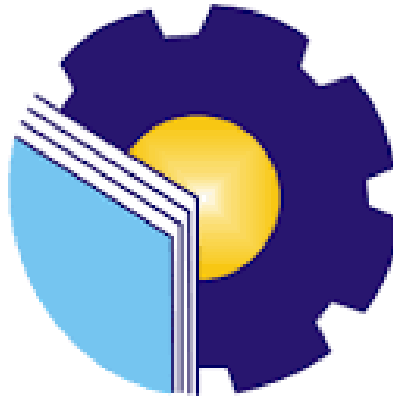


**APPRENTICESHIP REPORT**

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

**MUHARROMA RIZKA SIREGAR**  
**5404201315**



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

APPROVAL SHEET

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

Written as One of the Requirement For Completing of the Job Training

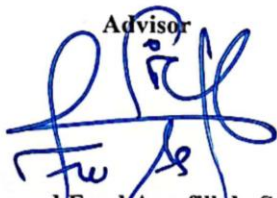
MUHARROMA RIZKA SIREGAR  
5404201315

Approved by:

Manager of Engineering  
& Operations

  
Budi Syafrizal, S.T  
NIPP. 102254

Advisor

  
Muhammad Fuad Asrofillah, S.E., M.M  
NIP. 199304202022031007

Head of International Business Administration Study Program  
State Polytechnic Bengkalis

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

## ACKNOWLEDGMENT

Praise the presence of Allah SWT for His grace, love and gifts the author can complete a Apprenticeship Report entitled "PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai " can be resolved well. As a requirement to complete the Diploma IV (D4) Program in Bengkalis State Polytechnic International Business Administration Study Program.

During the preparation of this thesis, the author received much prayer, support and guidance from various parties, both directly and indirectly. So on this occasion the author would like to thank:

1. Mr. Johny Custer, ST., MT as the Director of Bengkalis State of Polytechnic.
2. Mr. Armada, ST., MT as the Deputy Director 1 of Bengkalis State Polytechnic.
3. Ms. Supriati S.ST., M.Si as the Head of the Administration Department.
4. Ms. Wan Junita Raflah., B.Sc., M.Ev., Dev as the head of the International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Practical Work Coordinator of the International Business Administration Study Program.
6. Mr. Muhammad Fuad Asrofillah, S.E., M.M as apprenticeship advisor.
7. Mr. Budi Syafrizal as Senior Manager Operations and Engineering of PT. Pelindo Regional 1 Branch of Dumai.
8. Mr. Invol Laristo Naibaho, S.T., M.M., IPP., APRM., CPPM., Dipl. PM as apprenticeship supervisor.
9. Ms. Desvi Sitria as apprenticeship assistant supervisor.
10. All Staff and Employees of PT. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai, especially Engineering and Operation division who has guided, assisted, and taught the author when carrying out PT. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai.
11. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.

12. Friends at State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation while completing this final project.

The author realizes that in the preparation of this report is still far from perfection, therefore the author really hopes for criticism and suggestions. Finally, I hope this report can be useful for all parties who need it in the future.

Dumai, June 17<sup>th</sup>, 2024

**MUHARROMA RIZKA SIREGAR**  
**NIM. 540420131**

## TABLE OF CONTENT

APPROVAL SHEET .....	ii
ACKNOWLEDGEMENT .....	iii
TABLE OF CONTENT .....	v
LIST OF TABLES .....	vii
LIST OF FIGURES .....	viii
LIST OF APPENDICES .....	ix
CHAPTER I INTRODUCTION .....	1
1.1 Background of Apprenticeship .....	1
1.2 Purpose of the Apprenticeship .....	3
1.3 Significance of Apprenticeship .....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....	5
2.1 Company History .....	5
2.1.1 PT. Pelindo Marine Services .....	7
2.1.2 PT. Pelindo Multi Terminal .....	7
2.1.3 PT. Pelindo Logistics Solution .....	8
2.1.4 PT. Pelindo Container Terminal .....	8
2.2 Vission and Mission PT. Pelindo (Persero) Regional 1 Branch of Dumai ..	9
2.3.1 Vission PT. Pelindo Dumai .....	9
2.3.2 Mission of PT. Pelindo Dumai .....	9
2.3 Kind of Business .....	10
2.4 Organization Structure .....	11
2.5 The Working Process .....	13
2.6 Document Used for Activity .....	16
CHAPTER III SCOPE OF THE APPRENTICESHIP .....	19
3.1 Job Description .....	19
3.2 System and Procedures.....	20
3.3 Time and Place of Apprenticeship .....	26
3.3.1 Time of Apprenticeship.....	26
3.3.2 Place of Apprenticeship .....	26

3.4 Kind and Description of Activity .....	26
3.5 Obstacle and Solution of Apprenticeship .....	29
3.5.1 Obstacle of Apprenticeship .....	29
3.5.2 Solution of Apprenticeship.....	29
CHAPTER IV CONCLUSION AND SUGGESTION .....	30
4.1 Conclusion .....	30
4.2 Suggestion .....	31
REFERENCES.....	32
APPENDICES .....	33

## LIST OF TABLES

Table 3. 1 The Procedures of Recapitulation of passenger .....	21
Table 3. 2 The Procedures of Recapitulation Truck Lossing water .....	21
Table 3. 3 The Procedures of Edit Photos for Pass Card .....	22
Table 3. 4 The Procedures of Print Port Pass Card .....	22
Table 3. 5 The Procedures of Check and Recount .....	23
Table 3. 6 The Procedures of Archieve.....	23
Table 3. 7 The Procedures of Scan Documents .....	24
Table 3. 8 The Procedures of Photocopy Documents .....	24
Table 3. 9 The Procedures of Make details of 2024 .....	25
Table 3. 10 The Procedures of Creating Barcode .....	25
Table 3. 11 Time of Apprenticeship .....	26

## LIST OF FIGURES

Figure 2. 1 Logo PT. Pelindo (Persero) Regional 1 Branch of Dumai .....	6
Figure 2. 2 Logo Akhlak .....	10
Figure 2. 3 Structure PT. Pelindo (Persero) Regional 1 Branch of Dumai .....	12
Figure 2. 4 Handover Letter Document .....	17
Figure 2. 5 Manifest Document .....	17
Figure 2. 6 Letter of Request Document .....	18
Figure 3. 1 PT. Pelindo (Persero) Dumai .....	26
Figure 3. 2 Following Survey .....	27
Figure 3. 3 Blood Donation activities .....	27
Figure 3. 4 Fire Simulation Activity .....	28
Figure 3. 5 Mutual cooperation activities .....	28
Figure 3. 6 Weekly Gymnastic.....	29



## LIST OF APPENDICES

Appendix 1. Apprenticeship Reply Letter .....	33
Appendix 2. Apprenticeship Statement Letter .....	34
Appendix 3. Apprenticeship Assesment Sheet .....	35
Appendix 4. Certificate of Apprenticeship .....	36
Appendix 5. Apprenticeship Attendance Sheet .....	40
Appendix 6 Daily Activity of the Apprenticeship .....	57
Appendix 7. Work Documentation .....	69
Appendix 8. Revision Sheet .....	70

# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Higher education represents the pinnacle of formal learning, aimed at cultivating highly skilled professionals in human resources with advanced intellectual capabilities fit for the competitive landscape of the workplace. Both excellence and competency are indispensable. Consequently, educational institutions are tasked with grooming top-tier human resources to confront the ever-intensifying competition. In the contemporary era of globalization, the march of progress in technology and the passage of time are inevitable. This holds true for education as well, an arena in constant flux, where governments tirelessly endeavor to elevate standards. Every college attendee must be equipped to navigate the demands of professionalism within their chosen career path to thrive post-graduation. As scientific and technological advancements accelerate, the need for adept human resources capable of mastering these domains becomes paramount. It is envisaged that the march of scientific and technological progress can be matched by the mastery of these domains by skilled professionals.

The demand for competent and reliable expertise in specific fields is instrumental in securing roles that are increasingly dynamic in the pursuit of achieving desired objectives. Possessing adequate proficiency engenders human resources primed to leverage not only knowledge but also ethics, perspectives, and other requisite principles. The synergy between theory and practice in the realm of education is pivotal for validating and applying theoretical knowledge in real-world scenarios. It falls upon Bengkalis State Polytechnic to equip its students for success in the professional sphere, one aspect being the mandatory participation in Practical Work (KP) as a requisite component of completing the Applied Undergraduate Study Program in International Business Administration.

Practical Work (KP) embodies a learning journey wherein students directly immerse themselves in the workplace environment. Broadly speaking, the execution of Occupational Training aims at enhancing students' capacities and

skills aligned with their respective fields, to be directly applied across various engagements in governmental bodies and private enterprises. Each student at Bengkalis State Polytechnic is obligated to undergo this practical training annually to translate their academic learnings into practical workplace applications. Practical Work comprises a series of activities encompassing the application of scientific theories/concepts relevant to the profession within the field of study. Through practical work, students acquire insights, knowledge, and skills, bridging the gap between theoretical knowledge and practical application.

As a student majoring in International Business Administration, the author chose Pelindo Dumai as an internship site because this port is a very strategic center of logistics and international trade activities in Indonesia. Pelindo Dumai, as part of Pelindo (Persero) Regional 1 branch Dumai, plays an important role in connecting the domestic market with the global market through intensive export and import activities. Through my internship here, I have the opportunity to be involved in various operational and administrative aspects that support international relations, such as office management, international trade document management, and global marketing strategies. This experience will give me a deep insight into how international business policies are applied in practice, as well as broaden my understanding of the challenges and opportunities in the trading environment.

This Practical Work is carried out after students have completed at least 7 (Seven) semesters and fully graduated. Practical Work is one of the activities that has been carried out every year and must be followed by every Bengkalis State Polytechnic student, which aims to implement the theories obtained in college into the world of work, such as secretarial knowledge which includes office management, handling correspondence, communication and filing procedures. Practical work has been carried out at PT Pelindo (Persero) Regional 1 branch of Dumai for 4 (four) months starting from February 01<sup>st</sup> to May 31<sup>st</sup>, 2024.

## **1.2 Purpose of the Apprenticeship**

To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To find out descriptions of work activities at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
2. To find out descriptions of work activities at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
3. To find out the documents used for activities when conducting apprenticeship program at Pelindo (Persero) Regional 1 Branch of Dumai.

## **1.3 Significant of Apprenticeship**

The Apprenticeship carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic

1. For Students
  - a. There are several benefits from the implementation of the apprenticeship program that students get, namely as follows:
  - b. Get a certificate from the company if you have completed a apprenticeship program.
  - c. Students can develop working relationships and add experience to their resume. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
  - d. Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.
  - e. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

2. For Companies

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students, such as:

- a. Companies will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.

b. The company will be recognized by academics and the world of education.

3. For Bengkalis State Polytechnic.

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

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

## **CHAPTER II**

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

#### **2.1 Company History**

PT Pelabuhan Indonesia (Persero) Pelindo is an Indonesian state-owned enterprise engaged in logistics, especially port management and development. Pelindo is 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 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 SOEs. 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. Then based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756 / MBU / 10/2021 dated October 1, 2021 regarding Approval of Name Changes, Amendments to the Articles of Association and Company Logo, PT Pelabuhan Indonesia II (Persero) changed its name to “PT Pelabuhan Indonesia (Persero) or abbreviated as Pelindo”.

PT. Pelabuhan Indonesia I (Persero) originally during the Dutch colonial period was a company with the name “Haven Bedrijf”. After the independence of the Republic of Indonesia, in the period 1945-1950, the company's status changed

to the Bureau of Ports. In 1969, the Port Bureau changed to become a State-Owned Enterprise (BUMN) with the status of a Port State Enterprise, abbreviated as PNP.

Period 1969-1983, PNP changed to the Port Entrepreneurs Association with the name Port Concession 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 1, abbreviated as Perumpel I. Based on Government Regulation No. 56 YEAR 1991 Perumpel 1 changed to PT Pelabuhan Indonesia I (Persero).

Change of company name to PT Pelabuhan Indonesia I (Persero) based on Deed No. 1 dated December 1, 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 June 1, 1992 and has been announced in the State Gazette of the Republic of Indonesia No. 8612 dated 1 November 1994, Supplement No. 87.



**Figure 2. 1 Logo PT. Pelindo (Persero) Regional 1 Branch of Dumai**  
*Sourced: PT. Pelindo (Persero) Regional 1 Branch of Dumai*

The Company is domiciled and headquartered at Jalan Krakatau Ujung No. 100 Medan 20241, North Sumatra, Indonesia. 100 Medan 20241, North Sumatra, Indonesia. Based on Government Regulation No. 64 of 2001, the position, duties and authorities of the Minister of Finance as the Shareholder of the Persero/Limited Company are transferred to the Minister of State-Owned Enterprises of the Republic of Indonesia. Minister of State-Owned Enterprises of the Republic of Indonesia, while the Technical is in the hands of the Ministry of Transportation of the Republic of Indonesia and implemented by the Directorate General of Sea Transportation.

