

APPRENTICESHIP REPORT
PT. SEKATO PRATAMA MAKMUR

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

2024

APPROVAL SHEET

**APPRENTICESHIP REPORT
PT. SEKATO PRATAMA MAKMUR**

Written as one of the requirement to completing for apprenticeship

KARISMA WATI
5404201297

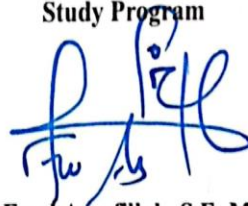
Bengkalis, June 30th, 2024

**HRD-GA Distrik
PT. Sekato Pratama Makmur**



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The author realizes that this apprenticeship Report (KP) is still far from being perfect, therefore the authors expect constructive criticism and suggestions to improve the perfection of this report in the future. Hopefully this report is useful for all of us.

Bengkalis, August 08th, 2024

Karisma Wati
NIM.5404201297

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector.

To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later. In line with that, the university requires its students to take the Field Work Practice course which is held in even semesters.

Field Work Practice (KP) is an intra-curricular activity which is part of the subject of State and Community Life (MBB) for all majors at Bengkalis State Polytechnic. In general, the implementation of Field Work Practices is intended to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

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

The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to

make workforce ready to use and have a well-executed link and match between the world of industry and the world of education.

Based on the above, the author as a student of the International Business Administration Study Programme is required to carry out Internship activities for four months. The author has chosen PT Sekato Pratama Makmur as a place to carry out internship work activities. During the implementation of the internship, the author got a place in the Administration Finance Division. As for the implementation of this internship work, it is hoped that it can add insight to the writer about various good and correct task implementation and be able to face the real world of work with the experience that has been gained.

The main purpose of the internship at PT. Sekato Pratama Makmur is because the company is involved in the management of acacia plants, which are an important part of the forestry and pulp industry. Having the opportunity to learn and develop technical skills relevant to crop management, including cultivation, maintenance and land management techniques. An internship in such a challenging environment will help develop interpersonal and professional skills, such as teamwork, time management, and problem solving.

In addition to providing practical experience, internships also help students to develop social skills, interpersonal skills, and professional skills that are essential for success in the workplace. During this period, students can learn about the company culture, the work processes used, as well as gain insight into the industry they will be working in. The opportunity for students to investigate other professional disciplines and develop a deeper grasp of the career routes they are interested in is one of the primary advantages of internships. Furthermore, internships might provide them with the chance to develop important professional networks that can aid them in their post-graduation job hunt.

Students of the Business Administration Study Program hope that the Practical Work (KP) activities will be able to make a major contribution to the development of knowledge, mastery of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission to be achieved by the Bengkalis State Polytechnic. With the

method of Practical Work (KP), it can function to support skilled students to work in the business world in accordance with the Business Administration Study Program. Practical Work (KP) has been carried out in the section, namely KTU (Administration Finance) at PT Sekato Pratama Makmur which has been carried out for 4 (four) months starting from 01 March to 30 June 2024.

1.2 Purpose of the Apprenticeship

Practical Work (KP) is one of the activities for Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Practical Work aims to see the relationship Hard Skills obtained during college with what is carried out at PT. Sekato Pratama Makmur Humus District. To achieve the expected results, it is necessary to know the objectives of holding the Practical Work the practice is as follows:

1. To find out the specifications of the tasks carried out at PT Sekato Makmur District Humus in the KTU section (Administration Finance).
2. To find out the expected targets in doing work at PT Sekato Pratama Makmur Humus District, especially the KTU section (Administration Finance).
3. To find out the software and hardware used in doing work at PT Sekato Pratama Makmur Humus District.
4. To find out the equipment and tools used in doing work during the Practical Work (KP) at PT Sekato Pratama Makmur Humus District.
5. To find out the data needed to do the job at PT Sekato Pratama Makmur Humus District, especially the KTU section (Administration Finance).
6. To find out the file documents generated during the work at PT Sekato Pratama Makmur Humus District, especially the KTU (Administration Finance) section.

1.3 Significance of Apprenticeship

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

1. For Students

There are several benefits from the implementation of the apprenticeship program that students get, namely as follows:

- a. Get a certificate from the company if you have completed a apprenticeship program.
- b. Receive holiday allowance and free fuel oil according to the agreement between the apprentice and the company.
- c. Students can develop working relationships and add experience to their resume.
- d. Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.
- e. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work
- f. Students gain practical experience in applying theoretical/conceptual knowledge 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. Bengkalis State Polytechnic receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the world of work.
- b. Bengkalis State Polytechnic can improve the quality of its graduates through student apprenticeship experience.

- c. There is good cooperation/relationship between campuses and companies where students do apprenticeship.
- d. Bengkalis Country receives feedback from the world of work for curriculum development and learning processes.
- e. Bengkalis State Polytechnic will be better known in the industrial or corporate world.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

In 1999 PT Sekato Pratama Makmur received a permit for PT SPM's work area starting with PT Mapala Rabda's application No. 011/MPR/99 dated 6 March 1999 for IUPHHK area reserves (Timber Forest Product Utilisation Business Permit) in plantation forests and Riau Province Forestry and Plantation Regional Office letter No. 7108/Kwl-4/1999 dated 25 March 1999 regarding Technical Requirements / Considerations for Partnership pattern plantation forest reserves in the context of Empowering Small, Medium or Cooperative Enterprises covering 46,230 Ha. This was explained by letter from the Governor of Riau Province No. 522/EK/1174 dated 18 May 1999 regarding Recommendation for Plantation Forest Area for Partnership in the context of Empowerment of Small, Medium or Cooperative Enterprises covering an area of 46,230 hectares. 230 Ha to the Minister of Forestry and Minister of Forestry and Plantation Letter No.804/MENHUTBUN/1999 dated 22 July 1999 regarding Reserve area and approval of dispensation for Partnership Plantation Forest activities of PT.Mapala Rabda with Tuah Sekato Forest Farmer Cooperative covering 46,230 Ha.

In 2002 PT SPM, a joint venture between PT Mapala Rabda and Tuah Sekato Forest Farmers Cooperative, established in Pekanbaru in the presence of Notary Darmansyah, SH, with Deed No.33 dated 22 March 2002. before Notary Darmansyah, SH, with Deed No.33 dated 22 March 2002, regarding the establishment of PT Sekato Pratama Makmur Limited Liability Company.

In 2003 the establishment of PT SPM was approved by the Minister of Justice and Human Rights through Decree No.C-10278 HT 01.01TH.2003 dated 7 May 2003. Letter of the Head of the Forestry Planning Agency No. 473/VIKIP/2003 dated 28 July 2003 concerning Work Area Map (WA) IUPHHK Plantation Forest An. Sekato Pratama Makmur in Riau Province, covering an area of 44,735 ha. Defenitive Decree from the Minister of Forestry No. 366/KPts-

II/2003 dated 30 October 2003 on the Granting of Timber Forest Product Utilisation Business License (IUPHHK) on Plantation Forest to PT Sekato Pratama Makmur on a forest area of ±44. 375 Ha in Riau Province. In 2003 PT Sekato Pratama Makmur's deed of incorporation was amended. The company's deed of establishment was changed, namely Deed No. 4.

Humus District was chosen as the prime location due to its nutrient-rich soil and favourable climate for acacia growth. PT SPM has developed adequate infrastructure in this area, including nursery facilities, tillage, and transport routes for harvest distribution.

One of PT SPM's notable achievements is its partnership with PT Indah Kiat Pulp & Paper (IKPP), a major pulp and paper company in Indonesia. PT SPM delivers its acacia plantations to PT IKPP, which is then used as raw material in the production of pulp and paper. This cooperation not only increases demand for PT SPM's products but also helps increase the company's revenue.

PT Sekato Pratama Makmur has a mission to become a superior company in the field of acacia plant management, with a focus on environmental sustainability and social responsibility. The company is committed to producing high-quality products that meet industry standards, while maintaining ecosystem balance and making a positive contribution to the local community.

The company's goal is to increase productivity and efficiency in operations, utilizing the latest technology and innovation. Striving to develop competent and professional human resources through continuous training and development. In addition, PT Sekato Pratama Makmur aims to expand its business network and strategic partnerships, and increase value for stakeholders through ethical and transparent business practices.

The following is the office of PT Sekato Pratama Makmur which is located in Humus :



Figure 2.1 Office of PT. Sekato Pratama Makmur
Source : PT. Sekato Pratama Makmur

2.2 Vision and mission

2.2.1 Vision of PT. Sekato Pratama Makmur

PT. Sekato Pratama Makmur has a vision that is: “To be a world class Forestry Company, which practices sustainable forest management, by developing harmonious social relations, economically viable, and environmentally friendly”.

2.2.2 Mission of PT. Sekato Pratama Makmur

PT. Sekato Pratama Makmur has the following mission:

1. To develop sustainable and high quality industrial forest plantations, as a source of raw material for pulp, with the best price and lowest risk.
2. Provide employment and business opportunities for the community and related industries, which can improve welfare for the surrounding community neighbouring communities.
3. Protecting forest areas with conservation value and enhancing the sustainability of the forest environment.
4. Generate sufficient profit to contribute to the State's tax revenue.

2.3 Kind of Business

Based on a general understanding of the pulp and paper industry and the business practices common to companies operating in forest cultivation and management. Specific details about PT. Sekato Pratama Makmur (SPM) in Humus District are based on general knowledge of the industry's practices.

The following is more detailed information regarding the business run by PT Sekato Pratama Makmur (SPM) in Humus District:

1. Agriculture and Plantation
 - a. Acacia Cultivation: Main focus on planting and maintaining acacia plants, which are used as raw materials for the pulp and paper industry.
2. Forest Management
 - a. Sustainable Forest Management: Management of acacia forests using environmentally friendly and sustainable methods to ensure the resource remains available for the long term.
 - b. Reforestation and Conservation: Replanting and conserving forest areas to maintain the ecosystem.
3. Logistics and Distribution
 - a. Transportation of Harvest Products: Arrange transportation of acacia harvest from the plantation to the processing place or directly to PT Indah Kiat Pulp & Paper (IKPP).
 - b. Supply Chain Management: Manage the distribution flow of raw materials to ensure efficiency and on time delivery.
4. Initial processing of wood
 - a. Harvesting and Processing: Harvesting of acacia trees and initial processing before sending them to further processing plants.
 - b. Storage: Provide temporary storage facilities for acacia wood prior to distribution.
5. Pest and Disease Control
 - a. Pest and Disease Management: Implement a pest and disease control program to ensure the health of acacia plants.

