

**APPRENTICESHIP REPORT**  
**PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL**

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

**2024**

**APPROVAL SHEET**

**APPRENTICESHIP REPORT**

**PT. INDAH KIAT PULP & PAPER TBK - PERAWANG MILL  
CONTAINER YARD DIVISION**

Written as one of the conditions for completing Apprenticeship

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Perawang - Riau, June 28<sup>th</sup>, 2024

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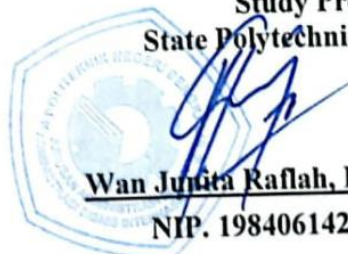
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# CHAPTER I

## INTRODUCTION

### **1.1 Background of Apprenticeship**

The Bengkalis Regency Government, in collaboration with the Gema Bahari Foundation, established the Bengkalis Shipping Polytechnic, which initially offered three study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Later, the institution was renamed Bengkalis Polytechnic and came under the management of the Bangun Insani Foundation (YBI) Bengkalis, expanding its programs to include Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic welcomed its first cohort of students. By 2006, it had introduced two more programs: Business English and Information Engineering.

On December 26, 2011, Bengkalis Polytechnic was officially designated as a State University and renamed the State Polytechnic of Bengkalis, following the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 regarding its establishment, organization, and work procedures. This change was officiated by the Minister of Education and Culture of the Republic of Indonesia. Currently, the State Polytechnic of Bengkalis offers eight majors: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Commercial Administration, English, Informatics, and Maritime Engineering.

The State Polytechnic of Bengkalis is a vocational institution dedicated to fostering competence in various fields among its students. One of its key programs is the Apprenticeship program, which all final-semester students must complete. This program serves as a platform for students to develop their skills and prepare for the workforce. It significantly contributes to their personal development and the enhancement of competencies at the State Polytechnic of Bengkalis.

Students are eligible for the Apprenticeship program after completing at least four semesters and fully graduating. The program lasts for four months. As part of this requirement, I, a student in the Business Administration Study Program, am undertaking a four-month Apprenticeship. I have chosen PT. Indah Kiat Pulp & Paper Tbk. as my Apprenticeship site to apply the theoretical knowledge and concepts learned during my studies in a real-world setting. This opportunity allows me to gain hands-on experience and analyze work-related problems in my field of expertise.

During the Apprenticeship I was assigned to the Unit logistics department in the Container Yard division This Apprenticeship ran from February 5, 2024, to June 26, 2024. The goal of this Apprenticeship is to broaden my understanding of proper and effective task execution, equipping me to enter the workforce with practical experience. The apprenticeship is a crucial activity for students at the State Polytechnic of Bengkalis as they work towards completing their studies. To ensure the desired outcomes, it is important to understand the goals and benefits of the apprenticeship program. The objectives and benefits include:

### **1.2. Purpose of Apprenticeship**

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. Find out the job description of the apprenticeship program at PT. Indah Kiat Pulp & Paper
2. Find out the systems and procedures of the apprenticeship program at PT. Indah Kiat Pulp & Paper
3. Find out a place of the apprenticeship program at PT. Indah Kiat Pulp & Paper
4. Find out the kind and description of the activity of the apprenticeship program at PT. Indah Kiat Pulp & Paper
5. Find out what obstacles and solutions occur during practical work

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

Based on the implementation of fieldwork practices, several benefits are obtained for the parties involved in this regard. The benefits are:

### 1.3.1 Significance for the Student

There are several benefits from the implementation of the job training programs obtained by the writer, namely as follows:

1. Train discipline, creativity, work motivation, behavior, emotions and ethics.
2. Teach students how to be responsible for a given task.
3. Increase students' knowledge and skills about the world of work so that they gain real work experience in companies/agencies and work together with other people with different backgrounds and scientific disciplines.
4. Seeing directly the use and role of industrial and communication technology at PT. Indah Kiat Pulp and Paper Tbk. Perawang
5. Gain direct and real practical field experience in the world of work.

### 1.3.2 Significance for the Academic

There are several benefits from implementing the job training obtained the academic, which are as follows:

1. Establishing good relations and cooperation between the Bengkalis State Polytechnic Business Administration Department and PT. Indah Kiat Pulp and Paper Tbk. Perawang, both in the business world and the industrial world as well as implementing field work practices in the future.
2. Bengkalis State Polytechnic Business Administration Department received information regarding the criteria for workers needed by companies where field work practices are carried out so that they can obtain good standardization of prospective workers and be able to produce competent graduates.
3. Developing students' abilities to apply knowledge, which can then be used as evaluation material in the academic field to develop and improve the quality of education.
4. The department will be able to improve the quality of its graduates through internship work experience and the department will be known in the world of work or institutions.

### 1.3.3 Significance for the Company

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

1. Help lighten employee tasks and exchange knowledge with students.
2. Establishing good relations between the company and the University which can be mutually beneficial.
3. Support higher education in carrying out planned educational programs.
4. Assist the Public Relations Unit in completing daily tasks during the internship.

**CHAPTER II**  
**GENERAL DESCRIPTION OF PT. INDAH KIAT**  
**PULP AND PAPER TBK**

**2.1 Company History**

**2.1.1 Sinar Mas Group**

Sinar Mas is a business group with business operations engaged in various sectors, such as Pulp and Paper, Agribusiness and Food, Financial Services, Developer and Real Estate, Telecommunications, and Energy and Infrastructure, including Health and Education. Since 2003, Sinar Mas no longer refers to itself as Sinar Mas Group, because after the restructuring, Sinar Mas no longer has a holding, but a President office that facilitates/assists the business pillars. In 1968, Sinar Mas' first vegetable oil and copra refinery, Bitung Manado Oil Limited Plant was established in North Sulawesi. Along with its development, Sinar Mas acquired the Tjiwi Kimia chemical soda factory in 1972, which later became Sinar Mas' first paper mill. The year 1972 also marked the beginning of the developer and real estate business pillar, known as PT Duta Pertiwi Tbk. Then in 1982, PT Internas Artha Leasing was established and developed into an integrated financial services company. In 1986, Sinar Mas Forestry managed its first industrial timber plantation. PT Dian Swastatika Sentosa was established in 1996 to supply electricity to Sinar Mas' inland production facilities. In 2010, smartfren was established as a result of a merger with one of the telecommunication providers, Fren.



**Figure 2.1 Sinarmas Group logo**  
*Source: PT Indah Kiat Pulp & Paper Tbk*

### 2.1.2 Asian Pulp and Paper Sinarmas (APP Sinarmas)

Asia Pulp & Paper (APP) Sinar Mas, based in Jakarta, Indonesia, is a global leader in pulp, paper, and packaging production. Since its founding in 1972, APP Sinar Mas has expanded its market to over 150 countries across six continents, with an annual production capacity exceeding 20 million tonnes. Currently, APP Sinar Mas employs more than 30,000 people in countries including Indonesia, the United States, the United Kingdom, Singapore, and Hong Kong.

As one of the most integrated and scalable pulp and paper producers worldwide, APP Sinar Mas is dedicated to providing exceptional quality in response to the growing demand for high-quality paper products. Their product range includes various forms, such as durable multipurpose corrugated cartons.

Maintaining the integrity of its supply chain and a strong commitment to the Sustainability Roadmap Vision 2030 are vital to APP Sinar Mas's operations and its vision for a sustainable future. The company aims to uphold its reputation by adhering to international business and operational standards, engaging with communities, and utilizing the latest technologies and innovations to optimize its processes. By 2030, APP Sinar Mas aspires to achieve carbon neutrality, conserve biodiversity, protect forests, and support communities throughout its operations.

Sinar Mas' Asia Pulp and Paper (APP) operates on an ideology that crosses international boundaries, driven by a vision of a better future. This vision has led the company to expand its presence in countries like the United States and Singapore. With a persistent focus on progress, APP employees are dedicated to fostering innovation and developing new ways of living.

Beyond its employees, Asia Pulp & Paper (APP) Sinar Mas believes that its success is largely dependent on the support of its loyal customers, which includes the community, partners, and individuals like you. Together, we build a better future. APP Sinar Mas recognizes that fostering strong relationships with its customers and stakeholders is fundamental to achieving long-term success and sustainability. By actively engaging with and understanding the needs and aspirations of the community and its partners, APP Sinar Mas is able to innovate

and improve its products and services continually. The company values the trust and loyalty of its customers and strives to give back by contributing to community development and environmental conservation initiatives. This collaborative approach not only enhances the company's growth but also promotes a shared vision for a prosperous and sustainable future for all involved.



**Figure 2.2 APP Sinarmas logo**  
*Source: PT Indah Kiat Pulp & Paper Tbk*

### 2.1.3 PT. Indah Kiat Pulp and Paper (PT.IKPP)

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company operating in the integrated pulp and paper industry with a status as a Foreign Investment (PMA) entity.



**Figure 2.3 PT. IKPP Tbk logo**  
*Source: PT Indah Kiat Pulp & Paper Tbk*

PT. IKPP (Indah Kiat Pulp and Paper) Perawang is a top company in Indonesia's pulp and paper industry. Situated at Jl. Raya Minas - Perawang Km.26 in Siak, a key city in Riau Province, the company was established in 1976 by the



Indonesian firm CV Berkat Indah Agung, with support from two Taiwanese companies. PT. IKPP employs about 6,000 people and produces 1.9 million MT annually.



**Figure 2.4 PT Indah Kiat Pulp & Paper  
Perawang Mill**  
*Source: PT Indah Kiat Pulp & Paper Tbk -  
Perawang Mil*

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two primary locations: the office at Jalan Teuku Umar No. 51, Pekanbaru, and the factory at Jalan Raya Minas Perawang KM 26, Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. Perawang, also known as Tualang Perawang, is an industrial town situated along the banks of the Siak River with a population of approximately 102,306 people.

Indah Kiat Pulp & Paper Corporation was initially established by Soetopo Jannto (Yap Sui Kei), who led the Blessing Group. In 1975, the Blessing Group, which operates numerous subsidiary companies, collaborated with Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan. They conducted an initial feasibility study, exploring potential locations for establishing paper mills in Serpong, Tangerang, West Java, and pulp mills in Central Java, Jambi, Riau, and seven other areas.