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is one of the companies engaged in services which include port services, container services, terminals and container depots, shipyard businesses, refueling, port consulting services and customs area exploitation. At PT Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai there are several subsidiaries, like PT. Pelindo Marine Service, PT. Pelindo Multi Terminal, PT. Pelindo Logistic Solutions, PT. Container Terminal which is in Dumai.

### **2.1.1 PT. Pelindo Marine Services**

PT Pelindo Jasa Maritim Subholding 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 Jasa Maritim 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 Jasa Peralatan Pelabuhan Indonesia, PT Energi Pelabuhan Indonesia, PT Pengerukan Indonesia, PT Berkah Industri Mesin Angkat, PT Lamong Energi Indonesia. It also operates 4 regions namely Region 1, 2, 3 and 4, as well as 3 grandchildren 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 located in Jakarta, Surabaya and Makassar.

### **2.1.2 PT. Pelindo Multi Terminal**

PT Pelindo Multi Terminal focuses its port services on managing non-gold terminals, such as liquid bulk terminals, dry bulk, multipurpose, to passenger terminals and vehicle terminals. Pelindo Multi Terminal (SPMT) starting January 1, 2022 has officially operated at the Dumai Port Terminal, Riau. A 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 Branch Ports in Sumatra, Java, Kalimantan and Sulawesi, inbreng shares of subsidiaries PT Indonesia Kendaraan Terminal Tbk and PT Pelabuhan Tanjung Priok, as well as the implementation of the transformation process and digitization of operational services in all ports managed by SPMT. This step is expected to lead to improved port services and connectivity.

### **2.1.3 PT. Pelindo Logistics Solution**

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

SPSL currently operates logistics and hinterland development networks in more than 40 service areas spread across Indonesia and manages 6 Subsidiaries namely PT Multi Terminal Indonesia, PT Akses Pelabuhan Indonesia, PT Prima Indonesia Logistik, PT Nusantara Terminal Services, PT Menara Maritim Indonesia and PT Prima Kawasan Development which continue to provide end-to-end services by expanding connectivity and creating partnership strategies.

### **2.1.4 PT. Pelindo Container Terminal**

PT Pelindo Terminal Petikemas or commonly abbreviated as Pelindo TPK, is a subsidiary of Pelabuhan Indonesia engaged in container terminal management (TPK). As of August 2023, the company manages 29 TPKs spread across Indonesia. The company was appointed as Pelindo's internal subholding holding company engaged in container terminal management. In 2023, the company started managing Bagendang TPK and Bumiharjo TPK in Central Kalimantan.

## **2.2 Vission and Mission PT. Pelindo (Persero) Regional 1 Branch of Dumai**

### **2.2.1 Vission PT. Pelindo Dumai**

To become a leader in an integrated and world-class maritime ecosystem. This vission is a statement of the company' aspiration to become the main gateway to the global logistics network in Indonesia. This aspiration emerges based on geographical potential, business opportunities to companies to realize the intended vission.

### **2.2.2 Mission of PT. Pelindo Dumai**

1. Realizing a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth.
2. Providing port and maritime services that are reliable and integrated with industrial estates and Industrial Estates to support the Indonesian and Global Logistics network by maximizing the economic benefits of the Malacca Straits.

To support the achievement of the Vision and Mission, PT Pelindo (Persero) Regional 1 Dumai Branch has a company value that is determined as follows:

1. Customer Focus: Proactive in serving and building relationships with customers.
2. Integrity: Prioritizing commendable behavior in accordance with the company's values, principles and ethics.
3. Professionalism: Mastery of work that includes knowledge skills and attitudes.
4. Teamwork: A sincere desire to cooperate with others.
5. Adaptive: The ability to continuously adapt to the times.

The prevailing values are expected to be able to lead the company to achieve its vision and carry out its mission, known as AKHLAK.



**Figure 2. 2 Logo Akhlak**

*Sourced: PT. Pelindo (Persero) Regional 1 Branch of Dumai*

The company values are defined as follows:

1. Amanah: Upholding the trust given.
2. Competent: Continue to learn and develop capabilities.
3. Harmonious: Caring for each other and respecting differences.
4. Loyal: Dedicated and prioritize the interests of the nation and state.
5. Adaptive: Continue to innovate and be enthusiastic in driving or facing change.
6. Collaborative: build synergistic cooperation.

### **2.3 Kind of Business**

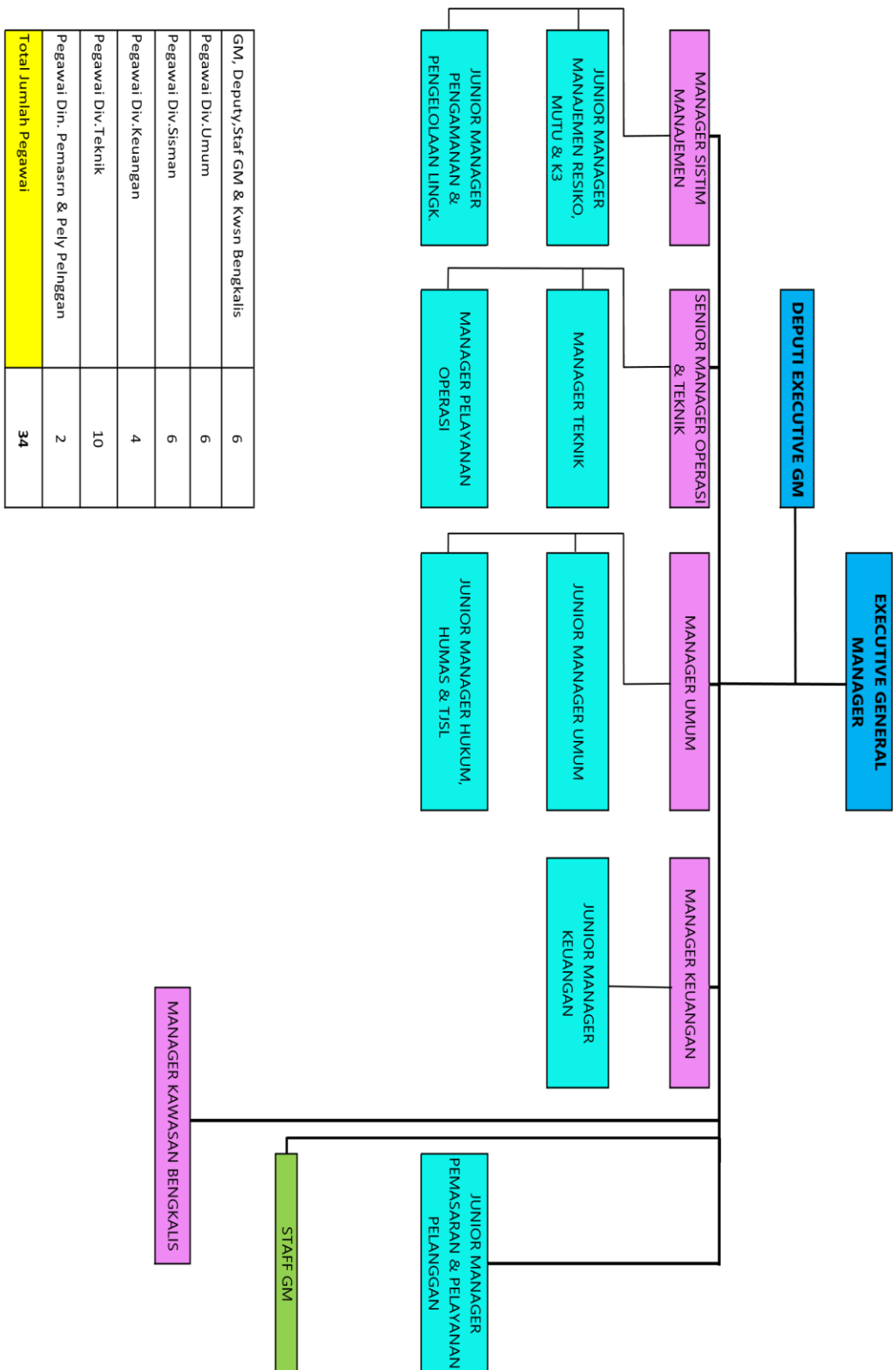
Business activities based on the Decree of the Minister of Transportation No. KP 133 of 2011 dated March 2, 2011 concerning the granting of a business license to PT Pelabuhan Indonesia (Persero) as a Port Business Entity carried out in providing port services and other businesses that support the port. carried out in providing port services and other businesses that support the achievement of the company's objectives include the provision or service of services, among others as achievement of the company's objectives includes the provision or service of services, among others, The following:

1. Provision or service of wharf services for mooring.
2. Provision or service of refueling oil and clean water services.
3. Provision or service of passenger and vehicle boarding and alighting facilities.
4. Provision or service of dock services for the implementation of loading and unloading activities, as well as port equipment.

5. Provision or service of warehouse services, places for storing goods, loading and unloading equipment, and port equipment.
6. Provision or service of container terminal services, liquid bulk, dry bulk, and Ro-Ro.
7. Provision or service of loading and unloading of goods.
8. Provision or service of distribution center and consolidation of goods.
9. Provision or service of ship delay services.

#### **2.4 Organizational Structure**

In carrying out its operational activities, every company needs an organizational structure to facilitate its work, namely by dividing responsibilities and authorities based on the section or division it manages. Thus, the organizational structure of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch can be seen in the following figure:



**Figure 2. 3 Structure PT. Pelindo (Persero) Regional 1 Branch of Dumai**  
 Source: PT. Pelindo (Persero) Regional 1 Branch of Dumai

The Organizational Structure of PT Pelindo (Persero) Regional 1 Dumai Branch is structured based on the provisions with the functions, obligations, and responsibilities of each part in the field. Each position has its own duties, authorities and responsibilities.

## **2.5 The Working Process**

PT. Pelindo (Persero) Regional 1 branch of Dumai has each division which is explained below:

### **1. Executive General Manager**

Leads several units in the field of work functions that oversee all functional managers. The General Manager is responsible for making decisions and is responsible for the achievement of company goals as well as controlling 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 and performing other duties assigned by the General Manager.

### **3. Management System Division**

The Management System Division has the main task of planning, coordinating, controlling, recommending and reporting the preparation of the quality management system work program. Risk management, occupational safety and health (OHS) management system, environmental management system (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPIs) as a whole and ensure suitability and effectiveness in their implementation.

The Management System Division consists of:

#### **a. Junior Manager Risk, Quality & K3**

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

b. Junior Manager of Security & Environmental Management

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

4. Operations and Engineering Division

The Operations and Engineering Division has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for investment activities and maintenance of loading and unloading equipment, technical recommendations related to Building Permits (IMB), monitoring port master plans and the environment, as well as public water services, ship water and electricity services and operations.

The Operations & Engineering Division consists of:

a. Junior Manager Engineering

Has the main task of implementing, supervising and evaluating investment work activities, maintenance of port facilities, monitoring port master plans and implementing technical management information systems and technical administration as well as preparing technical recommendations for IMB enforcement.

b. Junior Manager of Operation Services

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

5. General Division

The General Division has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for planning and developing Human Resources (HR), personnel administration, labor relations, administration and housekeeping as well as law and public relations (PR) and TJSL.

The general division consists of:

a. Junior General Manager

has the main task of implementing, supervising, and evaluating HR planning and development activities, personnel administration, labor relations.

b. Junior Manager Legal and Public Relations (PR) & TJSL

Has the main task of carrying out, supervising, and evaluating activities and reviewing legal issues, relations with agencies and the community, document storage, protection of company interests and organizing corporate image improvement.

TJSL Has the main task of carrying out, supervising and evaluating the financial administration activities of coaching funds, fostering small businesses and cooperatives, assessing and evaluating the feasibility of prospective foster partners and preparing financial reports on partnerships and environmental development in the Company PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch.

6. Finance Division

The finance division has the main task 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, verification of pranota and penotaan as well as partnership and environmental development (KBL) activities. The Finance Division consists of:

a. Junior Manager of Finance

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 of transactions, administration and proposals for the elimination of fixed assets, administration and reporting of taxation and Non-Tax State Revenue (PNBP) as well as archiving evidence of bookkeeping and



preparation of financial reports and carrying out, supervising and evaluating financial traffic activities and bank statements, administration of accounts payable and receivable, advances, deposits, upers, receipts. Keeping securities and bank cash disbursements as well as verification of pranota and penotaan.

7. Marketing and Customer Service Office

Has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for planning and controlling operations, docking services, guiding, delays, mooring and fleet preparation, marketing, handling customer complaints, implementing Service Level Agreement (SLA)/Service Level Guarantee (SLG), and handling Customer Relationship Management (CRM) in customer service activities.

8. Bengkalis Area Manager

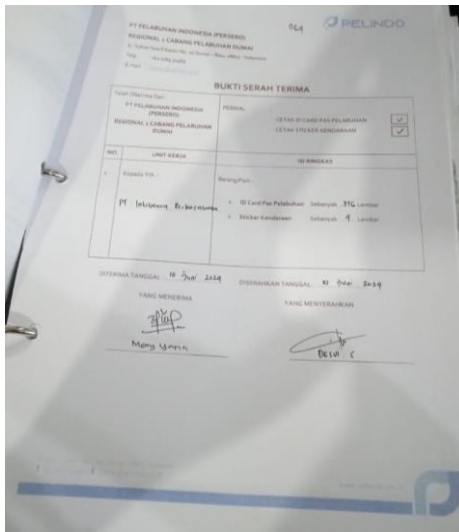
Has the main task of organizing, carrying out port services and business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and passenger flow in accordance with company policy.