6. Research and Development
 - a. Agricultural R&D: Carrying out research and development to increase the productivity and quality of acacia plants.
 - b. Technological Innovation: Adopt the latest technology to improve operational efficiency and sustainability.
7. Community Welfare
 - a. Community Development: Social and economic initiatives to improve the welfare of the surrounding community.
 - b. Partnership Program: Working with local farmers and communities for partnership programs in planting and forest management.
8. Sustainability and Environment
 - a. Eco-Friendly Practices: Adopt practices that aim to reduce environmental impact and promote sustainability.
 - b. Certification and Compliance: Complies with sustainable forest certification standards and environmental regulations.

This business shows that PT SPM has a primary focus on the cultivation and management of acacia plants, but is also involved in various other aspects that support the company's main operations.

2.4 Organizational Structure

Cooperation and coordination among members are essential in the operations of any type of business, whether for profit or nonprofit, in order to achieve predetermined goals. An organizational structure is one of the most important tools that a firm must have in order to accomplish its objectives.

Moreover, the organizational structure should be swiftly adaptable to changes without disrupting the smooth functioning of current operations. A robust organizational structure is largely shaped by the goals to be achieved and the specific circumstances and condition of each business. This is because a company's organizational structure varies from that of other organizations. The organizational structure adopted by the business will aid in achieving its objectives.

In a well-designed organizational structure, it is crucial to clearly explain to all previously authorized employees the relationship between authority and responsibility constraints. To effectively achieve the company's predefined major objectives, various activities within the organization must be regularly scheduled.

The Organization Structure at PT. Sekato Pratama Makmur can be seen in Figure 2.2 as follows:

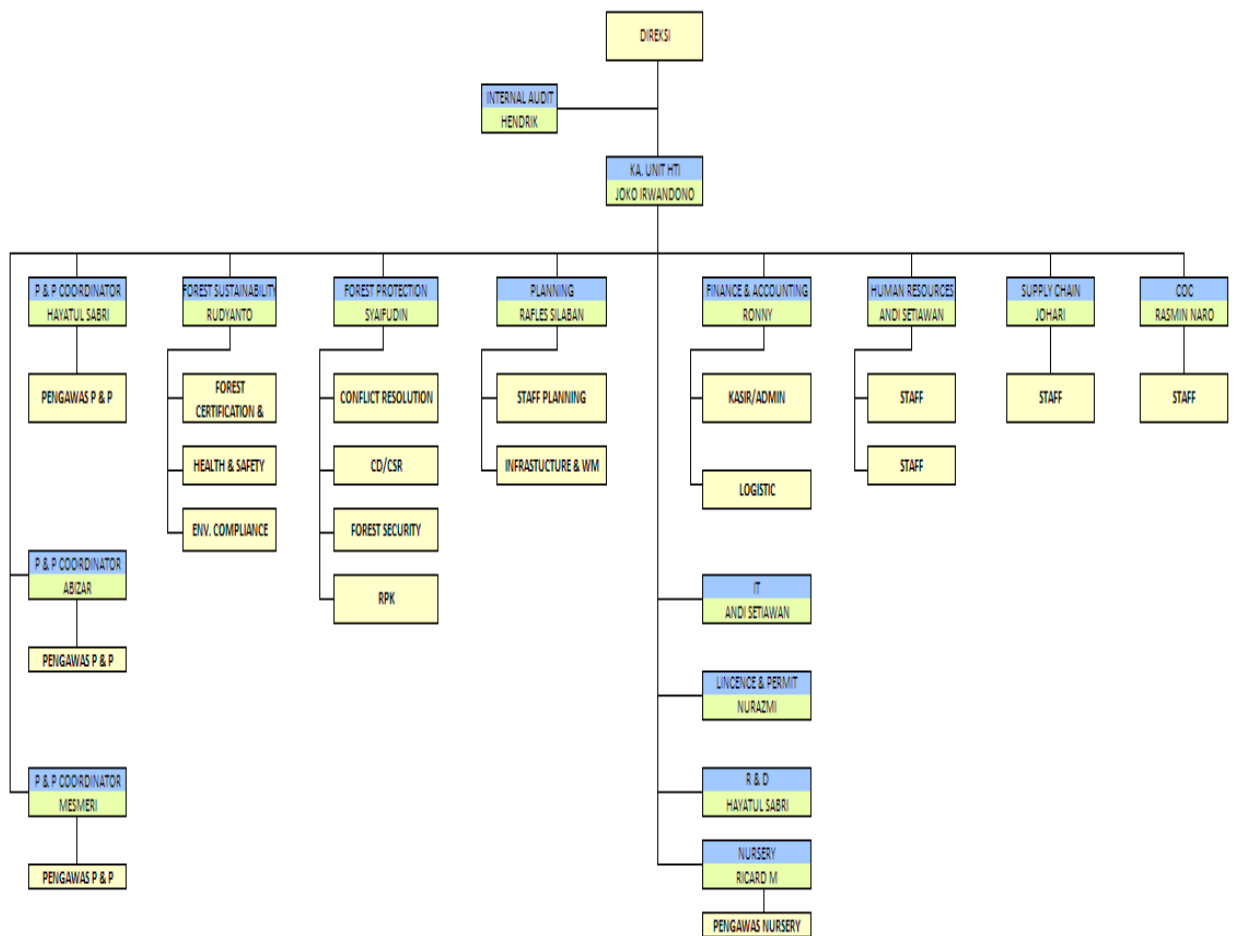


Figure 2.2 Organization Structure of PT Sekato Pratama Makmur
Source: PT Sekato Pratama Makmur

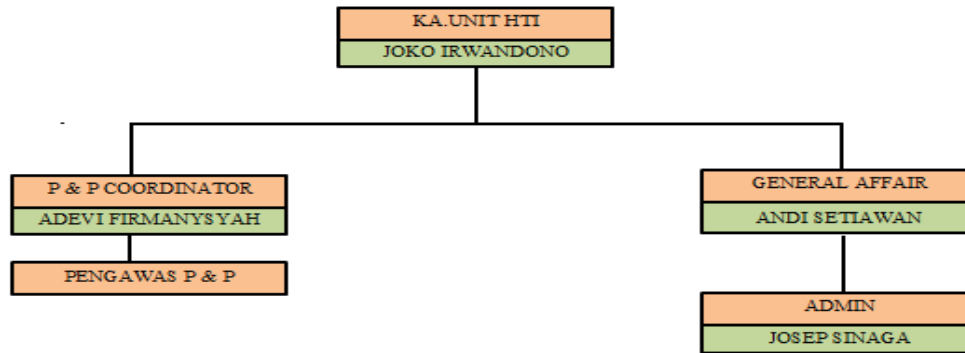


Figure 2.3 Organisation Structure of General Affair

Source: PT Sekato Pratama Makmur

Organizational structure of PT. Sekato Pratama Makmur prepared based on the provisions with the functions, obligations, and responsibilities of each section in the field. Each position has its own duties, authorities and responsibilities.

2.5 The Working Process

To support operational activities in the field, the Head of the HTI Unit is assisted by several section heads. PT SPM Humus District is located at Jalan Lintas Sei. Pakning-Dumai Village Sukajadi Bukit Batu District.

PT Sekato Pratama Makmur has positions according to the fields occupied. The job descriptions of these positions are as follows:

1. Head of HTI Unit

The Head of the HTI Unit has the task of leading, formulating policies, fostering, coordinating and supervising the implementation of the duties of PT Sekato Pratama Makmur in accordance with applicable laws and regulations. Specifically, the district head has duties including:

- a. Create an annual operational plan that supports the Region's strategic direction set by the FOD and correlates with the annual operating budget.
- b. Develop and monitor operational strategies to ensure long term economic viability, social acceptability and an environmentally sound organization.
- c. Manage district level operations and all employees in the district to comply with SOPs, legal and regulatory requirements and to build a lean and productive organization.

d. Oversee potential leadership at the district operations level to ensure continuity of leadership of district operations.

2. Plantation and Production Coordinator

The Plantation and Production Coordinator is the executor of all harvesting and plantation operations in the district. The Plantation and Production Coordinator has duties including as follows:

a. Assist the district manager in realizing the establishment of high quality Industrial Forest Plantations (HTI) by empowering supervisors so that workers involved in plantation and harvesting activities actually perform their duties according to company SOPs.

b. Responsible for realizing the achievement of planting and harvesting

c. Ensure the availability and adequacy of contractor labour that will perform harvesting and planting works will perform harvesting and planting work.

d. Ensure the realization of occupational safety and health (K3) in the work environment led.

e. Implementing environment friendly policies in accordance with company policy.

3. P&P (Plantation and Production) Supervisor

In general, the Plantation and Production Supervisor section has the task of implementing the work of the Production and Plantation workforce according to the SOP to achieve the P&P coordinator's target according to Benchmark. including the following:

a. Supervise the production and plantation workforce in running the operational wheels according to the SOP to achieve the target of the P&P coordinator (Plantation and Production).

b. Fostering production and plantation labour in the use of PPE in accordance with district OHS standards.

c. Assist the Production and Plantation Coordinator to achieve quality and quantity targets.

- d. Carry out environmental policy (environment friendly) in accordance with Company policy.
- e. Provide a standardized planting area both in terms of cleanliness and water table.
- f. Plant the prepared area with good quality and quantity.
- g. Order fertilizer, herbicide, teer, and seedlings as per weekly plan to the supply chain as per SOP.
- h. Reselect the seedlings that have been delivered and are in the plots.

4. Admin/ Cashiers

Cashiers play an important role in providing the best service for accuracy of data entry and entry and exit of money. The duties of the cashier are as follows:

- a. Ensure accurate entry and exit of money.
- b. Make BAP (Minutes of Payment) for contractors.
- c. Make End of Month Report.
- d. Work together to achieve maximum targets.
- e. Communicate well.

