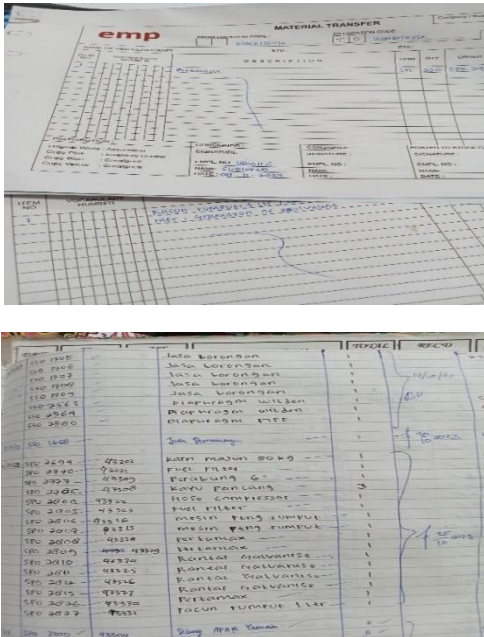
NO	WORKING	EXPLANATION
		The next picture explain how to create a material research report and vocabulary number.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : Desember, 11 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Delivering	Sugiarto	
Notes by Industrial Coach			

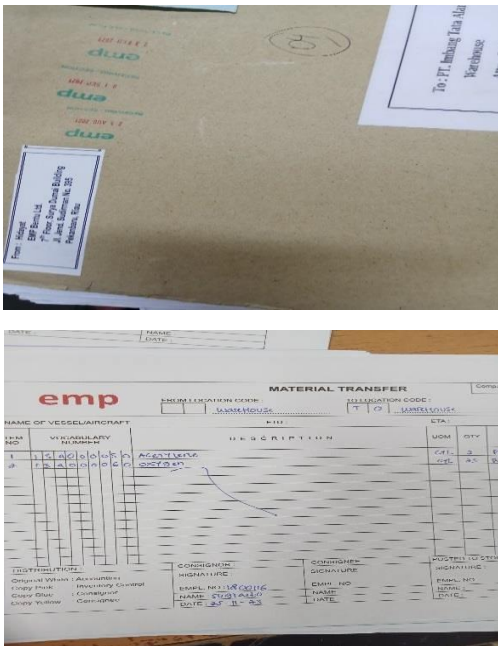
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and vocabulary number.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday

DATE : Desember, 12 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer) 2. Delivering	Sugiarto	
Notes by Industrial Coach			

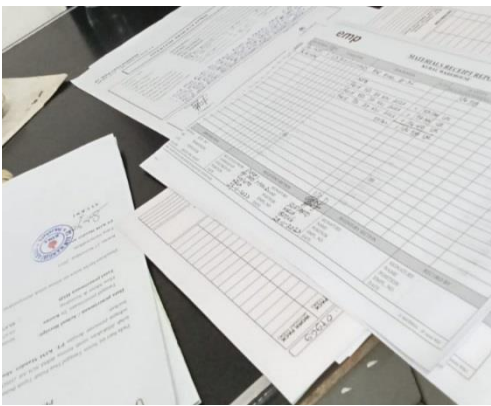
NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and vocabulary number.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : Desember, 13 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Compile files	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		Attachments in addition to compiling files

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : Desember, 14 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

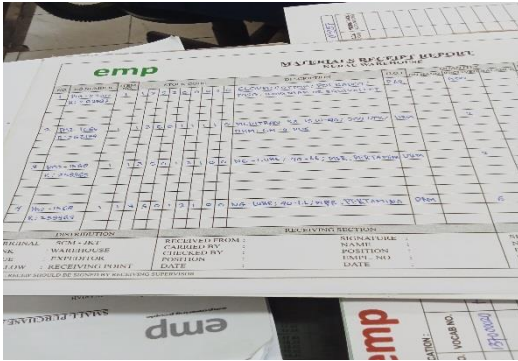
NO	WORKING	EXPLANATION
		The next picture explain how to create a material research report and vocabulary number.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : Desember, 15 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Copsy mrr (material research report) 2. Making mrr (material research report)	Sugiarto	
	Notes by Industrial Coach		