## **2.6 Document Used for Activity**

In carrying out apprenticeship, there are several documents needed to complete the work given. These documents are as follows:

1. Handover Letter

is an official document used to document the process of handing over payment from the buyer to the Pelindo office. In this letter, the payee certifies that they have received the appropriate amount of money for the purchase of an access card, noting transaction details such as the date, payment amount, and reference number of the given access card. This letter serves as proof that the payment has been received and the access card has been delivered.



**Figure 2. 4 Handover Letter Document**  
 Source: Processed Data, 2024

## 2. Manifest


A manifest is an official document that records complete information about passengers departing and arriving by ship. The manifest serves as a list of important data related to passengers, including their identity, origin, and purpose of travel.

NO	NAME	SEX	BIRTH PLACE	D.O.B	COUNTRY	PASSPORT	REMARKS
1	MUHAMMAD FALDI	M	KEPONG	05/10/1972	IDN	E388735	
2	DEWI HUDA	F	SEMARANG	08/10/1998	IDN	A178145	
3	PURWANDI LUGDO SONDARTO	M	SEMARANG	14/10/2000	IDN	A130228	
4	RINA	M	MAKASSAR	20/10/1979	IDN	A130286	
5	ALEX HANZEN SANDARTO	M	MAKASSAR	05/10/2007	IDN	A130133	
6	DMITRI	M	MAKASSAR	20/03/1991	IDN	Z0H0219	
7	NOVI ZALKA BINTI OMAR	F	SELANGOR	18/06/1974	MYN	A010389	
8	CHRYA INE MUDA	F	SELANGOR	08/03/2000	MYN	A010340	
9	NOVI HERNANDI BINTI OMAR	F	KEPONG	14/05/1978	MYN	A010340	
10	NOVI HALIZA BINTI OMAR	F	SELANGOR	09/11/1978	MYN	A010340	
11	MARUL ATWANAH BINTI MACHO KAF	F	JOHORE	25/11/1999	MYN	A000324	
12	ABU HESAM BIN HANZAH	M	KEPONG	13/03/1967	MYN	A000300	
13	HANSEN BINTI MARYATI	F	PERANG	14/08/1968	MYN	A000300	
14	NOVI HANZAH BINTI OMAR	F	PERANG	27/08/1981	MYN	A000300	
15	ALMANTISARACHANI BINTI MO ANI	F	PERANG	22/08/1942	MYN	A031178	
16	RINA BINTI ABUL RAHMAN	F	MELAKA	23/04/1976	MYN	A018320	
17	SHAMUDIL BIN OMAR	M	KEPONG	28/07/1971	JAM	A006804	
18	ADRIANA	M	KEPONG	12/12/1980	IDN	E382591	
19	ANDRIAL	M	KEPONG	09/11/1988	IDN	E380167	
20	ALINDA	M	KEPONG	27/12/1980	IDN	K311004	
21	HANDARI	F	KEPONG	01/01/1980	IDN	C340383	
22	VOM SAPUTRA	M	SILANG LARAS	01/02/2000	IDN	E600172	
23	RICA DEVI SIALAJA	F	KOTO PERANG	01/01/1991	IDN	E600542	
24	RINO SAPUTRA	M	SILANG TEMANG	03/03/1983	IDN	E600764	
25	ZUL MIRA MAHMUD	M	KEPONG	21/12/1967	IDN	E353689	
26	RIFAN PRADIGIAN	M	BANGSA PEGOH	22/02/1991	IDN	E600743	
27	GUETI FRANGA	M	KOTO RENDA	07/08/1996	IDN	E600322	
28	NINI LESTARI	F	BANGSA PEGOH	14/05/1994	IDN	E600424	
29	REZA MALIA	F	KEPONG	08/02/1995	IDN	E600720	
30	RAGA MUSTIKA AYU NINGSIH	F	PENDANG HIANG	23/01/2004	IDN	E600760	
31	NURMIRA	F	PENDANG HIANG	10/10/1983	IDN	E600760	
32	RENOLDA	F	BANGSA TUTANG	28/05/1987	IDN	E600765	
33	AKHYA PUTRI	F	BEMERAH	10/02/1979	IDN	E300524	
34	MUHAMMAD YUSUF HANUSIN	M	GANING SAMPAH	04/02/1972	IDN	E300728	
35	ROSMAN BIN UMAT	M	SELANGOR	15/12/1985	MYN	A030079	

**Figure 2. 5 Manifest Document**  
 Source: Processed Data, 2024

3. Letter of Request

Letter of request is an official document used by related parties to submit requests or needs in connection with port operations, services, or facilities provided by Pelindo Dumai.



**CV. JAYA LIMIN ABADI**  
 Jalan Panglima Jambul Gg. Mekar Sari RT/RW : 03/000 Kel. Bagas Keladi  
 Kec. Dumai Barat - Kota Dumai - Riau Kode Pos : 28821  
 e-mail : ismantolegim@gmail.com

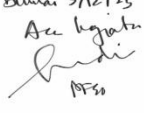


Permohonan izin pengantaran Air Bersih Dermaga Pelindo


Nomor Polisi :

BM 9258 RE
BM 8630 RU
BM 8025 RE

Priode : 4 Desember 2023

NO.	TUJUAN	POSISI PENGANTARAN	QUANTITY	KETERANGAN
1.	TB. TRANS MARITIM 2101	PELINDO JETTY B	30 TON	

Dumai, 4 Desember 2023  
 Hormat kami  
  
  
 CV. JAYA LIMIN ABADI  
  
 Ismantolegim



**PT. JASINDO TESTING SERVICES**  
 Independent Surveyor

Survei  
 No. 02/PM/TEL - 011-08052-0209  
 Perihal : Permohonan persetujuan Pst Pelabuhan Tahun 2024  
 Dumai, 09 Januari 2024

Konsep,  
 Yth. Kepala Kantor Pelindo 1 Labang Dumai  
 Di Tempat

Dengan Hormat,


Berdasarkan surat ya kami mohon agar dilakukan persetujuan Pst Pelabuhan Pelindo Dumai tahun 2024  
 Adapun nama-nama perusahaan kapal untuk pemukiman Pst Pelabuhan sebagai berikut :

NO	NAMA	JASADAN	NO	SIKSA	SIKSI MAN
1	Fa Yul Hanih	Kontr. Dumai	20	Sonita B Pangandian	Surabaya
2	Agung Haidar	Surabaya	21	Sudhik	Surabaya
3	Adama Haidar	Surabaya	22	Laksono	Surabaya
4	Dika Harsono	Surabaya	23	Reza Rizki Sinar	Surabaya
5	Nisa Plunakar Chelby	Surabaya	24	Ard Rahman	Surabaya
6	Isan Kuswanto	Surabaya			
7	Surya Irenyefi Alhending	Surabaya	25	Jarkito	Ass. Surabaya
8	Satriya Andhika	Surabaya	26	Toni Harsono	Ass. Surabaya
9	Fahri Itri	Surabaya	27	Amel S Hartono	Ass. Surabaya
10	Rya Andri Sembiring	Surabaya	28	Rahmat Adeli	Ass. Surabaya
11	Mitra Harsono	Surabaya	29	Ah Raka Wiyanti	Ass. Surabaya
12	Engido	Ass. Surabaya	30	Rita Gunawan I Dilla	Ass. Surabaya
13	Selwendia Nurita	Ass. Surabaya	31	Muhammad Syifa	Ass. Surabaya
14	Hermansyah	Ass. Surabaya		Doni Febrianto	Ass. Surabaya
15	Peteri Andri Amelipang	Ass. Surabaya			
16	Pully Harsono	Ass. Surabaya			
17	Fahriani Nurita S.	Ass. Surabaya			
18	Maula	Ass. Surabaya			
19	Delek Rahman	Ass. Surabaya			

1. Pst Kinciranan Ruda Empat ( BK 1674 AAK )  
 2. Pst Kinciranan Ruda Dua ( BN 6942 RP )

Dewikah surat permohonan ya kami apakan, atas bantuan dan kerjasamanya diucapkan terima kasih.

NB : No. 1 s/d 24 (kapal)  
 No. 25 s/d 31 (Pst)

Hormat Kami,  
 PT. JASINDO TESTING SERVICES  
  
 Eki Yulianto  
 Koordinator Cabang Dumai

Komplek Graha Helvetia Blok G20 Helvetia - Sumut - Indonesia Telp. 062-901-8442565 Fax. 062 - 061-8442564

Figure 2. 6 Letter of Request Document  
 Source: Processed Data, 2024

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This practical work program was carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai for 4 (four) months from 01 February 2024 to 31 May 2024. During the practical work period, interns are placed in the Engineering and Operation Division. There are several assignments during practical work in the Engineering and Operation Division at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:

1. Recapitulation of passenger departures/arrivals reports at Pelindo Dumai Port.

Recap the total departures/arrivals of international and domestic passengers operating at Pelindo Dumai Port each month and recap data on foreigners and Indonesian citizens for international terminals and recap data on adults and children for domestic terminals.

2. Recapitulation Truck Lossing water.

This is done to find out the water income each month, this recap is made based on tons and the sales price.

3. Edit photos for pass card creation.

Edit photos using Remove.bg web. blue for yard pass, red for boat pass, and yellow for dock pass.

4. Print Port Pass Card.


This is done to make pass cards for companies entering the Pelindo Port Area. Print the pass card using a Fargo printer. After being printed based on the company's name, the card is given a barcode for the company's identification.

5. Check and recount matching and research data.  
Recalculate the amount of cooperation income between other companies and PT Pelindo for foreign and local vessels. This memorandum contains revenue for tugboats and pilot boats.
6. Archives of manifests and Minutes of Matching and Research.  
Archives are needed in every field of work so that they can be easily found again at any time if the leadership requires it.
7. Scan important documents.  
Document scanning is the process of scanning document objects in the form of written structures and images detected by a scanner engine sensor which can convert them into digital data in the form of pdf or jpeg format files. Scan documents that function to duplicate hard file objects into soft file form so that these documents are easier to store and process other needs.
8. Photocopy important documents  
Photocopy is the result of photographic reproduction or duplication of printed matter or writing.
9. Make details of making 2024 pass access cards.  
These details are intended for the company to pay for the pass access card that has been made before making a paid-off note.
10. Creating barcodes for pass cards.  
Create a barcode using the website [me.qr.com](https://me.qr.com) then enter the company name, company pass code for zero entry to the port.

### **3.2 System and Procedure**

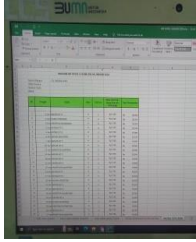
To make it easier for employees to do their job, the company uses an internet-based system. Every computer in one division is connected to other divisions in all Business Units at PT. Pelindo (Persero) Regional 1 branch of Dumai. But not all work is done online, some work is done offline and manually, some of the work I do is done more online than offline.

**Table 3. 1 The Procedures of Recapitulation of passenger**

No.	Recapitulation of Passenger	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the computer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Microsoft excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Creat table with different categories</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Input data like: total, adults and children, foreigners and nationals</div>	Microsoft Excel		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 2 The Procedures of Recapitulation Truck Lossing water**

No.	Recapitulation Truck Lossing Water	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the computer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Microsoft excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Creat table with different categories</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Input data such as ship name, price, total tons, and payment amount.</div>	Microsoft Excel		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 3 The Procedures of Edit Photos for Pass Card**

No.	Edit photos for pass card	Device	Output	Place
1.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Turn on the computer</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Login website of remove.bg</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Select a photo</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Edit Background</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Save photos in one folder</div> </div>	Remove.bg Website		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 4 The Procedures of Print Port Pass Card**

No.	Print Port Pass Card	Device	Output	Place
1.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Turn on the computer</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Open ID work and open project</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Choose card color</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Enter company identity</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Click ok and print the card</div> </div>	ID Work Intro Production		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 5 The Procedures of Check and Recount**

No.	Check and recount matching and research data	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Open document</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Crosscheck revenue amount</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Compare with paid-off notes</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Checklist and initials</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Taken by manager</div>	Pencil and Calculator		Engineering and Operation Division

Source: Processed Data, 2024


**Table 3. 6 The Procedures of Archive**

No.	Archives of manifest and minutes of matching and research	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Organize documents</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Put documents in plastic</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Insert into archive bundle</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Return it to the archive room</div>	Plastic and Bundle Document		Engineering and Operation Division

Source: Processed Data, 2024




**Table 3. 7 The Procedures of Scan Documents**

No.	Scan Important Document	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the Scanner</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Insert the document sheet</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Click scan in machine scanner</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Click scan to flasdisk and start</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Waiting for document realise</div>	Scanner Machine		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 8 The Procedures of Photocopy Documents**

No.	Photocopy important document	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Open the printer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Put the original paper</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Press the colorless button</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Wait for the copy to finish</div>	Printer		Engineering and Operation Division


Source: Processed Data, 2024

**Table 3. 9 The Procedures of Make details of 2024**

No.	Make details of making 2024 pass access cards	Device	Output	Place
1.	<p>Open the Computer</p> <p>↓</p> <p>Enter a Microsoft Word</p> <p>↓</p> <p>Open Pelindo template letter</p> <p>↓</p> <p>Input data such as amount, company name, payment type</p>	Microsoft Word		Engineering and Operation Division

Source: Processed Data, 2024

**Table 3. 10 The Procedures of Creating Barcode**

No.	Creating barcodes for pass cards	Device	Output	Place
1.	<p>Enter the memo letter into Google Drive</p> <p>↓</p> <p>Copy link for the letter</p> <p>↓</p> <p>Then, login to website qr.me.com and input the data</p> <p>↓</p> <p>Save qr code</p>	Qr.me.code Website		Engineering and Operation Division

Source: Processed Data, 2024

### 3.3 Time and Place of Apprenticeship

#### 3.3.1 Time of Apprenticeship

Implementation of Apprenticeship carried out for 4 months. Starting from 01<sup>st</sup> February to 31<sup>st</sup> May 2024.

