

# **APPRENTICESHIP REPORT**

**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH OF  
DUMAI**

**RAHMINI  
5404201348**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2024**

**APPROVAL SHEET**

**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH OF  
DUMAI**

Written as one of the conditions for completing Apprenticeship

**RAHMINI**  
**5404201348**

**Bengkalis, May 31<sup>th</sup> 2024**

**Manager of System Management**  
PT. Pelabuhan Indonesia (Persero) Regional 1  
Branch Of Dumai

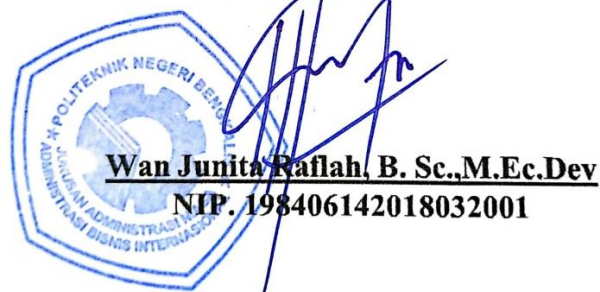
  
**HARDI. S.T., M.M**  
**NIPP. 101163**

**Advisor**  
**International Business Administration**  
**Study Program**

  
**M. Alkadri Perdana, B.IT., M.Sc**  
**NIP. 198409262019031010**

**Approved by:**

**Head of the Study Program**  
**International Business Administration**

  
**Wan Junita Rafiah, B. Sc., M.Ec.Dev**  
**NIP. 198406142018032001**

## ACKNOWLEDGEMENT

Assalamualaikum wr. Wb. Peace be upon you, and Allah mercy and blessings Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed apprenticeship reports that the authors do at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai on time, namely from February 01st 2023 until May 31th 2024.

The authors also express their gratitude to all employees of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

In compiling this apprenticeship report, the author realizes that without the guidance from various parties this apprenticeship report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer, ST., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada S.T., M.T as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as the Head of Business Administration the Department. 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
4. Mr. M. Alkadri Perdana, B.IT., M.Sc as advisor in the International Business Administration Study Program of State Polytechnic of Bengkalis.
5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as Guardian Lecturer of International Business Administration VIII C.
6. All Lecturers and staff, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecturer.
7. Mr. M. Nirwan, ST, M.M as the Head Manager of General Affair of PT.

- Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
8. Mr. M. Hardi, ST, M.M as the Head Manager of System Management of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
  9. All Employee of Management System of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai that already give the writer guidance and lot of experience while did the apprenticeship.
  10. To My father Ahmad Siam and my mother Sutiah. And my beloved brother and sister who always given a lot support, prayer, time, energy, and material to help and provide convince during the lectures to realize the author's dream.
  11. Especially for my friends Ntin, Ulfa, Nisa, Rose, Syirwan, Idham, Faszrul, Ainun, Hasrun, Dimas, Angga. Thank you for your support and cooperation when completing this apprenticeship report.
  12. Friends in arms of State Polytechnic of Bengkalis, especially the international Business Administration Study Program, thank you for your support and cooperation when completing this apprenticeship report.

Bengkalis, August 08<sup>th</sup>, 2024

Author



Rahmini

NIM : 5404201348

## TABLE OF CONTENTS

### COVER

<b>APPROVAL SHEET .....</b>	<b>i</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>ii</b>
<b>TABLE OF CONTENTS.....</b>	<b>iv</b>
<b>LIST OF FIGURES .....</b>	<b>vi</b>
<b>LIST OF TABLES .....</b>	<b>vii</b>
<b>LIST OF APPENDICES .....</b>	<b>viii</b>

### **CHAPTER I INTRODUCTION..... 1**

1.1 Background of the Apprenticeship .....	1
1.2 Purpose of the Apprenticeship .....	2
1.3 Significances of the Apprenticeship .....	3

### **CHAPTER II GENERAL DESCRIPTION OF THE COMPANY..... 5**

2.1 Company Profile .....	5
2.1.1 Sub Holding PT Pelabuhan Indonesia .....	7
2.1.2 Meaning of Company / Agency Logo .....	9
2.2 Vision and Mission.....	10
2.2.1 Company Vision .....	10
2.2.2 Company Mission .....	10
2.3 Kind of Business .....	11
2.4 Organizational Structure .....	12
2.5 The Working Processes.....	13
2.6 Document Used for Activity .....	17

### **CHAPTER III SCOPE OF THE APPRENTICESHIP..... 20**

3.1 Job Description .....	20
3.2 System and Procedure .....	20

3.2.1 The Working System .....	20
3.2.2 Working Procedures .....	21
3.3 Place and Time of the Apprenticeship .....	26
3.4 Kind and Description of the Activity .....	27
3.5 Obstacles and Solutions of the Apprenticeship.....	37
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>38</b>
4.1 Conclusions.....	38
4.2 Suggestion.....	39
<b>REFERENCES.....</b>	<b>39</b>
<b>APPENDICES.....</b>	<b>41</b>

## LIST OF FIGURES

Figure 2.1 Office of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai .....	6
Figure 2.2 Logo of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai.....	9
Figure 2.3 Organizational Structure of PT Pelindo.....	13
Figure 2.4 Entry permit .....	18
Figure 2. 5 Exit Permit.....	18
Figure 2. 6 Vehicle license plate sticker .....	19
Figure 2. 7 Group Discussion Forum.....	19
Figure 3. 1 Flowchart Entry Permit .....	21
Figure 3. 2 Flowchart Participating K3 Simulation .....	22
Figure 3. 3 Flowchart Vehicle numbers on dock pass memo stickers .....	23
Figure 3. 4 Flowchart Blood donation activities as part of K3 .....	24
Figure 3. 5 Flowchart Checking safety equipment and fire extinguishers.....	25
Figure 3. 6 Flowchart Forum Group Discussion.....	26

## LIST OF TABLES

Table 3. 1 The Working schedule of PT. Pelindo .	27
Table 3. 2 Activities of February 01 <sup>th</sup> , 2024 to February 02 <sup>th</sup> , 2024.....	27
Table 3. 3 Activities of February 05 <sup>th</sup> , 2024 to February 09 <sup>th</sup> , 2024.....	27
Table 3. 4 Activities of February 12 <sup>th</sup> , 2024 to February 16 <sup>th</sup> , 2024.....	28
Table 3. 5 Activities of February 19 <sup>st</sup> , 2024 to February 23 <sup>th</sup> , 2024.....	28
Table 3. 6 Activities of February 26 <sup>th</sup> , 2024 to March 01 <sup>th</sup> , 2024.....	29
Table 3.7 Activities of March 04 <sup>th</sup> , 2024 to March 08 <sup>th</sup> , 2024.....	30
Table 3.8 Activities of March 11 <sup>th</sup> , 2024 to March 15 <sup>th</sup> , 2024.....	30
Table 3.9 Activities of March 18 <sup>th</sup> , 2024 to March 22 <sup>th</sup> , 2024.....	31
Table 3. 10 Activities of March 25 <sup>th</sup> , 2024 to March 29 <sup>th</sup> , 2024.....	31
Table 3. 11 Activities of April 01 <sup>th</sup> , 2024 to April 05 <sup>th</sup> , 2024.....	32
Table 3. 12 Activities of April 08 <sup>th</sup> , 2024 to April 12 <sup>th</sup> , 2024.....	32
Table 3. 13 Activities of April 15 <sup>th</sup> , 2024 to April 19 <sup>th</sup> , 2024.....	33
Table 3. 14 Activities of April 22 <sup>th</sup> , 2024 to April 26 <sup>th</sup> , 2024.....	33
Table 3. 15 Activities of April 29 <sup>th</sup> , 2024 to May 03 <sup>th</sup> , 2024.....	34
Table 3. 16 Activities of May 06 <sup>th</sup> , 2024 to May 10 <sup>th</sup> , 2024 .....	34
Table 3. 17 Activities of May 13 <sup>th</sup> , 2024 to May 17 <sup>th</sup> , 2024 .....	35
Table 3. 18 Activities of May 20 <sup>th</sup> , 2024 to May 24 <sup>th</sup> , 2024.....	35
Table 3. 19 Activities of May 27 <sup>th</sup> , 2024 to May 31 <sup>th</sup> , 2024.....	36



## LIST OF APPENDICES

Appendix 1: Apprenticeship Reply Letter .....	41
Appendix 2: Apprenticeship Statement Letter .....	42
Appendix 3: Apprenticeship Certificate.....	43
Appendix 4: Apprenticeship Documentation.....	44
Appendix 5: Apprenticeship Assesment Sheet .....	52
Appendix 6: List of Apprenticeship Attendance Sheet.....	53
APPENDIX 7: Daily Activity.....	57

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

Given this situation, all students need to get ready to hunt for a better-fitting career before or after they are officially proclaimed graduates. Getting the job primarily depends on your hard skills. To effectively tackle the diverse issues encountered in the workplace, hard skills alone are insufficient; soft skills must also be balanced. Developing hard skills and soft skills while in college, namely at State Polytechnic of Bengkalis, is the key and the best way to achieve success and face competition in the world of work.

To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from College. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later.

Practical Work is an Intra-Curricular Activity which is part of the State and Community Life (MBB) subjects of all majors at the State Polytechnic of Bengkalis. In general, the implementation of Field Work practices is aimed at improving students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out a special Field Work practice, students are expected to gain industry experience which includes planning, processing and implementation in a work unit. The achievement of the Internship objectives mentioned above ultimately refers to the formation of professional students who have extensive skills and knowledge in the field of International Business Administration. With this ability, it is hoped that graduates of the Bachelor of Applied Business Administration at the State Polytechnic of Bengkalis can apply their skills and knowledge.

State Polytechnic of Bengkalis is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. State Polytechnic of Bengkalis has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration. The State Polytechnic of Bengkalis also seeks to improve the ability of students by holding training in the company, so that it can realize the mission of the Polytechnic to make the workforce ready to use and have a link and match between the industrial world and the world of education that is well implemented.

Based on the above, the Author as a student of the International Business Administration Study Program is required to carry out apprenticeship activities for four months. The Author has chosen PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai as a place to carry out apprenticeship activities. During the implementation of apprenticeship, the Author gets a place in the Management System Division. The implementation of this apprenticeship starts from February 1 to May 31, 2024. The implementation of this apprenticeship is expected to increase the Author's insight into various good and correct task implementations and be able to face the real world of work with the experience he gains.

## **1.2 Purpose of the Apprenticeship**

Based on the description of the background presented above, the Purpose of Apprenticeship is:

1. To find out job descriptions and activities in PT. Pelindo (Persero) Regional 1 Branch of Dumai.
2. To find out the system and procedure at PT. Pelindo (Persero) Regional 1 Branch of Dumai.

3. To find out the place and time of the internship at PT. Pelindo (Persero) Regional 1 Branch of Dumai.
4. Be able to understand the kind and description of the activities apprenticeship at PT. Pelindo (Persero) Regional 1 Branch of Dumai.