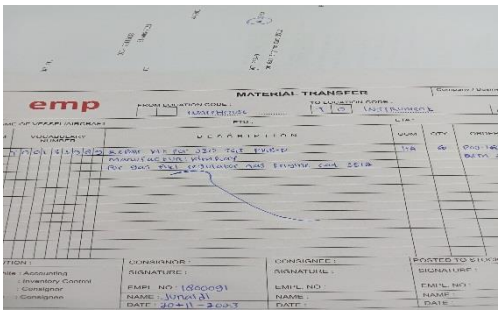
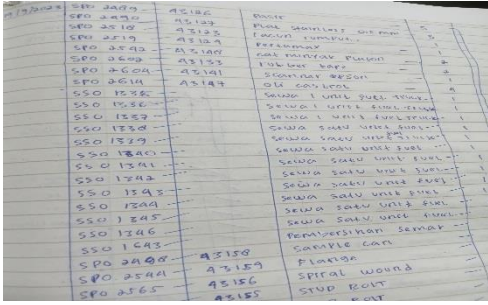
NO	WORKING	EXPLANATION
		The appendix on the side is to create a material research report.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday

DATE : Desember, 18 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material research report)	Sugiarto	
Notes by Industrial Coach			

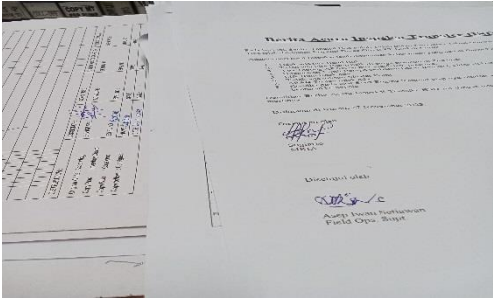
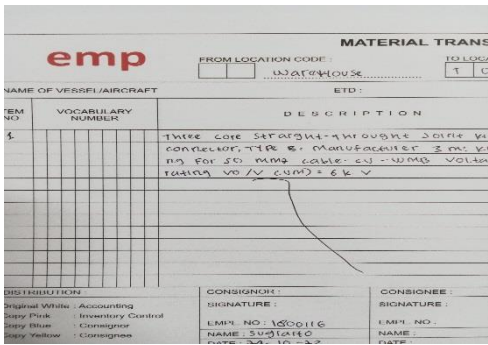
NO	WORKING	EXPLANATION
	 	The appendix on the side is to create a material transfer

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : Desember, 20 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Copy news letter 2 Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			

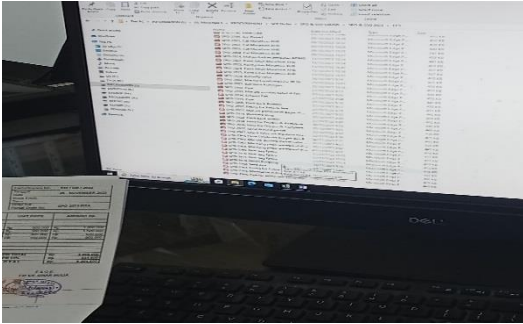
NO	WORKING	EXPLANATION
	 	<p>The next picture explain how to create a material transfer and vocabulary number.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : Desember, 21 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Searching data spr in computer	Sugiarto	
	Notes by Industrial Coach		

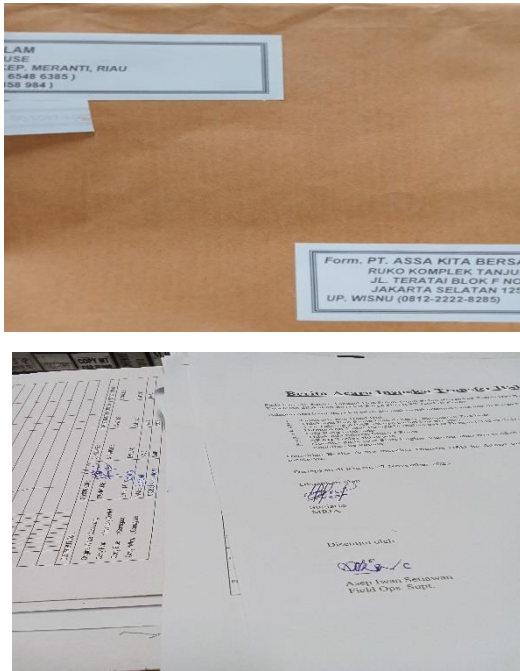
NO	WORKING	EXPLANATION
		The picture on the side search data spr in computer