**Table 3. 11 Time of Apprenticeship**

No.	Day	Working Hours	Agencies
1.	Monday- Friday	08:00 to 17:00	PT. Pelindo (Persero) Regional 1 branch of Dumai
2.	Saturday- Sunday	Holiday	Holiday

*Source: Processed Data, 2024*

#### 3.3.2 Place of Apprenticeship

In carrying out practical work activities carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, Kec. Dumai Timur, City of Dumai. Apprentices are placed in the Engineering and Operations Division.



**Figure 3. 1 PT. Pelindo (Persero) Dumai**

*Sourced: Processed Data, 2024*

#### 3.4 Kind and Description of the Activity

During the internship, the author carried out several routine activities while placed in the Engineering and Operations division. In the Operations division, the author was given duties and responsibilities to assist employees in doing their work. Routine activities during the internship were carried out every week for 18 weeks. Explanation of An explanation of each routine activity has been attached in appendix 6, which is the daily activity.

The daily activity appendix describes routine activities and activities routine activities and additional activities outside the job desk that the author participated in during the internship process. As discussed above, in addition to the routine activities carried out during the internship, there are also additional activities outside the job desk internship, there were also additional activities

carried out. This additional activity is an activity that is outside the job desk while in the Operations and Engineering division. Usually these additional activities are activities organized by the company to strengthen the working relationship between employees. As for these activities are described as below:

1. Followed the survey of existing docks at Pelindo port.

This activity is carried out at the Pelindo port dock, this activity is carried out so that the Pelindo Dumai port interns understand the operations carried out at the port. The purpose of the survey is to get a picture that represents an area correctly. For more detail, see the following image:



**Figure 3. 2 Following Survey**  
*Source: Processed Data, 2024*

2. Participated in Blood Donation Activities.

This activity was held at the Pelindo office in commemoration of the K3 month and in collaboration with PMI Dumai. Blood donation is considered a good and healthy activity. Blood donation can also make your body healthier. Held at the Dumai branch of Pelindo Regional Office. For more detail, see the following image:



**Figure 3. 3 Blood Donation activities**  
*Source: Processed Data, 2024*

3. Participated in Fire Simulation Activities

This activity was carried out in commemoration of the K3 month. This activity teaches employees and apprentices to provide an understanding of the causes of fire, provide basic knowledge of fire prevention efforts and provide training in the operation of Light Fire Extinguishers, Hydrants and others. For more detail, see the following image:



**Figure 3. 4 Fire Simulation Activity**  
*Source: Processed Data, 2024*

4. Mutual Cooperation Activities in Commemoration of the K3 Month

This activity was carried out at Pelindo Dumai Port. each employee and intern was given the task of cleaning the dock environment. For more detail, see the following image:



**Figure 3. 5 Mutual cooperation activities**  
*Source: Processed Data, 2024*

## 5. Weekly Gymnastic

This activity is carried out every Friday morning, and is carried out in front of the Pelindo Dumai office. every morning employees and interns carry out gymnastic health activities. the aim is to improve physical fitness, develop skills and instill mental spiritual values. For more detail, see the following image:



**Figure 3. 6 Weekly Gymnastic**  
*Source: Processed Data, 2024*

## 3.5 Obstacle and Solution of Apprenticeship

### 3.5.1 Obstacles of Apprenticeship

During the implementation of work practices carried out at PT Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai, namely as follows as follows:

1. Interns are not sufficiently briefed and are confused about duties and responsibilities.
2. Labor shortage due to some employees being on leave.

### 3.5.2 Solution of Apprenticeship

Solutions that can be done to overcome obstacles during practical work process, among others:

1. Request a briefing with your supervisor or mentor and request written guidelines or training materials that can be studied independently.
2. Discuss with the intern before leaving work.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, it can be concluded as follows:

1. Practical work in the Engineering and Operation Division are: Recapitulation of passenger departures/arrivals reports at Pelindo Dumai Port, Recapitulation Truck Lossing water, Edit photos for pass card creation, Print Port Pass Card, Check and recount matching and research data, Archives of manifests and Minutes of Matching and Research, Photocopy important documents, Make details of making 2024 pass access cards, and Creating barcodes for pass cards.
2. The work system Engineering and Operations division work procedures at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai are Using digital and manual systems such as ID work intro production, Remove.bg, Microsoft Excel, and Microsoft Word. while manually using printers, scanners, pencils and calculators.
3. The documents used for activities when conducting apprenticeship program at Pelindo (Persero) Regional 1 Branch of Dumai are Handover Letter, Manifest, and Letter of Request.

#### **4.2 Suggestion**

After doing practical work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, there are several suggestions, as follow:

1. Suggestions for students
  - a. Who are interns at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is students should learn more about the Microsoft Excel formula because it is very useful when doing practical work in the Engineering and Operations Division of PT Pelabuhan Indonesia

- (Persero) Regional 1 Dumai Branch. Especially in making recapitulation and making tables.
- b. Students must study design in the Application Media Practicum course in the International Business Administration program. Because when doing practical work in the General Division of PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch. For example editing photos, and editing card templates and stickers.
2. Suggestions for Bengkalis State Polytechnic
    - a. This campus strengthens the cooperation relationship with PT Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai in order to provide opportunities for students who want to do practical work more easily and openly accepted by the company. easier and openly accepted by the company.
    - b. The campus is expected to monitor students who are carrying out practical work in the company.
  3. Suggestions for PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
    - a. Provide criticism and suggestions to students so that they are even better at carrying out the assigned tasks.
    - b. Facilitate management related to letters needed by internship students so that both parties are equally beneficial.



## REFERENCES

Politeknik Negeri Bengkalis., <http://polbeng.ac.id/>., accessed on May 15<sup>th</sup>, 2024.

PT. Pelindo (Persero) Cabang Dumai <https://pelindo.co.id/port/pelabuhan-dumai>

Accessed on June 12<sup>nd</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/ 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	5404201338	D4 Administrasi Bisnis Internasional
5	Dwi Kurnia Putri	5404201284	D4 Administrasi Bisnis Internasional

Untuk pelaksanaan dimaksud kepada mahasiswa/ 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 / 1 / 16 / DMI / REG1-24.TU

Executive General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

**N a m a** : Muharroma Rizka Siregar  
**Mahasiswi** : Politeknik Negeri Bengkalis  
**NIM** : 5404201315  
**Program Studi** : D4 Administrasi Bisnis Internasional

Berdasarkan :

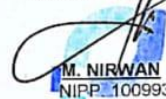
1. Surat Direktur Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Kerja Praktek (KP);
2. Surat Manager Umum Regional 1 Cabang Dumai Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24 tanggal 15 Januari 2024 Perihal Permohonan Kerja Praktek (KP).

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

Regional 1 Cabang Dumai  
Jl. Sultan Syarif Kasim No. 1 Dumai - 28813  
T. +62 765 31469| E. dumai@pelindo.co.id

[www.pelindo.co.id](http://www.pelindo.co.id)



## Appendix 2. Apprenticeship Statement Letter

Source: Pelindo Regional 1 Dumai

### Appendix 3: Apprenticeship Assesment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 CABANG DUMAI**

Nama : Muharroma Rizka Siregar  
Nim : 5404201315  
Program Studi : Administrasi Bisnis Internasional  
Instansi : Politeknik Negeri Bengkalis


No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung Jawab	25%	100
3.	Penyesuaian Diri	10%	95
4.	Hasil Kerja	30%	98
5.	Perilaku Secara Umum	15%	95
	<b>TOTAL (1+2+3+4+5)</b>	<b>100%</b>	<b>97,2</b>

Keterangan:

**Nilai : Kriteria**  
81-100 : Istimewa  
71-80 : Baik Sekali  
66-70 : Baik  
61-65 : Cukup Baik  
56-60 : Cukup

Dumai, 31 Mei 2024

Manager Pelayanan Operasi

  
Invol Laristo Naibaho, S.T., M.M., IPP  
NIPP: 105317

**Appendix 3. Apprenticeship Assesment Sheet**  
*Source: Engineering and Operation Division*

**Appendix 4: Certificate of Apprenticeship**



**Appendix 4. Certificate of Apprenticeship**  
*Source: Pelindo Regional 1 Dumai*

## Appendix 5: Apprenticeship Attendance sheet

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

Name : Muharroma Rizka Siregar  
 Reg. Number : 5404201315  
 Sec/Dept : Divisi Teknik dan Operasional

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

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

April		
No	Date	Signed
1.	Monday, 1/4/2024	<i>Juw</i>
2.	Tuesday, 2/4/2024	<i>Juw</i>
3.	Wednesday, 3/4/2024	<i>Juw</i>

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

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



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

Dumai May 31, 2024

Supervisor

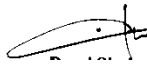
  
**Desvi Sitria**  
**NIPP: 106756**


**Appendix 6: Daily Activity of the Apprenticeship**

**DAILY ACTIVITY OF THE APPRENTICESHIP**

**Day : Thursday – Friday**

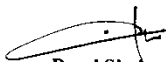
**Date: 01<sup>st</sup> to February 02<sup>nd</sup>, 2024**

<b>Date</b>	<b>Description of Activity</b>	<b>Task Assignor</b>	<b>Signature</b>
Thursday February 01, 2024	1. Self- Introduction. 2. Check the total passengers for the month of January.	Desvi Sitria	
Friday February 02, 2024	1. Mutual cooperation in commemoration of K3. 2. Dictate the total number of passengers for monthly recap.	Desvi Sitria	
	Notes by Industrial Coach		

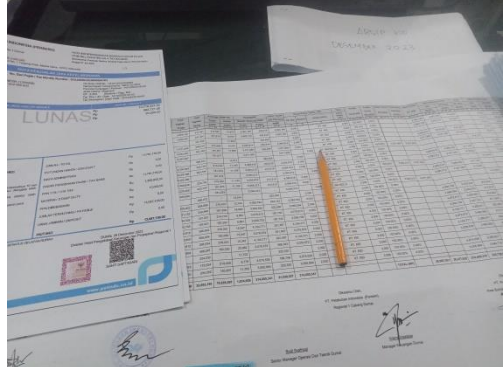
<b>No.</b>	<b>WORKING PICTURE</b>	<b>EXPLANATION</b>
1.		Introduction to the Pelindo Dumai office area. starting from the division of divisions by internship students and placed in the engineering and operational divisions. then self-introduction in the division.

**Day : Monday – Wednesday**

**Date: 05<sup>th</sup> to February 07<sup>th</sup> February, 2024**


<b>Date</b>	<b>Descriptive of activity</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday February 05, 2024	1. Check on port access card. 2. Check the total on the receipt note. 3. Check matching and research of port services recap for December 2023.	Desvi Sitria	
Tuesday February 06, 2024	1. Recap of the report of boarding / alighting passengers at the Dumai branch international terminal for the period of February 2024. 2. Scanned photo and application letter for pass access port card.	Desvi Sitria	

Wednesday February 07, 2024	<ol style="list-style-type: none"> <li>Edit photo for making pelindo pass access port card.</li> <li>Recap of the report of boarding / alighting passengers at the Dumai branch international terminal for the period of February 2024.</li> </ol>	Desvi Sitria	
	Notes by Industrial Coach		


No.	WORKING PICTURE	EXPLANATION
1.		Recalculate the recapitulation of the profit-sharing bill of national vessels and foreign vessels for PT. Kawasan Industri Dumai and compare it with the settlement note from Pelindo for Desember 2023.