In 1976, preparations were made for land acquisition permits and foreign investment status (PMA), which were approved by the President on April 11, 1976. PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang was officially established on December 7, 1976, by notary Ridwan Soesilo, S.H. This establishment aimed to attract foreign investors due to the local workforce's limited expertise in papermaking at the time.

Subsequent to planning and feasibility studies in 1977 to determine processes, technology, and production capacity, construction began on phase I of the cultural paper factory (Wood free printing & writing paper). This phase involved installing two paper machines, each capable of producing 50 tons per day, located on Jl. Raya Serpong, Tangerang-West Java, alongside the Cisadane river.

Following successful trial production in the factory a year later, commercial production commenced on June 1, 1979, coinciding with Mr. Soetopo's birthday. The company's logo and motto, "Participate in building the country, educating the nation, and preserving the environment," were also established at this time. In subsequent years, further surveys were conducted in Jambi and Riau Provinces, leading to the expansion of the Tangerang Paper Factory's phase II. This involved adding a third paper machine with a daily capacity of 50 tons, based on feasibility study data from 1975.

Specifically concerning the factory's location for raw material sourcing and transportation, additional studies were conducted in Pinang Sebatang and Perawang villages, Tualang District, Siak Regency, Riau Province. On September 5, 1981, land acquisition and permits were finalized, followed by land clearing and forest leveling in 1982, utilizing forest concession rights owned by PT. Indah Kiat Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance and protection as well sales results:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession to utilize timber (Logs) for sale with sustainable principles and principles.

2. HPH (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value.

A timber utilization permit grants the right to utilize wood from a forest area for conversion into another form within a maximum period of one year. Concurrently, the Tangerang paper mill commenced operations of its third paper machine while preparing the site for a Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

The following year saw the commencement of physical construction on phase I of the factory in Riau Province. At the same time, a specialized port facility was constructed about 1.5 km from the factory along the Siak River banks, capable of accommodating ocean ships with a deadweight exceeding 6,000 tons.

The inauguration of the Pulp factory marked its trial production, officiated by Indonesia's President, Mr. Suharto, on May 24, 1984. Initially producing 75,000 tons annually of bleached kraft pulp (Bleached Kraft Pulp), the factory catered to the pulp requirements of the Tangerang paper mill, eliminating the need for imported pulp by sourcing locally from Riau Province. This facility stands as Indonesia's pioneering wood-based Kelantan Sulphate pulp mill. Additionally, phase I construction of the Forest Plantation (HTI) also commenced this year.

This year, PT. Indah Kiat Pulp & Paper faced losses due to the global recession and unstable production quality. Additionally, there was a leadership change from Mr. Soetopo Jananto to his eldest son, Mr. Boediono Jananto. In 1986, the Sinarmas Group, led by Mr. Eka Cipta Wijaya, acquired ownership of Indah Kiat, resulting in a redistribution of shares:

1. PT. Satria Perkasa Agung: 67%.
2. Chung Hwa Pulp Corp: 23%.
3. Yuen Fong Paper Manufacturing: 10 %

A year later marked the transition of leadership from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, son of Mr. Eka Cipta Wijaya. During this year, pulp production reached 300 tons per day following modifications to the

production facilities. This development integrated the Perawang paper mill into a comprehensive pulp and paper factory.

In 1989, construction of the phase II pulp mill in Perawang began, with a capacity of 500 tons per day. The inauguration of the commercial production of the first paper mill was conducted by President Soeharto in Lokseumawe, Aceh. In 1990, construction started on the phase II paper mill in Pinang Sebatang, featuring the installation of a paper machine with a 500-ton daily capacity, making it one of the largest cultural paper machines in Asia. Trial production for the phase II pulp mill was subsequently carried out. The company also sold shares to the public and cooperatives, resulting in a distribution of shares.

1. PT. Puri Nusa Eka Persada: 58.23%
2. Cung Hwa Pulp Corp: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Public: 13,09%

In 1991, commercial production for both phase II paper mills and phase II pulp mills commenced, marked by an inauguration ceremony led by President Soeharto in Cikampek, West Java. As a result, PT. Indah Kiat Pulp and Paper Corporation became one of Indonesia's leading pulp and paper producers, ranking among the top 150 globally. This milestone was followed by the sale of phase II shares to the public and 22 cooperatives, resulting in a redistribution of shares.

1. PT. Puri Nusa Eka Persada: 54.39%
2. Cung Hwa Pulp Corporation: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Public: 16.93%

The preparation process for the implementation of the foster father-adopted child program, a linkage initiative between large and small industries, was carried out by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of the second phase of the pulp mill began. The inauguration of adopted children covered various industries, including leather crafts, leather shoe production, batik handicrafts, clothing

manufacturing, metal casting, traditional Siak weaving, metal stamping, and others.

The following year, construction of the second phase of the pulp mill commenced (referred to as pulp 8) with a capacity of 1,300 tons per day, with production trials taking place by the year's end. Additionally, PT. Indah Kiat supported the government by accepting 20 apprentices from Timor as part of the Department of Workforce Program. By 1994, the third phase of the pulp mill began commercial operations, joining the first and second pulp mills to produce high-quality pulp, thereby increasing capacity from 800 tons to 1,200 tons per day. The construction of the fourth phase of the pulp mill started the following year, with a capacity of 1,600 tons per day, and trial operations scheduled for the year's end.

In 1997, PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of Indonesia and obtained an ISO 14001 certificate. During this period, the company also accepted five workers from East Timor. In 1998, they completed the construction of the third paper mill with a capacity of 1,300 tons per day and began the construction of a Training Center building with an investment of 2 billion.

PT. Indah Kiat Pulp & Paper, a national private legal entity, has been entrusted by the government to manage forests and the forest product industry through HPH Groups:

1. PT. Arara Abadi, luas konsesi +/- 265.000 Ha.
2. PT. Wira Karya Sakti, luas konsesi +/- 220.000 Ha.
3. PT Mapala Rabda, luas konsesi +/- 155.000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, luas konsesi +/- 51.000 Ha.
5. PT. Murini Timber, luas konsesi +/- 116.000 Ha

## **2.2 Vision and Mission**

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out its respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk - Perawang Mill:

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk. Perawang is an international scale pulp and paper company with excellent paper quality and can compete with other paper companies at both domestic and international levels.

2. Mission

Mission of PT Indah Kiat Pulp & Paper Tbk. Perawang is working with integrity and commitment to customers, employees and shareholders at the same time and paying attention to monitoring the performance and excellent quality of PT Indah Kiat Pulp & Paper Tbk paper products.

**2.3 Kind of Business**

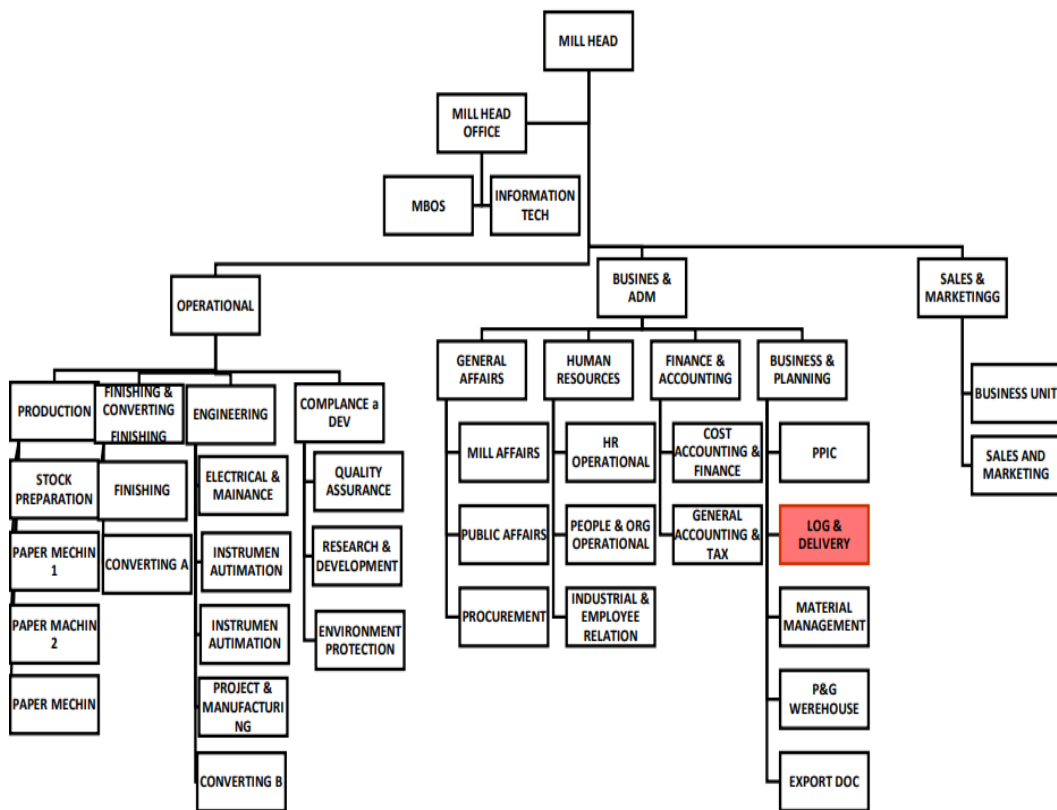
PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

**2.4 Organizational Structure**

Organizational structure is a framework that defines how work tasks are divided, grouped, and coordinated within an organization. This structure describes the hierarchy, authority, and responsibility among various levels and departments. Like the skeleton of a human body, organizational structure provides shape and support for an organization to achieve its goals.

A clear structure helps each individual understand their roles and responsibilities, so that work is neatly structured and directed. This minimizes duplication of effort and increases productivity. A structured flow of information

and direction ensures all parties move in sync. Misunderstandings and communication barriers are minimized, so that achieving organizational goals becomes more focused.