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : Desember, 22 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Deliver letters or document to transport 2. Copsy news letter data	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
	 <p>The top photograph shows a brown envelope with a white return address label that reads: "LAM USE (EP. MERANTI, RIAU 6348 6385) (IS 984)". The bottom photograph shows a document with a logo for "PT. ASSA KITA BERSAMA" and an address: "RUKO KOMPLEK TANJUNGPINANG JL. TERATAI BLOK F NO. 12 JAKARTA SELATAN 12130 UP. WISNU (0812-222-8285)". The document also contains some handwritten notes and a signature.</p>	The next picture explain how to create deliver letters or document to transport and copy news letter data

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday

DATE : Desember, 25 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Holiday	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Tuesday

DATE : Desember, 26 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Holiday	Sugiarto	
	Notes by Industrial Coach		


NO	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday

DATE : Desember, 27 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt (material transfer)	Sugiarto	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
		<p>The next picture explain how to create a material transfer and number it in the material transfer register</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Thursday

DATE : Desember, 28 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making mt & copy mrr	Sugiarto	
	Notes by Industrial Coach		

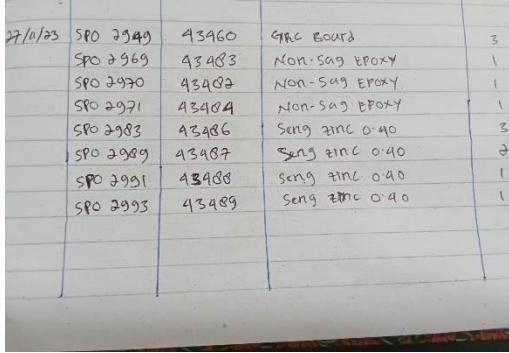
NO	WORKING	EXPLANATION
		The next picture explain how to create a material transfer and number it in the material transfer register

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday

DATE : Desember, 29 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Recording or copying the spo number and its description	Sugiarto	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION																																				
	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>spo</th> <th>no</th> <th>description</th> <th>count</th> </tr> </thead> <tbody> <tr> <td>2949</td> <td>43960</td> <td>GRc Board</td> <td>3</td> </tr> <tr> <td>2969</td> <td>43483</td> <td>Non-Sag EPOXY</td> <td>1</td> </tr> <tr> <td>2970</td> <td>43482</td> <td>Non-Sag EPOXY</td> <td>1</td> </tr> <tr> <td>2971</td> <td>43484</td> <td>Non-Sag EPOXY</td> <td>1</td> </tr> <tr> <td>2983</td> <td>43486</td> <td>Seng zinc 0.40</td> <td>3</td> </tr> <tr> <td>2989</td> <td>43487</td> <td>Seng zinc 0.40</td> <td>2</td> </tr> <tr> <td>2991</td> <td>43488</td> <td>Seng zinc 0.40</td> <td>1</td> </tr> <tr> <td>2993</td> <td>43489</td> <td>Seng zinc 0.40</td> <td>1</td> </tr> </tbody> </table>	spo	no	description	count	2949	43960	GRc Board	3	2969	43483	Non-Sag EPOXY	1	2970	43482	Non-Sag EPOXY	1	2971	43484	Non-Sag EPOXY	1	2983	43486	Seng zinc 0.40	3	2989	43487	Seng zinc 0.40	2	2991	43488	Seng zinc 0.40	1	2993	43489	Seng zinc 0.40	1	Recording or copying the spo number and its description in the spo register book
spo	no	description	count																																			
2949	43960	GRc Board	3																																			
2969	43483	Non-Sag EPOXY	1																																			
2970	43482	Non-Sag EPOXY	1																																			
2971	43484	Non-Sag EPOXY	1																																			
2983	43486	Seng zinc 0.40	3																																			
2989	43487	Seng zinc 0.40	2																																			
2991	43488	Seng zinc 0.40	1																																			
2993	43489	Seng zinc 0.40	1																																			