**Day : Monday – Friday**

**Date: 12<sup>nd</sup> to February 16<sup>th</sup> February, 2024**

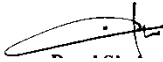
Day and Time	Descriptive of activity	Task Assignor	Signature
Monday February 12, 2024	<ol style="list-style-type: none"> <li>Recap of the report of boarding / alighting passengers at the Dumai branch international terminal for the period of February 2024.</li> <li>Edit Photo for making Jasindo Testing Services company pass access port.</li> </ol>	Desvi Sitria	
Tuesday February 13, 2024	<ol style="list-style-type: none"> <li>Edit Photo for making PT. company pass access port.</li> </ol>	Desvi Sitria	
Friday February 16, 2024	<ol style="list-style-type: none"> <li>Gymnastics</li> <li>Recap of the report of boarding / alighting passengers at the Dumai branch international terminal for the period of February 2024.</li> <li>Print the PT. Karya Dumai Harapan pass access port card.</li> </ol>	Desvi Sitria	

Notes by Industrial Coach	
---------------------------	--

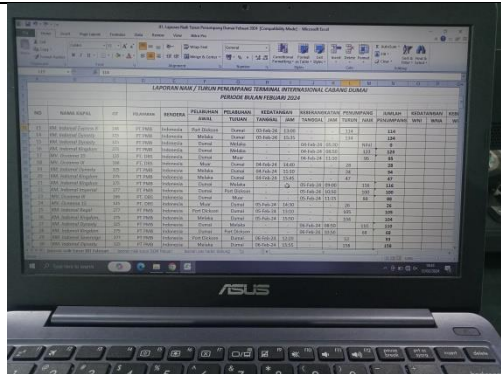
No.	WORKING PICTURE	EXPLANATION
1.		Editing employee photo backgrounds for access pass card creation.

**Day : Monday – Friday**

**Date: 19<sup>th</sup> to February 23<sup>rd</sup> February, 2024**

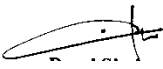
Day and Time	Descriptive of activity	Task Assignnor	Signature
Monday February 19, 2024	1. Recap of the report of boarding / alighting passengers at the Dumai branch international terminal for the period of February 2024.	Desvi Sitria	
Tuesday February 20, 2024	1. Blood donation in commemoration of national OSH month 2024. 2. Recap report on boarding / disembarking passengers at the Dumai branch domestic terminal for the period February 2024.	Desvi Sitria	
Wednesday February 21, 2024	1. Making pass access port cards for PT. Snepac Shipping.	Desvi Sitria	
Thursday February 22, 2024	1. Making pass access port cards for PT. Jasindo Testing Services and PT. Surveyor Indonesia. 2. Edit Photo for PT. STC employee photos for pass access port creation.	Desvi Sitria	

Friday February 23, 2024	<ol style="list-style-type: none"> <li>1. Gymnastics</li> <li>2. Fire simulation in commemoration of national OSH month 2024.</li> <li>3. Recap report on boarding / disembarking passengers at the Dumai branch domestic terminal for the period February 2024.</li> </ol>	Desvi Sitria	
Notes by Industrial Coach			


No.	WORKING PICTURE	EXPLANATION
1.		Recap international and domestic passenger data for February 2024 using Microsoft Excel.

**Day : Monday – Friday**

**Date: 26<sup>th</sup> to February 01<sup>st</sup> March, 2024**


Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, February 26, 2024	<ol style="list-style-type: none"> <li>1. Making pass access port cards for PT. STC.</li> <li>2. Recap of daily pass sales at the terminal in February 2024.</li> </ol>	Desvi Sitria	
Tuesday, February 27, 2024	<ol style="list-style-type: none"> <li>1. Making pass access port cards for PT. Dumai Paricippta Abadi.</li> </ol>	Desvi Sitria	
Wednesda y, February 28, 2024	Making pass access port cards for PT. International Cargo Surveyor.	Desvi Sitria	
Thursday, February 29, 2024	<ol style="list-style-type: none"> <li>1. Making pass access port cards for PT. Ekadura Indonesia, PT. Union Control, and Patra Andalas Sukses.</li> <li>2. Recap of daily pass sales at the terminal in February 2024.</li> </ol>	Desvi Sitria	
Friday, March 01, 2024	<ol style="list-style-type: none"> <li>1. Making pass access port cards for PT. International Cargo Surveyor.</li> <li>2. Recap of the report of boarding /</li> </ol>	Desvi Sitria	

	alighting passengers at the Dumai branch international terminal for the period of February 2024.		
Notes by Industrial Coach			

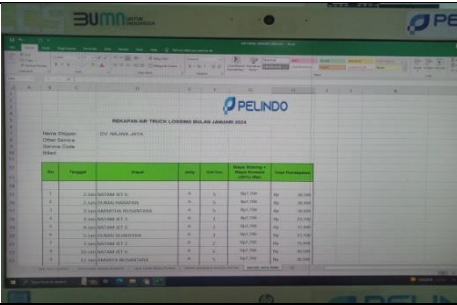

No.	WORKING PICTURE	EXPLANATION
1.		Create an access pass card for everyone entering the Pelindo port area.

**Day : Monday – Friday**

**Date : 04<sup>th</sup> March 08<sup>th</sup> March, 2024**

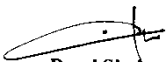
Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, March 04, 2024	1. Recap ship water for October, November, December 2023.	Desvi S	
Tuesday, March 05, 2024	1. Recap ship water for January 2024. 2. Delivered the pass request letter to the sisman division for the creation of PT Sentra Mitra Alih Daya memo.	Desvi S	
Wednesday, March 06, 2024	1. Recap ship water data for February. 2. Scan KID minutes for 2023. 3. Scan pass payment receipt for archive. 4. Delivered vehicle stickers to the sisman division to request dock stickers PT. Control Union.	Desvi S	
Thursday, March 07, 2024	1. Recap international passenger data for March 2024 using ms. word application, namely Excel. 2. Copy of receipt for pass payment of PT Karya Dumai Harapan.	Desvi S	
Friday, March	1. Gymnastic	Desvi S	

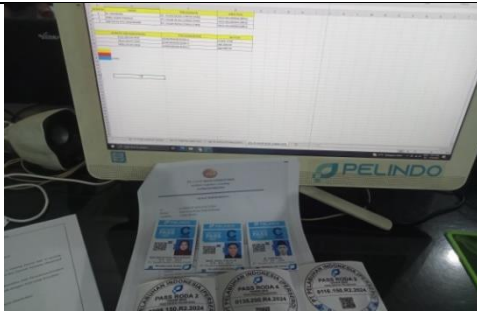

08, 2024	<ol style="list-style-type: none"> <li>Edit photos for making annual pass cards for PT. carsurin.</li> <li>Create barcode for PT Carsurin's pass card.</li> </ol>		
Notes by Industrial Coach			

No.	WORKING PICTURE	EXPLANATION
1.		Recap Truck air lossing using Microsoft Excel.
2.		Make Recapitulation of Air Truck Lossing for the month January 2024.

**Day : Wednesday – Friday**  
**Date: 13<sup>rd</sup> to March 15<sup>th</sup> March, 2024**

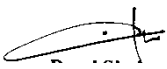
Day and Time	Descriptive of activity	Task Assignor	Signature
Wednesday, March 13, 2024	<ol style="list-style-type: none"> <li>Create a letter to procure pass card printer ink.</li> <li>Recapitulation of air truck lossing in December 2023.</li> </ol>		
Thursday, March 14, 2024	<ol style="list-style-type: none"> <li>Print card for dock access PT. Trimitra Agro Jaya.</li> <li>Print card for dock access PT Surya Inti Primakarya.</li> <li>Print card for dock access PT Fajar Nusa Consultants.</li> <li>Delivered vehicle stickers to</li> </ol>		

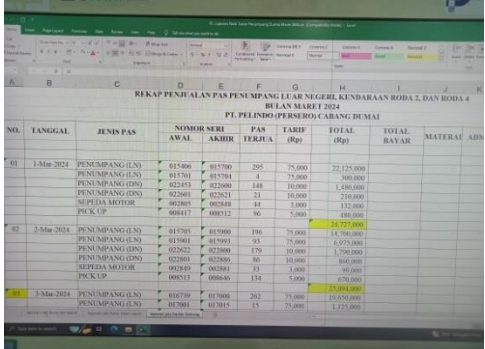
	the sisman division to request dock stickers PT. Fajar Nusa Consultants.		
Friday, March 15, 2024	<ol style="list-style-type: none"> <li>1. Checking and recalculating manifests for international passengers and domestic passengers in March.</li> <li>2. Making vehicle stickers for PT Fajar Nusa Consultants.</li> <li>3. Edit photos for making port access pass for PT Pelindo Jasa Maritim.</li> <li>4. Print port access pass card for PT. Sentra Mitra Alih Daya.</li> <li>5. Print port access pass card for PT. Pelabuhan Dumai Berseri.</li> </ol>		
Notes by Industrial Coach			

No	WORKING PICTURE	EXPLANATION
1.		Made a request for vehicle stickers for the dock in the sisman division then made a list of companies.
2.		Printing Pelindo 2024 port access cards using the ID work introduction application and using a special card printer



**Day : Monday – Friday**  
**Date: 18<sup>th</sup> to March 22<sup>nd</sup> March, 2024**

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, March 18, 2024	Recapitulation of international passenger boarding / disembarkation at Pelindo port in March 2024.	Desvi S	
Tuesday, March 19, 2024	1. Edit photo for making PT. Pelindo Jasa Maritim port access pass. 2. Print card for port access pass of PT Pelindo Jasa Maritim.	Desvi S	
Wednesday, March 20, 2024	Recapitulate sales of overseas passenger passes, 2-wheeled vehicles, 4-wheeled vehicles in March 2024.	Desvi S	
Thursday, March 21, 2024	Print port access pass card for PT. Pelindo Jasa Maritim.	Desvi S	
Friday, March 22, 2024	1. Recap daily pass sales data for March 2024. 2. List the cards that have been printed.	Desvi S	
Notes by Industrial Coach			

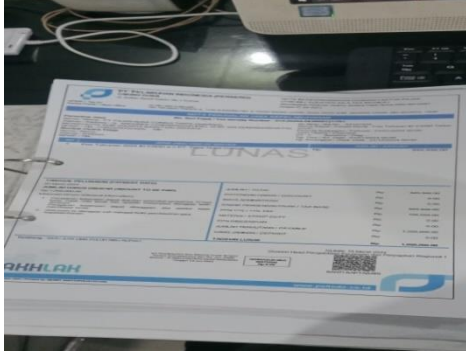
No	WORKING PICTURE	EXPLANATION
1.		Recap daily pass sales such as domestic, overseas, 4-wheel and 2-wheel passes at Pelindo Port 2024 using Microsoft Excel.

**Day : Monday – Thursday**  
**Date: 25<sup>th</sup> to March 28<sup>th</sup> March, 2024**

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, March 25,	1. Ship water revenue recap 2023. 2. Scan approval letter for port pass	Desvi S	

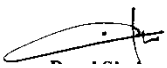


Wednesday, April 03, 2024	1. Documentation of printed cards. 2. Archive of domestic ship guiding and delaying service notes for KID 2023	Desvi S	
Thursday, April 04, 2024	1. Scan BA coklit for KID 2024. 2. Repair the pass printing machine. 3. Print port access pass card for PT. Pelita Agung Agrindustri.	Desvi S	
Friday, April 05, 2024	1. Print port access pass card for PT Pelita Agung Agrindustri. 2. Print Barcode for PT Pelita Agung Agrindustri.	Desvi S	
Notes by Industrial Coach			


No	WORKING PICTURE	EXPLANATION
1.		Paid of nota is a document of payment through an online system that is kept for archives or recording materials for the company's financial statements. Filing is a monthly activity if there are incoming notes from companies that want to pay their bills.

**Day : Monday – Thursday**

**Date: 16<sup>th</sup> to April 19<sup>th</sup> April, 2024**

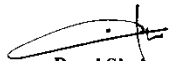
Day and Time	Descriptive of activity	Task Asignnor	Signature
Tuesday, April 16, 2024	1. Archive of 2024 pass repayment notes. 2. Check Email related to pass id card request letter.	Desvi S	
Wednesday, April 17, 2024	Copy of daily pass payment receipt for PT. Dumai Karya Harapan.	Desvi S	
Thursday, April 18, 2024	Scan of PT. Dumai Berkah Samudera's approval memo. Scan of minutes of matching and research for cooperation with PT Energi Unggul Persada for	Desvi S	

	December 2023.		
Friday, April 19, 2024	Print port access pass card for PT. Pelita Agung Agrindustri.	Desvi S	
Notes by Industrial Coach			

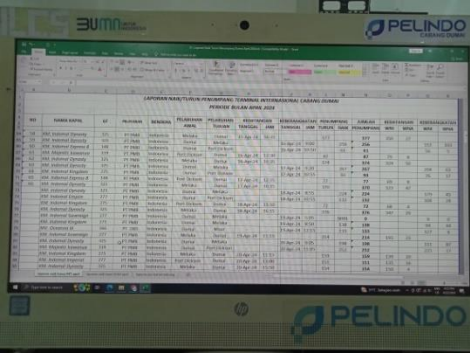
No	WORKING PICTURE	EXPLANATION
1.		Scan of minutes of matching and research for cooperation with PT Energi Unggul Persada for December 2023.