5. Personalia & GA (General Affairs)

Personnel and General Affairs plays an important role in providing the best service to district employees in terms of personnel and general affairs. The duties of Personnel and General Affairs are as follows:

- a. Improve the environmental facilities of the employee mess and office.
- b. Maintain assets within the company environment.
- c. Coordinate and follow up on asset repairs.
- d. Participate in implementing occupational safety and health (K3) and environmental aspects.
- e. Carry out Paramedic duties.
- f. Run and control the personnel administration system. Participate in supporting the fulfilment of the human resources element score card.

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. Work Order

A work order (SPK) is an official document issued by a company to provide work instructions to employees, contractors, or third parties. A work order serves as a communication tool that describes the task or project to be completed, including specific details regarding the work.

16:39:21 / 11.05.2024

SURAT PERINTAH KERJA (SPK)

SPK : NA00/03/24/1408
 Jenis Pekerjaan : Pembangunan HTI

1. Company : A112 - PT. Sekato Pratama Makmur
 2. Distrik : 1K14 - SEKATO - HUMUS
 3. Jenis Lahan : Wetland # Peat
 4. Jenis tanaman : *Acacia craspedocarpa*
 5. Jarak Tanam : 3.0x2.0 Mtr
 6. Vegetasi : HTI
 7. Nama Kontraktor : SABRYAN PRATAMA ABADI, PT
 8. Penanggung Jawab Kontraktor : KUSNI

9. Jenis Kegiatan, Lokasi Kerja dan Upah

No.	No Petak	Jenis Kegiatan	Luas Petak	NIK & Pengawas/SPV	Jadwal		Upah	Total Upah
					Mulai	Selesai		
1	HMSCD060601	Singling + Teer	20,80 HA	00002862 AGUS TRIMONO	12.05.2024	11.06.2024	353,496	7.352.717

Pembayaran pekerjaan PLTB dilakukan berdasarkan potensi kayu yang masuk ke Mill PT IKPP, dan fluktuasi Range Harga BBM yang ditetapkan oleh PIHAK PERTAMA berdasarkan aturan yang berlaku (terlampir).

PIHAK KEDUA
SABRYAN PRATAMA ABADI, PT

(KUSNI)

SPK ini mengacu pada dan merupakan bagian yang tidak terpisahkan dari SP.No. : SP/SPM/23/004

Tgl. 14.05.2024
 PIHAK PERTAMA
 PT. Sekato Pratama Makmur

(RICKY ZAMORA)

Dokumen tidak boleh dicoret/ditindis/dikoreksi memakai penghapus (padat cair)

4230002873 / 5122269468

Figure 2.4 Work Order
 Source: Source: Processed Data 2024

2. Time Sheet

Is a record of the length of time the work is carried out by work in the field in the form of equipment rental used by the vendor company. This document contains the types of activities, working hours, and the types of tools used.

FORM KONTROL TIME SHEET ALAT BERAT

TAHUN 2024
 BERSI ALAT
 PENYUSUNAN/REVISI
 KURAS/DEKORASI

Juni 2024
 11:02 AM
 11/06/2024

TGL	RM		SIM		TOTAL	JAM	JENIS KEGIATAN	EBM	KETERANGAN
	AWAL	AKHIR	AWAL	AKHIR					
1			4717,5	4726	8	8	2000-5661		
2			4729,5	4738	8	16			1800
3			4742	4751	8	24			
4			4754,5	4763	8	32			
5			4767	4776	8	40			
6			4779,5	4788	8	48			
7			4792	4801	8	56			
8			4805,5	4814	8	64			
9									Stby M11330
10			4817	4826	8	72			
11			4830,5	4839	8	80			
12			4843	4852	8	88			
13			4856,5	4865	8	96			MASUK OP 1
14			4869	4878	8	104			MASUK OP 1
15			4882,5	4891	8	112			
16			4895,5	4904	8	120			
17									LEBAR
18			4907,5	4916	8	128			
19			4920,5	4929	8	136			
20			4933,5	4942	8	144	30000-5661		
21			4946,5	4955	8	152			
22			4959,5	4968	8	160	30000-5661		
23									MASUK
24			4980	4989	8	168			
25			4993,5	5002	8	176			
26									
27									
28									
29									
30									
31									

Jumlah

Disetujui Oleh: Dibuat Oleh:

Figure 2.5 Time Sheet
 Source: Source: Processed Data 2024

3. Special Submissions

A dedicated submission vein serves as an official document that records the request submitted, so that it can be used for future reference. This is important to maintain transparency and accountability in decision-making, ensuring that every request is recorded and can be revisited if needed.

PT. SEKATO PRATAMA MAKMUR
PENGGAJUAN KHUSUS
 No : / SPM/VI/2024

Tanggal : 25 Juni 2024 Lampiran

Bagian : Harvesting

Melalui : IT Peruwang

Tujuan : Regional Harvesting Head

Perihal : **Permohonan Pembelian Printer**

Pengajuan ini termasuk dalam anggaran / budget tahunan :
 Ya Tidak

Latar Belakang :

- Penghapusan kayu ke menggunakan sistem SPPUH Online
- Printer yang ada saat ini sudah banyak mengalami kerusakan.
- Untuk mencetak dokumen kayu
- Untuk kelancaran operasional kerja Administrasi TUK
- Termasuk dalam Budget 2024

Tujuan :

- Untuk kelancaran kerja Administrasi cetak dokumen kehar kayu

Usulan :

Berdasarkan latar belakang tersebut diatas , maka dengan ini kami mengajukan permohonan pembelian Printer Epson L6260 sebanyak 2 (dua) unit untuk keperluan Pos TUK Antara dan Pos TUK KM 7 Humus

Demikian Pengajuan Khusus ini dibuat, mohon persetujuan piosipuan

Harvesting Head Area 3 KTU Head Dimohon Oleh,
GA - SPM

Regional Harvesting Head IT Perwg

Figure 2.6 Special Submissions
 Source: Source: Processed Data 2024

4. Work Order Addendum

Addendum to a Work Order (SPK) has an important function in the company's operations. This addendum is used to add, change, or clarify certain parts of an already issued SPK. This is especially important when there are changes in the scope of work, execution time, cost, or other terms and conditions that were originally agreed upon.

ADDENDUM SURAT PERINTAH KERJA (SPK)

SPK : NAB009/24/138 - 1
 Jenis Pekerjaan : Pembangunan HHT

SEBELUM ADDENDUM :

No.	No Petak	Jenis Kegiatan	Daur Tanam	Luas Petak	Jadwal		Upah	Total Upah
					Mulai	Selesai		
1	MKRB004301	Planting	04	24,00 HA	13.05.2024	12.06.2024		
2	MKRB004301	Basal Fertilizing	04	24,00 HA	17.05.2024	16.06.2024		
							859.611	21.350.664

SESUDAH ADDENDUM :

No.	No Petak	Jenis Kegiatan	Luas Petak	Jadwal		Upah	Total Upah	Keterangan Addendum
				Mulai	Selesai			
1	MKRB004301	(Lining+Striking+Heding)+Tanam	24,00 HA	13.05.2024	30.06.2024			
2	MKRB004301	PD-NPK 06-30-06 (65% CAS)-30 g	24,00 HA	17.05.2024	30.06.2024			
							859.611	21.350.664

Pembayaran pekerjaan PLTB dilakukan berdasarkan potensi kayu yang masuk ke MUI PT IKPP, dan fluktuasi Range Harga BBM yang ditetapkan oleh PIHAK PERTAMA berdasarkan aturan yang berlaku (terlampir).

PIHAK KEDUA
 JAYA WYNSU PRATAMA, PT
 (JULI TRISAWATI)

Tgl. 28.08.2024
 PIHAK PERTAMA
 PT. Sekano Pratama Makmur
 (RICKY ZAMUSA)

SPK ini mengacu pada dan merupakan bagian yang tidak terpisahkan dari SP. No. : SP/SPM/23/0011

Dokumen tidak boleh dicoret/ditindas/dikoreksi memakai penghapus (padat cair)

4230003005 - 5122266376 - 1

Figure 2.7 Work Order Addendum
 Source: Source: Processed Data 2024

5. Work Order Attachment Map

The attachment map in the work order has the main function of providing a clear and detailed visual description of the location and area where the work is to be carried out. This map is essential to ensure that all parties involved in the project understand exactly the intended work location. With the map, the implementation team can directly see the geographical and topographical details of the work area, including access roads, area boundaries, and other relevant environmental features.

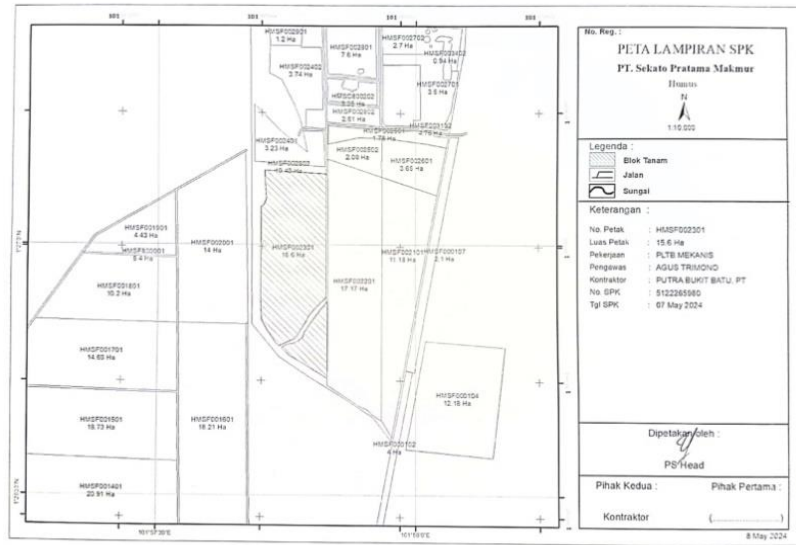


Figure 2.8 Work Order Attachment Map
Source: Source: Processed Data 2024

6. Recap of Payment Minutes

Recap of payment minutes serves as an important document that summarises all payment transactions that have been made in a project or work agreement. This document aims to record in detail each payment, including the amount paid, date of payment, and payee. As such, it provides an official record that can be used for verification and auditing.