**Figure 2.5 Organizational Structure of PT. Indah Kiat Pulp & Paper Tbk**  
*Source: PT. Indah Kiat Pulp and Paper Tbk*

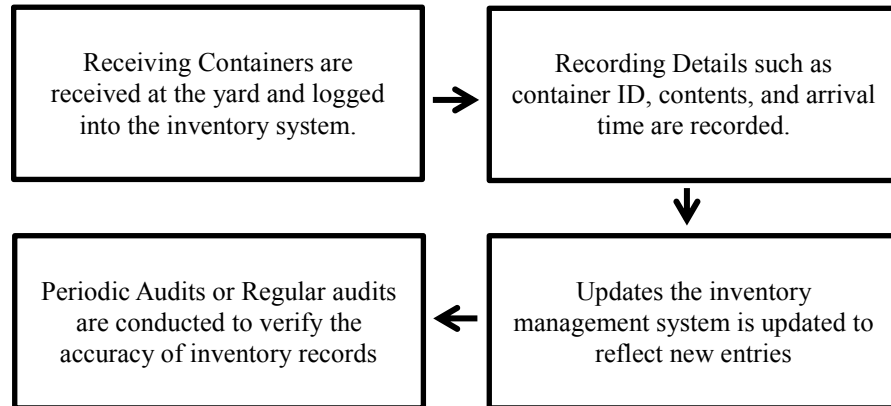
## 2.5 The Work Process

Work processes as well as duties and responsibilities at the Container Yard (CY) unit of PT. Bumi Siak Pusako is as follows:

### 1. Inventory Management

In a Container Yard (CY), inventory management focuses on the efficient handling, tracking, and storage of shipping containers that are used for transporting raw materials and finished products. The goal is to ensure that containers are managed effectively to support logistics operations and

meet the needs of the supply chain. Inventory management steps can be seen in Figure 2.6 as follows:



**Figure 2.6 Flowchart of Inventory Management**

*Source: Processed Data 2024*

## 2. Logistic Coordination

Logistic coordination within the Container Yard (CY) division involves managing and harmonizing various activities and processes to ensure efficient handling, storage, and movement of containers. This coordination is critical for optimizing the flow of goods, minimizing delays, and maintaining accuracy in inventory management. It begins with the efficient scheduling and receiving of incoming containers to prevent congestion at the yard entrance, followed by a thorough inspection process to check for damage and verify documentation, thereby maintaining inventory integrity. Strategically placing containers in the yard maximizes space usage and allows for easy access, while categorizing them based on factors such as destination, content type, and priority facilitates organized storage and quick identification. Real-time updates to the inventory management system, combined with regular audits, ensure inventory accuracy and address discrepancies promptly.

Movement and handling within the yard require the efficient allocation of cranes, reach stackers, and other equipment, alongside careful scheduling of container movements to align with shipping schedules, reducing idle time and enhancing throughput. Loading and unloading activities are synchronized with shipping lines, trucking companies, and rail operators



to ensure timely dispatch and receipt of containers, with strict adherence to safety protocols to prevent accidents and damage. Effective logistic coordination also relies on clear communication between internal teams and collaboration with external stakeholders, such as shipping lines, customs authorities, and logistics providers, to ensure smooth operations and prompt issue resolution.

The use of advanced IT systems for real-time tracking, inventory management, and data analysis plays a vital role, along with exploring automation opportunities like automated guided vehicles (AGVs) for container movement and automated inventory tracking systems to streamline processes. Through effective logistic coordination, the CY division can maintain the efficiency and reliability of container handling operations, directly impacting the overall performance of the supply chain by ensuring seamless operations, reducing costs, and improving service levels for clients. The Logistics Coordination steps include:

a. Scheduling Movements

Coordination with shipping and transport providers to schedule the arrival and departure of containers.

b. Loading/Unloading

Overseeing the loading and unloading of containers onto trucks or other transport vehicles.

c. Tracking Progress

Monitoring the movement of containers to ensure they adhere to the schedule.

d. Updating Records

Recording the departure or arrival of containers and updating the logistics schedule.

3. Safety Inspections

Safety inspection in the Container Yard (CY) division involves systematically checking operations, equipment, and containers to ensure they meet safety standards and regulations. This includes regular

inspections of cranes, trucks, and other handling equipment to ensure they are in good working condition, as well as assessing containers for damage and verifying their documentation. Yard safety involves identifying and removing hazards like debris and ensuring clear signage, while operational safety checks confirm that procedures for loading, unloading, and stacking containers are followed correctly. Worker safety is ensured through the use of personal protective equipment (PPE) and regular safety training.

These inspections also ensure compliance with local, national, and international safety regulations. Accurate records of all safety checks and any necessary corrective actions are maintained and reported to relevant authorities. Regular safety inspections are crucial for creating a safe working environment, preventing accidents and injuries, and ensuring the efficient operation of the container yard. By addressing potential hazards promptly, the CY division can maintain high safety standards and protect both workers and assets. The Safety Inspection includes:

a. Routine Checks

Conducting regular inspections of containers for damage or safety hazards.

b. Compliance Verification

Ensuring containers comply with safety regulations and standards.

c. Reporting Issues

Documenting any safety issues and reporting them to the maintenance team.

d. Follow-Up Inspections

Conducting follow-up inspections after repairs to verify safety.

4. Maintenance and Repairs

Maintenance in a container yard (CY) refers to the regular, planned activities aimed at keeping the equipment, infrastructure, and containers in optimal working condition to prevent unexpected breakdowns and

ensure smooth operations. This includes routine inspections, servicing, cleaning, lubrication, and software updates.

Repair in a container yard (CY) involves the corrective actions taken to fix equipment, infrastructure, or containers that have become faulty or damaged. This can include structural fixes, part replacements, emergency responses to breakdowns, and addressing any defects to restore functionality and safety.

a. Identifying Needs

Identifying containers or equipment needing maintenance or repairs during inspections.

b. Scheduling Repairs

Coordinating with the maintenance team to schedule necessary repairs.

c. Performing Maintenance

Maintenance or repair work is carried out.

d. Verification

Inspecting repaired containers or equipment to ensure they meet operational standards.

5. Operational Efficiency

Operational efficiency in a container yard (CY) unit refers to the ability to manage and coordinate yard activities effectively to maximize productivity, minimize costs, and reduce delays. It involves the optimal use of resources, such as equipment, personnel, and space, to ensure smooth handling, storage, and movement of containers, ultimately enhancing the overall performance and throughput of the yard.

a. Monitoring Processes

Continuously monitoring container yard operations for inefficiencies.

b. Identifying Improvements

Identifying areas for improvement and developing action plans.

c. Implementing Changes

Implementing best practices and process improvements

d. Reviewing Impact

Reviewing the impact of changes and making further adjustments as needed.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially the Division, Container Yard including the following:

1. Container Introduction Letter (SPC)

The Container Introduction Letter (SPC) is an official document issued by the shipper as a guide for shipping goods using a container. This SPC serves to ensure that all information related to the cargo, such as the type of goods, quantity, weight, and shipping destination, is clearly and accurately stated. Additionally, the SPC includes other important details such as the container number, container seal, and information about the sender and recipient. This document is very important in the logistics process because it helps minimize errors during shipping, speeds up customs clearance, and facilitates tracking of goods throughout their journey from the point of origin to the final destination. The accuracy and completeness of the information in the SPC are crucial to ensuring the efficiency and safety of the shipment.

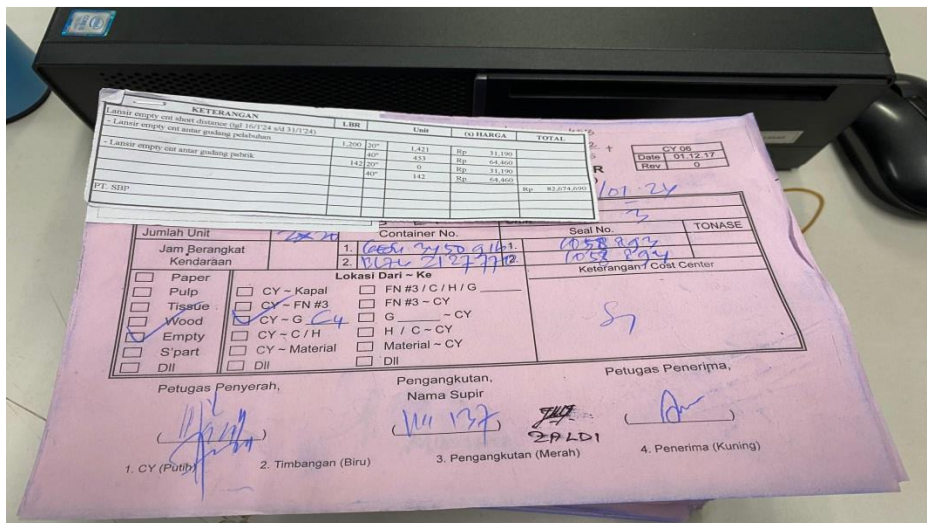


Figure 2.7 Container Introduction Letter (SPC)

Source: Processed Data 2024

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter there are several descriptions of activities or tasks during the internship. The apprenticeship will be carried out for 5 months starting from 5 February to 30 June 2024 at the Container Yard (CY) Unit at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill.

There are several tasks that have been carried out for 21 (Twenty One) weeks in the Container Yard (CY) sector, as follows:

Entering container data into the SAP (Port Activity System) website, which is managed by APP Sinarmas.

1. Review and verify container repair and cleaning attachments, and double-check the costs.
2. Reviewing the tonnage of imported and exported containers.
3. Create a stock inventory list (List Stock Opname) for containers.
4. Prepare a meeting room for meetings with vendors or employees.
5. Carry out APAR checks every 6th of every month.
6. Archiving several work report documents, absences, and inventory feasibility reports from business partners or vendors.
7. Act as an HSE companion when providing safety induction to new vendors.
8. Accompany the Supervisor to the Container Field during daily inspections.