### **1.3 Significances of the Apprenticeship**

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis. Based on the Purpose and Benefits of apprenticeship, this is expected to provide significant information for several parties:

#### **1. For Student**

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

- a) Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
- b) Students can develop work relationships and add experience to their resumes.
- c) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- d) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

#### **2. For the company**

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.

#### **3. For State Polytechnic of Bengkalis**

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

- a) There is good cooperation/relationship between campuses and companies where students do apprenticeship.
- b) State Polytechnic of Bengkalis can improve the quality of its graduates through student Job Training experience.
- c) State Polytechnic of Bengkalis will be better known in the industrial or company world.
- d) State Polytechnic of Bengkalis receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the work place.
- e) State Polytechnic of Bengkalis receives feedback from the work place for curriculum development a State Polytechnic of Bengkalis and learning processes.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

PT Pelabuhan Indonesia (Persero) (abbreviated as Pelindo) is an Indonesian state-owned company engaged in logistics, especially port management and development. Pelindo was formed into 4 parts based on different regions. Pelindo I, for example, manages ports in the provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and the Riau Islands. Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java and West Kalimantan. Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua and West Papua.

Pelindo I, II, III, IV are non-listed state-owned companies whose shares are 100% owned by the Ministry of State-Owned Enterprises. Legally, PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero) and PT Pelabuhan Indonesia IV (Persero) were merged into PT Pelabuhan Indonesia II (Persero) based on Government Regulation no. 101 of 2021. PT Pelabuhan Indonesia II (Persero) acts as the surviving entity (surviving company). Then, based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756/MBU/10/2021 dated 1 October 2021 regarding Approval of Name Changes, Changes to the Company's Articles of Association and Logo, PT Pelabuhan Indonesia II (Persero) changed its name to "PT Pelabuhan Indonesia (Persero) or Pelindo for short."

PT. Pelabuhan Indonesia (Persero) during the Dutch colonial period was originally a company with the name "Haven Bedrijf". After the independence of the

Republic of Indonesia, in the period 1945-1950, the company changed its status to the Port Bureau. In 1969, the Port Bureau was transformed into a State-Owned Enterprise (BUMN) with the status of State Port Company, abbreviated as PNP. In the 1969-1983 period, the Port Management Agency changed to the Port Management Agency with the name Port Management Agency abbreviated to BPP. In 1983, based on Regulation No. 11 of 1983, the Port Management Agency (BPP) was changed to Port Public Company I, shortened to Perumpel I. Based on Government Regulation No. 56 of 1991 Perumpel I changed its status to PT Pelabuhan Indonesia I (Persero).

In the 1969-1983 period, the Port Management Agency changed to the Port Management Agency with the name Port Management Agency, abbreviated as BPP. In 1983, based on Government Regulation no. 11 of 1983, the Port Management Agency (BPP) was changed to Port Public Company I, abbreviated as Perumpel I. Based on Government Regulation no. 56 of 1991 Perumpel I changed its status to PT. Pelabuhan Indonesia I (PERSERO) based on Deed no. 1 dated 1 December 1992 from Imas Fatimah, S.H., Notary in Jakarta and has obtained approval from the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992 dated 1 June 1992 and has been published in the State Gazette of the Republic of Indonesia No. 8612 dated 1 November 1994, addition No. 87.



**Figure 2.1 Office of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai**  
*source: [www.pelindoI.co.id](http://www.pelindoI.co.id)*

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is a company operating in the service sector which includes port services, container services, container terminals and depots, shipbuilding businesses, fuel filling, port consulting services and customs area management. At PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai there are several divisions, namely, Finance Division, Operations & Engineering Division, Management Systems Division, General Division, and Bengkalis Area.

#### 2.1.1 Sub Holding PT Pelabuhan Indonesia

##### 1) PT. Pelindo Jasa Maritim

Subholding PT Pelindo Jasa Maritim abbreviated as SPJM is one of four subholdings under PT Pelabuhan Indonesia (Persero) which was formed after the merger of 4 (four) State-Owned Enterprises, namely PT Pelabuhan Indonesia I-IV (Persero) on October 1 2021. PT Pelindo Maritime Services manages five business clusters, namely marine services, port equipment services, shipyard services, dredging solutions, and port utility service providers. SPJM manages 8 subsidiaries, namely PT Jasa Armada Indonesia Tbk, PT Pelindo Marine Service, PT Equiport Inti Indonesia, PT Indonesian Port Equipment Services, PT Energi Pelabuhan Indonesia, PT Pengerukan Indonesia, PT Berkah Industri Machine Lift, PT Lamong Energi Indonesia. Apart from that, it also operates 4 regions, namely Regions 1, 2, 3 and 4, as well as 3 subsidiary companies, namely PT Alur Pelayaran Barat Surabaya, PT Berkah Multi Cargo, and PT Pelindo Energi Logistik. SPJM is headquartered in Makassar, while its subsidiaries are in Jakarta, Surabaya and Makassar. The head office of PT Pelindo Jasa Maritim is located in Makassar, South Sulawesi

##### 2) PT. Pelindo Multi Terminal

PT Pelindo Multi Terminal focuses its port services on managing non-container terminals, such as liquid bulk, dry bulk, multipurpose terminals, as



well as passenger terminals and vehicle terminals. Pelindo Multi Terminal (SPMT) as of January 1 2022 has officially operated at the Port of Dumai, Riau. The year after the Integration of Indonesian Ports, PT Pelindo Multi Terminal has taken a number of corporate action steps throughout 2022 through the operation of 10 Port Branches in Sumatra, Java, Kalimantan and Sulawesi, including the shares of subsidiaries PT Indonesia Vehicle Terminal Tbk and PT Pelabuhan Tanjung Priok, and its implementation stages of the transformation and digitalization process of operational services in all ports managed by SPMT. It is hoped that this step will lead to improved port services and connectivity. Head office of PT. Pelindo Multi Terminal is located in Medan, North Sumatra, Indonesia.

3). PT. Pelindo Solusi Logistik

PT Pelindo Solusi Logistik is one of the four subholdings of the Port BUMN PT Pelabuhan Indonesia (Persero), which was formed after the integration of Pelindo on October 1 2021. SPSL operates in the Logistics & Hinterland Development business cluster which focuses on building capabilities and partnerships, expanding connectivity, and goes beyond end-to-end integration to maximize value creation as an “Integrated Logistics Ecosystem Player”.

Currently, SPSL operates a logistics network and inland development in more than 40 service areas spread throughout Indonesia and manages 6 subsidiaries, namely PT Multi Terminal Indonesia, PT Access Pelabuhan Indonesia, PT Prima Indonesia Logistik, PT Nusantara Terminal Services, PT Menara Maritim Indonesia and PT Prima Regional Development which continues to provide end-to-end services by expanding connectivity and creating partnership strategies. The head office of PT Pelindo Solusi Logistik is located at Maritime Tower, 15th Floor, Jalan Yos Sudarso No. 9, Koja District, North Jakarta, DKI Jakarta.

4). PT. Pelindo Terminal Petikemas

PT Pelindo Terminal Petikemas or commonly abbreviated as Pelindo TPK, is a subsidiary of the Indonesian Port which operates in the field of container terminal management (TPK). Until August 2023, this company manages 29 TPK spread throughout Indonesia. This company was appointed as the internal subholding parent of Pelindo which operates in the field of container terminal management. In 2023, this company will start managing TPK Bagendang and TPK Bumiharjo in Central Kalimantan. The head office of PT Terminal Petikemas Surabaya (TPS) is located in Surabaya, East Java.

2.1.2 Meaning of Company / Agency Logo

Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia number: S-756/MBU/10/2021 dated 1 October 2021 regarding Approval of Name Changes, Changes to the Company's Articles of Association and Logo. So Pelindo II changed its name to PT Pelabuhan Indonesia (Persero) or Pelindo.

Pelindo's integration will create operational efficiency in all national ports, by standardizing information technology. Integration also allows for better strategic control in overall planning for the network, reduced logistics costs, and improved infrastructure and capacity. After integration, Pelindo launched a new logo that will be used by the company. This new logo takes inspiration from the shape of busy, congested and confusing paths or routes.

The philosophical meaning behind the shape of this route illustrates how Pelindo is a provider of integrated port and logistics services that is always active and plays a major role in maritime transportation in the country.



**Figure 2.2 Logo of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai.**

*source: [www.pelindo1.co.id](http://www.pelindo1.co.id)*

Taking the letter P which is the initial of Pelindo and also takes the shape of a fish, which is a symbol of the habitat of important marine creatures for Indonesia, which is a maritime country. This is a symbol of Pelindo's commitment to preserving Indonesia's natural wealth and continuing to contribute to supporting the preservation of marine ecosystems in its operational areas. Apart from using the letter P, Pelindo's new logo uses blue with a slightly different gradation. One is sky blue, while the other is sea blue. This color is interpreted as the color of the Indonesian sea, which is Pelindo's operational area.

According to Pelindo, the color blue symbolizes the company's stability, trust, integrity, professionalism and dedication in running the sea transportation business. This color also symbolizes the symbolism of Pelindo's efforts, as part of BUMN, to always provide the best for all stakeholders.

## **2.2 Vision and Mission**

### **2.2.1 Company Vision**

“Becoming a World Class, Integrated Maritime Ecosystem Leader” this vision is a statement of the Company's aspirations to become the main gateway to the global logistics network in Indonesia. This ideal emerged based on geographic potential, business opportunities and national policies that opened up opportunities for companies to realize this vision.

### **2.2.2 Company Mission**

"Creating a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth" Providing Reliable Port and Maritime Services Integrated with Industrial Areas to Support the Indonesian & global Logistics Network by maximizing the Economic Benefits of the Malacca Strait.

### **2.3 Kind of Business**

In a company must have a type of business to carry out the goals of a company, PT. Pelindo has several types of business that are undertaken, namely as follows:

#### **1. Goods Service**

Goods or cargo services in the form of loading and unloading services starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are services stipulated by laws and regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods services, using the following facilities:

- a. Wharf : A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/ stacking place in the warehouse/ stacking yard and handing them over to the vehicles at the door of the warehouse/ stacking yard or vice versa.

#### **2. Ship Service**

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.

- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.
- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage and waste services: Services provided for water services, waste management and ship waste.