REKAP BERITA ACARA PEMBAYARAN

BAP Nomor : PIK1420240500023
 1. Company : A112 - PT. Sekato Pratama Makmur
 2. Distrik : IK14 - SEKATO - HUMBES
 3. Nama Kontraktor : PT. RUPUK CASIRAPRATAMA
 4. Penanggung Jawab Kontraktor : RUDI HARTONO
 5. Petak Kerja dan Jadwal Penyelesaian :

No.	SPK	No Petak	Jenis Kegiatan	Unit Price	Jadwal Mulai Pelaksanaan	Jadwal Selesai Pelaksanaan	Qty Ukar	Bekas/m	HAP Amount	Additional Price	DPP
1	S122220142	MKR007301	WEDDING PRATANAM - SEMPURIT	269.036	09.03.2024	05.04.2024	8,00	0 %	2.259.902	0	2.259.902
2	S122220143	MKR007301	Transport Pupuk Non Aspal 0-5	87.426	16.03.2024	08.04.2024	22,00	0 %	1.923.372	0	1.923.372
									4.183.274	0	4.183.274
TOTAL BERITA ACARA PEMBAYARAN				4.183.274	TOTAL PPN				0		
TOTAL PENDING				0	TOTAL RAP ISSUED				4.183.274		
TOTAL ADDITIONAL PRICE				0	TOTAL PPH				83.665		
TOTAL DPP				4.183.274	NET AMOUNT				4.099.609		
									11.05.2024		
Distrik Manager					Admin Head/KTU				Plantation Head/Koordinator		

4230002771 / S122220143

Figure 2.9 Recap of Payment Minutes
Source: Source: Processed Data 2024

7. Goods Collection Note (NPB)

Filling in the list of Goods Retrieval Notes is one of the activities carried out to more easily find back the existing Goods Retrieval Notes and to find out the handling that is carried out next. With the Goods Pickup Note, can find out the goods and stock that have left the warehouse and find out how many goods are needed for each planting plot taken by farmers.

No	Tgl	No. Nota	Barang	BBM	Satuan	QTY	Spesifikasi	Tgl/Bl	Jenis	Pkg/lot	Baki	Pembelian	Keterangan
1	7E												
2	7E												
3	7E												
4	7E												
5	7E												
6	7E												
7	7E												
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98	7E												
99	7E												
100	7E												

Figure 2.10 Goods Retrieval Notes
 Source: Source: Processed Data 2024

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

Implementation of Practical Work which starts from 01 March to 30 June 2024, carried out on Monday to Friday. June 2024, carried out on Monday to Friday. Assisting various tasks carried out by company staff where the tasks performed are described as follows:

1. Fill in the humus district goods collection note (npb) list
2. Stamp and sign the goods collection note
3. Download and print out work orders using the sap application.
4. Prepare work order and work order map
5. Recapitulate employee attendance
6. Filing documents
7. Scan work orders in pdf and word form
8. Recap the work order number to release the pc
9. Vra data entry status (vra time sheet) on generators and heavy equipment
10. Duplicate work orders
11. Stamping the work order and work order map

3.2 System and Procedure

3.2.1 The Working System

To make it easier for employees to carry out their duties, PT Sekato Pratama Makmur in Humus uses an internet-based system to facilitate online work, using applications as well as a manual system. The online system includes sending various types of documents that have been scanned and sent via email to the intended party, such as in the operational areas of Humus and business partners like PT Indah Kiat Pulp & Paper (IKPP).

The applications or systems used in the work include the SAP system, which functions to create and release purchase returns, purchase orders, and service entry sheets. Microsoft Excel is used to make recaps and input everything

related to finance or the like, and Microsoft Word is used to make declarations such as official trips and other forms of letters.

Meanwhile, the manual system is used to affix the proof of handover stamp to each department and record the proof of delivery of goods or documents to the delivery section as the sender to the operational area and other parties.

3.2.2 The Working Procedure

1. Fill in the Humus District Goods Collection Note (NPB) List

Filling in the Goods Retrieval Note (NPB) list in Humus District is an administrative process that aims to record in detail each retrieval of goods from the warehouse or storage area. This process is important to ensure that each item taken is recorded correctly and in accordance with established procedures.

Table 3.1 The working procedure fill in the humus district goods collection note (NPB) list

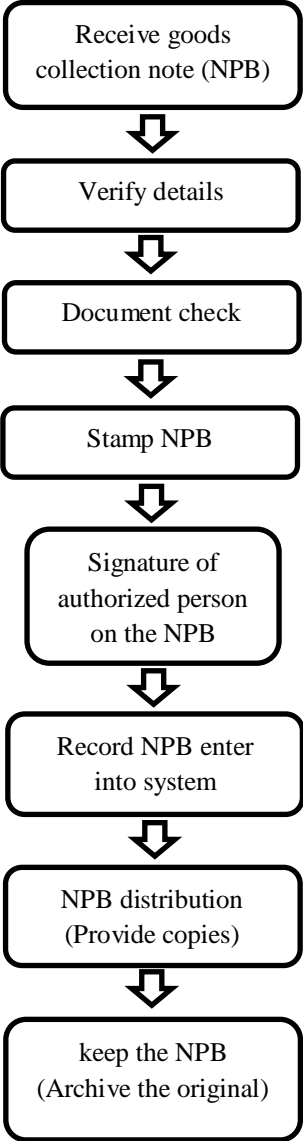
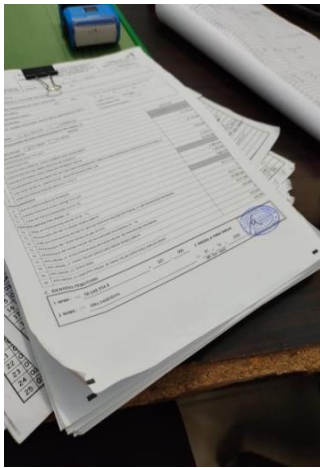
No.	Invoice Billing Process	Device	Output	Place
1.	<pre> graph TD A[Receive pick-up requests] --> B[Request Verification] B --> C[Compile goods collection notes (NPB)] C --> D[Supervisor approval] D --> E[Update financial records] E --> F[Send goods payment note (NPB)] </pre>	Manual recording book goods payment note (NPB)		Administration Finance Staff

Source: Processed Data, 2024

2. Stamp and Sign the Goods Collection Note

Stamping the NPB is usually done by the responsible party to signify that the document is valid and has been verified. Once stamped, the party picking up the goods must sign the NPB to indicate that they have received the goods. This signature also serves as proof that the collection of goods has been done with consent and in accordance with applicable procedures.

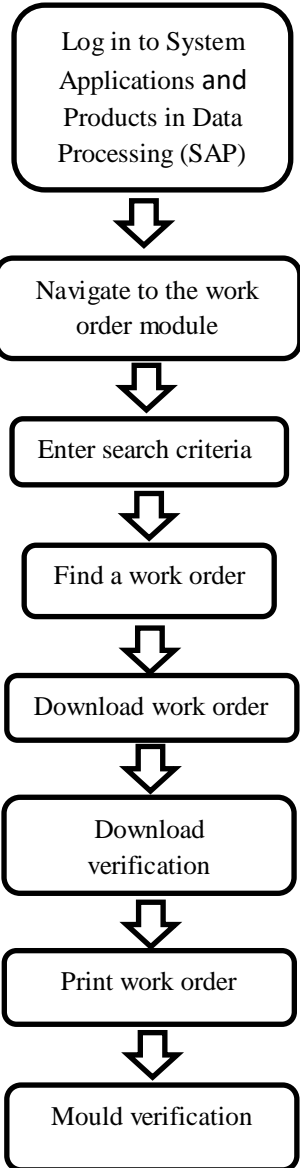
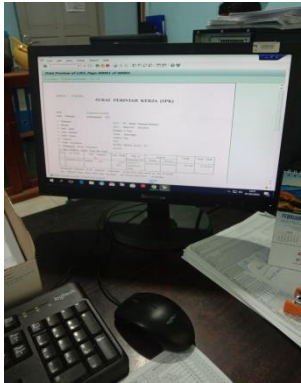
Table 3.2 The working stamp and sign the Goods Collection Note

No.	Invoice Billing Process	Device	Output	Place
2.	 <pre> graph TD A[Receive goods collection note (NPB)] --> B[Verify details] B --> C[Document check] C --> D[Stamp NPB] D --> E[Signature of authorized person on the NPB] E --> F[Record NPB enter into system] F --> G[NPB distribution (Provide copies)] G --> H[keep the NPB (Archive the original)] </pre>	Manual recording book goods payment note (NPB) and stamp		Administration Finance Staff

Source: Processed Data, 2024

3. Download and Print Out Work Orders using the SAP Application.
 Downloading and printing work orders in SAP involves logging into the system, searching for the work order, and then selecting the download or print option. SAP allows saving the document as a PDF or printing it directly. This process ensures the work order is available in a physical format for reference or execution in the field.

Table 3.3 The working download and print out work orders using the SAP application.


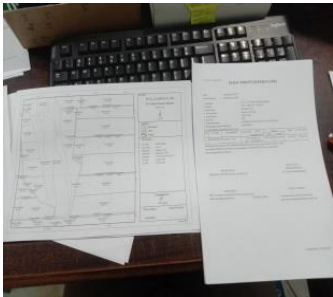
No.	Invoice Billing Process	Device	Output	Place
3.	 <pre> graph TD A[Log in to System Applications and Products in Data Processing (SAP)] --> B[Navigate to the work order module] B --> C[Enter search criteria] C --> D[Find a work order] D --> E[Download work order] E --> F[Download verification] F --> G[Print work order] G --> H[Mould verification] </pre>	SAP Application		Administration Finance Staff

Source: Processed Data, 2024

4. Prepare Work Order and Work Order Map

Drafting a Work Order involves writing detailed tasks and project conditions. A Work Order Map is added to provide a visualization of the location. These two documents ensure all parties clearly understand the tasks and work areas.

Table 3.4 The working prepare work order and work order map

No.	Invoice Billing Process	Device	Output	Place
4.	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> Merging SPK and PPK according to plot (adjusting plot number and area) </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> Stapling the Combined SPK & PPK </div>	SPK Print document and PPK Print document		Administration Finance Staff

Source: Processed Data, 2024

5. Recapitulate Employee Attendance

Employee attendance recapitulation is the process of recording and compiling attendance data of each employee in a period. It includes information on working days, clocking in and out, and absences.