#### **3.2 Systematic and Procedure**

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

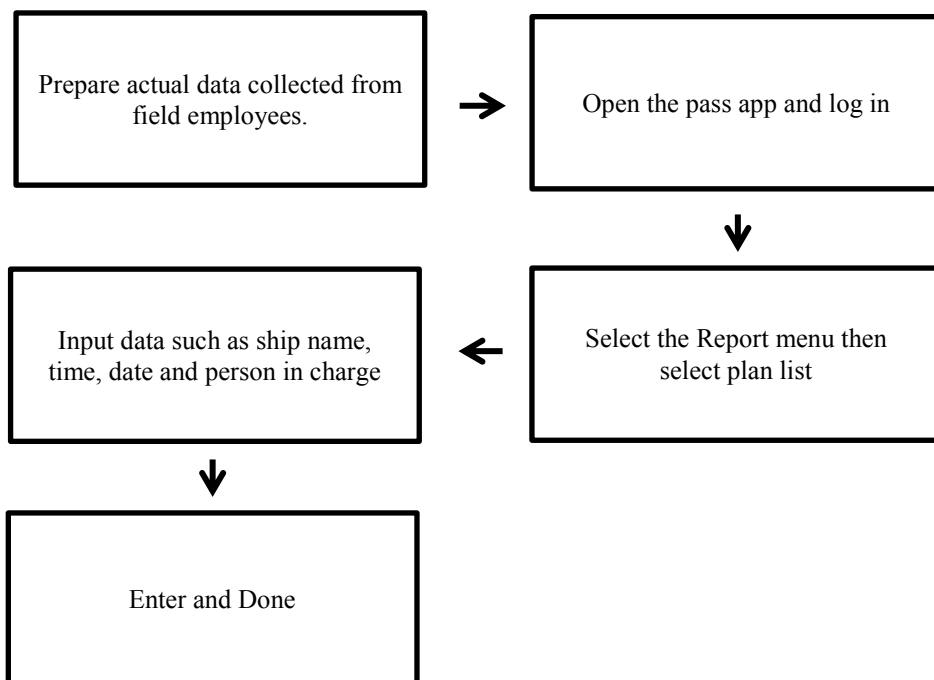
To streamline employees' tasks, the company employs a sophisticated system. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill utilizes online systems like SAP, Application portal and FIORI to support its operational activities effectively. A company requires standardized procedures to ensure uniformity and adherence to established standards. These procedures outline a series of tasks involving multiple personnel across various departments, designed to guarantee

consistent handling of frequently occurring transactions. By implementing such procedures, the company ensures that all activities are conducted systematically and efficiently, reducing the potential for errors and enhancing overall productivity.

### 3.2.2 The Working Procedure

1. Entering container data into the (PAS) (Port Activity System) website, which is managed by APP Sinarmas.

The Port Activity System (PAS) is an application managed by APP Sinarmas that facilitates the reporting of all port-related activities. Inputting container data into PAS is essential for documenting the shipping and receiving of containers. The steps for entering container data into the system are illustrated in the image below:

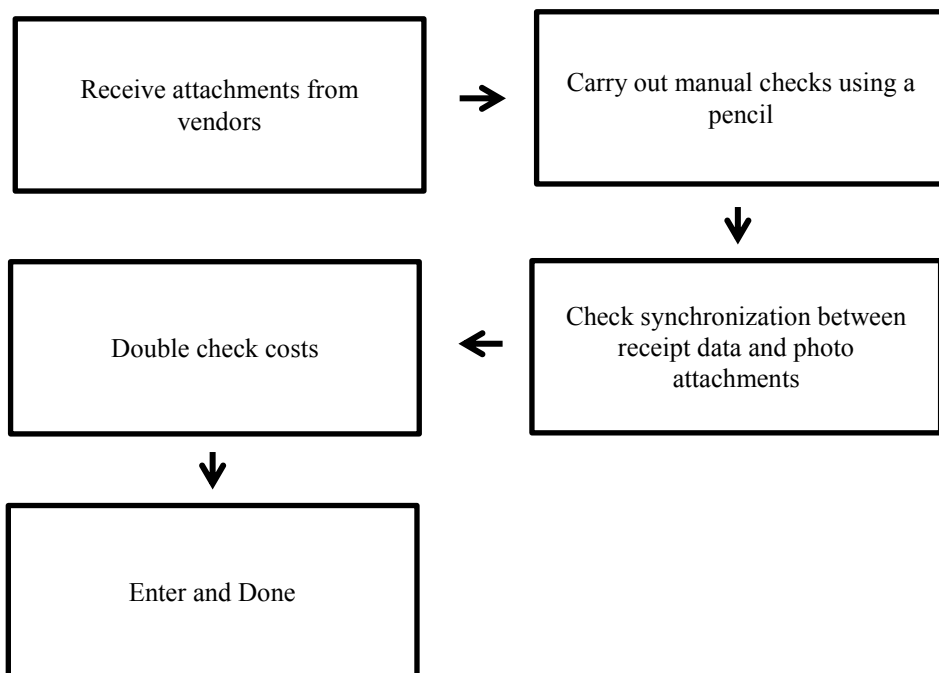


**Figure 3.1 Flowchart entering container data into the PAS**  
 Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill

2. Review and verify container repair and cleaning attachments, and double-check the costs.

Verifying repair and cleaning reports is crucial to prevent any potential fraud between the vendor and PT Indah Kiat. This process involves

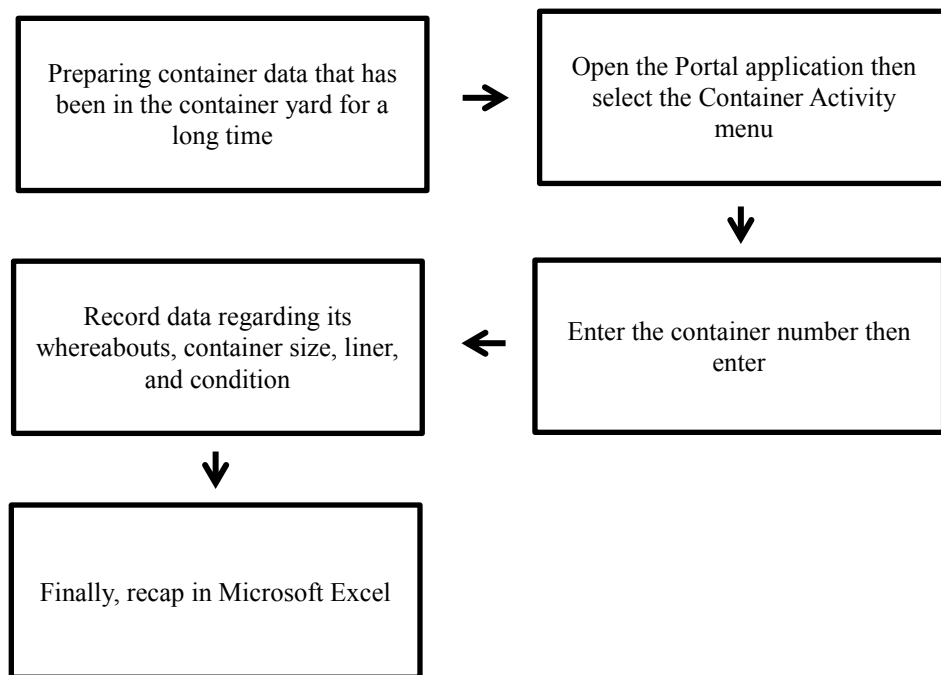
meticulously reviewing and cross-checking the details provided in the reports to ensure accuracy and legitimacy. By carefully examining these reports, the company can identify discrepancies, validate the authenticity of the charges, and maintain a transparent and honest relationship with its vendors. The steps involved in this verification process are detailed in the flowchart provided below, which outlines each stage of the review and approval procedure.



**Figure 3.2 Flowchart verify container repair and cleaning attachments and double-check the costs**

*Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill*

3. Create a stock inventory list (List Stock Opname) for containers. In business, creating a stock inventory list is essential to prevent excessive accumulation of stock in the warehouse. This practice is not limited to general business operations but is also applied by the Container Yard Division at PT Indah Kiat. In the Container Yard Unit, the FIFO (First In, First Out) system is used for stock management. The procedure for generating a stock inventory list using this system is detailed in the flowchart below:



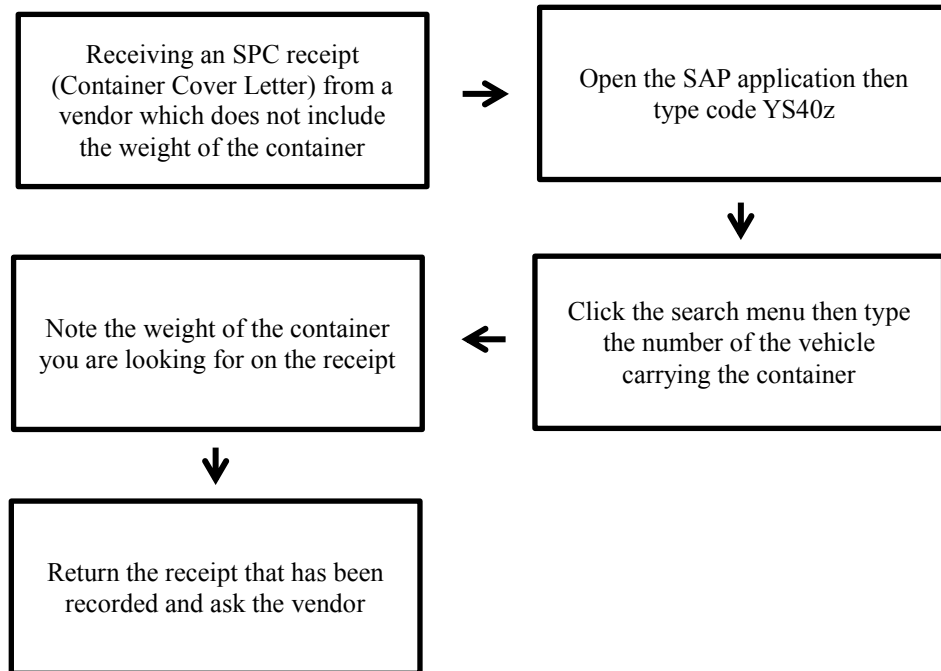
**Figure 3.3 Flowchart stock inventory list (List Stock Opname) for containers**  
*Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill*

Based on the flowchart, the flow of Create a stock inventory list (List Stock Opname) can be explained as follows:

- a. Prepare container data, namely estimated data on the existence of containers that have been piled up for a long time in the container yard, data taken from field workers.
- b. Open the Portal Application, log in using the employee's user ID and password, then select the container activity menu.
- c. Enter the container data, namely the code and serial number of the container, then enter.
- d. Finally, recap in Microsoft Exce



4. Reviewing the tonnage of imported and exported containers.



**Figure 3.4 Flowchart for checking container tonnage**  
*Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill*

Based on the flowchart, the flow of checking container weight can be explained as follows:

- a. Receiving a receipt from a vendor that has not included the tonnage weight of the container
- b. Open the SAP application then type code YS40z, this code includes data on the vehicle and cargo at the time of delivery
- c. In the YS40z code there is a search menu, then type in the menu the number of the vehicle used for delivery, either ship or truck.
- d. Then note down the weight of the container you are looking for
- e. finally return the BP SPC to the vendor

### 3.3 Place of Apprenticeship

This Practical Work (KP) was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM.26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During Practical work author is placed in the Operation Port Section. The company's provisions regarding the schedule or time for the implementation of practical work are as follows:

**Table 3.1 The Working schedule of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill**

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

### 3.4 Kind and Description of the Activity

The activities carried out during practical work can be seen in the following table:

**Table 3.2 Daily Activities of february 05th, 2024 to February 09th, 2024**

No	Date and Time	Activities	Place
1.	Monday 05 February 2024	1. Briefing and introduction about PT Indah Kiat 2. Collecting internship equipment	Public Relation Office
2.	Tuesday 06 February 2024	Safety induction and direction from security personnel	Public Relation Office
3.	Wednesday 07 February 2024	1. Checking documents or attachments for repairing and cleaning containers 2. Verify container repair and cleaning costs	Container Yard Office
4.	Thursday 08 February 2024	National Days	-
5.	Friday 09 February 2024	1. Input container data to PAS application 2. Input data regarding the whereabouts of containers	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard February 12 2024 to February 16 2024 can be seen in the table below as follows:

**Table 3.3 Daily Activities of February 12th, 2024 to February 16th, 2024**

No	Date and Time	Activities	Place
1.	Monday 12 February 2024	1. Input container data to PAS application 2. Meeting preparation	Container Yard Office

2.	Tuesday 13 February 2024	Continue inputting container data to the PAS application	Container Yard Office
3.	Wednesday 14 February 2024	National Days	-
4.	Thursday 15 February 2024	1. Training to make a check-in list report 2. Create a stock taking list (Stock Opname)	Container Yard Office
5.	Friday 16 February 2024	1. Continuing to create a stock taking list 2. Document archive	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard February 19 2024 to February 23 2024 can be seen in the table below as follows:

**Table 3.4 Daily Activities of February 19th, 2024 to February 23th, 2024**

No	Date and Time	Activities	Place
1.	Monday 19 February 2024	1. Create a stock taking list report 2. Verify attachments and container repair and cleaning documents	Container Yard Office
2.	Tuesday 20 February 2024	1. Continuing to create a stock taking list 2. Organize document archives	Container Yard Office
3.	Wednesday 21 February 2024	1. Stick a note of concern in the Sift office 2. Pick up the lifebuoy in the warehouse 3. Continuing to create a stock taking list report	Container Yard Office
4.	Thursday 22 February 2024	1. Checking container repair and cleaning documents 2. Verify container repair and cleaning costs	Container Yard Office
5.	Friday 23 February 2024	1. Continue checking repairs and cleaning containers 2. Document archive	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard February 26 2024 to March 01 2024 can be seen in the table below as follows:

**Table 3.5 Daily Activities of February 26th, 2024 to March 01rd, 2024**

No	Date and Time	Activities	Place
1.	Monday 26 February 2024	1. Check container onage or weight via the SAP application 2. Inputting container data to the PAS application	Container Yard Office
2.	Tuesday 27 February 2024	1. Continue checking container tonnage via the SAP application 2. Organize document archives	Container Yard Office
3.	Wednesday 28 February 2024	1. Create a stock taking list report 2. Accompany HSE officers when providing	Container Yard Office

		safety induction to vendors 3. Documenting vendors' safety induction	
4.	Thursday 29 February 2024	1. Continue checking containers via the SAP application 2. Document archive	Container Yard Office
5.	Friday 1 March 2024	1. Checking documents and attachments for container repair and cleaning 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard March 04 2024 to March 08 2024 can be seen in the table below as follows:

**Table 3.6 Daily Activities of March 04th, 2024 to March 08th, 2024**

No	Date and Time	Activities	Place
1.	Monday 4 March 2024	Create a stock taking list report in Microsoft Excel	Container Yard Office
2.	Tuesday 5 March 2024	1. Continuing to create a stock taking list report in Microsoft Excel 2. Check container tonnage	Container Yard Office
3.	Wednesday 6 March 2024	1. Checking container tonnage in the SAP application 2. Document archive	Container Yard Office
4.	Thursday 7 March 2024	1. Verify container repair and washing attachments 2. Continue checking container tonnage in the SAP application	Container Yard Office
5.	Friday 8 March 2024	1. Checking documents and attachments for container repair and cleaning 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard March 11 2024 to March 15 2024 can be seen in the table below as follows:

**Table 3.7 Daily Activities of March 11th, 2024 to March 15th, 2024**

No	Date and Time	Activities	Place
1.	Monday 11 March 2024	National Days	-
2.	Tuesday 12 March 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 13 March 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 14 March 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office

5.	Friday 15 March 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
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Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard March 18 2024 to March 22 2024 can be seen in the table below as follows:

**Table 3.8 Daily Activities of March 18th, 2024 to March 22th, 2024**

No	Date and Time	Activities	Place
1.	Monday 18 March 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 19 March 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 20 March 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 21 March 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office
5.	Friday 22 March 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard March 25 2024 to March 29 2024 can be seen in the table below as follows:

**Table 3.9 Daily Activities of March 25th, 2024 to March 29th, 2024**

No	Date and Time	Activities	Place
1.	Monday 25 March 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 26 March 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 27 March 2024	1. Checking domestic container tonnage 2. Help tidy up the warehouse	Container Yard Office
4.	Thursday 28 March 2024	1. Inputting container data to the PAs application 2. Create a stock taking list report	Container Yard Office
5.	Friday 29 March 2024	National Days	-

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard April 1 2024 to April 5 2024 can be seen in the table below as follows:

**Table 3.10 Daily Activities of April 1st, 2024 to April 5th, 2024**

No	Date and Time	Activities	Place
1.	Monday 1 April 2024	1. Verify container repair and cleaning documents 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 2 April 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 3 April 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 4 April 2024	Check container box tonnage quoted from SAP	Container Yard Office
5.	Friday 5 April 2024	1. Continue checking container tonnage 2. Document archive	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard April 15 2024 to April 19 2024 can be seen in the table below as follows:

**Table 3.11 Daily Activities of April 15th, 2024 to April 19th, 2024**

No	Date and Time	Activities	Place
1.	Monday 15 April 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 16 April 2024	Checking the tonnage of container receipts that were blocked during the Eid al-Fitr holiday	Container Yard Office
3.	Wednesday 17 April 2024	Continuing to check the tonnage of container receipts that were blocked during Eid al-Fitr	Container Yard Office
4.	Thursday 18 April 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office
5.	Friday 19 April 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard April 22 2024 to April 26 2024 can be seen in the table below as follows:

**Table 3.12 Daily Activities of April 22th, 2024 to April 26th, 2024**

No	Date and Time	Activities	Place
1.	Monday 22 April 2024	1. Check the tonnage of container receipts 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 23 April 2024	1. Continuing to check the tonnage of the container receipt 2. Document archive	Container Yard Office
3.	Wednesday 24 April 2024	1. Container receipt verification 2. Checking container tonnage in the SAP application	Container Yard Office

4.	Thursday 25 April 2024	1. Inputting container data into the PAS application 2. Create a stock taking list report	Container Yard Office
5.	Friday 26 April 2024	1. Verify container repair and cleaning costs 2. Continuing to check domestic container tonnage	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard April 29 2024 to May 3 2024 can be seen in the table below as follows:

**Table 3.13 Daily Activities of April 29th, 2024 to May 3rd, 2024**

No	Date and Time	Activities	Place
1.	Monday 29 April 2024	1. Verify container documents 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 30 April 2024	1. Checking domestic container tonnage 2. Document archive	Container Yard Office
3.	Wednesday 1 May 2024	1. Checking export container tonnage 2. Organizing Archives	Container Yard Office
4.	Thursday 2 May 2024	1. Continuing to check the container tonnage 2. Verify container documents	Container Yard Office
5.	Friday 3 May 2024	1. Tidy up the meeting room and tidy up the archives 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard May 6 2024 to May 10 2024 can be seen in the table below as follows:

**Table 3.14 Daily Activities of May 6th, 2024 to May 10th, 2024**

No	Date and Time	Activities	Place
1.	Monday 6 May 2024	1. Checking domestic container tonnage 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 7 May 2024	1. Verify container repair and cleaning costs 2. Verify costs for repairing and washing containers	Container Yard Office
3.	Wednesday 8 May 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 9 May 2024	National Days	Container Yard Office
5.	Friday 10 May 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard May 13 2024 to May 17 2024 can be seen in the table below as follows:

**Table 3.15 Daily Activities of May 13th, 2024 to May 17th, 2024**

No	Date and Time	Activities	Place
1.	Monday 13 May 2024	1. Check the tonnage of container receipts 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 14 May 2024	1. Continuing to check the tonnage of the container receipt 2. Document archive	Container Yard Office
3.	Wednesday 15 May 2024	1. Container receipt verification 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 16 May 2024	1. Inputting container data into the PAS application 2. Create a stock taking list report	Container Yard Office
5.	Friday 17 May 2024	1. Verify container repair and cleaning costs 2. Continuing to check domestic container tonnage	Container Yard Office

*Source: Processed Data 2024*

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard May 20 2024 to May 25 2024 can be seen in the table below as follows:

**Table 3.16 Daily Activities of May 20th, 2024 to May 24th, 2024**

No	Date and Time	Activities	Place
1.	Monday 20 May 2024	1. Verify container repair and cleaning documents 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 21 May 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 22 May 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 23 May 2024	Check container box tonnage quoted from SAP	Container Yard Office
5.	Friday 24 May 2024	1. Continue checking container tonnage 2. Document archive	Container Yard Office

*Source: Processed Data 2024*

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk –



Perawang Mill in the Division from Container Yard May 27 2024 to May 31 2024 can be seen in the table below as follows:

**Table 3.17 Daily Activities of May 27th, 2024 to May 31th, 2024**

No	Date and Time	Activities	Place
1.	Monday 27 May 2024	1. Verify container documents 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 28 May 2024	1. Checking domestic container tonnage 2. Document archive	Container Yard Office
3.	Wednesday 29 May 2024	1. Checking export container tonnage 2. Organizing Archives	Container Yard Office
4.	Thursday 30 May 2024	1. Continuing to check the container tonnage 2. Verify container documents	Container Yard Office
5.	Friday 31 May 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard June 3 2024 to June 7 2024 can be seen in the table below as follows:

**Table 3.18 Daily Activities of June 3rd, 2024 to June 7th, 2024**

No	Date and Time	Activities	Place
1.	Monday 3 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 4 June 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 5 June 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 6 June 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office
5.	Friday 7 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard June 10 2024 to June 14 2024 can be seen in the table below as follows:

**Table 3.19 Daily Activities of June 10th, 2024 to June 14th, 2024**

No	Date and Time	Activities	Place
1.	Monday 10 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 11 June 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office

3.	Wednesday 12 June 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 13 June 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office
5.	Friday 14 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard June 17 2024 to June 21 2024 can be seen in the table below as follows:

**Table 3.20 Daily Activities of June 17th, 2024 to June 21th, 2024**

No	Date and Time	Activities	Place
1.	Monday 17 June 2024	1. Create a stock taking list report\ 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 18 June 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 19 June 2024	1. Continue inputting container data into PAS 2. Checking container tonnage in the SAP application	Container Yard Office
4.	Thursday 20 June 2024	1. Continuing to check the container tonnage 2. Create a stock taking list report	Container Yard Office
5.	Friday 21 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office

Source: Processed Data 2024

The agenda of activities or work that has been carried out by author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill in the Division from Container Yard June 24 2024 to June 28 2024 can be seen in the table below as follows:

**Table 3.21 Daily Activities of June 24th, 2024 to June 28th, 2024**

No	Date and Time	Activities	Place
1.	Monday 24 June 2024	1. Create a stock taking list report 2. Verify container repair and cleaning costs	Container Yard Office
2.	Tuesday 25 June 2024	1. Inputting container data into PAS 2. Document archive	Container Yard Office
3.	Wednesday 26 June 2024	Create KP Reports	PR Office
4.	Thursday 27 June 2024	Create KP Reports	PR Office
5.	Friday 28 June 2024	Create KP Reports	PR Office

Source: Processed Data 2024

### **3.5 Obstacles Encountered and Solutions**

#### **3.5.1 Obstacles Encountered during of the Apprenticeship**

The obstacles encountered during the completion of tasks carried out during job training at PT Indah Kiat Pulp & Paper Tbk Perawang are as follows:

1. In the company PT. Indah Kiat Pulp & Paper here limits the use of internet access for employees, so that employees who work in public relations can only access Outlook and also have limitations in using office facilities.
2. When the process of disseminating information is to be carried out but there is miscommunication between public relations and media partners in conveying news and information, this will become an obstacle in publication activities.
3. In the field of Public Relations, they still use a manual correspondence system, and there are also deficiencies in administrative processes that are not regular and have not been applied to applications that can be used.
4. There is still a lack of members or workforce for the Public Relations Unit of PT Indah Kiat Pulp & Paper Tbk Perawang which is still minimal at this time while there is a lot of work that needs to be done.

#### **3.5.2 Solutions During the Apprenticeship**

The solutions for the obstacles that the author get while doing the job training, we hope that on the next period are:

1. If restrictions on internet access are still needed, the company may consider adjusting its policies so that employees in the Public Relations department can have wider access and according to their job needs. And If the problem lies in security, the company can consider using a VPN (Virtual Private Network) for employees in the public relations department.
2. In conveying information to the media, you must have more control over the information to be conveyed so that there is no miscommunication with the media so that the process of disseminating the information can be carried out well, as is the wish of the Public Relations Unit of PT Indah Kiat Pulp & Paper Tbk Perawang.

3. Information. Using the Digital Correspondence System, Replace the manual mailing system with a digital mailing system. This will help improve efficiency and ease data accessibility. Create an integrated administrative system that covers all processes in Public Relations. This will simplify data management and improve information accuracy.
4. The lack of manpower means that existing employees must remain patient at work and must be able to plan work so that it is more structured so that the process of disseminating information can be carried out well and systematically.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

The author has obtained a variety of invaluable experiences through Field Work Practice activities at PT Indah Kiat Pulp & Paper Perawang Mill, particularly in the Public Relations Section. These experiences enhance the comprehension and practical application of the knowledge acquired during lectures. During job training, this experience enables the writer to apply knowledge in the most efficient and effective way possible. Students can learn about the actual world of work and the kinds of environments and working circumstances they can expect to encounter once their time on university is up by participating in Field Work Practice.

Based on the description of the Job Training report, it can be concluded that there are several theories and practices that have been taught in lectures that can be applied during Practical Work. The following is a summary of the work done during the Practical Work

There are several types of work during the practical work program, namely:

1. Job specifications carried out during the Internship at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill There are several types of work during the internship program, namely, Inputting container data into the PAS (Port Activity System) application, Making a Stock Opname List report, Checking the tonnage of export, import containers and containers sent domestically, Verifying container Repair and Cleaning reports, and Preparing meeting rooms for meetings.
2. The internship program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Container Yard sector. This program is carried out for 5 (months) starting from February 5, 2024 to June 28, 2024.

3. The work system and procedures in the container yard section use an online system, application system and manual system. All of these systems make it easier to do public relations work.
4. During the implementation of the internship, there were several obstacles, namely: Limitations in the use of office facilities, because office facilities have been authorized by the center and Limitations in obtaining data for a particular job, because the data provided was unclear and incomplete and in the Container Yard sector still using a manual correspondence system, and there were also shortcomings in the administrative process which was not yet organized and the application that could be used had not been implemented.
5. Solutions to the obstacles that the author found during the internship, Using a Digital Correspondence System, Replacing the manual correspondence system with a digital correspondence system. This will help increase efficiency and facilitate data accessibility. Create an integrated administration system that covers all processes in the Container Yard. This will facilitate data management and increase the accuracy of information.

#### **4.2 Suggestion**

After doing practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill, there are several suggestions, namely:

1. It is advised that students completing practical work have access to computers in order to facilitate the seamless and effective execution of their task. In addition, given that a large portion of work is now done online, it is crucial to offer internet network connectivity. The provision of these resources will facilitate students' capacity to complete assignments more efficiently and effectively while also preparing them for an increasingly digital workplace.

2. Every job today tends to rely on online connectivity for a number of crucial tasks, including collaborating on group projects, communicating with coworkers and superiors, accessing information sources, and keeping track of the most recent advancements in related industries, so internet network access must be provided. It is imperative that students undergoing practical work have consistent and dependable internet access to fulfill their assignments on time and stay up to date with the ever-evolving technology landscape of today's workplace.

## REFERENCES

- Asianpulppaper.com (2021) Annual Report PT. Indah Kiat Pulp & paper Tbk-Perawang Mill, Accessed June 2024, From <https://sustainabilitydashboard.com/documents/20123/3719/IKPP-Annual-Report2020.pdf/lc2179c8-7d58-73aa-275f-ac5b521320da?t=1624859106>*
- Polbeng.ac.id (2017) Sejarah Politeknik negeri bengkalis, Accessed June 2024, from <https://kemahasiswaan.polbeng.ac.id/konten-20160921165631>*



## APPENDICES

### Appendix 1: Apprenticeship Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 4260/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper  
Jl. Raya Minas, Perawang, Pinang Sebatang, Kab. Siak, Riau 28685  
di Siak

Dengan hormat,

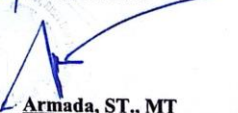
Schubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Indah Kiat Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 30 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Annisa Zhahara Husni	5404201338	D4 Administrasi Bisnis Internasional
2	Arief Fadilah	5404201314	D4 Administrasi Bisnis Internasional
3	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional
4	Era Dahnia	5404201287	D4 Administrasi Bisnis Internasional
5	Faszrul	5404201335	D4 Administrasi Bisnis Internasional
6	Putri Ratna Sari	5404201308	D4 Administrasi Bisnis Internasional
7	Syirwan Hadi	5404201325	D4 Administrasi Bisnis Internasional
8	Rizki Rahmad	5404201283	D4 Administrasi Bisnis Internasional
9	Siti Aisyah	5404201286	D4 Administrasi Bisnis Internasional
10	Rahmat Sabani	5404201316	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I

  
Armada, ST., MT  
NIP.197906172014041001

Contact Person:  
M. Alkadri Perdana B.IT, M.Sc (0812 7648 4321)

## Appendix 2: Apprenticeship Reply Letter



No : 003/PA-IKPP/I/2024  
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 03 Januari 2024

Kepada Yth,  
**Armada, ST.,MT**  
Wakil Direktur I, Politeknik Negeri Bengkalis  
di  
Bengkalis

Dengan hormat.