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Monday

DATE : January, 1 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask internship supervisor for a signature	Sugiarto	
	Notes by Industrial Coach		

NO	WORKING	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	Penulis	Topik	Aksi
1	Senin, 1 Januari 2024	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	Meminta tanda tangan	
2	Jumat, 29 Desember 2023	199209222022031004 - M.Pd	5504201018 - Mirna Febriani	SFO 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	SFO	
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	SFO dan SSO	
17	Selasa, 19 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly Report, SSR, Membuat nama crew change	

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, Membuat 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	SFO 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	SFO 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	SFO	
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	SFO dan SSO	
38	Senin, 4 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing & membuat SSR	
39	Jumat, 1 Desember 2023	19881122022032004 - Rindoo Antika, M.Pd	5504201025 - Nabila	Membuat mt	

40	Jurnal 1 Desember 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SFO dan SSO	
41	Jurnal 1 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Mengantar surat, filing, Transmittal dan membuat Daily Report	
42	Kerhis, 30 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat TAR & mengantar surat	
43	Revisi, 29 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Transmittal, Filing Transheet, membuat Monthly Report	
44	Selasa, 28 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Mengantar surat, SSR, TAR & Daily Report	
45	Selasa, 28 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
46	Senin, 27 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	TAR, Transmittal dan SSR	
47	Senin, 27 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mtr	
48	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
49	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SFO	
50	Jurnal, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
51	Jurnal, 24 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
52	Jurnal, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Photoshoot	
53	Jurnal, 24 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	TAR, Daily Report & Mengantarkan surat	
54	Kerhis, 23 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Photoshoot	
55	Kerhis, 23 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	TAR, Daily Report, Transmittal dan membuat surat	
56	Kerhis, 23 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
57	Revisi, 22 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SPB	
58	Revisi, 22 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Menyusun berkas ser	
59	Revisi, 22 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Filing, Daily, Monthly Report, Transmittal dan membuat surat	
60	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
61	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SFO	

62	Selasa, 21 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
63	Selasa, 21 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Monthly, Daily Report, TAR, membuat nama supervisor di Timesheet, mengantar surat	
64	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
65	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Spo	
66	Senin, 20 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	TAR, SSR, Transmittal, membuat TTD dan gap untuk Petty Cash	
67	Senin, 20 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mtr & mt	
68	Jurnal, 17 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Checking Stock	
69	Jurnal, 17 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
70	Kerhis, 16 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Spo	
71	Kerhis, 16 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Antar barang ke J&Cok barang	
72	Kerhis, 16 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	FILING, TAR, Daily, Monthly Report dan mengantarkan paket	
73	Revisi, 15 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membongkar mail box, membuat Transmittal, Daily, Tar	
74	Revisi, 15 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Spo	
75	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
76	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SFO	
77	Selasa, 14 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat nama supervisor di Timesheet, mengantar surat, Monthly, Daily, TAR	
78	Selasa, 14 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
79	Senin, 13 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	Mengantar surat	
80	Senin, 13 November 2023	19881122022032004 - Rindia Antika, M.Pd	5504201025 - Nabila	Membuat mt	
81	Senin, 13 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Filing, membuat TAR, SSR, Monthly, Transmittal dan Daily Report	
82	Jurnal, 10 November 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mira Febriani	SFO	