Table 3.5 The working recapitulate employee attendance

No.	Invoice Billing Process	Device	Output	Place
5.	<pre> graph TD A[Employee Attendance Data Collection] --> B[Attendance Data Verification] B --> C[Attendance Data Processing] C --> D[Attendance Report Distribution] </pre>	Microsoft Excel		Administration Finance Staff

Source: Processed Data, 2024

6. Filing Documents

Archiving documents is the process of storing and managing documents in an organized manner to ensure they are easy to find and access when needed, as well as maintaining the security and preservation of important information.

Table 3.6 The working filing documents


No.	Invoice Billing Process	Device	Output	Place
6.	<pre> graph TD A[Document Preparation for Archiving] --> B[Document Structuring in appropriate format] B --> C[Document Storage] </pre>	Folders and files		Administration Finance Staff

Source: Processed Data, 2024

7. Scan Work Orders in PDF and Word Form

Scanning a work order into Word and PDF formats is the process of converting a physical document into a digital format that can be edited and shared easily using a computer.

Table 3.7 The working scan work orders in pdf and word form

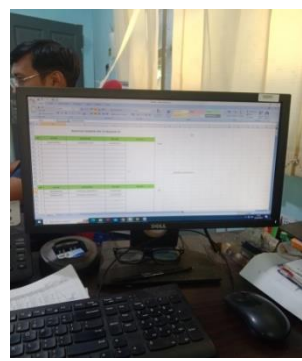
No	Invoice Billing Process	Device	Output	Place
7.	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 10px;">Preparation of Documents for Scanning</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 10px;">Scan documents using a scanner to make digital copies</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">Save Scans in PDF or Word Format</div>	Photopies Mechine		Administration Finance Staff

Source: Processed Data, 2024

8. Recap the Work Order Number to Release the PC

Recap of work order numbers for releasing PC is the process of recording work order numbers used to remove or release personal computers (PC) from inventory or use within a company.

Table 3.8 The working recap the work order number to release the PC

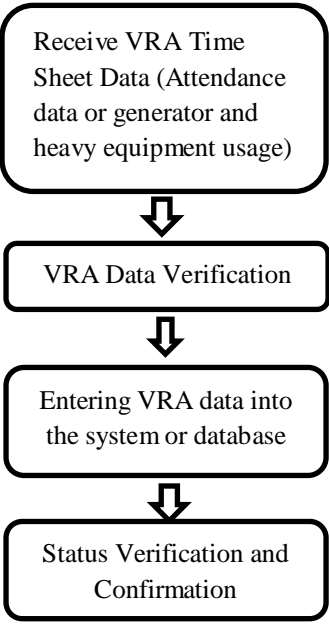
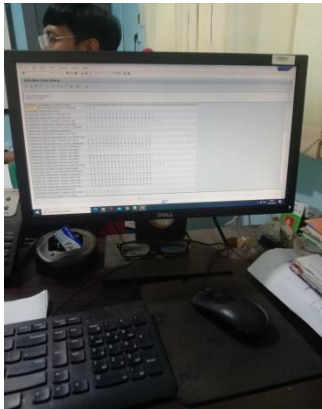
No.	Invoice Billing Process	Device	Output	Place
8.	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 10px;">Verification Information (SPK number, plot number, contractor name)</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">Input Data to the System</div>	Microsoft Excel		Administration Finance Staff

Source: Processed Data, 2024

9. VRA Data Entry Status (VRA Time Sheet) on Generators and Heavy Equipment

VRA data entry status (Vra Time Sheet) on generators and machines refers to the recording of time and information related to the use of generators or machines using the VRA system. This includes information such as time of use, location, and type of work performed by the equipment, which is important for monitoring, inventory management, and evaluation of operational efficiency.

Table 3.9 The working VRA data entry status (Vra Time Sheet) on generators and heavy equipment


No.	Invoice Billing Process	Device	Output	Place
9.	 <pre> graph TD A[Receive VRA Time Sheet Data (Attendance data or generator and heavy equipment usage)] --> B[VRA Data Verification] B --> C[Entering VRA data into the system or database] C --> D[Status Verification and Confirmation] </pre>	SAP Application		Administration Finance Staff

Source: Processed Data, 2024

10. Duplicate Work Orders

Doubling the work order (SPK) aims to reproduce the SPK, because this SPK is needed every day by the admin to provide clear details of the tasks and responsibilities that must be carried out by employees or teams, thereby reducing the possibility of miscommunication and misunderstanding.

Table 3.10 The working duplicate work orders



No.	Invoice Billing Process	Device	Output	Place
10.	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 5px;"> Make sure the photocopier is on and paper is available </div> <div style="text-align: center; margin-bottom: 5px;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 5px;"> Place and standardize the documents to be duplicated </div> <div style="text-align: center; margin-bottom: 5px;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 5px;"> Press the number buttons to double a certain amount </div> <div style="text-align: center; margin-bottom: 5px;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin-bottom: 5px;"> choose whether to choose color or not </div> <div style="text-align: center; margin-bottom: 5px;">↓</div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> Finally press the copy button and wait until it finishes </div>	Photopies Mechine		Administration Finance Staff

Source: Processed Data, 2024

11. Stamping the Work Order and Work Order Map

Stamping a Work Order (SPK) at PT Sekato Pratama Makmur ensures that the document is official and valid, and helps control and verify its authenticity, reducing the risk of misuse. The stamp also records and stores the document for future reference, helping with transparency and accountability. The SPK map provides a detailed description of the task, location, and schedule of the work. This helps employees understand the task, know their respective responsibilities, and follow a clear workflow. Thus, the SPK and SPK map ensure efficient and standardized task execution.

Table 3.11 The working stamping the work order and work order map

No.	Invoice Billing Process	Device	Output	Place
11.	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin-bottom: 10px; text-align: center;"> Prepare work order documents and work order maps that have been compiled </div> <div style="text-align: center;">  </div> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> then stamp the work order letter and work order map </div>	SPK print document, PPK print document and stamp		Administration Finance Staff

Source: Processed Data, 2024

3.3 Place of Apprenticeship

3.3.1 Apprenticeship Time

This internship activity was carried out at PT. Sekato Pratama Makmur from March 01 to June 30, 2024. During the internship, the author was placed in the Finance and Administration Division. The company's provisions regarding the schedule or time of the internship are as follows:

No	Day	Working Hours	Break
1.	Monday to Friday	07.00 WIB – 16.00 WIB	11.30 WIB – 13.00 WIB
2.	Saturday and Sunday	Holiday	Holiday

Table 3.12 Apprenticeship Schedule

Source: Processed Data, 2024

3.4 Kind and Description of the Activity

Throughout the internship, the author participated in a variety of activities while assigned to the Finance and Administration Division. The author was assigned the role and responsibility of assisting staff in their work.

During the internship, routine activities are carried out once a week for 18 weeks. Appendix 6 is a breakdown of everyday tasks with explanations. During

the internship, the author engaged in routine and extracurricular activities beyond their job duties, as detailed in the attachment.

As previously stated, there are both normal and supplementary activities carried out throughout the internship. These additional activities occur outside of the job desk when working in the finance and administration divisions. Typically, these additional activities are organized by the company to build working connections among employees.

During his internship at PT Sekato Pratama Makmur, the author participated in the following additional activities:

1. Attending the District Manager's Farewell Event

The writer's job is to take documentation photos throughout the event. The writer will be responsible for capturing every important moment, from the preparation of the event, the main activities, to the closing session. These photos will be used to document the memories of the event and for future company references. The main focus of the writer is to ensure that every part of the event is well captured and can accurately describe the atmosphere and activities that take place



Figure 3.1 Attending the District Manager's Farewell Event
Source : Processed Data 2024

2. Attending Iftar Together During the Month of Ramadhan

Participating in a joint breaking of the fast event during the month of Ramadan organized by PT Sekato Pratama Makmur with the aim of strengthening ties and solidarity between employees and business partners, creating a harmonious and mutually supportive work environment, and strengthening a sense of togetherness and social concern among all members of the company. The benefits obtained by the author by attending the breaking of the fast event during the month of Ramadan held by PT Sekato Pratama Makmur are that it can strengthen relationships with colleagues from various departments, improve communication and teamwork, and deepen the sense of togetherness and social concern. In addition, this event also provides an opportunity to share moments of happiness and establish closer relationships with all members of the company.



Figure 3.2 Attending Iftar Together During the Month of Ramadhan

Source : Processed Data 2024

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Practical Work (KP) at PT. Sekato Pratama Makmur Humus District is an important step in the educational process for Bengkalis State Polytechnic students, designed to connect the theories learnt on campus with real-world work practices. The main objective of this activity is to provide an in-depth insight into how the hard skills acquired during the study period can be applied in a professional environment.

1. Job Specification in KTU (Finance and Administration) Section

At PT Sekato Pratama Makmur Humus District, the KTU section is responsible for managing the company's administration and finances. This task includes budget management, recording financial transactions, preparing work orders and maps, recording goods pickup notes, downloading work orders and summarizing work order numbers to release PC. In addition, the KTU section also ensures compliance with the company's financial regulations and policies. Other administrative tasks include archiving documents, and coordinating daily administrative activities.

2. Expected Targets in Work

The expected targets in the KTU section at PT Sekato Pratama Makmur include accurate and timely preparation of financial reports, efficient budget management, and improved efficiency of administrative processes. Achieving full compliance with financial regulations and company policies is also a top priority. The KTU section is expected to provide effective administrative support to ensure smooth company operations.

3. Software and Hardware Used

To support work in the KTU section, PT Sekato Pratama Makmur uses accounting software such as SAP or QuickBooks to manage and process

financial data. Additionally, Microsoft Office software like Excel and Word is used for administrative tasks and report preparation. The hardware used includes desktop or laptop computers with adequate specifications, printers, scanners, and photocopiers for daily administrative needs.

4. Equipment and Tools Used During Practical Work (KP)

During practical work at PT Sekato Pratama Makmur, students or KP participants will use various administrative tools and equipment. This includes computers with access to accounting software and Microsoft Office, Stamp, printers, scanners, photocopiers, as well as office supplies like paper, pens, and folders. These tools are essential for assisting in the execution of administrative and financial tasks assigned during the practical work period.

5. Data Needed to Perform Work

The data needed to perform work in the KTU section includes financial transaction information, budget data, purchase and pick-up records, In addition, employee data, work order documents, and contract documents are also needed to manage administration effectively. This data must be accurate and up-to-date to ensure the integrity of financial reports and administrative processes.