### 3. Miscellaneous Services

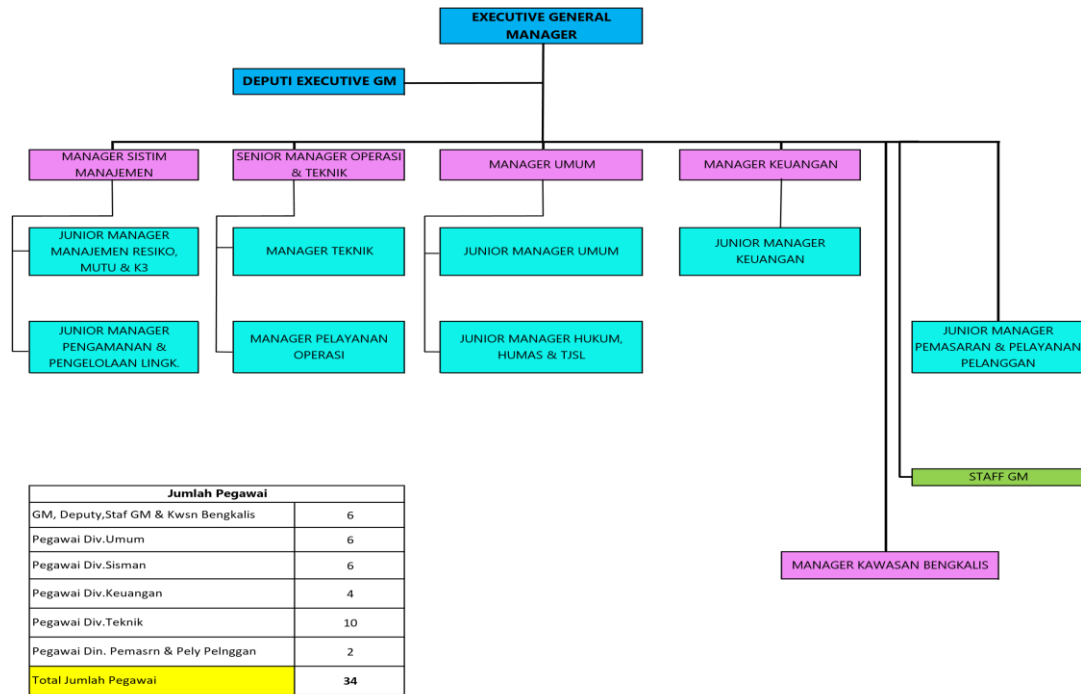
Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings and other supporting facilities needed for port activities. In carrying out port operation 10 and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Various services include:

- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
- b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating and electric), tugboats, motor boats, and fire extinguishers
- c. Land, building, water and electricity rental services: This is a rental service for land, buildings, clean water and electricity.

## 2.4 Organizational Structure

In carrying out operational activities, every company needs an organizational structure to make work easier, namely by dividing responsibility and authority based on the sections or divisions it manages. That is the organizational structure of PT. Indonesian Harbor (PERSERO) Regional 1 Dumai Branch can be seen in the following picture:

## Organizational Structure of PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.



**Figure 2.3 Organizational Structure of PT Pelindo**  
*Source : [www.pelindoI.co.id](http://www.pelindoI.co.id)*

### 2.5 The Working Process

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

#### 1. Executive General Manager

Leading several work function units that supervise all managers. The General Manager is tasked with making decisions and taking responsibility for achieving company goals and as the controller of all tasks and functions in the company he leads.

2. Deputi Executive General Manager

The Deputy Executive General Manager has the main task of assisting the General Manager in planning, directing, coordinating and controlling the implementation of port activities at the Dumai Port Branch as well as carrying out other tasks assigned by the General Manager.

3. Management of System Section

The management system section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of a quality management system work program. Risk management, occupational safety and health management system (K3), environmental management system (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPI) as a whole and ensuring suitability and effectiveness in their implementation.

The Management System section consists of:

a. Junior Manager Risk, Quality & K3

Has the main task of planning, supervising, coordinating, controlling, identifying and reporting on the preparation of work program activities regarding risk, quality and K3 for employees and workforce.

b. Junior Manager for Environmental Security and Management

Has the main task of securing, monitoring and supervising to ensure security as well as formulating, compiling and managing technical policies in the field of structuring and implementing preventive instruments in protecting environmental management.

4. Operations and Engineering Department

The Operations and Engineering Section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for investment activities and maintenance of loading and unloading equipment, technical recommendations relating to Building Construction Permits (IMB), monitoring of port master plans and the

environment, as well as water services. general, ship water and electrical services and operations. The Operations & Engineering Section consists of:

a. Junior Manager of Engineering

Has the main task of carrying out, supervising and evaluating investment work activities, maintaining port facilities, monitoring the port master plan as well as implementing technical management information systems and technical administration as well as preparing technical recommendations for controlling building permits.

b. Junior Manager Pelayanan Operasi

Has the main task of carrying out, supervising and evaluating investment work activities, maintenance of port equipment and installations, electrical services, ship and general water services as well as operation and maintenance of loading and unloading equipment.

5. General Affair

The General Section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for planning and development of Human Resources (HR), personnel administration, employment relations, administration and household as well as law and public relations (public relations) and TJSL.

The general part consists of:

a. Junior General Manager

Has the main task of carrying out, supervising and evaluating HR planning and development activities, personnel administration, employment relations.

b. Junior Manager of Law and Public Relations (PR) and TJSL

Has the main task of carrying out, supervising and evaluating activities and reviewing legal issues, relations with agencies and the public, storing



documents, protecting company interests and implementing improvements to the company's image.

TJSL has the main task of carrying out, supervising and evaluating the financial administration activities of development funds, developing small businesses and cooperatives, assessing and evaluating the suitability of prospective development partners as well as preparing partnership and environmental development financial reports at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

6. Financial department

The finance section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for budget control activities, accounting, treasury, monitoring and evaluating financial reports as well as recording asset utilization, document verification and notation as well as partnership and environmental development (KBL) activities.

The Finance Department consists of:

a. Junior Finance Manager

Has the main task of carrying out, supervising and evaluating the activities of preparing and controlling the company's work plan and budget, accounting cycle, examining supporting evidence for transactions, administration and proposals for writing off fixed assets, administration and reporting of taxation and Non-Tax State Revenue as well as archiving evidence of bookkeeping and preparing financial reports as well as carrying out, supervising and evaluating financial traffic activities and checking accounts, administration of accounts payable, receivables, advances, deposits, superannuation, receipts. Storage of securities and disbursement of bank cash as well as verification of notes and notation.

7. Marketing and Customer Service Department

Has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of operational planning and control work programs, anchoring services, pilotage, delays, mooring and fleet preparation, marketing, handling customer complaints, implementing Service Level Agreement (SLA)/Service Level Guarantee ( SLG), as well as handling Customer Relationship Management (CRM) in customer service activities.

The Marketing and Customer Service Department consists of:

a. Junior Marketing and Customer Service Manager

Has the main task of carrying out, supervising and evaluating anchoring, pilotage, towage, mooring, ship telecommunications service activities and carrying out scouting administration as well as reporting on marketing and customer service throughout the dock area.

8. Bengkalis Area Manager

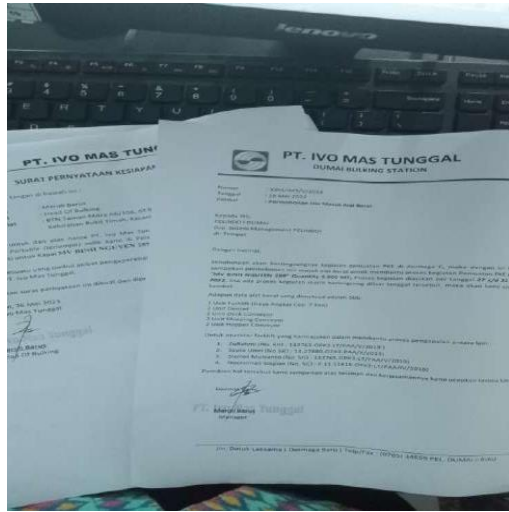
Has the main task of organizing, carrying out business and port services as well as other businesses and services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and the flow of passengers in accordance with company policy.

**2.6 Document Used for Activity**

In carrying out its operational activities, there are several documents used by PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, especially the Management Systems Division including the following:

1. Entry permit

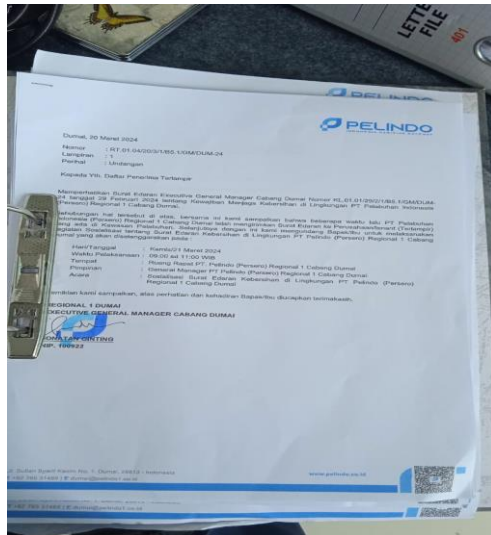
Entry permit used to grant entry permits for ships or sea transportation equipment. This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. Can be seen in Figure 2.4 below:



**Figure 2.4 Entry permit**  
*Source: Processed Data, 2024*

2. Exit Permit

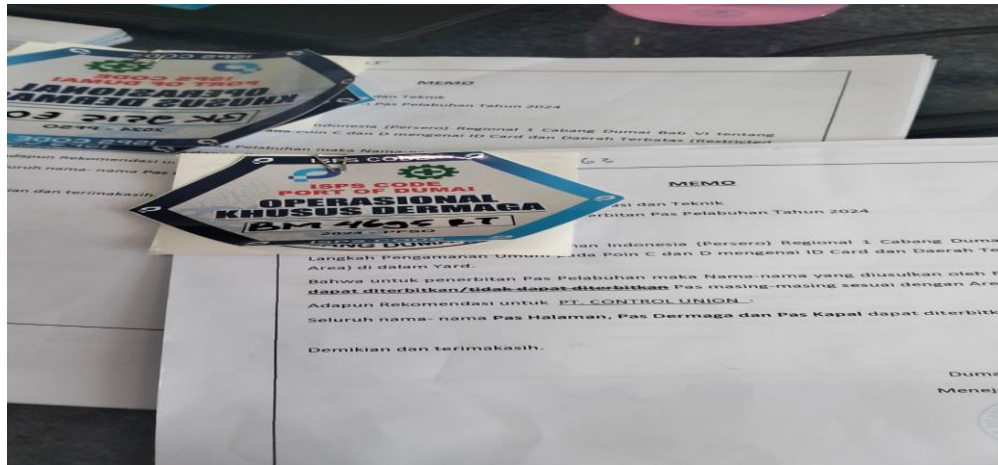
The exit permit from PT Pelindo is an official document issued by the company to communicate with external parties, such as business partners, customers, government agencies, or other organizations. This letter can have various purposes, such as notifications, requests, confirmations, announcements, or submission of reports



**Figure 2. 5 Exit Permit**  
*Source: Processed Data, 2024*

3. Vehicle license plate sticker

The vehicle plate sticker is useful as a marker that 2-wheeled and 4-wheeled vehicles have been allowed to enter specifically at the wharf. This sticker can only be issued by a management system division that has an International Ship and Port Security Code. Can be seen in Figure 2.4 below:



**Figure 2. 6 Vehicle license plate sticker**

*Source: Processed Data, 2024*

4. Group Discussion Forum

This discussion forum is a place to collect qualitative data about the views, perceptions and opinions of various parties in the company and other parties invited to this discussion forum group. So that what happens in the field can be handled as soon as possible. Can be seen in Figure 2.4 below:



**Figure 2. 7 Group Discussion Forum**

*Source: Processed Data, 2024*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, there are several descriptions of tasks performed during the internship at PT. Pelindo (Persero) Regional 1 Branch of Dumai for four months, which took place from February 1 to May 31, 2024, and were assigned to the Management System Department.

