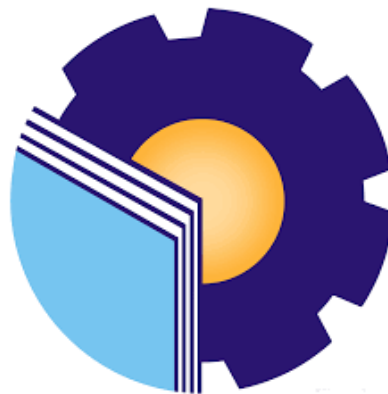


APPRENTICESHIP REPORT

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

ROSA CAMELIA
NIM : 5404201270



**APPLIED BACHELOR 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

ROSA CAMELIA

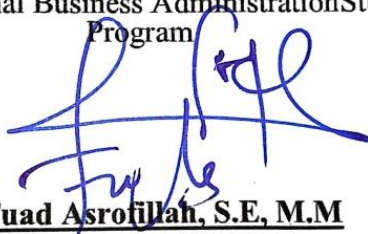
5404201270

Bengkalis, May 31st, 2024

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

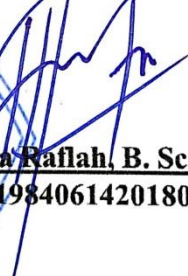


HARDI. S.T., M.M
NIPP. 101163

**Advisor Lecturer of
International Business Administration Study
Program**


M. Fuad Asrofillah, S.E., M.M
Nip.198406142018032001

Approved by,

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



Wan Junita Raflah, B. Sc., M.Ec.Dev
NIP. 198406142018032001

PREFACE

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 practical work reports that the authors do at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai on time, namely from February 01st 2024 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 Job Training report, the author realizes that without the guidance from various parties this job training 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:

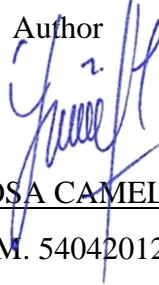
1. Mr. Johny Custer, S.T.,M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, M.Si as the Head of the Administration Departement.
4. Mrs. Wan Junita Raflah, B.Sc.,M.Ec, Dev as Head of International Business Administration Study Program.
5. M. Fuad Asrofillah, S.E, M.M as the advisor of this apprenticeship report
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the coordinator of Appreanticeship of International Business Administration Study Program.
7. All lecturers of the International Business Administration Study Program.
8. Mr. M. Nirwan, ST, M.M as the Head Manager of General Affair of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
9. Mr. M. Hardi, ST, M.M as the Head Manager of System Management of PT.

Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

10. 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 job training.
11. To My father Budiman and my mother Rohani. And my beloved brother and sister Beni Indra, Anis Kartika and Liza Novianti, 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.
12. All Friends in State Polytechnic of Bengkalis, especially International Business Administration Study Program, who have provided assistance and cooperation when completing this thesis.
13. All parties who have helped in completing this thesis who did not I can mention on by one.

Bengkalis, August 08th, 2024

Author



ROSA CAMELIA

NIM. 5404201270

TABLE OF CONTENT

APPROVAL SHEET	i
PREFACE.....	ii
TABLE OF CONTENT	iv
LIST OF TABLE	vi
LIST OF FIGURES	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Significance of the Apprenticeship	2
1.3.1 Significances for the Student	2
1.3.2 Significances of the company	3
1.3.3 Significances for State Polytechnic of Bengkalis	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company Profile	4
2.2 Vision and Mision.....	9
2.2.1 Vision of PT. Pelindo.....	9
2.2.2 Mission of PT.Pelindo.....	9
2.3 Kind of Business	10
2.4 Organization Structure	12
2.5 The Working Process	17
2.6 Document Used for Activity	21
CHAPTER III SCOPE OF THE APPRENTICESHIP	23
3.1 Job Description	23

3.2	System and Procedure	23
3.3	Place and Time of Apprenticeship	27
3.4	Kind of Description of the Activity	28
3.5	Obstacle and Solution of Apprenticeship.....	32
CHAPTER IV CONCLUSION AND SUGGESTION		33
4.1	Conclusion	33
4.2	Sugesstion	33
REFERENCES.....		35
APPENDICES		36

LIST OF TABEL

Table 3.1	The Procedures of Entry Permit.....	24
Table 3.2	The Procedures of Exit Permit	25
Table 3.3	The Procedures of Vehicle License Plates Sticker	25
Table 3.4	The Procedures Checking First Aid Kits and Fire Extinguishers.....	26
Table 3.5	The Procedures of Forum Group Discussion	26
Table 3.6	The Procedures of Archiving Documents	27
Table 3.7	Time of Apprenticeship.....	28

LIST OF FIGURES

Figure 2.1	Logo PT. Pelindo.....	8
Figure 2.2	Organizational Structure.....	12
Figure 2.3	Etry Permit.....	21
Figure 2.4	Exit Permit.....	22
Figure 2.5	Vehicle License Plate Sticker	22
Figure 3.1	Office of PT. Pelindo.....	27
Figure 3.2	Participate in K3 Cleaning at the Dock	29
Figure 3.3	Following the Survey of Dock	29
Figure 3.4	Participate in Blood Donation Activities.....	30
Figure 3.5	Participate in Fire Simulation Activities	31
Figure 3.6	Participate in an Iftar Event.....	31

LIST OF APPENDICES

Appendix 1	Apprenticeship Reply Letter.....	36
Appendix 2	Apprenticeship Statement Letter	37
Appendix 3	Apprenticeship Assesment Sheet	38
Appendix 4	List of Apprenticeship Attendance Sheet	39
Appendix 5	Daily Activities.....	43
Appendix 6	Figure of Job Description	48
Appendix 7	Apprenticeship Certificate.....	52