**Day : Monday – Friday**


**Date: 22<sup>nd</sup> to April 26<sup>th</sup> April, 2024**

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, April 22, 2024	Recap report of international passenger boarding / alighting at Pelindo Dumai port.	Desvi Sitria	
Tuesday, April 23, 2024	1. Archive BA cokit KID for January 2024. 2. Creating barcode for making port access pass card for PT Inacom.	Desvi Sitria	
Wednesday, April 24, 2024	Print port access pass card for PT KPBN (Inacom).	Desvi Sitria	
Thursday, April 25, 2024	Print port access pass cards for Dumai Class I Port Health Office.	Desvi Sitria	
Friday, April 26, 2024	Recapitulation of daily pass sales in April 2024 at Pelindo Dumai Port.	Desvi Sitria	

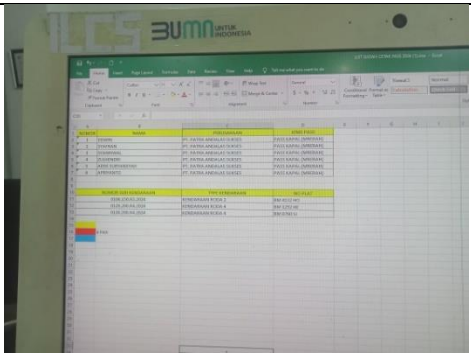
Notes by Industrial Coach	
---------------------------	--

No	WORKING PICTURE	EXPLANATION
1.		Recapitulation of International passenger and recap the pass sales for April 2024

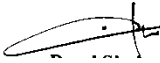
**Day : Monday – Friday**  
**Date: 29<sup>th</sup> to April 03<sup>rd</sup> May, 2024**

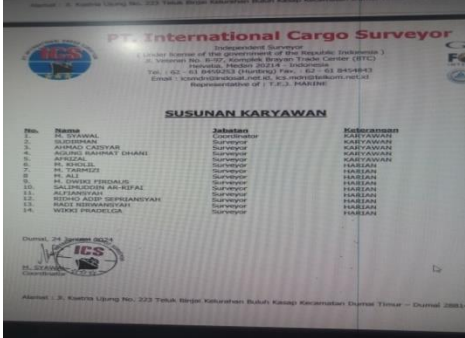
Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, April 29, 2024	Recap the list of data that have printed passes for 2024.	Desvi S	
Tuesday, April 30, 2024	Scan and Copy of port pass payment receipt for Dumai class I port health office	Desvi S	
Thursday, May 02, 2024	1. Recap of international passenger boarding / disembarkation at Pelindo Dumai Port for the month of April 2024. 2. Calculate the difference between pass sales and the recap made.	Desvi S	
Friday, May 03, 2024	1. Copy of port pass payment receipt. 2. Scan of BA coklit PT KID for February 2024.	Desvi S	
Notes by Industrial Coach			

No	WORKING PICTURE	EXPLANATION
----	-----------------	-------------


1.		Make a list of pass cards and vehicle stickers that have been released for archiving and reports to superiors.
----	---	--

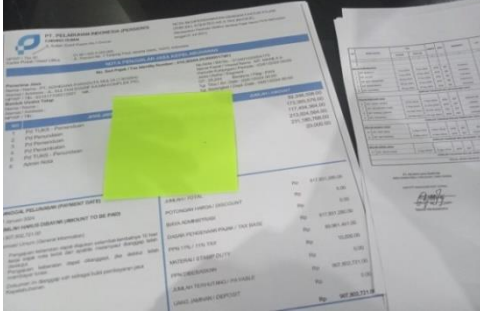
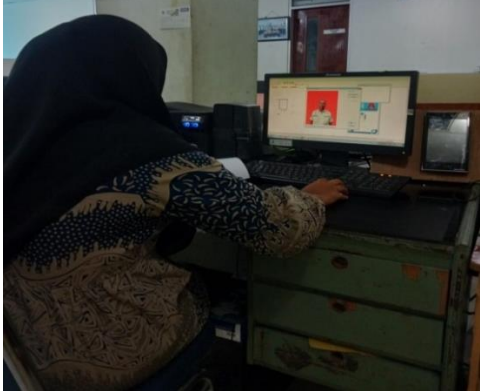
**Day : Monday – Wednesday**  
**Date: 06<sup>th</sup> to May 08<sup>th</sup> May, 2024**

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, May 06, 2024	1. Check tons and quantities for ship water PT. Ekadura Indonesia April 2024. 2. Scan important documents. 3. Important manifest archive.	Desvi S	
Tuesday, May 07, 2024	Record payment code and other service transaction for ship water 2023.	Desvi S	
Wednesday, May 08, 2024	1. Check the cards that have been printed 2. Delivered vehicle stickers to the sisman division to request dock stickers.	Desvi S	
Notes by Industrial Coach			


No.	WORKING PICTURE	EXPLANATION
1.		List the names of PT International Cargo Surveyor employees to the list of cards that have been released and paid in full.

**Day : Monday – Friday**  
**Date: 13<sup>rd</sup> to May 17<sup>th</sup> May, 2024**

<b>Day and Time</b>	<b>Descriptive of activity</b>	<b>Task Assignor</b>	<b>Signature</b>
Monday, May 13, 2024	<ol style="list-style-type: none"> <li>1. Check and recalculate the number of passengers in the international passenger manifest.</li> <li>2. Check and recalculate pilot and tug boats for foreign and domestic vessels for PT. KID 2024.</li> <li>3. Check and scan BA Coklit PT. IBP for KSMU sharing bill for May 2024.</li> <li>4. Recap of international passenger numbers for May 2024.</li> </ol>	Desvi Sitria	
Tuesday, May 14, 2024	<ol style="list-style-type: none"> <li>1. Recap of domestic passenger numbers for the month of May 2024.</li> <li>2. Count foreigners and Indonesian citizens for international passengers in May 2024.</li> <li>3. Recalculation for overseas vessels and domestic vessels for PT KID March 2024.</li> </ol>	Desvi Sitria	
Wednesday, May 15, 2024	<ol style="list-style-type: none"> <li>1. Print the proof of handover letter for the port pass card.</li> <li>2. Check the email for the company that wants to print the airport pass.</li> </ol>	Desvi Sitria	
Thursday, May 16, 2024	Print port pass card for PT. Intibenua Perkasatama. Scan important documents.	Desvi Sitria	
Friday, May 17, 2024	<ol style="list-style-type: none"> <li>1. Print port pass card for PT. Intibenua Perkasatama.</li> <li>2. Copy of payment receipt for PT Surya Tata Mandiri daily port pass.</li> </ol>	Desvi Sitria	
Notes by Industrial Coach			

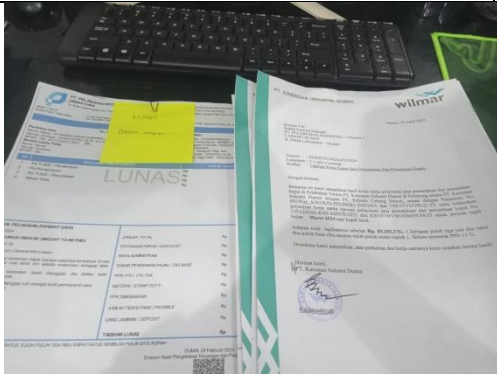
No	WORKING PICTURE	EXPLANATION
1.		Recalculate the monthly revenue recap from PT KID regarding tugboats and pilot boats for March 2024.
		Printed access pass cards for PT Intibenua Perkasatama.

**Day : Monday – Friday**  
**Date: 20<sup>th</sup> to May 22<sup>nd</sup> May, 2024**

Day and Time	Descriptive of activity	Task Assigno r	Signature
Monday, May 20, 2024	<ol style="list-style-type: none"> <li>1. Recap of daily pass sales at Pelindo Dumai port for May 2024.</li> <li>2. Print port pass card for PT. Intibenua Perkasatama.</li> </ol>	Desvi S	
Tuesday, May 21, 2024	<ol style="list-style-type: none"> <li>1. Communicate with PT Inacom employees who take ID passes and make proof of pass card handover.</li> <li>2. Cleaning the card printer</li> <li>3. Printing the card template that will be used for the pass id card.</li> </ol>	Desvi S	

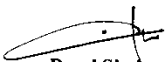


Wednesday, May 22, 2024	<ol style="list-style-type: none"> <li>1. Scan of the minutes of matching and research for the cooperation between PT Energi Unggul Persada for January 2024.</li> <li>2. Recap the names of international and domestic ships entering and exiting the port of Pelindo Dumai.</li> </ol>	Desvi S	
Notes by Industrial Coach			

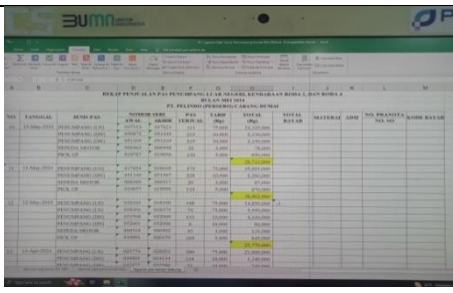
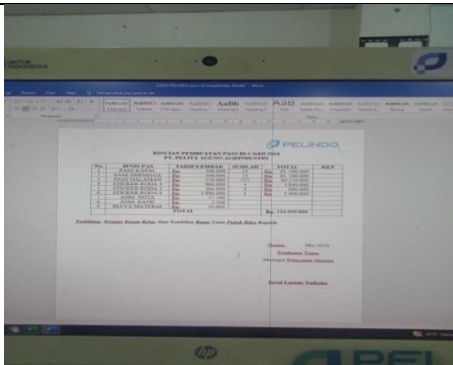
No	WORKING PICTURE	EXPLANATION
1.		Recalculate ksmu sharing revenue for foreign vessels and local vessels for PT. Intibenua Perkasatama

**Day : Monday – Friday**

**Date: 27<sup>th</sup> to May 31<sup>st</sup> May, 2024**

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, May 27, 2024	<ol style="list-style-type: none"> <li>1. Print port pass card for PT. Intibenua Perkasatama.</li> <li>2. List of port pass cards that have been printed.</li> <li>3. Check and recalculate the number of passengers in the international passenger manifest.</li> </ol>	Desvi Sitria	
Tuesday, May 28, 2024	<ol style="list-style-type: none"> <li>1. Check and re calculate the number of pilot boats and tugs for PT. Energi Unggul Persada.</li> <li>2. Recap of domestic passenger numbers for the month of May 2024.</li> <li>3. List of port pass cards and vehicle stickers that have been printed.</li> </ol>	Desvi Sitria	
Wednesday,	<ol style="list-style-type: none"> <li>1. Scan important documents.</li> </ol>	Desvi	

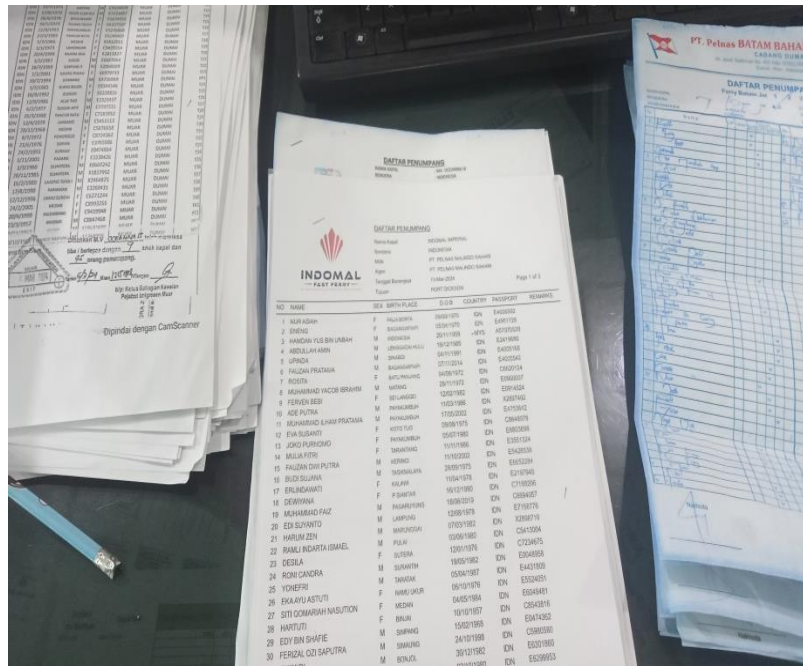
May 29, 2024	2. Count foreigners and Indonesian citizens for international passengers in May 2024.	Sitria	
Thursday, May 30, 2024	1. Recapitulation of international passenger boarding / disembarkation at Pelindo port in March 2024. 2. Recap of domestic passenger numbers for the month of May 2024.	Desvi Sitria	
Friday, May 31, 2024	1. Manifest archive for international and domestic passengers in May 2024. 2. Recap of daily pass sales at Pelindo Dumai port for May 2024. 3. Make a detailed payment letter for pass id cards for PT Pelita Agung Agrindustri and PT Intibenua Perkasatama 2024.	Desvi Sitria	
Notes by Industrial Coach			

No	WORKING PICTURE	EXPLANATION
1.		Recap daily pass sales for the month of May 2024
		Create detailed payment details for access pass cards for PT Pelita Agung Agrindustri in 2024