During the internship, many opportunities were given to perform tasks assigned to the management system department, and a lot of new knowledge was gained in the working world.

The specific tasks carried out over 18 weeks in the Management System Department of PT. Pelindo (Persero) Regional 1 Branch Dumai are as follows:

1. Creating entry permits.
2. Participating in K3 simulation activities in the port area and PT. Pelindo office.
3. Creating vehicle numbers on dock pass memo stickers.
4. Assisting in preparing blood donation activities as part of K3.
5. Checking the number of safety equipment and fire extinguishers in the management system department.
6. Documenting of group discussion forums (FGD) with companies in the Dumai area

#### **3.2 System and Procedure**

##### **3.2.1 The Working System**

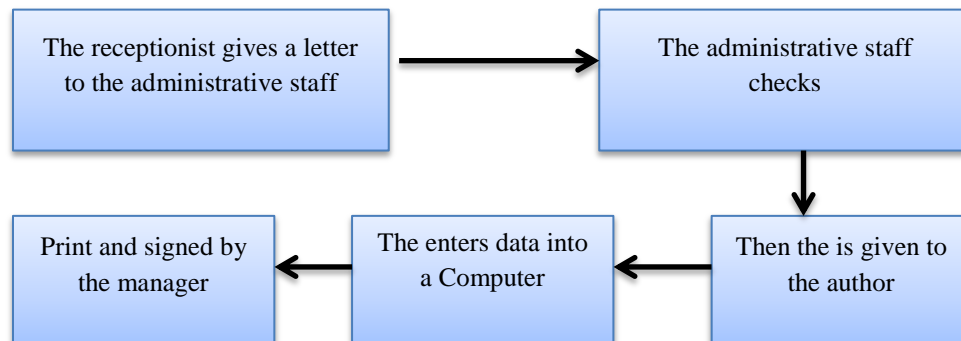
To facilitate employees in performing their tasks, the company uses internet-based systems. Each computer within a division is connected to other divisions across all Business Units at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai. However, not all tasks are carried out online; some are done offline and manually. In my experience, I have predominantly worked online rather than offline.

### 3.2.2 Working Procedures

Apprenticeship procedures that have been carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which starts on 01 February to 31 May 2023 in Management System the division are as follows:

#### 1. Entry Permit

Letter is an entry permit used to grant permission to enter ships or sea transportation equipment. This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. The entry permit flowchart can be seen in figure 3.1 as follows:



**Figure 3. 1 Flowchart Entry Permit**

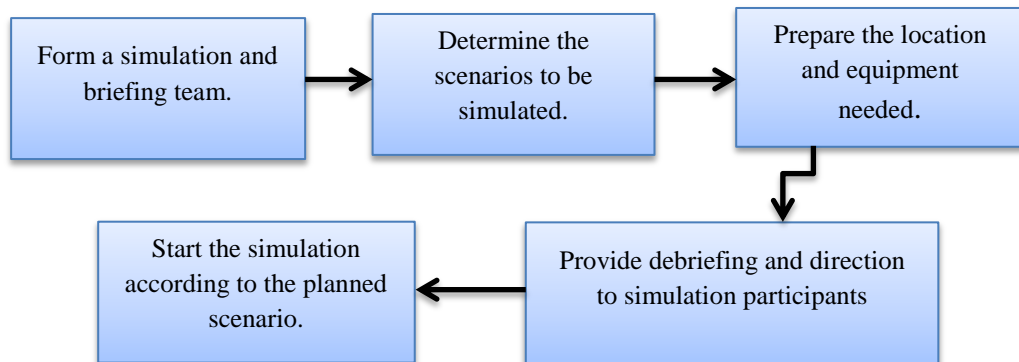
*Source: Processed Data, 2024*

The explanation of the flowchart for incoming letters is as follows:

- a. First the receptionist receives the letter, then the receptionist gives the letter to the administrative staff.
- b. Next, the administrative staff checked the letter and its origin.
- c. The administrative staff then gave the letter to the writer, instructing them to input it into the computer.
- d. After the entry permit letter was created, it was printed and given to the management system manager for signing. If there were any errors, the letter would be held by the manager, and the responsible party would be called by the system manager.

2. Participating in K3 simulation.

The K3 simulation is designed to train employees in comprehending and applying safety and health protocols, enhancing their awareness of workplace hazards, and preparing them to respond to emergencies. The flowchart of the K3 simulation can be seen in Figure 3.2 as follows:



**Figure 3. 2 Flowchart Participating K3 Simulation**

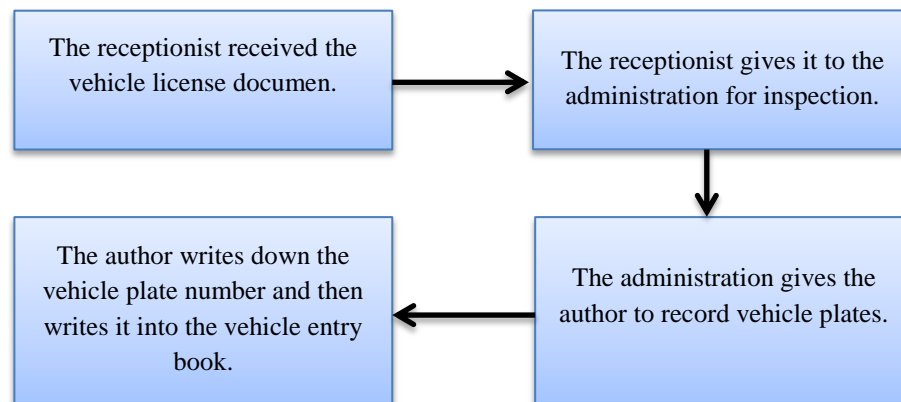
*Source: Processed Data, 2024*

Explanation of the flowchart for participating in the K3 Simulation is as follows:

- a. Form a team responsible for planning and conducting the simulation.
- b. Choose a scenario that aligns with the simulation's goals, such as a fire scenario.
- c. Ensure the simulation site is prepared, with all safety equipment available and in working order.
- d. Brief the participants on the simulation, explaining the objectives, procedures, and their roles.
- e. Conduct the simulation, making sure participants follow the objectives, procedures, and their assigned roles.

3. Vehicle numbers on dock pass memo stickers.

The vehicle plate sticker is used to give permission for 2-wheeled and 4-wheeled vehicles to enter the harbor port. If you don't have a vehicle sticker, the dock security will not allow entry. The Vehicle license plate sticker flowchart can be seen in figure 3.3 as follows:



**Figure 3. 3 Flowchart Vehicle numbers on dock pass memo stickers**

*Source: Processed Data, 2024*

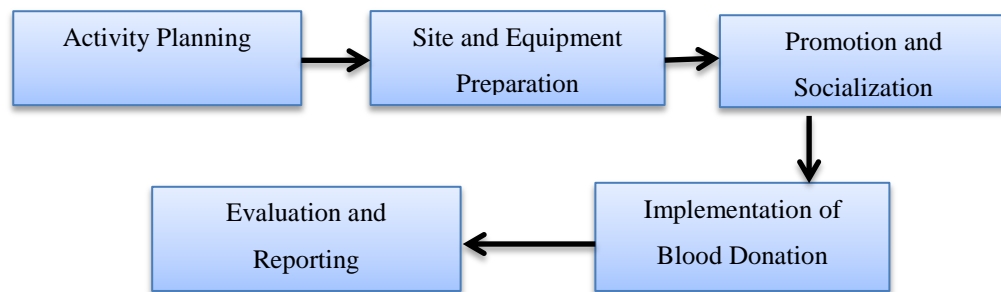
The explanation of the flowchart for the vehicle sticker is as follows:

- a. The receptionist receives a permit document from the company that will be operating at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
- b. The receptionist then forwards it to the administration for inspection. If the file is complete, it will be approved for operation.
- c. The administration then gives the document to the writer to record the vehicle license plate according to the attached file.
- d. The writer records the vehicle plate number and enters it into the vehicle entry book as proof that both 2-wheeled and 4-wheeled vehicles are authorized to enter the pier. The license plate stickers are then given to the receptionist and collected by the operating party.



4. Blood donation activities as part of K3

Blood donation is a real form of social concern and solidarity between people. This activity helps employees to care more about the needs of the community, especially those who need blood transfusions. In the management systems department is something that is routinely carried out by the management systems division at PT. Pelindoo (Persero) Regional 1 Branch of Dumai. The Blood donation activities flowchart can be seen in figure 3.4 as follows:



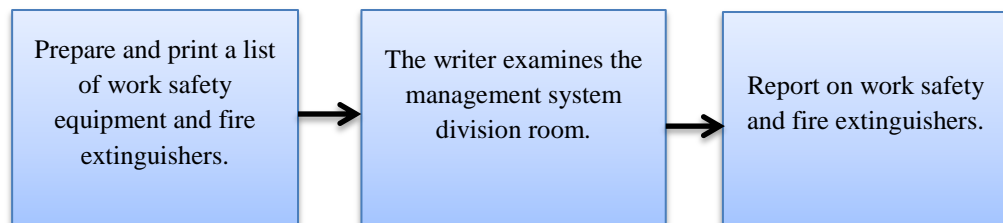
**Figure 3. 4 Flowchart Blood donation activities as part of K3**

*Source: Processed Data, 2024*

The explanation of the flowchart for the vehicle sticker is as follows:

1. Select the date and venue for the event, and establish an organizing committee.
2. Ensure the location is clean and comfortable, with donor beds, tables, chairs, and a waiting area. Confirm that all medical equipment is complete and sterile.
3. Promote the event through various media channels, place posters and brochures in key locations, and hold informational sessions to emphasize the importance of blood donation.
4. Register blood donor participants, conduct initial health screenings by medical personnel, carry out blood collection by professional medical staff, and provide snacks and drinks after the donation.