Menanggapi surat no.4260/PL31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa/i Jurusan D-IV Administrasi Bisnis International bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk, Perawang dapat mengabulkan permohonan tersebut untuk atas nama :

- |                         |            |
|-------------------------|------------|
| 1. Annisa Zhahara Husni | 5404201338 |
| 2. Era Dahnia           | 5404201287 |
| 3. Fazrul               | 5404201335 |
| 4. Putri Ratna Sari     | 5404201308 |
| 5. Syirwan Hadi         | 5404201325 |
| 6. Siti Aisyah          | 5404201286 |

Jurusan D-IV Administrasi Bisnis International, dan dapat dilaksanakan pada tanggal 22 Januari sampai dengan 30 Juni 2024

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,  
PT. Indah Kiat Pulp & Paper Tbk  
Perawang Mill



**Armada, SE., ME**  
Public Affair Head

Tembusan :  
Disampaikan kepada Yang Terhormat,  
1. ybs

## Appendix 3: Apprenticeship Statement Letter



### SURAT KETERANGAN 052/SKV-PA/IKPP/VI/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama : Ainun Hakim  
NIM/NIS : 5404201349  
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
Asal Sekolah : Politeknik Negeri Bengkalis  
Waktu : 05 Februari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 05 Februari s/d 28 Juni 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 28 Juni 2024  
Hormat Kami,  
PT. Indah Kiat Pulp & Paper Tbk. Perawang



**PT. Indah Kiat Pulp & Paper Tbk.**  
**Office** : Sinarmas Land Plaza Menara II, 7th Floor. JL. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001  
Telp : (021) 3929266-69 ( hunting ), Fax : (021) 3929276, 3929278  
**Mill Site** : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia  
Telp : (62-761) 91088, 91030 ( hunting ), Fax : (62-761) 91373, 91376

## Appendix 4: Apprenticeship Assessment Shet

**EVALUATION RESULTS FROM A JOB TRAINING  
COMPANY APRAISAL  
PT.INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Name : M. Ainun Hakim  
 NIM : 5404201349  
 Study Program : International Business Administration  
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Percentage	Score
1.	Discipline	20%	18%
2.	Responsibility	25%	21%
3.	Adjustment/Adaptation	10%	10%
4.	Work result	30%	27%
5.	Behavior in General	15%	14%
	Number of Ratings (1+2+3+4+5)	100%	93%

Information :

Score : Criteria

81 - 100 : Special

71 - 80 : Very well

66 - 70 : Good

61 - 65 : Pretty good

56 - 60 : Enough

Notes :

Sangat aktif dalam bekerja dan sangat baik  
 dalam team work

Perawang, 27 June 2024



**Monatri Irestia**  
 Advisor

**Appendix 5: Certificate**




## Appendix 6: Daily Activity

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Ainun Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Administrasi Bisnis Internasional  
 Tanggal Praktek : 5 Februari - 9 Februari 2024  
 Penempatan Unit : Operasional Port (OP)  
 Koord. Lapangan : Ibu Nur Anni Ibu Monarhi Iresda

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	5/2/2024	•Penerarahan dari bagian HRMS •Pengambilan Peraturan magang	OP Office Public Relation Office	<i>[Signature]</i>	<i>[Signature]</i>
2.	6/2/2024	Safety Induction atau Penerarahan keamanan	Public Relation Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	7/2/2024	•Pengecekan dokumen kapalainer serta mengesek •Pengecekan dokumen pemeriksaan kapalainer.	OP Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	8/2/2024	-	-		
5.	9/2/2024	Menginput data terkait dengan kapalainer apa saja yang beker- jasama dengan IKPP	OP Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

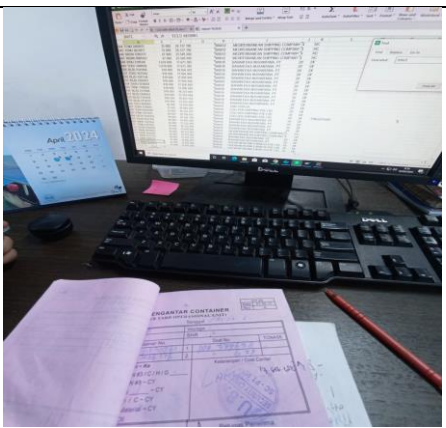
NO	Documentation	Description
1		Briefing and introduction about PT Indah Kiat

**MAGANG INDUSTRI  
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG  
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Amun Hakim  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Administrasi Niaga / D4. Administrasi Bisnis  
 Tanggal Praktek : 13 Februari 2024 - 16 Februari 2024  
 Penempatan Unit : Operasional Port  
 Koord. Lapangan : Monark Vessa











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13/02/2024	- Menginput Data kontainer ke aplikasi APP sinarmas - menyiapkan meeting	OP Office	<i>[Signature]</i>	<i>[Signature]</i>
2.	13/02/2024	Melanjutkan Penginputan Data ke Aplikasi APP Sinarmas	OP Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	14/02/2024	- Permisu		-	
4.	15/02/2024	- Diajarkan membuat laporan kesehatan kontainer - mengecek Container Stock	OP Office	<i>[Signature]</i>	<i>[Signature]</i>
5.	16/02/2024	- Memindahkan data Container Stock ke laporan	OP Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
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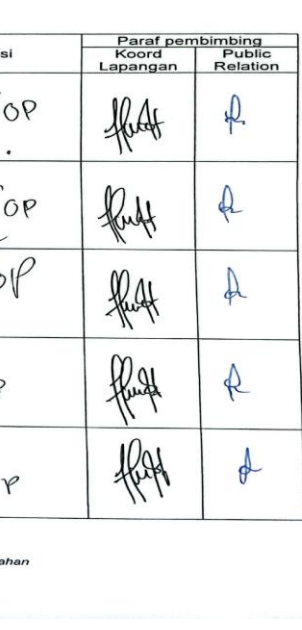
NO	Documentation	Description
1		Inputting container data into the PAS application

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Ainun Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Asm Niaga / AB1  
 Tanggal Praktek : 19 - Februari 2024 - 23 Februari 2024  
 Penempatan Unit : Container Yard / Operasional Pulp  
 Koord. Lapangan : Monardi Irestia

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	19/2/2024	Memawal laporan keberadaan Container	CY/OP		
2.	20/2/2024	melanjutkan Pembuatan laporan keberadaan Container	CY/OP		
3.	21/2/2024	- Menempel kerty Perhitungan di Daxx Shift - menambit bebuoy di workshop - melanjutkan laporan.	CY/OP		
4.	22/2/2024	Mengecek lampiran dokumen pembersihan Container	CY/OP		
5.	23/2/2024	Melanjutkan persecekan dokumen pembersihan Container -	CY/OP		











Catatan  
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NO	Documentation	Description
1		Inputting container data into the PAS application

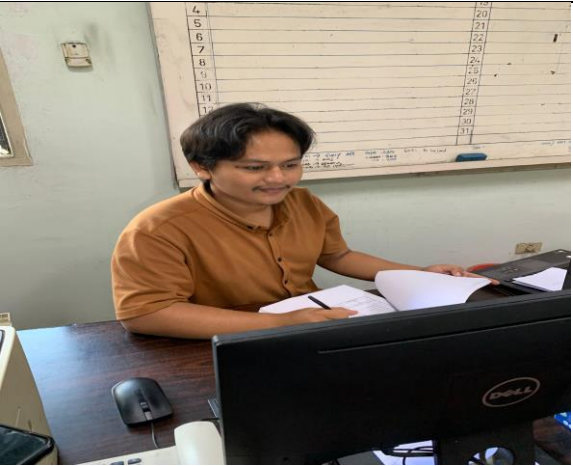


**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Ainan Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : ADM Niaga / ABSI  
 Tanggal Praktek : 26 Februari 2024 - 1 Maret 2024  
 Penempatan Unit : Operasional Port / Container Yard  
 Koord. Lapangan : Monarhi Wretha

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	26/2 2024	Ceking tonase kontainer menginput data ke website SAP	CY/OP		
2.	27/2 2024	Melanjutkan pengecekan tonase Container	CY/OP		
3.	28/2 2024	Membuat laporan terdang keberadaan Container	CY/OP		
4.	29/2 2024	Melanjutkan pengecekan tonase kontainer melanjutkan laporan	CY/OP		
5.	1/3 2024	Mengecek laporan mengenai kebersihan Container.	CY/OP		

Catatan  
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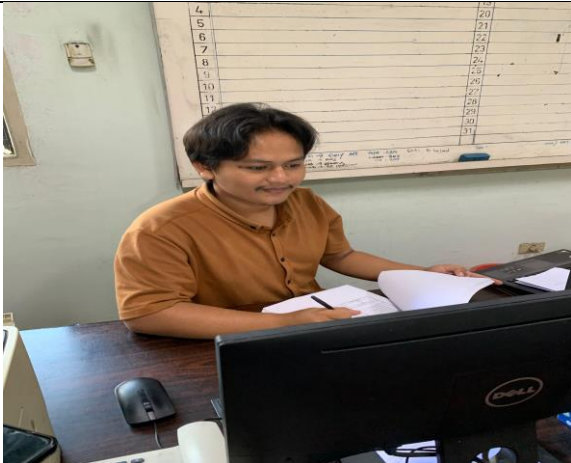
NO	Documentation	Description
1		Create a stock list report regarding the existence of containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Ainun Hakim  
 Lembaga Pendidikan : Poultexnita Negeri Bengkulu  
 Jurusan/Prodi : Adm. Niaga / Abi  
 Tanggal Praktek : 4-8 Maret 2024  
 Penempatan Unit : Logistic (Container Yard)  
 Koord. Lapangan : Mengaji Restu

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	4/maret 2024	Membuat laporan di microsoft excel mengenai keberadaan container	CY Officer	<i>Handi</i>	<i>Handi</i>
2.	6/maret 2024	- melanjutkan laporan keberadaan container - mengecek tonase container	CY Office	<i>Handi</i>	<i>Handi</i>
3.	6/maret 2024	- mengecek tonase container dari aplikasi SAP	CY Office	<i>Handi</i>	<i>Handi</i>
4.	7/maret 2024	- verifikasi dokumen perbaikan dan pencucian container - melanjutkan pengecekan cont	CY Office	<i>Handi</i>	<i>Handi</i>
5.	8/maret 2024	- verifikasi dokumen perbaikan dan pencucian container - memperbaiki laporan	CY Office	<i>Handi</i>	<i>Handi</i>

Catatan  
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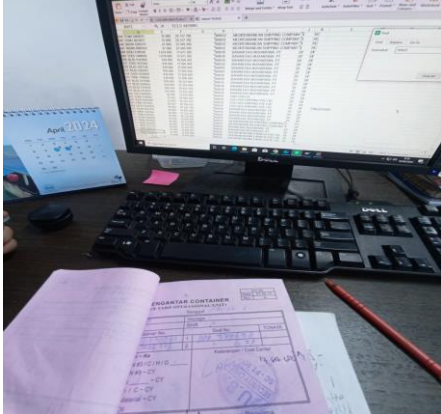
NO	Documentation	Description
1		Create a stock list report regarding the existence of containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Aidun Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkalis  
 Jurusan/Prodi : Adm Niaga / AB1  
 Tanggal Praktek : 11-15 Maret 2024  
 Penempatan Unit : Logistik / Container Yard (CY)  
 Koord. Lapangan : Monari Resti

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11/maret 2024	Tanggal merah (Nyedi Dar)	-	<i>[Signature]</i>	<i>[Signature]</i>
2.	12/maret 2024	- mengupload data container ke Aplikasi PAS - Pengarsipan dokumen	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	13/maret 2024	- melanjutkan upload data container ke PAS - Mengelek tagage container	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	14/maret 2024	- melanjutkan pemecakan tagage container - membuat laporan keberadaan container	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
5.	15/maret 2024	- melanjutkan pembuatan laporan	CY Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Documentation	Description
1		Inputting container data into the PAS application