6. Documents Generated During Work

Documents generated during work in the KTU section include monthly and annual financial reports, cash flow reports, budget reports, and agreement reports from work orders. These documents are important to support company operations and meet regulatory and audit requirements.

4.2 Suggestion

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do Apprenticeship in the next period, for companies and for the Bengkalis State Polytechnic:

1. Author

Suggestions for writers to be more careful, thorough and concentrated in writing works. Make it a habit to read first before acting, and think

realistically and rationally, and carry out tasks according to the directions or orders given by the employee concerned.

2. Student

The author also provides suggestions that may be useful for students who will carry out Apprenticeship activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always being patient and obedient and learning to manage everything Assigned work.

3. Company

After completing the internship at PT. Sekato Pratama Makmur in the Finance and Administration Division, there are suggestions for the company to improve: When assigning tasks with significant responsibility and high risk to interns, it's beneficial to provide supervision, guidance, and step-by-step instructions. Additionally, providing computers for interns would facilitate their work on assigned tasks.

4. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of the Bengkalis Campus to hold Field Work Practices can be used as evaluation material, and should be given to students before carrying out Field Work Practices in accordance with the field or course material in accordance with the Work Practice companies. And those concerned will accompany students who will do Apprenticeship on the first day of admission, and pick them up again when students have finished doing Apprenticeship.

REFERENCES

PT. Sekato Pratama Makmur

Susanti, E. (2021). *Pengaruh Sistem Pengendalian Manajemen Terhadap Kinerja Karyawan Pada PT Sekato Pratama Makmur Didesa Humus Kecamatan Bukit Batu* (Doctoral dissertation, Politeknik Negeri Bengkalis)

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter

PT SEKATO PRATAMA MAKMUR

Pekanbaru, 21 Februari 2024

No : 343/SP/HR-TC/II/2024
Lampiran : -

Kepada Yth,
Bapak/Ibu Wakil Direktur I
Politeknik Negeri Bengkalis
Di Tempat

Hal : Permohonan Praktek Kerja Lapangan (PKL)

Dengan Hormat,

Menanggapi surat permohonan saudara No.475/PL31/TU/2024 perihal **Permohonan tempat Praktek Kerja Industri (Prakerin)**. Bersama ini kami sampaikan beberapa hal, sebagai berikut :

1. Secara prinsip permohonan saudara dapat kami setujui.
2. Persetujuan Pelaksanaan PKL dimaksud sbb :
 - a. Harus di bawah bimbingan staff atau petugas yang ditunjuk oleh Perusahaan sesuai mekanisme yang ada di perusahaan.
 - b. Periode PKL minimum selama : 4 (empat) bulan, terhitung dari 01 Maret 2024 s/d 31 Juni 2024, berlokasi di Distrik Humus.
 - c. Karena kondisi dan kesibukan staff pembimbing kami, maka jumlah peserta PKL yang kami terima sesuai kebutuhan sebanyak 1 (satu) orang.
 - d. Hal lain yang perlu harus kami informasikan terkait dengan pelaksanaan PKL ini, adalah bahwa kami sebagai Perusahaan tidak menanggung biaya transport, penginapan, makan, asuransi kesehatan dan kecelakaan kerja peserta PKL.
3. Perusahaan semaksimal mungkin akan membimbing dan membina peserta PKL sehingga yang bersangkutan dapat belajar dan menambah wawasan khususnya yang terkait dengan dunia kerja.

Apabila berbagai hal tersebut diatas disetujui, maka saudara dapat menghubungi staff kami di bagian Training & Development Sdri. SALSABILA ARUMBIYA (0761) 9000200 ext. 2392 / HP.0821 4111 7621, paling lambat 1 (satu) minggu sebelum pelaksanaan PKL dimulai.

Demikian kami sampaikan, atas perhatian dan kerjasama yang baik kami ucapkan terima kasih.

Hormat kami,


Jeli Harlindawati
HR Services

Source: Processed Data, 2024

Appendix 2: Statement of Completion Apprenticeship

SURAT KETERANGAN

Yang bertanda tangan di bawah ini :

Nama : Andi Setiawan
Jabatan : HRD-GA Distrik

Menyatakan bahwa yang beridentitas di bawah ini :

Nama : Karisma Wati
Nim : 5404201297
Jurusan : Administrasi Niaga
Tempat PKL : PT. Sekato Pratama Makmur

Telah melaksanakan Kerja Praktek pada perusahaan kami, PT Sekato Pratama Makmur sejak tanggal 01 Maret sampai dengan 30 Juni 2024 sebagai tenaga Kerja Praktek (KP) sesuai dengan surat permohonan dari Politeknik Negeri Bengkalis.

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini kami buat, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Bengkalis, 30 Juni 2024



Andi Setiawan
HRD-GA Distrik

Source: Processed Data, 2024

Appendix 3 : Certificate



PT. SEKATO PRATAMA MAKMUR

SERTIFIKAT

DIBERIKAN KEPADA :


KARISMA WATI

Fakultas Adminitrasi Bisnis Internasional Politeknik Bengkalis

NIM. 5404201297

TELAH MELAKSANAKAN KERJA PRAKTEK DI PT. SEKATOPRATAMA MAKMUR DISTRIK HUMUS
DARI TANGGAL 01 MARET 2024 SAMPAI DENGAN 30 JUNI 2024 DENGAN PREDIKAT HASIL :
SANGAT MEMUASKAN

DISTRIK HUMUS, 28 JUNI 2024


RICKY ZAMORA
DIREKTUR



Source: Processed Data, 2024

Appendix 4 : List Of Attendance

FORESTRY DIVISION DAFTAR ABSENSI PRAKTEK PELAJAR

EPI 23-14
Rev.01.118032002

Institusi/Instansi :

No	NIM	Nama	Bulan : Maret 2024																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	5404201297	Karisma Wati	OK	-	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
2																																		
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4																																		
5																																		
6																																		
7																																		
Bagian		Administrasi, K.T.U.																																
Koordinator Training		Josep Sinaga																																
Kepala Bagian																																		

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HRD

FORESTRY DIVISION DAFTAR ABSENSI PRAKTEK PELAJAR

EPI 23-14
Rev.01.118032002

Institusi/Instansi :

No	NIM	Nama	Bulan : April 2024																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404201297	Karisma Wati	OK	OK	OK	OK	OK	-	cut.	cut.	cut.	cut.	cut.	cut.	cut.	cut.	cut.	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
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3																																	
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5																																	
6																																	
7																																	
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Koordinator Training		Ardi Setiawan																															
Kepala Bagian																																	

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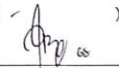
FORESTRY DIVISION
DAFTAR ABSENSI PRAKTEK PELAJAR

EPI.23.14
Rev.01/18032002

Institusi/Instansi :

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1	5404201297	Karisma Wati	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk
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7																																		
Bagian		Administrasi																																
Koordinator Training		Andi Setiawan																																
Kepala Bagian																																		

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HRD

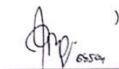
FORESTRY DIVISION
DAFTAR ABSENSI PRAKTEK PELAJAR

EPI.23.14
Rev.01/18032002

Institusi/Instansi :

No	NIM	Nama	Bulan : Juni 2024																														
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1	5404201297	Karisma Wati	-	-	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk	sk
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3																																	
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5																																	
6																																	
7																																	
Bagian		Administrasi, HR																															
Koordinator Training		Andi Setiawan																															
Kepala Bagian																																	

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HRD

Source: Processed Data, 2024

Appendix 5 : Company Appraisal Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY APPRAISAL PT SEKATO PRATAMA MAKMUR

Name : Karisma Wati
 Student's Identity No : 5404201297
 Study Program : D4- International Business Administration
 College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	99
2.	Responsibility	25%	98
3.	Adjustment Adaptation	10%	98
4.	Work Result	30%	99
5.	Behavior in General	15%	98
	Total (1+2+3+4+5)	100%	492


Explanation :

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
















Notes :

Kinerja sangat baik, cepat menjalin komunikasi antar karyawan.
 Cepat menjalankan tugas dengan cepat dan tepat.
 Memiliki kemampuan berinteraksi dengan karyawan dengan baik.









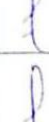
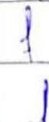



Bengkalis, June 30th, 2024


Andi Setiawan
 HRD-GA Distrik

Appendix 6 : Daily Activity

Date	Activity	Signature
Friday 01 March 2024	1. Prepare minutes of Homeowners Association Time dispensation programme. 2. Learning how to scan in pdf and jpeg form	
Monday 04 March 2024	1. Filling out the PT. Sekato Pratama Makmur road warrant 2. Recapitulate Labour Supply (LBS) work order letters (SPK)	
Tuesday 05 March 2024	1. Prepare work orders (SPK) and work order maps 2. Scan the work order letter (SPK)	
Wednesday 06 March 2024	1. Scan the work order letter (SPK) 2. Print out work order	
Thursday 07 March 2024	1. Duplicating a work order (SPK) 2. Stamp the work order (SPK)	
Friday 08 March 2024	1. Stamp the work order (SPK) 2. Scan the work order letter (SPK)	
Tuesday 12 March 2024	1. Download a work order (SPK) 2. Prepare work orders (SPK) and work order maps. 3. Input employee attendance for the third period of February 2024	
Wednesday 13 March 2024	1. Inputting Manual Attendance Period III february 2024 2. Scan the work order letter (SPK)	
Thursday 14 March 2024	1. Scan the work order letter (SPK) 2. Inputting employee attendance for the first period of March 2024	
Friday 15 March 2024	1. Scan the work order letter (SPK) 2. Download a work order (SPK) 3. Inputting employee overtime list	
Monday 18 March 2024	1. Scan the work order letter (SPK) 2. Duplicating a work order (SPK)	
Tuesday 19 March 2024	1. Download a work order (SPK) 2. Print out work order 3. Recap work order numbers to release pc	
Wednesday 20 March 2024	1. Scan the work order letter (SPK) 2. Stamp the work order (SPK)	
Thursday 21 March 2024	1. Input employee attendance for period II March 2024 2. Prepare work orders (SPK) and work order maps.	
Friday 22 March 2024	1. Input employee attendance for period II March 2024 2. Scan the work order letter (SPK) 3. Inputting employee overtime list	