83	Jurnal, 10 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Membuat mt	
84	Jurnal, 10 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Membuat Monthly, SSR, TAR, Laporan Daily	
85	Korhis, 9 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Menyusun dokumen	
86	Korhis, 9 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Mt	
87	Korhis, 9 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Filing Timesheet, Daily Record & membuat SSR	
88	Raba, 8 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	
89	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	
90	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	po	
91	Selasa, 7 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Monthly Report, Daily, membuat surat supervisor dan filing	
92	Selasa, 7 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Mengantar surat ke transport	
93	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	
94	Senin, 6 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Membuat mt	
95	Senin, 6 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Membuat paket Transmittal, TAR, filing dan mengantarkan surat	
96	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	SPO	
97	Jurnal, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Mengantar surat	
98	Jurnal, 3 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Membuat sos	
99	Jurnal, 3 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Membongkar mail sos, filing, membuat surat, filing, meng-stempel, Monthly, TAR, Evaluasi Teknis RFS.	
100	Korhis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Send Product	
101	Korhis, 2 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Cek barang masuk	
102	Korhis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Spo	
103	Korhis, 2 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Monthly, Filing, Timesheet, Laporan, Surat, Pengisian, Daily Transport, Strateg	



































































104	Raba, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	swiker	
105	Raba, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Po	
106	Raba, 1 November 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Cek barang masuk	
107	Raba, 1 November 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Membongkar mail sos, filing, membuat Monthly, Daily Report, Transmittal & Planning Borang	
108	Selasa, 31 Oktober 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Membuat mt	
109	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Scan SSO	
110	Selasa, 31 Oktober 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Filing, SSR, Daily Report, TAR, Monthly dan memeriksa Crew Change	
111	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	
112	Senin, 30 Oktober 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Membuat mt	
113	Senin, 30 Oktober 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Membuat TAR, Monthly, Transmittal, Daily Report	
114	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	SPO	
115	Jurnal, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Input SSR, Making/Writing MT, Sent Letter, and Checking the Product	
116	Jurnal, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	SPR	
117	Jurnal, 27 Oktober 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Mengantar surat ke transport	
118	Jurnal, 27 Oktober 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Filing, meminta cap, Monthly, mengantar surat & SPR	
119	Korhis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	
120	Korhis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	SPO	
121	Korhis, 26 Oktober 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Mengantar surat ke transport dan mean office	
122	Korhis, 26 Oktober 2023	1200133 - ARITA DESTANINGSIH, M.Pd	5504201005 - Faria Wahida	Mengantar paket & surat, Monthly, TAR, meminta TTD & cap	
123	Raba, 25 Oktober 2023	19881122022032004 - Rindro Antika, M.Pd	5504201025 - Nobilo	Mencari data spo	
124	Raba, 25 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	SPO	

126	Selasa, 25 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat & Surat Menjawab Daily & Monthly	
125	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MRR	
127	Selasa, 24 Oktober 2023	19881122022032004 - Rindha Antika, M.Pd	5504201025 - Nabila	Membuat mt	
128	Selasa, 24 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR, Monthly, Transmittal dan filing Daily Record	
129	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	SPC	
130	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR	
131	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	SP	
132	Senin, 23 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR, SSR, Transmittal, Timesheet dan filing Daily Record	
133	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Making/Writing MT	
134	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	PO & SO	
135	Jumat, 20 Oktober 2023	19881122022032004 - Rindha Antika, M.Pd	5504201025 - Nabila	Membuat mt	
136	Jumat, 20 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, mac-stermpel, membuat TAR & Evaluasi Teknik RRS	
137	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201022 - Ardi Wijaya	Input SSR	
138	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201018 - Mirna Febriani	Spa	
139	Kamis, 19 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	filing, membuat Monthly Report & Surat Menjawab Daily Record	
140	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	
141	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	SPR	
142	Rabu, 18 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, membuat SSR & Daily Report minggal	
143	Selasa, 17 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd.	5504201018 - Mirna Febriani	SPC	
144	Selasa, 17 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, Monthly Record, SSR, Transmittal dan TAR	
145	Senin, 16 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	filing Timesheet & Daily Report	