**Appendix 6 Daily Activity of the Apprenticeship**

Source: Processed Data, 2024





BUKTI UNIK INDONESIA

PELINDO CABANG DUMAI

01. Laporan Naik/Turun Penumpang Terminal Internasional Cabang Dumai (Compatibility Mode) - Excel

LAPORAN NAIK/TURUN PENUMPANG TERMINAL INTERNASIONAL CABANG DUMAI PERIODE BULAN MARET 2024

NO	NAMA KAPAL	GT	PELAYARAN	BENDERA	PELABUHAN AWAL	PELABUHAN TUJUAN	KEDATANGAN TANGGAL	KEDATANGAN JAM	KEBERANGKATAN TANGGAL	KEBERANGKATAN JAM	PENUMPANG TURUN	PENUMPANG NAIK	JUMLAH PENUMPANG	KEDATANGAN WNI	KEDATANGAN WNA	KEBERANGKATAN WNI	KEBERANGKATAN WNA
37	KM. Indomal Kingdom	275	PT PMB	Indonesia	Port Dickson	Dumai	7-Mar-24	12:15	-	-	83	-	83	-	-	-	-
38	KM. Indomal Dynasty	325	PT PMB	Indonesia	Melaka	Dumai	7-Mar-24	15:55	-	-	210	-	210	-	-	-	-
39	KM. Indomal Dynasty	325	PT PMB	Indonesia	Dumai	Melaka	-	-	8-Mar-24	5:25	NIHL	-	0	-	-	-	-
40	KM. Indomal Kingdom	275	PT PMB	Indonesia	Melaka	Dumai	8-Mar-24	8:55	-	-	101	-	101	-	-	-	-
41	KM. Indomal Dynasty	325	PT PMB	Indonesia	Melaka	Dumai	8-Mar-24	11:05	-	-	139	-	139	-	-	-	-
42	KM. Indomal Imperial	277	PT PMB	Indonesia	Port Dickson	Dumai	8-Mar-24	14:00	-	-	NIHL	-	0	-	-	-	-
43	KM. Indomal Dynasty	325	PT PMB	Indonesia	Dumai	Melaka	-	-	9-Mar-24	8:55	116	-	116	-	-	-	-
44	KM. Indomal Imperial	277	PT PMB	Indonesia	Dumai	Port Dickson	-	-	9-Mar-24	10:50	271	-	271	-	-	-	-
37	KM. Indomal Kingdom	275	PT PMB	Indonesia	Melaka	Dumai	9-Mar-24	11:25	-	-	122	-	122	-	-	-	-
39	KM. Indomal Regal	277	PT PMB	Indonesia	Port Dickson	Dumai	9-Mar-24	12:40	-	-	125	-	125	-	-	-	-
40	KM. Indomal Dynasty	325	PT PMB	Indonesia	Melaka	Dumai	9-Mar-24	15:40	-	-	53	-	53	-	-	-	-
41	KM. Indomal Dynasty	325	PT PMB	Indonesia	Dumai	Melaka	-	-	10-Mar-24	5:25	NIHL	-	0	-	-	-	-
42	KM. Indomal Kingdom	275	PT PMB	Indonesia	Dumai	Melaka	-	-	10-Mar-24	8:50	134	-	134	-	-	-	-
43	KM. Indomal Dynasty	325	PT PMB	Indonesia	Melaka	Dumai	10-Mar-24	11:00	-	-	50	-	50	-	-	-	-
44	KM. Indomal Kingdom	275	PT PMB	Indonesia	Melaka	Dumai	10-Mar-24	15:40	-	-	52	-	52	-	-	-	-
45	KM. Indomal Dynasty	325	PT PMB	Indonesia	Dumai	Melaka	-	-	11-Mar-24	8:50	85	-	85	-	-	-	-
46	KM. Indomal Regal	277	PT PMB	Indonesia	Dumai	Port Dickson	-	-	11-Mar-24	10:55	221	-	221	-	-	-	-
47	KM. Indomal Imperial	277	PT PMB	Indonesia	Port Dickson	Dumai	11-Mar-24	12:25	-	-	91	-	91	-	-	-	-
48	KM. Indomal Dynasty	325	PT PMB	Indonesia	Melaka	Dumai	11-Mar-24	15:50	-	-	94	-	94	-	-	-	-
49	KM. Indomal Dynasty	325	PT PMB	Indonesia	Dumai	Melaka	-	-	12-Mar-24	8:50	122	-	122	-	-	-	-
50	KM. Indomal Kingdom	275	PT PMB	Indonesia	Port Dickson	Dumai	-	-	12-Mar-24	10:25	55	-	55	-	-	-	-
51	KM. Indomal Regal	277	PT PMB	Indonesia	Port Dickson	Dumai	12-Mar-24	12:30	-	-	40	-	40	-	-	-	-

laporan naik turun BMT Maret | laporan naik turun DOM maret | laporan pas Parise Gabung

hp PELINDO





**REKAP HASIL PENCOCKAN DAN PENELITIAN  
PT. PELINDO CABANG DUMAI DENGAN PT. ENERGI UNGGUL PERSADA  
TAGIHAN KSMU BULAN MARET 2024  
KHUSUS KAPAL ASING**

TGL	AGENT	DMG	BENDERA	GT	LOA	NO NOTA	TGL. NOTA	PENDAPATAN SESUAI NOTA		PENDAPATAN BERSIJA DEKURANGI PRBP		PELUNGG								
								PANDU	TUNDA	PANDU	TUNDA	PANDU	TUNDA							
29-Feb-2024	TPB	EUP	PHILIPINES	21.151	179,53	012403020004641	3-Mar-24	52.822.868	262.325.974	2.641.143	13.114.299	50.391.721	249.298.671	45.583.033	234.288.738	389.452.283	5.038.073	244.999.889	244.999.889	
<b>JUMLAH BULAN FEBRUARI 2024</b>																				
1-Mar-2024	TPB	EUP	MALTA	2.166	89,71	012403020004653	5-Mar-24	22.840.652	37.408.720	1.142.033	1.878.436	21.698.629	35.528.284	19.028.707	31.964.456	11.032.213	2.189.861	1.070.883	1.070.883	
6-Mar-2024	PCP	EUP	PHILIPINES	11.773	145,53	012403020004761	15-Mar-24	36.647.438	126.763.634	1.832.372	6.338.382	34.815.066	128.425.452	31.233.029	198.262.987	129.750.466	1.461.247	12.040.045	12.040.045	
<b>JUMLAH BULAN MARET 2024</b>																				
<b>TOTAL KESELURUHAN</b>								112.310.958	426.498.328	5.615.548	21.324.917	106.895.430	405.374.411	364.651.071	466.881.969	184.665.541	468.037.245	31.488.048	244.999.889	244.999.889

TIM INTI DUMAI: **PT. PELABUHAN INDONESIA (PERSERO) CABANG DUMAI**  
 SENIOR MANAGER OPERASI DAN TEKNIK: **BUDI SYAFRIZAL**  
 MANAGER KEUANGAN: **BENNY NAPITUPULU**  
 HEAD UNIT: **DEWITA YANTO**  
 DUMAI: **PT. ENERGI UNGGUL PERSADA LUBER LADING DUMAI**  
 MANAGER: **TAUFIQ TAMIN**

**LAPORAN BUKU / TURUN PENUMPANG TERMINAL INTERNASIONAL CABANG DUMAI**  
PERIODE BULAN: APRIL

**DATA JUMLAH PENUMPANG BERKELANGKAPAN & KEDATANGAN DOMESTIK**

NO	NAMA KAPAL	PELABUHAN AWAL	PELABUHAN TUJUAN	TANGGAL	JAM	PENUMPANG		JUMLAH PENUMPANG
						DEWASA	ANAK	
1	MY. JONHANA 001888	DUMAI	DUMAI	30/04/2024	08:30	34	4	38
2	MY. JONHANA 001888	DUMAI	DUMAI	30/04/2024	10:30	137	3	140
3	MY. JONHANA 001888	DUMAI	DUMAI	30/04/2024	13:30	338	17	355
<b>JUMLAH</b>								
						511	24	535

Jumlah Dewasa	511
Jumlah Anak-Anak	24
<b>TOTAL</b>	<b>535</b>

NO	NAMA KAPAL	PELABUHAN AWAL	PELABUHAN TUJUAN	TANGGAL	JAM	PENUMPANG		JUMLAH PENUMPANG
						DEWASA	ANAK	
1	MY. MA-ESTIC KARBANIA	DUMAI	DUMAI	30/04/2024	12:15	34	4	38
2	MY. JONHANA 001888	DUMAI	DUMAI	30/04/2024	14:15	10	0	10
3	MY. JONHANA 001888	DUMAI	DUMAI	30/04/2024	18:00	317	3	320
<b>JUMLAH</b>								
						461	7	468

Jumlah Dewasa	461
Jumlah Anak-Anak	7
<b>TOTAL</b>	<b>468</b>

NO	NAMA KAPAL	PELABUHAN AWAL	PELABUHAN TUJUAN	TANGGAL	JAM	PENUMPANG		JUMLAH PENUMPANG
						DEWASA	ANAK	
1	MY. DUMAI LINE 8	DUMAI	BATAM	30/04/2024	07:00	231	7	238
2	MY. BATAM SET 2	DUMAI	BATAM	30/04/2024	07:05	272	14	286
<b>JUMLAH</b>								
						503	21	524

Jumlah Dewasa	503
Jumlah Anak-Anak	21
<b>TOTAL</b>	<b>524</b>

**DATA JUMLAH PENJUALAN PAS PENUMPANG**

NO	JENIS PAS	NOMOR SERI		TARIF	TOTAL
		AWAL	AKHIR		
1	PAS PENUMPANG (INTERNASIONAL)	033072	033300	220	Rp1.775.000
		033301	033355	55	Rp4.125.000
		<b>JUMLAH PAS PENUMPANG</b>		<b>288</b>	<b>Rp2.300.000</b>
2	PAS PENUMPANG (DOMESTIK)	048057	048100	244	Rp2.440.000
		048101	048145	45	Rp450.000
		<b>JUMLAH PAS PENUMPANG</b>		<b>289</b>	<b>Rp2.890.000</b>
3	PAS RODA 2	006080	006120	36	Rp108.000
		<b>JUMLAH PAS RODA 2</b>		<b>36</b>	<b>Rp108.000</b>
4	PAS RODA 4	016453	016500	108	Rp540.000
		<b>JUMLAH PAS RODA 4</b>		<b>108</b>	<b>Rp540.000</b>
<b>JUMLAH PAS HARIAN YANG DI SERAHKAN</b>					<b>Rp24.838.000</b>

TUJUK	Rp14.838.000
GRIS	Rp18.000.000
<b>TOTAL</b>	<b>Rp32.838.000</b>

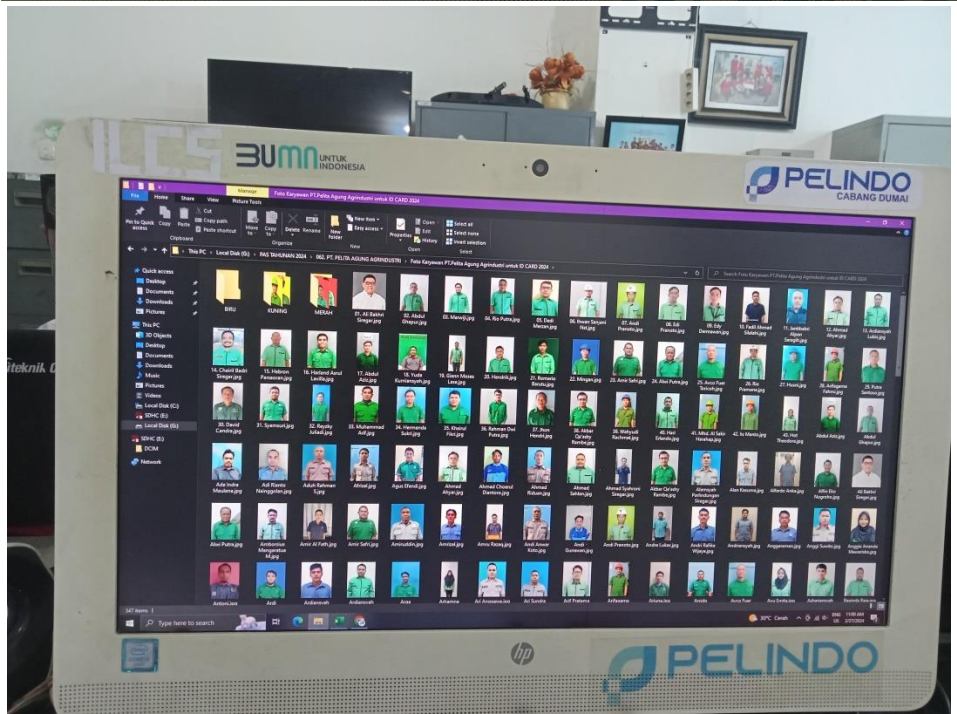
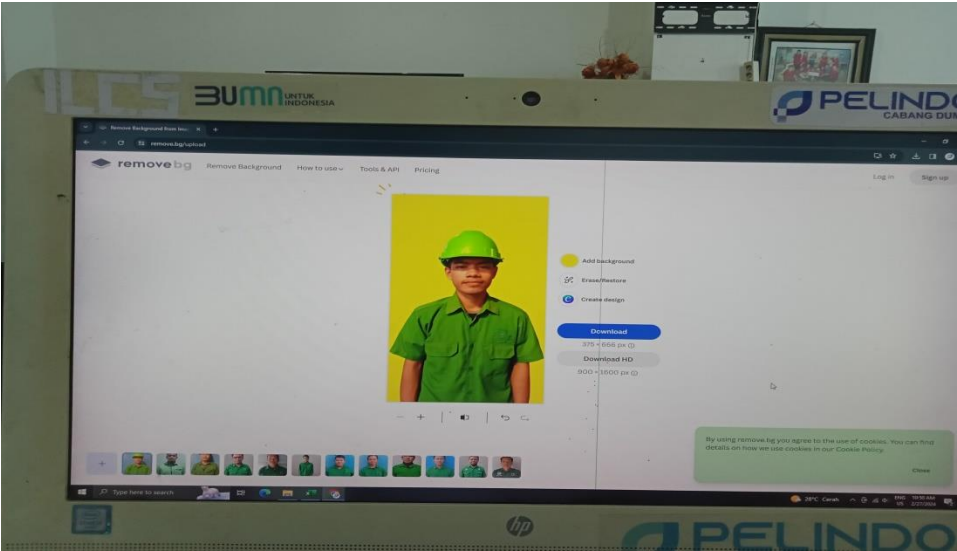
  