5. Gather data and feedback from participants, evaluate the event's execution for future improvements, and prepare a report of the activities to be submitted to relevant parties.
5. Checking the number of safety equipment and fire extinguishers.  
 Checking the number of safety equipment and fire extinguishers in the management systems department is something that is routinely carried out by the management systems division at PT. Indonesian Harbor (Persero) 1 Dumai Branch. The checking the number of safety equipment and fire extinguishers flowchart can be seen in figure 3.5 as follows:

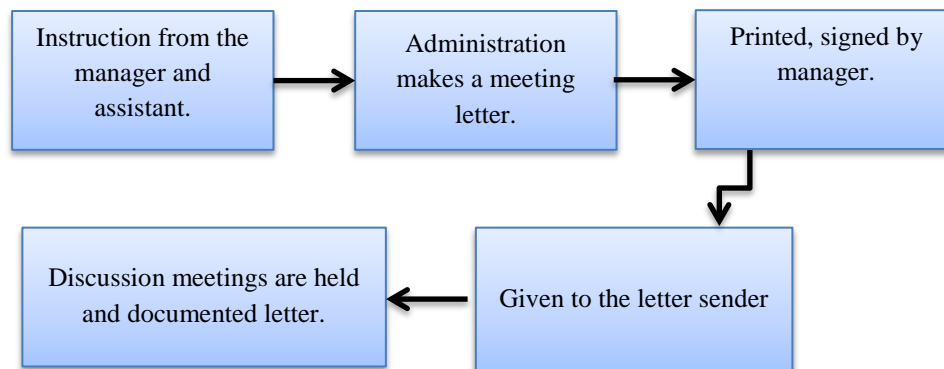


**Figure 3. 5 Flowchart Checking safety equipment and fire extinguishers**

*Source: Processed Data, 2024*

The explanation from the flowchart on checking the number of safety equipment and fire extinguishers is:

- a. Prepare and print a list of work safety equipment and fire extinguishers.
  - b. The writer examines the management system division room to determine if any items are damaged or missing.
  - c. A report on work safety and fire extinguishers.
6. Forum Group Discussion  
 forum group discussion is a discussion about the workforce, work systems and the environment in the field with other companies that cooperate with PT. Pelabuhan Indonesia (Persero) 1 Branch of Dumai. The forum group discussion flowchart can be seen in figure 3.6 as follows:



**Figure 3. 6 Flowchart Forum Group Discussion**

*Source: Processed Data, 2024*

The explanation of the flowchart in the forum group discussion is:

- a. Managers and assistant managers instruct the administration to make discussion meeting letter
- b. Administration makes a letter to each company that cooperates
- c. The letter is printed and signed by the manager then stamped
- d. The letter is given to the letter carrier to be delivered to each company
- e. Each company representative will attend the discussion and then do the documentation

### **3.3 Place and Time of the Apprenticeship**

#### **3.3.1 Place of the Apprenticeship**

In carrying out Job Trainings, the Author carries it out at a Ministry Of StateOwned Enterprises company, namely PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, East Dumai, City of Dumai, Riau Province.

#### **3.3.2 Time of the Apprenticeship**

The implementation of the Job Training is carried out for 4 months. Starting from february 01 to 31 May 2024. The activities carried out during Job Training can be seen in the following table:

**Table 3.1 The Working schedule of PT. Pelindo (Persero) Regional 1 Branch of Dumai.**

No	Day	Working Hours	Agency
1.	Monday to Friday	08:00 to 17:00	PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
2.	Saturday and Sunday	Holiday	Holiday

Source: Processed Data 2024

### 3.4 Kind and Description of the Activity

Activities that have been carried out during the implementation of the apprenticeship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai especially in the Administration Section for the first week can be seen in the following table:

**Table 3.2 Activities of the first week from February 01<sup>st</sup>, 2024 to February 02<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1	Thursday, February 01 <sup>st</sup> , 2024	<ol style="list-style-type: none"> <li>1. Self-introduction to the leadership and all employees of the General and Management System</li> <li>2. Assist in preparing for the K3 month race event to be held by the Management System section.</li> </ol>	Management Systems Division Room
2	Friday, February 02 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Participate in healthy gymnastics and mutual assistance events in the fruit area of PT. Pelindo (Persero) Regional 1 Branch of Dumai.</li> <li>2. National K3 month competition activities in 2024.</li> </ol>	Management Systems Division Room

Source: Processed Data, 2024

Table 3.2 for the first week: introduce yourself and participate in the preparation for the 2024 National K3 Month shouting and smart competition activities organized by the Management Systems Division.

**Table 3.3 Activities of the second week from February 05<sup>th</sup>, 2024 to February 09<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, February 05 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Data collection of the number of safety equipment (helmets and vests) in the Management System room</li> <li>2. Incoming and outgoing mail archiving</li> <li>3. K3 Debriefing</li> </ol>	Management Systems Division Room
	Tuesday, February 06 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Assist in the preparation of internship licenses.</li> <li>2. Incoming and outgoing mail archiving</li> </ol>	Management Systems Division Room
	Wednesday, February 07 <sup>th</sup> , 2024	<ol style="list-style-type: none"> <li>1. Create an APAR distribution list</li> <li>2. File important papers</li> </ol>	Management Systems Division Room

	Thursday February 08 <sup>th</sup> , 2024	Holiday	
	Friday February 09 <sup>th</sup> , 2024	Holiday with Isra Mikraj of the Prophet Muhammad SAW	

Source: Processed Data, 2024

Table 3.3 In the second week of February, the author carried out K3 briefing activities and participated in exchanging safety and environmental information as well as collecting data on the number of safety equipment (helmets and vests) in the Management and Archiving System room for incoming and outgoing letters.

**Table 3. 4 Activities of the third week from February 12<sup>th</sup>, 2024 to February 16<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, February 12 <sup>th</sup> , 2024	1. Create an entry permit 2. Recapitulation of healthy gymnastics documentation in commemoration of the 2024 National K3 month	Management Systems Division Room
2.	Tuesday, February 13 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday February 14 <sup>th</sup> , 2024	General Election	
4.	Thursday February 15 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday February 16 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Recapitulation of Renewal Audit documentation and ID card of gymnastics instructor. 3. Take up gymnastics	Management Systems Division Room

Source: Processed Data, 2024

Table 3.4 The third week of February, the author began carrying out activities for making entry permit letters, archiving, and recapitulating documentation for renewal audit activities and K3 activities.

**Table 3. 5 Activities of the fourth week from February 19<sup>st</sup>, 2024 to February 23<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, February 19 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

2.	Tuesday, February 20 <sup>th</sup> , 2024	1. Helping to prepare for the 2024 National K3 Month Blood Donation activities 2. Photocopy of Blood Donation participant registration paper	Management Systems Division Room
3.	Wednesday February 21 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the expedition pass memo book	Management Systems Division Room
4.	Thursday February 22 <sup>th</sup> , 2024	1. Participating in ship fire simulation activities at the port of PT. Pelindo (Persero) Regional 1 Branch of Dumai 2. Create an entry permit letter 3. Archive the entry permit letter	Port of PT. Pelindo (Persero) Regional 1 Branch of Dumai
5.	Friday February 23 <sup>th</sup> , 2024	1. Participate in building fire simulation activities at the main office of PT. Pelindo (Persero) Regional 1 Branch of Dumai 2. Create an entry permit letter 3. Archive the entry permit letter 4. Take up gymnastics	Office of PT. Pelindo (Persero) Regional 1 Branch of Dumai

Source: Processed Data, 2024

Table 3.5: In the fourth week of February, the author performed the same activities as the previous week with additional tasks, including assisting with blood donation activities for National K3, filling in dock memo pass books, and participating in tugboat fire simulation activities at the ports and PT Pelindo (Persero) Regional 1 Branch of Dumai offices.

**Table 3. 6 Activities of the fifth week from February 26<sup>th</sup>, 2024 to March 01<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, February 26 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the expedition pass memo book	Management Systems Division Room
2.	Tuesday, February 27 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the expedition pass memo book	Management Systems Division Room
3.	Wednesday February 28 <sup>th</sup> , 2024	1. Assist in FGD meeting preparation 2. Fill in the vehicle number on the dock memo pass sticker	Management Systems Division Room
4.	Thursday February 29 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permits, PJUM and K3	Management Systems Division Room
5.	Friday March 01 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

Source: Processed Data, 2024

Table 3.6 In the fifth week of February, the author carried out the same activities as the previous week, namely making entry permits, making vehicle number plates, filing and there were additions such as helping in preparing FGD meeting activities.

**Table 3.7 Activities of the sixth week from March 04<sup>th</sup>, 2024 to March 08<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, March 04 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
2.	Tuesday, March 05 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday, March 06 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the expedition pass memo book	Management Systems Division Room
4.	Thursday, March 07 <sup>th</sup> , 2024	1. Recapitulation of FGD activity documentation for February 2024 2. Create an entry permit letter 3. Archive the entry permit letter	Management Systems Division Room
5.	Friday, March 08 <sup>th</sup> , 2024	sick	

Source: Processed Data, 2024

Table 3.7 The first week of March the author carried out the same activities as the previous month. However, there are additions such as a recapitulation of documentation of FGD activities in February.

**Table 3.8 Activities of the seventh week from March 11<sup>th</sup>, 2024 to March 15<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, March 11 <sup>th</sup> , 2024	Ramadhan Holiday	
2.	Tuesday, March 12 <sup>th</sup> , 2024	Ramadhan Holiday	
3.	Wednesday, March 13 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter, PDS, Outgoing and incoming letters	Management Systems Division Room
4.	Thursday, March 14 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday, March 15 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

Source: Processed Data, 2024

Table 3.8 The second week of March, the author carried out the same activities as before. However, there are additions regarding archiving important letters.

**Table 3.9 Activities of the eighth week from March 18<sup>th</sup>, 2024 to March 22<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, March 18 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and incoming letters	Management Systems Division Room
2.	Tuesday, March 19 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday, March 20 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and outgoing letters	Management Systems Division Room
4.	Thursday, March 21 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday, March 22 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

Source: *Processed Data, 2024*

Table 3.9 The third week of March, the author carried out the same activities as before, making entry permit letters and filing exit and entry permits.

**Table 3. 10 Activities of the ninth week from March 25<sup>th</sup>, 2024 to March 29<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, March 25 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and PDS	Management Systems Division Room
2.	Tuesday, March 26 <sup>th</sup> , 2024	1. Fill in the vehicle number on the dock memo pass sticker 2. filling in the expedition book 3. Create an entry permit letter 4. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday, March 27 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
4.	Thursday, March 28 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday, March 29 <sup>th</sup> , 2024	Good Friday	

Source: *Processed Data, 2024*



Table 3.10 The fourth week of March the author carried out the same activities as before. However, there are additions regarding filling in the vehicle number on the dock memo pass sticker and filling in the expedition book.

**Table 3. 11 Activities of the tenth week from April 01<sup>nd</sup>, 2024 to April 05<sup>nd</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, April 01 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and PJUM	Management Systems Division Room
2.	Tuesday, April 02 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter, Work Accident Data, BDI and PDS	Management Systems Division Room
3.	Wednesday April 03 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
4.	Thursday April 04 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday April 05 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024.	Management Systems Division Room

Source: Processed Data, 2024

Table 3.11 In the first week of April, the author carried out the same activities as before. However, there are additions regarding archiving important letters and Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024.