199	3033 OK0904 K0407 9	NPLB DOLIR 271007 NPLB 199309333033031004 -	- VARI MINGGA 2204301033	AMBIK/AMBUNG PRT	
198	3033 OK0904 K0407 9	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	SLC	
197	3033 OK0904 K0407 9	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	AMBUNG/AMBUNG PRT	
196	3033 OK0904 K0407 9	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
195	3033 OK0904 K0407 9	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	AMBUNG/AMBUNG PRT	
194	3033 OK0904 K0407 9	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	DOLIR 271007 NPLB AMBUNG/AMBUNG PRT AMBUNG/AMBUNG PRT	
193	3033 OK0904 K0407 9	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
192	3033 OK0904 K0407 10	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	AMBUNG/AMBUNG PRT	
191	3033 OK0904 K0407 9	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	AMBUNG/AMBUNG PRT	
190	3033 OK0904 K0407 9	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
189	3033 OK0904 K0407 10	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	DOLIR 271007 NPLB AMBUNG/AMBUNG PRT AMBUNG/AMBUNG PRT	
188	3033 OK0904 K0407 10	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	SLC	
187	3033 OK0904 K0407 11	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
186	3033 OK0904 K0407 11	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	DOLIR 271007 NPLB AMBUNG/AMBUNG PRT AMBUNG/AMBUNG PRT	
185	3033 OK0904 K0407 11	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	AMBUNG/AMBUNG PRT	
184	3033 OK0904 K0407 11	NPLB DOLIR 271007 NPLB 199309333033031004 -	- VARI MINGGA 2204301033	AMBUNG/AMBUNG PRT	
183	3033 OK0904 K0407 15	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	SLC & SLC	
182	3033 OK0904 K0407 15	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
181	3033 OK0904 K0407 15	DELLYVINGSIH NPLB 1200133 - ARIYA	MANGGA - SLOLO 2204301002	DOLIR 271007 NPLB AMBUNG/AMBUNG PRT AMBUNG/AMBUNG PRT	
180	3033 OK0904 K0407 13	BUCBER VURKO NPLB 199309333033031004 -	- MOPHO 2204301032	AMBUNG/AMBUNG PRT	
179	3033 OK0904 K0407 13	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	SLC	
178	3033 OK0904 K0407 13	NPLB DOLIR 271007 NPLB 199309333033031004 -	- VARI MINGGA 2204301033	AMBUNG/AMBUNG PRT	
177	3033 OK0904 K0407 10	NPLB DOLIR 271007 NPLB 199309333033031004 -	BERHANG MILIK 2204301018	SLC	

167	Kamis, 5 October 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Izin tidak masuk	  
168	Kamis, 5 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
169	Kamis, 5 October 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Mencatat mrr	  
170	Rabu, 4 October 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Membuat mt & mrr	  
171	Rabu, 4 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  
172	Rabu, 4 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
173	Rabu, 4 October 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Mengantar file & surat, Bing dan membuat Transmittal, Monthly Report, TAR dan Crew Change Report.	  
174	Selasa, 3 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MRR	  
175	Selasa, 3 October 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Input data	  
176	Selasa, 3 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
177	Selasa, 3 October 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat TAR, Monthly Report, SSR, Transmittal surat dan menyusun Daily Record	  
178	Senin, 2 October 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT, input Data, dan Membuat MRR	  
179	Senin, 2 October 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Input data mt	  
180	Senin, 2 October 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat laporan TAR dan Transmittal	  
181	Senin, 2 October 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	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Menyusun Daily Record, Membuat SSR dan Monthly	  
185	Jumat, 29 September 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Input data	  
186	Kamis, 28 September 2023	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Cuti tanggal merah	  
187	Rabu, 27 September 2023	19881122022032004 - Rindisa 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 SSC	  
189	Rabu, 27 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	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	19881122022032004 - Rindisa 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 Wanda	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	19881122022032004 - Rindisa Antika, M.Pd	5504201025 - Nabila	Input data	  
197	Senin, 25 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat laporan TAR dan Transmittal	  
198	Jumat, 22 September 2023	19881122022032004 - Rindisa 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 SSC	  
200	Jumat, 22 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Izin tidak masuk	  
201	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data	  
202	Kamis, 21 September 2023	19881122022032004 - Rindisa 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 Wanda	Mengantar surat & membuat TAR	  
205	Rabu, 20 September 2023	19881122022032004 - Rindisa 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 Wanda	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	  