Monday 25 March 2024	1. Download a work order (SPK) 2. Prepare work orders (SPK) and work order maps.	f
Tuesday 26 March 2024	1. Scan the work order letter (SPK) 2. Duplicating a work order (SPK) 3. Download a work order (SPK)	f
Wednesday 27 March 2024	1. Scan the work order letter (SPK) 2. Prepare work orders (SPK) and work order maps 3. Stamp the work order (SPK)	f
Monday 01 April 2024	1. Inputting employee absences for period III March 2024	f
Tuesday 02 April 2024	1. Recapitulate letters of assignment 2. Scan the work order letter (SPK)	f
Wednesday 03 April 2024	1. Input Working Days (HK) and Overtime for Labour Supply (LBS) employees in the time management system.	f
Thursday 04 April 2024	1. Inputting the list of leave & day off for employees in Eid al-Fitr 1445 H 2. Scan the work order letter (SPK)	f
Friday 05 April 2024	1. Download a work order (SPK) 2. Print out work order 3. Duplicating a work order (SPK)	f
Tuesday 16 April 2024	1. Inputting employee attendance for period I April 2024 2. Download a work order (SPK) 3. Scan the work order letter (SPK)	f
Wednesday 17 April 2024	1. Download a work order (SPK) 2. Print out work order 3. Prepare work orders (SPK) and work order maps	f
Thursday 18 April 2024	1. Inputting employee attendance for period I April 2024 2. Download a work order (SPK)	f
Friday 19 April 2024	1. Recording the amount of fuel spent in Humus District 2. Duplicating a work order (SPK)	f
Monday 22 April 2024	1. Inputting employee attendance for period II April 2024 2. Scan the work order letter (SPK) 3. Inputting VRA Data entry status (VRA TIME SHEET) on Genset	f
Tuesday 23 April 2024	1. Download a work order (SPK) 2. Print out work order 3. Prepare work orders (SPK) and work order maps	f

Wednesday 24 April 2024	<ol style="list-style-type: none"> 1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Prepare work orders (SPK) and work order maps 3. Duplicating a work order (SPK) 	
Thursday 25 April 2024	<ol style="list-style-type: none"> 1. Inputting time sheets for heavy equipment 2. Scan the work order letter (SPK) 	
Friday 26 April 2024	<ol style="list-style-type: none"> 1. Inputting attendance for the April 2024 Fixed-Term Work Agreement (PKWT) in Humus and in Hampar 2. Download a work order (SPK) 3. Print out work order 	
Monday 29 April 2024	<ol style="list-style-type: none"> 1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Scan the work order letter (SPK) 3. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment 	
Tuesday 30 April 2024	<ol style="list-style-type: none"> 1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Inputting target setting form percentages 	
Thursday 02 May 2024	<ol style="list-style-type: none"> 1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Stamp the work order (SPK) 	
Friday 03 May 2024	<ol style="list-style-type: none"> 1. Recap work order to release PC 2. Scan the work order letter (SPK) 	
Monday 06 May 2024	<ol style="list-style-type: none"> 1. Inputting Labour Supply (LBS) work orders 2. Duplicating a work order (SPK) 3. Input Working Days (HK) and Overtime for Labour Supply (LBS) employees in the time management system. 	
Tuesday 07 May 2024	<ol style="list-style-type: none"> 1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Duplicating a work order (SPK) 3. Input employee overtime recapitulation 	
Wednesday 08 May 2024	<ol style="list-style-type: none"> 1. Scan the work order letter (SPK) 2. Stamp the work order (SPK) 3. Download a work order (SPK) 	
Monday 13 May 2024	<ol style="list-style-type: none"> 1. Stamp the work order (SPK) 2. Inputting employee attendance for the first period of May 2024 	
Tuesday 14 May 2024	<ol style="list-style-type: none"> 1. Compile minutes of payment 2. Inputting employee attendance for the first 	
Wednesday 15 May 2024	<ol style="list-style-type: none"> 1. Recap work order numbers to release PC 2. Stamp the work order (SPK) 3. Scan the work order letter (SPK) 	

Thursday 16 May 2024	1. Prepare work orders (SPK) and work order maps 2. Inputting VRA Data entry status (VRA TIME SHEET) on Genset	f
Friday 17 May 2024	1. Scan the work order letter (SPK) 2. Stamp the work order (SPK) 3. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment	f
Monday 20 May 2024	1. Inputting VRA Data entry status (VRA TIME SHEET) on Genset 2. Input employee attendance perinde II May 2024	f
Tuesday 21 May 2024	1. Download a work order (SPK) 2. Print out work order 3. Prepare work orders (SPK) and work order maps	f
Wednesday 22 May 2024	1. Scan the work order letter (SPK) 2. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment 3. Input employee attendance perinde II May 2024	f
Monday 27 May 2024	1. Record oil expenditure receipts 2. Prepare work orders (SPK) and work order maps	f
Tuesday 28 May 2024	1. Scan the work order letter (SPK) 2. Inputting VRA Data entry status (VRA TIME SHEET) on Genset	f
Wednesday 29 May 2024	1. Download a work order (SPK) 2. Print out work order 3. Inputting VRA Data entry status (VRA TIME SHEET) on Genset	f
Thursday 30 May 2024	1. Recap work order numbers to release PC 2. Print out work order	f
Friday 31 May 2024	1. input employee overtime recapitulation 2. Scan the work order letter (SPK)	f
Monday 03 June 2024	1. Prepare work orders (SPK) and work order maps 2. Recap work order numbers to release PC	f
Tuesday 04 June 2024	1. Inputting employee attendance for period III May 2024 2. Stamp the work order (SPK)	f
Wednesday 05 June 2024	1. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment 2. Download a work order (SPK)	f

Thursday 06 June 2024	1. Print out work order 2. Recap work order numbers to release PC	f
Friday 07 June 2024	1. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment 2. Stamp the work order (SPK)	f
Monday 10 June 2024	1. Scan the work order letter (SPK) 2. Download a work order (SPK) 3. Recap work order numbers to release PC	f
Tuesday 11 June 2024	1. Inputting VRA data entry status (VRA TIME SHEET) on heavy equipment 2. Scan the work order letter (SPK)	f
Wednesday 12 June 2024	1. Record oil expenditure receipts 2. Scan the work order letter (SPK)	f
Thursday 13 June 2024	1. Input employee attendance for the first period of June 2024 2. Download a work order (SPK) 3. Recap work order numbers to release PC	f
Friday 14 June 2024	1. Input employee attendance for the first period of June 2024 2. Scan the work order letter (SPK)	f
Tuesday 18 June 2024	1. Scan the work order letter (SPK) 2. Compile minutes of payment 3. Print out work order	f
Wednesday 19 June 2024	1. Download a work order (SPK) 2. Print out work order 3. Prepare work orders (SPK) and work order maps	f
Thursday 20 June 2024	1. Stamp the work order (SPK) 2. Scan the work order letter (SPK) 3. Recap work order numbers to release PC	f
Friday 21 June 2024	1. Scan the work order letter (SPK) 2. Input employee attendance for period II June 2024	f
Monday 24 June 2024	1. Download a work order (SPK) 2. Prepare work orders (SPK) and work order maps	f
Tuesday 25 June 2024	1. Stamp the work order (SPK) 2. Download a work order (SPK) 3. Scan the work order letter (SPK)	f
Wednesday 26 June 2024	1. Prepare work orders (SPK) and work order maps 2. Inputting employee attendance for period II June 2024	f
Thursday 27 June 2024	1. input attendance of Fixed-Term Employment Agreements (PKWT) 2. Stamp the work order (SPK)	f

Source: Processed Data, 2024

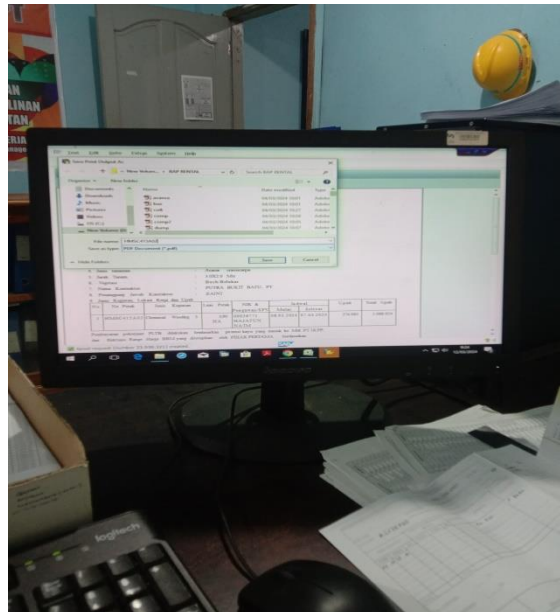
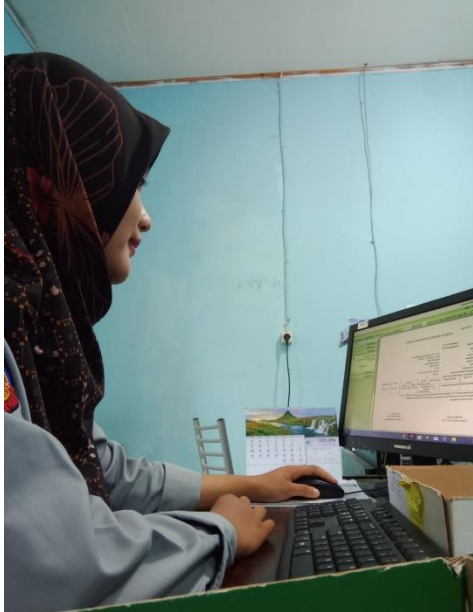
Appendix 7 : Figures of Apprenticeship