**Table 3. 12 Activities of the eleventh week from April 08<sup>nd</sup>, 2024 to April 12<sup>nd</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, April 08 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 09 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	
3.	Wednesday April 10 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	
4.	Thursday April 11 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	
5.	Friday, April 12 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

**Table 3. 13 Activities of the twelfth week from April 15<sup>nd</sup>, 2024 to April 19<sup>nd</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, April 15 <sup>nd</sup> , 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 16 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024	Management Systems Division Room
3.	Wednesday April 17 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
4.	Thursday April 18 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Make a receipt for the consumption of the Eid service post	Management Systems Division Room
5.	Friday, April 19 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

Source: Processed Data, 2024

Table 3.13 In the third week of April, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, letter archive. However, there is an addition regarding making consumption receipts for Eid al-Fitr posts.

**Table 3. 14 Activities of the thirteenth week from April 22<sup>th</sup>, 2024 to April 26<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, April 22 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024	Management Systems Division Room
2.	Tuesday, April 23 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday April 24 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
4.	Thursday April 25 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and outgoing letters	Management Systems Division Room
5.	Friday, April 26 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

Source: Processed Data, 2024

Table 3.14 The fourth week of April, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Filing of letters.

**Table 3. 15 Activities of the fourteenth week from April 29<sup>th</sup>, 2024 to May 03<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, April 29 <sup>th</sup> , 2024	1. Recapitulation of FGD activity documentation for April 2024 2. Create a vehicle number on the dock memo pass sticker 3. Photocopy outgoing mail	Management Systems Division Room
2.	Tuesday, April 30 <sup>th</sup> , 2024	1. Recapitulation of documentation of fire extinguisher replenishment activities at the passenger terminal 2. Create an entry permit letter 3. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday May 01 <sup>th</sup> , 2024	International Labor Day	
4.	Thursday May 02 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
5.	Friday, May 03 <sup>th</sup> , 2024	1. Recapitulation of minutes of conclusion of FGD meeting in April 2024. 2. Create an entry permit letter 3. Archive the entry permit letter	Management Systems Division Room

Source: Processed Data, 2024

Table 3.15 In the fifth week of April, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Submission of letters and several additions such as recapitulation of activity documentation and recapitulation of the results of the FGD meeting in April.

**Table 3. 16 Activities of the fifteenth week from May 06<sup>th</sup>, 2024 to May 10<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, May 06 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Filing of entry permit and attendance SKPJ	Management Systems Division Room
2.	Tuesday, May 07 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday May 08 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

4.	Thursday May 09 <sup>th</sup> , 2024	Ascension Day of Jesus	
5.	Friday, May 10 <sup>th</sup> , 2024	Holiday	

Source: Processed Data, 2024

Table 3.16 In the first week of May, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai and Filing of letters.

**Table 3. 17 Activities of the sixteenth week from May 13<sup>th</sup>, 2024 to May 17<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, May 13 <sup>th</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
2.	Tuesday, May 14 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
3.	Wednesday May 15 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
4.	Thursday May 16 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. file a letter of agreement of PT. Pelindo	Management Systems Division Room
5.	Friday, May 17 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of important numbers in passenger terminals	Management Systems Division Room

Source: Processed Data, 2024

Table 3.17 the second week of May, the author carries out the same activities as before such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters and Recapitulation of documentation of important numbers in passenger terminals

**Table 3. 18 Activities of the seventeenth week from May 20<sup>th</sup>, 2024 to May 24<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, May 20 <sup>nd</sup> , 2024	1. Following the national awakening ceremony 2. Create an entry permit letter 3. Archive the entry permit letter	Management Systems Division Room
2.	Tuesday, May 21 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room

3.	Wednesday May 22 <sup>nd</sup> , 2024	1. Recapitulation of documentation of the activities of the coordination meeting of the central leadership of PT. PDS 2. Create an entry permit letter 3. Archive the entry permit letter 4. Scan certificates and diplomas	Management Systems Division Room
4.	Thursday May 23 <sup>rd</sup> , 2024	Waisak Day	
5.	Friday, May 24 <sup>th</sup> , 2024	Holiday	

Source: Processed Data, 2024

Table 3.18 In the third week of May, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, Submission of letter. However, there are several additions such as Recapitulation of documentation of the activities of the coordination meeting of the central leadership of PT. PDS and Scanned Certificates and Diplomas.

**Table 3.19 Activities of the eighteenth week from May 27<sup>th</sup>, 2024 to May 31<sup>th</sup>, 2024**

No	Date and Time	Description of activities	Place
1.	Monday, May 27 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Management Systems Division Room
2.	Tuesday, May 28 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Photocopy of outgoing invitation letter and circular letter	Management Systems Division Room
3.	Wednesday May 29 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the weekly report form in the monthly security report of PT. PDS	Management Systems Division Room
4.	Thursday May 30 <sup>nd</sup> , 2024	1. Create an entry permit letter 2. Archive the entry permit letter and outgoing letter. 3. Prepare and photocopy invitation letters and gotong royong circulars in the port area of PT. Pelindo.	Management Systems Division Room
5.	Friday, May 31 <sup>nd</sup> , 2024	1. Implementation of mutual cooperation in the area of the dock and port of PT Pelindo. 2. Create an entry permit letter 3. Archive the entry permit letter 4. Recapitulation of documentation for the Gotong Royong activity in the PT Pelindo dock and port area	Management Systems Division Room

Source: Processed Data, 2024

Table 3.19 The fourth week of May, the author carried out the same activities as before, such as making vehicle entry permits at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, Archiving letters and documenting group discussion forums. but there are additions regarding Fill out the weekly report form in the monthly security report of PT. PDS, Implementation of mutual cooperation in PT Pelindo's dock and harbor areas and Recapitulation of documentation for the Gotong Royong activity in the PT Pelindo dock and port area.

### **3.5 Obstacles and Solutions of the Apprenticeship**

#### 3.5.1 obstacles

The obstacle that the author got while doing the job training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai mill are:

1. There are several obstacles and hardware damage such as computers and printers that can affect the performance of employees and writers in the management system section.
2. The internet connection at the internship workplace is poor, causing difficulties for the writer in completing several tasks that require an internet connection.

#### 3.5.2 Solutions

The solution for the obstacles that the author got while doing the job training, we hope that in the nest period are:

1. The first step I will take is to promptly report it to the supervisor or IT support department. Clear and detailed communication about the issue is crucial so that the problem can be addressed promptly by the appropriate person. While waiting for the IT team to fix it, I can use my personal laptop temporarily.
2. Interns can utilize the mobile hotspot feature on their smartphones to connect their laptops, ensuring uninterrupted and efficient work without any interruptions.

## **CHAPTER IV**

### **CONCLUSIONS AND SUGGESTION**

#### **4.1 Conclusions**

After doing Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, the following conclusion can be drawn :

1. There are several types of work during the practical work program, namely: Creating entry permits, participating in K3 simulation activities in the port area and PT. Pelindo office, creating vehicle numbers on dock pass memo stickers, assisting in preparing blood donation activities as part of K3, checking the number of safety equipment and fire extinguishers in the management system department, documenting of group discussion forums (FGD) with companies in the Dumai area.
2. The practical work program took place at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai within the Management System division. The program lasted for four months, from February 1, 2023, to May 30, 2024.
3. The work system and procedures in the Management System division of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch utilize manual application systems. These systems facilitate the tasks and operations of the Management System division, streamlining their work processes.
4. During the practical work, several challenges were encountered, there are several obstacles and hardware damage such as computers and printers that can affect the performance of employees and writers in the management system section.

## 4.2 Suggestion

The Job Training carried out by the Author for 4 months is enough to help students get to know the performance of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. However, there are several things as evaluation material and suggestions for further implementation of Job Trainings including:

1. Students are advised to continually develop both soft and hard skills, as both are essential in the professional world. Additionally, mastering the subjects taught in lectures is crucial, as expertise in specific areas is often required in the workplace. For instance, knowledge of EMKL (Ekspor, Impor, dan Kegiatan Logistik) is particularly important in the Management System division of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai. EMKL expertise is necessary for overseeing fieldwork, including the management of tools, vehicles, and other equipment entering PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai area for tasks such as loading, unloading, and other operations.
2. The suggestion for the Bengkalis State Polytechnic is to strengthen cooperation with companies. With the holding of this Job Training activity, it can further strengthen the relationship between the Bengkalis State Polytechnic campus and PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai. This makes it easier for Bengkalis State Polytechnic students to be able to carry out internships in this company.
3. Advice for the company, thank you for allowing us to complete our job training smoothly and effectively. It is suggested that the company provide more assignments aligned with the students' fields of study, so they can gain more relevant professional experience.



## REFERENCES

- PT. Pelabuhan Indonesia (persero), 2024. “Company Profile”.  
<https://www.pelindo.co.id> . accessed on June 15<sup>th</sup>, 2024
- PT. Pelabuhan Indonesia (persero), 2024. “Pelindo Solusi Logistik”.  
[https://id.m.wikipedia.org/wiki/Pelindo\\_Solusi\\_Logistik](https://id.m.wikipedia.org/wiki/Pelindo_Solusi_Logistik). accessed on June 15<sup>th</sup>, 2024
- PT. Pelabuhan Indonesia (persero), 2024. “Pelindo Multi Terminal”  
[https://id.wikipedia.org/wiki/Pelindo\\_Multi\\_Terminal](https://id.wikipedia.org/wiki/Pelindo_Multi_Terminal). accessed on June 15<sup>th</sup>, 2024
- Politeknik Negeri Bengkalis, 2001. “Websit Polbeng”  
<https://www.polbeng.ac.id/official/sejarah-politeknik-negeri-bengkalis>.  
Accessed on June 09<sup>th</sup>, 2024.