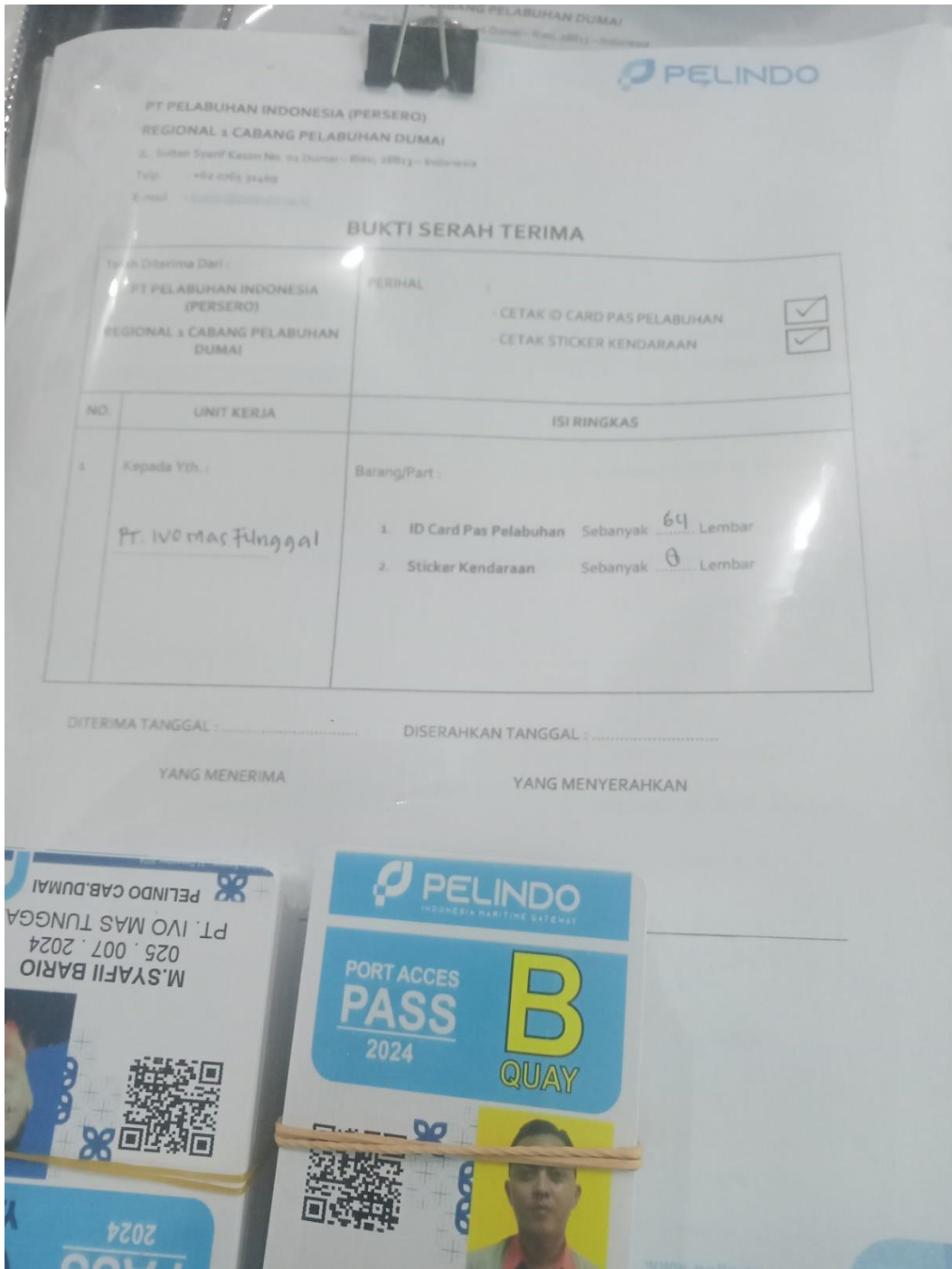
PEMBAYARAN	Dalam Negeri				Luar Negeri			
	Debit	Kredit	Jumlah	Debit	Credit	Cardi	Cyfl	Jumlah
KETERANGAN LUAR NEGERI: Tidak Membayar Pas	0	0	0	244	0	0	4	248
	Rp0,000		Rp0	Rp75.000				Rp18.000.000
KETERANGAN DALAM NEGERI: Tidak Membayar Pas	0	0	0	0	0	0	0	0
	0		0	2				4

DUMAI, 30 APRIL 2024  
 KOORDINATOR TERMINAL PENUMPANG: **DI PERUSA KORLAP PT. PDB**  
 DUMAI, APRIL 2024  
 PENERIMA UANG PAS: **MANAGER PELAYANAN OPERASI**









**BUMI** UNTUK INDONESIA

01: Laporan Nilai Turun Penumpang Dumai Maret 2024.xls [Compatibility Mode] - Excel

REKAP PENJUALAN PAS PENUMPANG LUAR NEGERI KENDARAAN RODA 2, DAN RODA 4 BULAN MARET 2024  
PT. PELINDO (PERSERO) CABANG DUMAI

NO.	TANGGAL	JENIS PAS	NOMOR SERI AWAL	NOMOR SERI AKHIR	PAS TERJUA	TARIF (Rp)	TOTAL (Rp)	TOTAL BAYAR	MATERAI	ADM
							12.124.000			
127							19.425.000			
128	20-Feb-2024	PENUMPANG (LN)	011986	012244	259	75.000				
129		PENUMPANG (DN)	019221	019471	251	10.000				
130		SEPEDA MOTOR	002297	002324	28	3.000				
131		SEPEDA MOTOR	002325	002333	9	3.000				
132		PICK UP	006935	007046	112	5.000				
133							22.606.000			
134	21-Feb-2024	PENUMPANG (LN)	012245	012709	465	75.000				
135		PENUMPANG (DN)	019472	019750	279	10.000				
136		SEPEDA MOTOR	002334	002386	53	3.000				
137		PICK UP	007047	007193	147	5.000				
138							38.559.000			
139	22-Feb-2024	PENUMPANG (LN)	012710	013000	291	75.000				
140		PENUMPANG (LN)	013001	013025	25	75.000				
141		PENUMPANG (DN)	19751	019900	150	10.000				

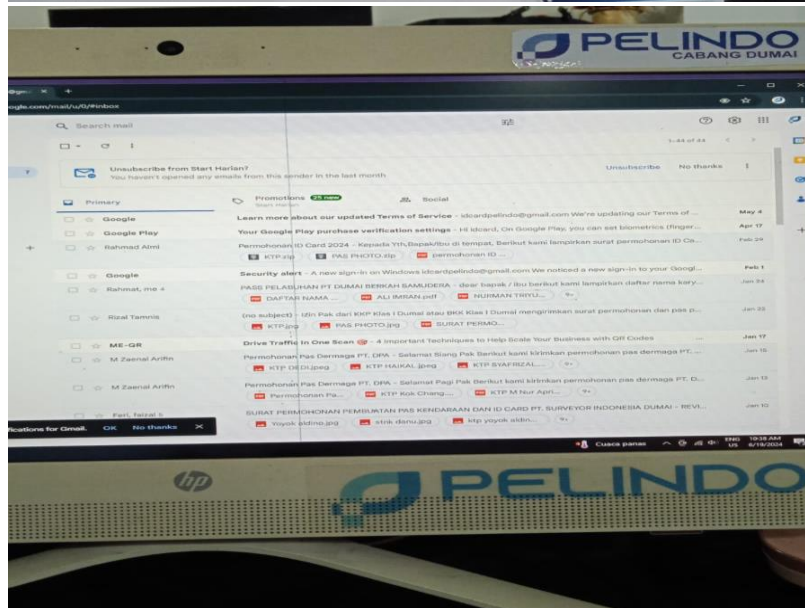
**BUMI** UNTUK INDONESIA

REKAP AIR TRUCK LOSSING BULAN JANUARI 2024

Nama Shipper: CV. NAJWA JAYA

No	Tanggal	Kapal	Jetty	Voi/Ton	Biaya Sharing + Biaya Koransi (25%) (Rp)	Total Pendapatan
1	2-Jan	BATAM JET 6	A	5	Rp7.700	Rp 38.500
2	2-Jan	DUMAI HABAPAN	A	5	Rp7.700	Rp 38.500
3	3-Jan	AMARTHA NUSANTARA	A	5	Rp7.700	Rp 38.500
4	3-Jan	BATAM JET 3	A	3	Rp7.700	Rp 23.100
5	4-Jan	BATAM JET 6	A	2	Rp7.700	Rp 15.400
6	5-Jan	DUMAI SEJANTERA	A	3	Rp7.700	Rp 23.100
7	7-Jan	BATAM JET 2	A	2	Rp7.700	Rp 15.400
8	10-Jan	BATAM JET 6	A	5	Rp7.700	Rp 38.500
9	12-Jan	AMARTHA NUSANTARA	A	5	Rp7.700	Rp 38.500
10	12-Jan	BATAM JET 3	A	5	Rp7.700	Rp 38.500
11	10-Jan	BATAM JET 6	A	2	Rp7.700	Rp 15.400
12	11-Jan	BATAM JET 3	A	2	Rp7.700	Rp 15.400
13	13-Jan	AMARTHA NUSANTARA	A	2	Rp7.700	Rp 15.400
14	14-Jan	BATAM JET 2	A	5	Rp7.700	Rp 38.500
15	17-Jan	BATAM JET 6	A	5	Rp7.700	Rp 38.500
16	19-Jan	DUMAI SEJANTERA	A	5	Rp7.700	Rp 38.500
17	21-Jan	BATAM JET 6	A	5	Rp7.700	Rp 38.500
18	23-Jan	BATAM JET 6	A	2	Rp7.700	Rp 15.400
19	24-Jan	AMARTHA NUSANTARA	A	5	Rp7.700	Rp 38.500
20	24-Jan	BATAM JET 6	A	2	Rp7.700	Rp 15.400
21	25-Jan	DUMAI SEJANTERA	A	2	Rp7.700	Rp 15.400
22	26-Jan	AMARTHA NUSANTARA	A	2	Rp7.700	Rp 15.400
23	26-Jan	BATAM JET 2	A	5	Rp7.700	Rp 38.500
24	27-Jan	AMARTHA NUSANTARA	A	2	Rp7.700	Rp 15.400

SARI KAYA SUKSES | PAUH LIMU-IRWAN RIVANTO | JAYA LIMAN ABADI TRAVEL | MITRA GEMILANG PACIFIK-ANTON | NAJWA









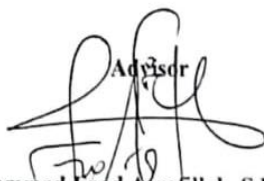
**Appendix 7. Work Documentation**  
*Source: Processed Data, 2024*

## Appendix 8: Revision Sheet

**REVISION SHEET**  
**STUDENT PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY**  
**PROGRAM STATE POLYTECHNIC BENGKALIS**

Name : Muharroma Rizka Siregar  
Student Number : 5404201315  
Apprenticeship Place : PT. Pelindo (Persero) Regional 1 Branch of Dumai  
Advisor : Muhammad Fuad Asrofillah, S.E., M.M

NO.	DAY/DATE	REVISION	SIGNATURE
1.	18/11/2024	Detail Sesi & Dign	
2.			
3.			

  
Advisor  
**Muhammad Fuad Asrofillah, S.E., M.M**  
NIP. 199304202022031007