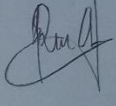
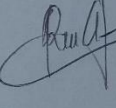
210	Selasa, 19 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Mengelola data dan input data di warehouse	  
211	Selasa, 19 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	izin tidak masuk mogang	  
212	Selasa, 19 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Membuat data MT dan MR	  
213	Selasa, 19 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat laporan TAR dan SSR	  
214	Selasa, 19 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Input data spt	  
215	Jumat, 15 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Menyala data mt dan ssa di warehouse, PT emp Malacca Strait	  
216	Jumat, 15 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Menyusun file dan membuat daily report	  
217	Jumat, 15 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Penyusunan berkas MR	  
218	Korvis, 14 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	SPR	  
219	Korvis, 14 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat SSR dan mengisi Monthly	  
220	Korvis, 14 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Input Data	  
221	Rabu, 13 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	SPR	  
222	Rabu, 13 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	izin tidak masuk mogang	  
223	Rabu, 13 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Input Data MT	  
224	Rabu, 13 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Mengantar surat, membuat Monthly dan SSR	  
225	Selasa, 12 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	izin tidak masuk mogang	  
226	Selasa, 12 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Membuat spr	  
227	Selasa, 12 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat Monthly dan Tar	  
228	Selasa, 12 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	izin tidak masuk mogang	  
229	Selasa, 12 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Membuat undangan SPR	  
230	Selasa, 12 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Membuat SSR dan TAR	  
231	Jumat, 8 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Menyusun berkas di warehouse	  

232	Jumat, 8 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Input Data	  
233	Jumat, 8 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Me-laminating, menyusun file & membuat SSR	  
234	Jumat, 8 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Housekeeping	  
235	Korvis, 7 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Mencatat barang masuk	  
236	Korvis, 7 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Filing	  
237	Korvis, 7 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Filing daily record, menyusun etiket pada evacuation route, dan menyiapkan SSR	  
238	Rabu, 6 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Input data	  
239	Rabu, 6 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Housekeeping	  
240	Rabu, 6 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Menginput data di bidang warehouse	  
241	Rabu, 6 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Input data Monthly dan membuat SSR	  
242	Selasa, 5 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Cara Mempelajari dan menginput data	  
243	Selasa, 5 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Entering item data	  
244	Selasa, 5 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Input data	  
245	Selasa, 5 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Menyala data, menulis nama supervisor pada daily report, mengerjakan dan melubangi penggilan telepon	  
246	Selasa, 4 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Mempelajari devisi warehouse di PT emp Malacca Strait	  
247	Selasa, 4 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Penyusunan berkas-berkas	  
248	Selasa, 4 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Menginput Data & Join Meeting	  
249	Selasa, 4 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201022 - Ardi Wijaya	Introducing the Way of Warehouse It Worked, and Follow the Site Meeting	  
250	Jumat, 1 September 2023	19209222022031004 - Dore Sukma, M.Pd	5504201018 - Mirna Febriani	Pengenalan Divisi (Buyer)	  
251	Jumat, 1 September 2023	19881125022032004 - Bindia Antika, M.Pd	5504201025 - Nabila	Pengenalan devisi warehouse	  
252	Jumat, 1 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wanda	Pengenalan Divisi Transport	  

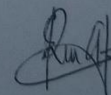
APPENDIX 6:
REVISION LIST

REVISION LIST

Name : Nabila
Registration Number : 5504201025
Advisor : Rindilla Antika, M.Pd
Location : PT. EMP Malacca Strait S.A

NO	DAY / DATE	REVISION	ADVISOR
1	10 Januari, 2024	Revisi BAB I	
2	12 Januari, 2024	Revisi BAB II	
3	15 Januari, 2024	Revisi BAB IV	

Bengkalis, 01 - 16 - ,2024



Rindilla Antika, M.Pd
NIP. 198811122022032004