## APPENDICES

### Appendix 1 : Apprenticeship Reply Letter



Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24  
Lampiran : 1  
Perihal : Permohonan Kerja Praktek (KP)

Dumai, 15 Januari 2024

**Kepada Yth. Wakil Direktur I Politeknik Negeri Bengkalis**

Jalan Bathin Alam, Sungai Alam  
di  
Bengkalis

1. Menunjuk surat dari Wakil Direktur I Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Praktek Kerja (KP).
2. Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui Mahasiswa/i Saudara untuk melakukan Praktek Kerja (KP) di perusahaan kami terhitung mulai 01 Februari s.d 31 Mei 2024 atas nama sebagai berikut :

No	NAMA MAHASISWA	NIM	PROGRAM STUDI
1	Muharroma Rizka Siregar	5404201315	D4 Administrasi Bisnis Internasional
2	Rahmini	5404201348	D4 Administrasi Bisnis Internasional
3	Rosa Camelia	5404201270	D4 Administrasi Bisnis Internasional
4	Suryatina	5404201336	D4 Administrasi Bisnis Internasional
5	Dwi Kurnia Putri	5404201284	D4 Administrasi Bisnis Internasional

Untuk pelaksanaan dimaksud kepada mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :

1. Sebelum memulai Praktek Kerja Lapangan (PKL) wajib melapor kepada Asisten Menejer Umum pada Divisi Umum Cabang Pelabuhan Dumai;
  2. Mentaati semua peraturan yang berlaku dan Protokol Kesehatan di Perusahaan dan wajib memahaminya ;
  3. Melengkapi Fotocopy Asuransi Jiwa / BPJS Kesehatan;
  4. Menyerahkan surat pernyataan bermaterai dari Sekolah apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab;
  5. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.
4. Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

## Appendix 2 : Apprenticeship Statement Letter



**SURAT KETERANGAN**  
**NO : KP.40 / I / 14 / DMI/REG1-24.TU**

Executive General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

**N a m a** : Rahmini  
**Mahasiswi** : Politeknik Negeri Bengkalis  
**NIM** : 5404201348  
**Program Studi** : D4 Administrasi Bisnis Internasional

Berdasarkan :

1. Surat Direktur Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Kerja Praktek (KP);
2. Surat Manager Umum Regional 1 Cabang Dumai Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24 tanggal 15 Januari 2024 Perihal Permohonan Kerja Praktek (KP).

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek pada PT. Pelabuhan Indonesia (Persero) Regional I Cabang Dumai terhitung mulai tanggal 01 Februari s.d 31 Mei 2024, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 31 Mei 2024

**REGIONAL 1 CABANG DUMAI**  
**an. EXECUTIVE GENERAL MANAGER**  
**MANAGER UMUM**

**M. NIRWAN**  
NIPP. 100993

**Appendix 3: Apprenticeship Certificate**



**Appendix 4: Apprenticeship Documentation**

1. Inventory of safety equipment



## 2. Community service and healthy walk in the framework of National K3 at the port



3. Blood donation in the framework of National K3 2024



4. Ship and Building Fire Drill Simulation at PT. Pelindo







5. Healthy Exercise every Friday



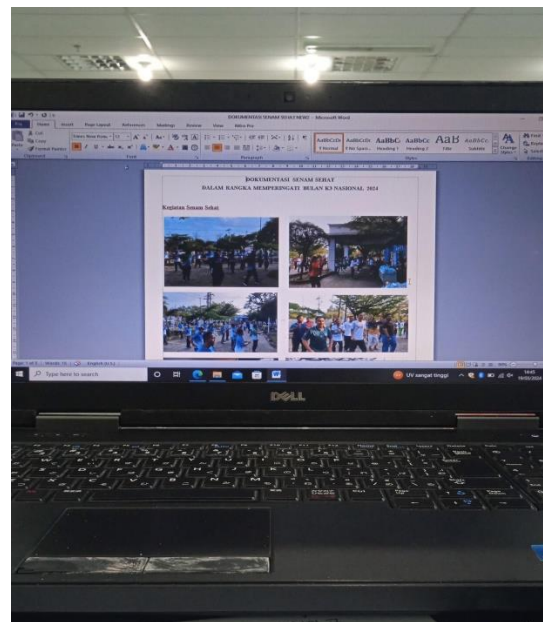
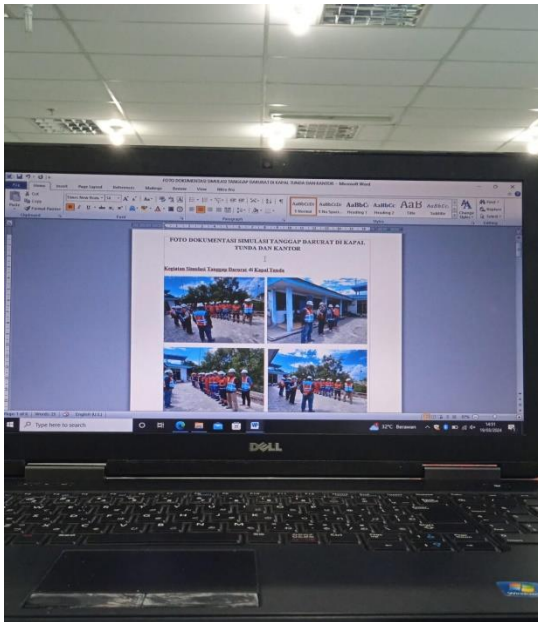
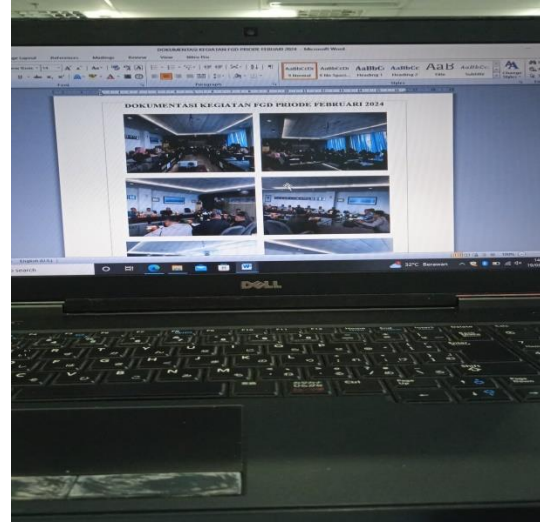
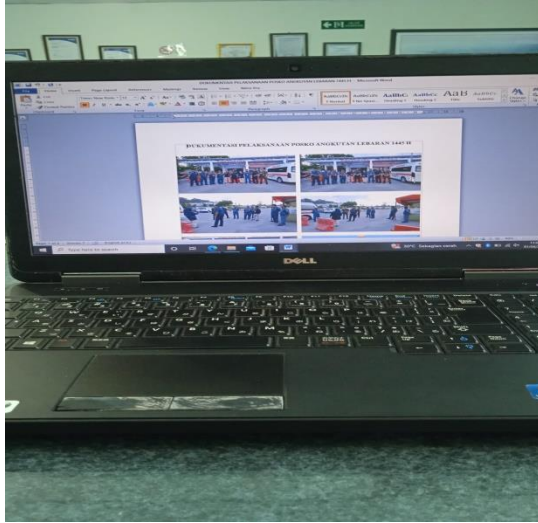
6. Breaking Fast Together during Ramadan at the PT. Pelindo office



7. Document Archiving



## 8. Activity Documentation Recapitulation



9. Focus Group Discussion Documentation



10. Community service at the port for the reception of the President and his entourage



## Appendix 5 : Apprenticeship Assesment Sheet

### EVALUATION RESULT FROM THE JOB TRAINING COMPANY PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH OF DUMAI

Name : Rahmini  
 NIM : 5404201348  
 Study Program : International Business Administration State Polytechnic of Bengkalis.

No.	Evaluation Aspects	Quality	Value
1.	Discipline	20%	19%
2.	Responsibility	25%	23%
3.	Adjusment / Adaptation	10%	10%
4.	Work Result	30%	28%
5.	Behavior in General	15%	15%
	TOTAL (1+2+3+4+5)	100%	95%

Explanation

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

Note:

*Very good job!!*

.....

.....

.....

.....

Dumai, May 31, 2024

Supervisor




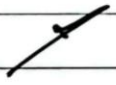
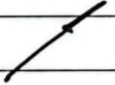
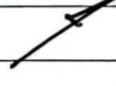
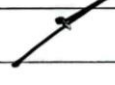





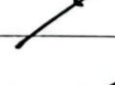
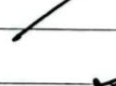
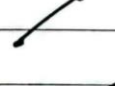
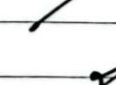
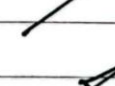
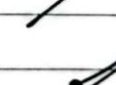
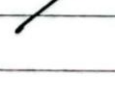

Chandra Hidayat

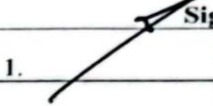
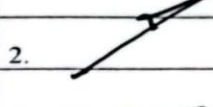

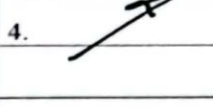
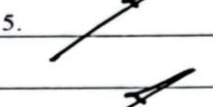




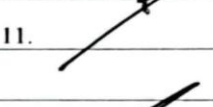


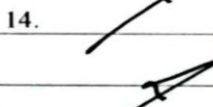



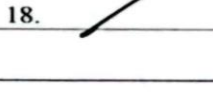
NIPP: 104354

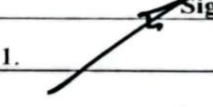


**Appendix 6 : List of Apprenticeship Attendance Sheet**

**ABSEN WORK PRACTISE  
PT. Pelindo (Persero) Regional 1 Branch of Dumai**

**Name : Rahmini**  
**Reg. Number : 5404201348**  
**Sec/Dept : Divisi Sistem Manajemen**

February		
No	Date	Signed
1.	Thursday, 1/2/2024	1. 
2.	Friday, 2/2/2024	2. 
3.	Monday, 5/2/2024	3. 
4.	Tuesday, 6/2/2024	4. 
5.	Wednesday, 7/2/2024	5. 
6.	Monday, 12/2/2024	6. 
7.	Tuesday, 13/2/2024	7. 
8.	Thursday, 15/2/024	8. 
9.	Friday, 16/2/2024	9. 
10.	Monday, 19/2/2024	10. 
11.	Tuesday, 20/2/2024	11. 
12.	Wednesday, 21/2/2024	12. 
13.	Thursday, 22/2/024	13. 
14.	Friday, 23/2/2024	14. 
15.	Monday, 26/2/2024	15. 
16.	Tuesday, 27/2/2024	16. 
17.	Wednesday, 28/2/2024	17. 
18.	Thursday, 29/2/2024	18. 

March		
No	Date	Signed
1.	Friday, 1/3/2024	1. 
2.	Monday, 4/3/2024	2. 
3.	Tuesday, 5/3/2024	3. 
4.	Wednesday, 6/3/2024	4. 
5.	Thursday, 7/3/024	5. 
6.	Friday, 8/3/2024	6. Sick
7.	Wednesday, 13/2024	7. 
8.	Thursday, 14/3/024	8. 
9.	Friday, 15/3/2024	9. 
10.	Monday, 18/3/2024	10. 
11.	Tuesday, 19/3/2024	11. 
12.	Wednesday, 20/3/2024	12. 
13.	Thursday, 21/3/2024	13. 
14.	Friday, 22/3/2024	14. 
15.	Monday, 25/3/2024	15. 
16.	Tuesday, 26/3/2024	16. 
17.	Wednesday, 27/3/2024	17. 
18.	Thursday, 28/3/2024	18. 

April		
No	Date	Signed
1.	Monday, 1/4/2024	1. 
2.	Tuesday, 2/4/2024	2. 
3.	Wednesday, 3/4/2024	3. 