1. Supervising the acacia seed sorting process



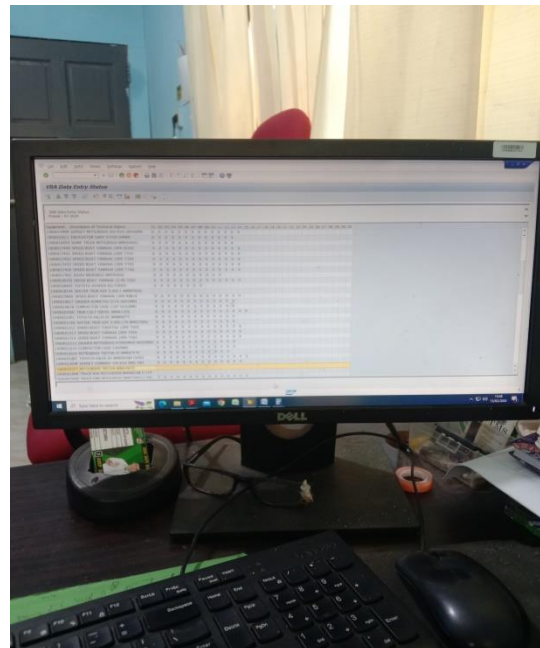
Source: Processed Data, 2024

2. Download the Work Order Letter (SPK)



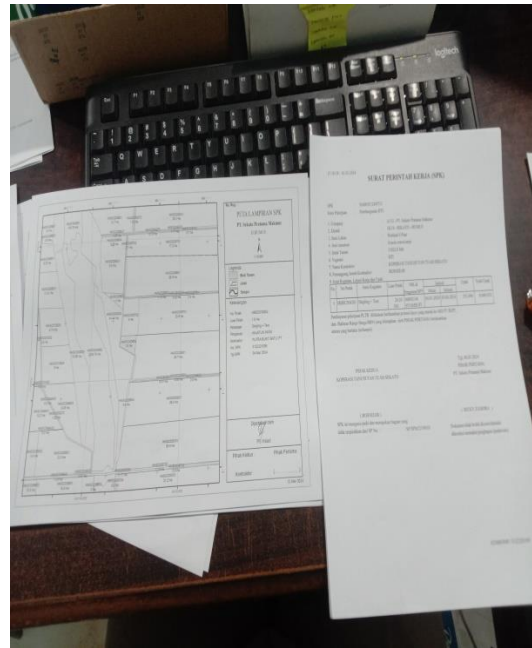
Source: Processed Data, 2024

3. Input VRA Data Entry Status (VRA TIME SHEET) on Heavy Equipment



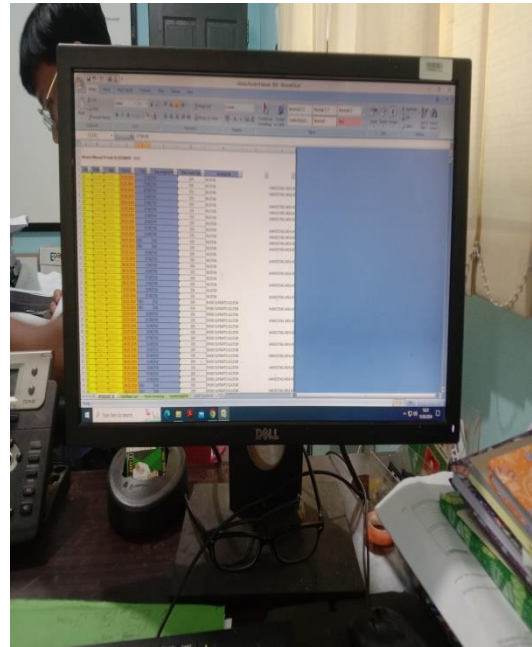
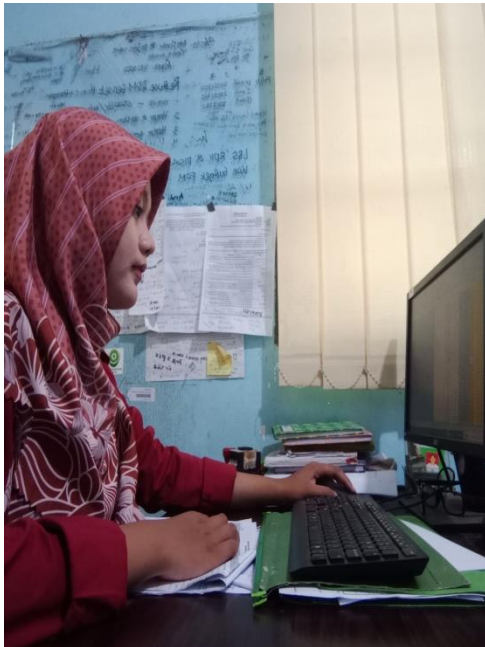
Source: Processed Data, 2024

4. Prepare Work Orders (SPK) and Work Order Maps



Source: Processed Data, 2024

5. Input Employee Attendance 2024



Source: Processed Data, 2024

6. Scanning and Photocopies the are Several Documents



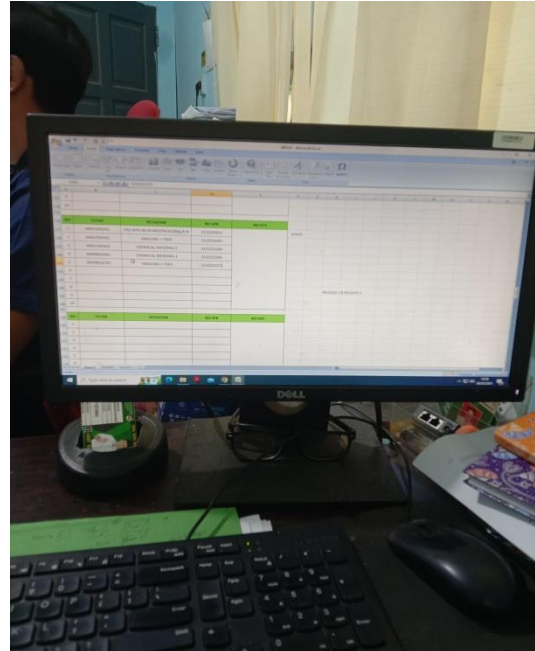
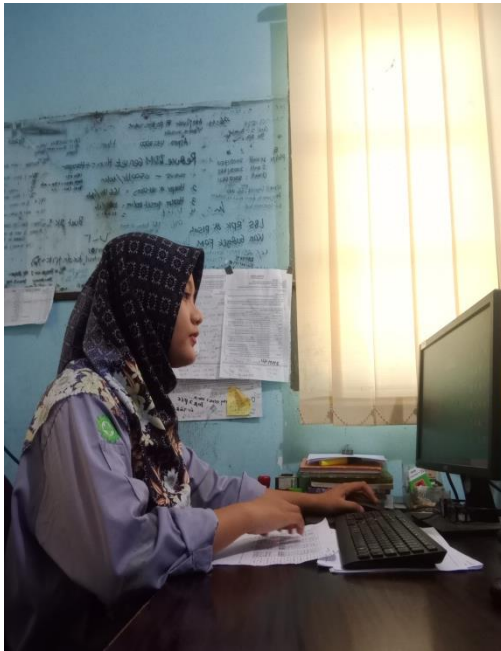
Source: Processed Data, 2024

7. Participate in Auditing Activities in the Warehouse Section



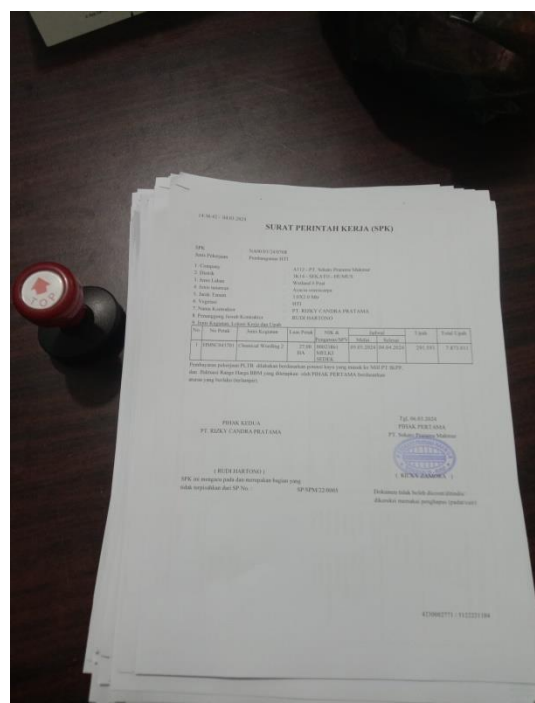
Source: Processed Data, 2024

8. Recap Work Order Numbers to Release PC



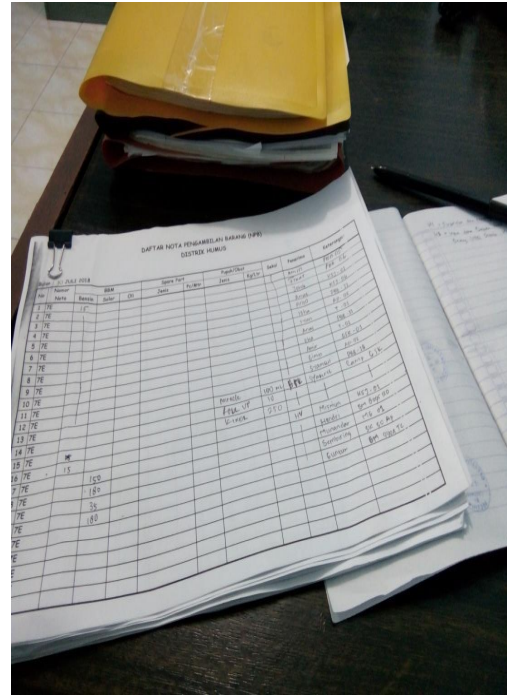
Source: Processed Data, 2024

9. Stamp the Work Order (SPK)



Source: Processed Data, 2024

10. Fill in the Humus District Goods Collection Note (NPB) List



Source: Processed Data, 2024

11. Photo with Friends During Internship PT. Sekato Pratama Makmur



Source: Processed Data, 2024

12. Handover of Souvenirs after Apprenticeship

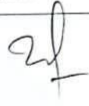
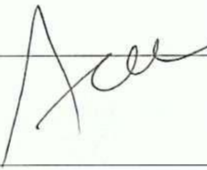


Source: Processed Data, 2024

Appendix 8 : Consultation Sheet

CONSULTATION SHEET
APPRENTICESHIP REPORT
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PRORAM

Name : Karisma Wati
Student's Identity No : 5404201297
Apprenticeship Place : Pt. Sekato Pratama Makmur
Advisor : M. Fuad Asrofillah, S.E.,M.M

No.	Date and Time	Revision	Signature
1.	21/7/2024	Oa fu	
2.			
3.			
4.			
5.			

Bengkalis, July 24, 2024

Advisor


M. Fuad Asrofillah, S.E.,M.M

NIP.199304202022031007