4.	Thursday, 4/4/024		4.
5.	Friday, 5/4/2024	5.	
6.	Tuesday, 16/4/2024		6.
7.	Wednesday, 17/4/2024	7.	
8.	Thursday, 18/4/024		8.
9.	Friday, 19/4/2024	9.	
10.	Monday, 22/4/2024		10.
11.	Tuesday, 23/4/2024	11.	
12.	Wednesday, 24/4/2024		12.
13.	Thursday, 25/4/024	13.	
14.	Friday, 26/4/2024		14.
15.	Monday, 29/4/2024	15.	
16.	Tuesday, 30/4/2024		16.

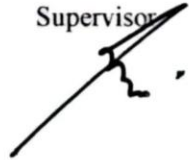
May			
No	Date	Signed	
1.	Thursday, 2/5/024	1.	
2.	Friday, 3/5/2024		2.
3.	Monday, 6/5/2024	3.	
4.	Tuesday, 7/5/2024		4.
5.	Wednesday, 8/5/2024	5.	
6.	Monday, 13/5/2024		6.
7.	Tuesday, 14/5/2024	7.	
8.	Wednesday, 15/5/2024		8.
9.	Thursday, 16/5/024	9.	
10.	Friday, 17/5/2024		10.



11.	Monday, 20/5/2024	11.	
12.	Tuesday, 21/5/2024	12.	
13.	Wednesday, 22/5/2024	13.	
14.	Monday, 27/5/2024	14.	
15.	Tuesday, 28/5/2024	15.	
16.	Wednesday, 29/5/2024	16.	
17.	Thursday, 30/5/024	17.	
18.	Friday, 31/5/2024	18.	

Dumai, may 31 2024

Supervisor














Chandra Hidayat  
NIPP. 104354










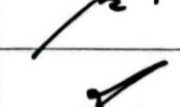
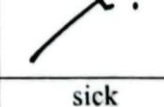
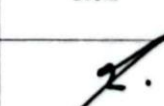

**APPENDIX 7: Daily Activity**

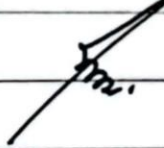
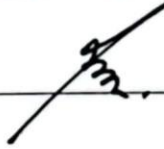
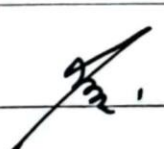
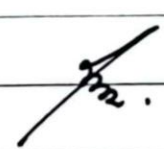

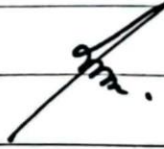
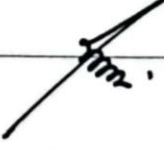
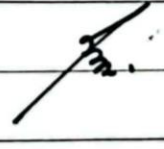




**DAILY ACTIVITIES OF THE APPRENTICESHIP  
PT. Pelindo (Persero) Regional 1 Branch of Dumai**

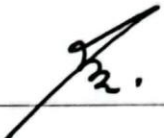
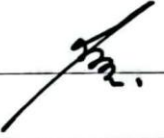
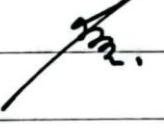
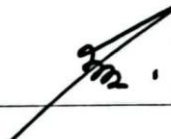
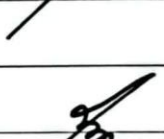
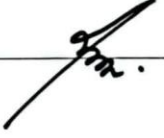





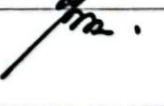
**Nama : Rahmini**

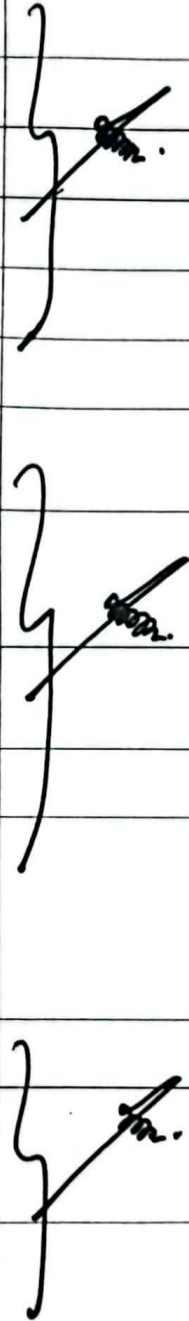
**NIM : 5404201348**



Date	Activity	Signed
February 1, 2024	<ol style="list-style-type: none"> <li>1. Self-introduction to the leadership and all employees of the General and Management System</li> <li>2. Assist in preparing for the K3 month race event to be held by the Management System section.</li> </ol>	
February 2, 2024	<ol style="list-style-type: none"> <li>1. Participate in healthy gymnastics and mutual assistance events in the fruit area of PT. Pelindo (Persero) Regional 1 Dumai Branch.</li> <li>2. National K3 month competition activities in 2024.</li> </ol>	
February 5, 2024	<ol style="list-style-type: none"> <li>1. Data collection of the number of safety equipment (helmets and vests) in the Management System room</li> <li>2. Incoming and outgoing mail archiving</li> <li>3. K3 Debriefing</li> </ol>	
February 6, 2024	<ol style="list-style-type: none"> <li>1. Assist in the preparation of internship licenses.</li> <li>2. Incoming and outgoing mail archiving</li> </ol>	
February 7, 2024	<ol style="list-style-type: none"> <li>1. Create an APAR distribution list</li> <li>2. File important papers</li> </ol>	
February 12, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit</li> <li>2. Recapitulation of healthy gymnastics documentation in commemoration of the 2024 National K3 month</li> </ol>	
February 13, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
February 15, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
February 16, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Recapitulation of Reneval Audit documentation and ID card of gymnastics instructor</li> </ol>	
February 19, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
February 20, 2024	<ol style="list-style-type: none"> <li>1. Helping to prepare for the 2024 National K3 Month Blood Donation activities</li> <li>2. Photocopy of Blood Donation participant registration paper</li> </ol>	

February 21, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Fill out the expedition pass memo book</li> </ol>	
February 22, 2024	<ol style="list-style-type: none"> <li>1. Participating in ship fire simulation activities at the port of PT. Pelindo (Persero) Regional I Dumai Branch</li> <li>2. Create an entry permit letter</li> <li>3. Archive the entry permit letter</li> </ol>	
February 23, 2024	<ol style="list-style-type: none"> <li>1. Participate in building fire simulation activities at the main office of PT. Pelindo (Persero) Regional I Dumai Branch</li> <li>2. Create an entry permit letter</li> <li>3. Archive the entry permit letter</li> </ol>	
February 26, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Fill out the expedition pass memo book</li> </ol>	
February 27, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Fill out the expedition pass memo book</li> </ol>	
February 28, 2024	<ol style="list-style-type: none"> <li>1. Assist in FGD meeting preparation</li> <li>2. Fill in the vehicle number on the dock memo pass sticker</li> </ol>	
February 29, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permits, PJUM and K3</li> </ol>	
March 1, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
March 4, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
March 5, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
March 6, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Fill out the expedition pass memo book</li> </ol>	
March 7, 2024	<ol style="list-style-type: none"> <li>1. Recapitulation of FGD activity documentation for February 2024</li> <li>2. Create an entry permit letter</li> <li>3. Archive the entry permit letter</li> </ol>	
March 8, 2024	<ol style="list-style-type: none"> <li>1. -</li> <li>2. -</li> </ol>	sick
March 13, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter, PDS, Outgoing and incoming letters</li> </ol>	

March 14, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 15, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 18, 2024	1. Create an entry permit letter 2. Archive the entry permit letter and incoming letters	
March 19, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 20, 2024	1. Create an entry permit letter 2. Archive the entry permit letter and outgoing letters	
March 21, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 22, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 25, 2024	1. Create an entry permit letter 2. Archive the entry permit letter and PDS	
March 26, 2024	1. Fill in the vehicle number on the dock memo pass sticker 2. Fill out the port scrap pass expedition book 3. Create an entry permit letter 4. Archive the entry permit letter	
March 27, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
March 28, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
April 1, 2024	1. Create an entry permit letter 2. Archive the entry permit letter and PJUM	
April 2, 2024	1. Create an entry permit letter 2. Archive the entry permit letter, Work Accident Data, BDI and PDS	
April 3, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
April 4, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
April 5, 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024.	

April 16, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024</li> </ol>	
April 17, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
April 18, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Make a receipt for the consumption of the Eid service post</li> </ol>	
April 19, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
April 22, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> <li>3. Recapitulation of documentation of the implementation of the Eid al-Fitr transportation post in 2024</li> </ol>	
April 23, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
April 24, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
April 25, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter and outgoing letters</li> </ol>	
April 26, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
April 29, 2024	<ol style="list-style-type: none"> <li>1. Recapitulation of FGD activity documentation for April 2024</li> <li>2. Create a vehicle number on the dock memo pass sticker</li> <li>3. Photocopy outgoing mail</li> </ol>	
April 30, 2024	<ol style="list-style-type: none"> <li>1. Recapitulation of documentation of fire extinguisher replenishment activities at the passenger terminal</li> <li>2. Create an entry permit letter</li> <li>3. Archive the entry permit letter</li> </ol>	
May 2, 2024	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter</li> </ol>	
May 3, 2024	<ol style="list-style-type: none"> <li>1. Recapitulation of minutes of conclusion of FGD meeting in April 2024.</li> <li>2. Create an entry permit letter</li> </ol>	

	3. Archive the entry permit letter	
May 6, 2024	1. Create an entry permit letter 2. Filing of entry permit and attendance SKPJ	
May 7, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 8, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 13, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 14, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 15, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 16, 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. file a letter of agreement of PT. Pelindo	
May 17, 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Recapitulation of documentation of important numbers in passenger terminals	
May 20, 2024	1. Following the national awakening ceremony 2. Create an entry permit letter 3. Archive the entry permit letter	
May 21, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 22, 2024	1. Recapitulation of documentation of the activities of the coordination meeting of the central leadership of PT. PDS 2. Create an entry permit letter 3. Archive the entry permit letter 4. Scan Certificates and Diplomas	
May 27, 2024	1. Create an entry permit letter 2. Archive the entry permit letter	
May 28, 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Photocopy of outgoing invitation letter and circular letter	
May 29, 2024	1. Create an entry permit letter 2. Archive the entry permit letter 3. Fill out the weekly report form in the monthly security report of PT. PDS	

<p>May 30, 2024</p>	<ol style="list-style-type: none"> <li>1. Create an entry permit letter</li> <li>2. Archive the entry permit letter and outgoing letter.</li> <li>3. Prepare and photocopy invitation letters and gotong royong circulars in the port area of PT. Pelindo.</li> </ol>	
<p>May 31, 2024</p>	<ol style="list-style-type: none"> <li>1. Implementation of mutual cooperation in the area of the dock and port of PT Pelindo.</li> <li>2. Create an entry permit letter</li> <li>3. Archive the entry permit letter</li> <li>4. Recapitulation of documentation for the Gotong Royong activity in the PT Pelindo dock and port area</li> </ol>	

Dumai, may 31 2024

Supervisor



Chandra Hidayat  
NIPP. 104354