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Adnan Hakim  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : Adm Niaga / AB1  
 Tanggal Praktek : 18 - 22 Maret 2024  
 Penempatan Unit : Logistik / Container Yard  
 Koord. Lapangan : Monardi Iresta









No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	18/maret 2024	- Mengecek laporan mengenai keberadaan container - melakukan pengecekan container	CY office	<i>[Signature]</i>	<i>[Signature]</i>
2.	19/maret 2024	melanjutkan pengecekan tonase container dari Aplikasi SAP	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	20/maret 2024	- memverifikasi lampiran perbaikan dan pencucian container - Arsip dokumen	CY office	<i>[Signature]</i>	<i>[Signature]</i>
4.	21/maret 2024	- melanjutkan verifikasi lampiran perbaikan dan pencucian	CY office	<i>[Signature]</i>	<i>[Signature]</i>
5.	22/maret 2024	- mengecek tonase container dari Aplikasi SAP	CY Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

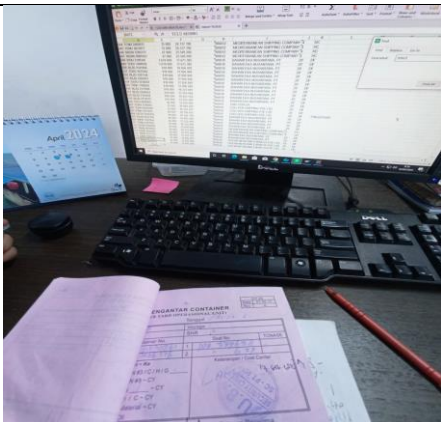
NO	Documentation	Description
1		Checking import or export container tonnage

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Melvin Hakim  
 Lembaga Pendidikan : Pinkette Negeri Bergalat  
 Jurusan/Prodi : APM Niaga (AB1)  
 Tanggal Praktek : 25-29 Maret 2024  
 Penempatan Unit : Logistik / Container Yard  
 Koord. Lapangan : Monardi (revisi)

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25/maret 2024	- melakukan pengecekan tonase Container export - Arsip dokumen	- CY office - meeting room		
2.	26/maret 2024	Izin menninggal kerja Praktek	-	-	-
3.	27/maret 2024	- melakukan pengecekan tonase Container dalam negeri - membantu penyesuaian gudang	CY office		
4.	28/maret 2024	- menginput data container ke Aplikasi PAS	CY office		
5.	29/maret 2024	Tanggal merah (Wahana Yesus)	-		

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Inputting container data into the PAS application

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Adnan Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Adm. Negeri / AB1  
 Tanggal Praktek : 1-5 April 2024  
 Penempatan Unit : Logistik / Container Yard  
 Koord. Lapangan : Monev Irena

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	1/April 2024	- Verifikasi dokumen container - menginput data container	CT office	<i>[Signature]</i>	<i>[Signature]</i>
2.	2/April 2024	- melanjutkan persinifatan data container - Arsip dokumen	CT office	<i>[Signature]</i>	<i>[Signature]</i>
3.	3/April 2024	Tuin menyingkahkan kerja Praktek	CT office	<i>[Signature]</i>	<i>[Signature]</i>
4.	4/April 2024	- mensceel tonase bon container yang dikur dan SAR	CT office	<i>[Signature]</i>	<i>[Signature]</i>
5.	5/April 2024	- melanjutkan persecekan tonase - Arsip dokumen	CT office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : MAInun Hakim  
 Lembaga Pendidikan : Polytechnic Negeri Bengkulu  
 Jurusan/Prodi : ADM Niaga / ADNI  
 Tanggal Praktek : 15-19 April 2024  
 Penempatan Unit : Logistik / Container Yard  
 Koord. Lapangan : Monardi Kresna

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	15/April 2024	Libur meninggalkan kerja praktek	-	-	-
2.	16/April 2024	- melakukan pengecekan tonase yang tersendat pada hari raya Idul Fitri	CV Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	17/April 2024	- melanjutkan pengecekan tonase yang tersendat - membuat laporan	CV Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	18/April 2024	- melanjutkan pembuatan laporan mengenai keberadaan container.	CV Office	<i>[Signature]</i>	<i>[Signature]</i>
5.	19/April 2024	- Pengecekan container export	CV Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Aidun Hakim  
 Lembaga Pendidikan : Politeknik Negeri Semarang  
 Jurusan/Prodi : ADM. Man. / Abi  
 Tanggal Praktek : 22-26 April 2024  
 Penempatan Unit : Container Yan (CY)  
 Koord. Lapangan : Monark Kresna\*

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22/April 2024	- Melakukan pengecekan tonase container	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
2.	23/April 2024	- melanjutkan mengecek tonase yan container yang tersesat selama cuti lebaran	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	24/April 2024	- Verifikasi dokumen bon container - Arsip dokumen	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	25/April 2024	- menginput data container ke PAS - Mengecek tonase container	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
5.	26/April 2024	- Melanjutkan tonase container dalam negeri	CY Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Documentation	Description
1		Checking the tonnage of export, import and local containers




**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Anon Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Adm. Niaga / AB.1  
 Tanggal Praktek : 29 April - 3 Mei 2024  
 Penempatan Unit : Container yard  
 Koord. Lapangan : Monardi Irena

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29/April 2024	- Men verifikasi dokumen container - mengecek Arsip	CY office	<i>[Signature]</i>	<i>[Signature]</i>
2.	30/April 2024	- mengecek tonase kontainer dalam negeri diukur di depk.	CY office	<i>[Signature]</i>	<i>[Signature]</i>
3.	1/Mei 2024	- mengecek tonase container export - Merapikan Arsip	CY Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	2/Mei 2024	- Melanjutkan pengecekan tonase container - Verifikasi dokumen	CY office	<i>[Signature]</i>	<i>[Signature]</i>
5.	3/Mei 2024	- merapikan ruang meeting dan merapikan Arsip - melanjutkan Verifikasi dokumen	CY Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Accompany supervisor to container yard to conduct daily inspections

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Arian Hakim  
 Lembaga Pendidikan : Politeknik Negeri Bengkulu  
 Jurusan/Prodi : Adm Niaga / AB1  
 Tanggal Praktek : 6 - 10 Mei 2024  
 Penempatan Unit : Container Yard  
 Koord. Lapangan : Monorati Iresta

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	6/may 2024	- Mengecek tonase container dalam negeri - Verifikasi dokumen	CY office	<i>[Signature]</i>	A
2.	7/may 2024	- meninjau verifikasi dokumen - membuat laporan	CY office	<i>[Signature]</i>	A
3.	8/may 2024	- memverifikasi lampiran Perbaikan dan Pencucian - menghitung ulang bintik mata	CY office	<i>[Signature]</i>	A
4.	9/may 2024	Tanggap Merah	-	-	-
5.	10/may 2024	- Mengecek tonase container Export	CY office	<i>[Signature]</i>	A

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Azzam Hakim  
 Lembaga Pendidikan : ADM Niaga / A.P.I. / Politeknik Negeri Bengkulu  
 Jurusan/Prodi : A.P.I.  
 Tanggal Praktek : 13 - 17 Mei 2024  
 Penempatan Unit : Container Yard  
 Koord. Lapangan : Monarti Ikhsa

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13/may 2024	- membuat list Stock Opname bulan mei - Arsip dokumen	cy Office	<i>[Signature]</i>	<i>[Signature]</i>
2.	14/may 2024	- melanjutkan membuat list Stock Opname bulan mei	cy office	<i>[Signature]</i>	<i>[Signature]</i>
3.	15/may 2024	- memperbaiki list Stock Opname yang telah direvisi - mengecek tonase	cy office	<i>[Signature]</i>	<i>[Signature]</i>
4.	16/may 2024	- melanjutkan pengecekan tonase export	cy office	<i>[Signature]</i>	<i>[Signature]</i>
5.	17/may 2024	- menyinkron data Container ke PAS	cy office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Adnan Hekam  
 Lembaga Pendidikan : Pasdiklat Negeri Bengkulu  
 Jurusan/Prodi : ADP. Negeri / APN  
 Tanggal Praktek : 20.05.2024  
 Penempatan Unit : Container Yard  
 Koord. Lapangan : Morotti, Iesta

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	20/may 2024	- Menginput data ke Aplikasi PAS - Membantu menyiapkan meeting room	CR Office	<i>[Signature]</i>	<i>[Signature]</i>
2.	21/may 2024	- Melanjutkan penginputan data ke PAS - Pergecekan tonase	CR Office	<i>[Signature]</i>	<i>[Signature]</i>
3.	22/may 2024	- Pergecekan tonase container - Verifikasi lampiran Peredaran container	CR Office	<i>[Signature]</i>	<i>[Signature]</i>
4.	24/may 2024	Tanggung jawab	-		
5.	25/may 2024	- Melanjutkan Memverifikasi lampiran dokumen	CR Office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

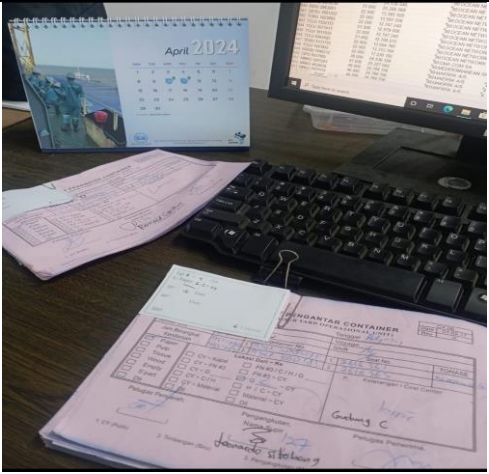
NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Aun Hakim  
 Lembaga Pendidikan : Polyteknik Negeri Bengkulu  
 Jurusan/Prodi : ADM. Niaga (A.B)  
 Tanggal Praktek : 27 - 31 MAI 2024  
 Penempatan Unit : Container Yard  
 Koord. Lapangan : Monasw Kresta

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	27/MAY 2024	- Menginput data ke Aplikasi SAP - Mengecek Tonnase Container	CY office	<i>[Signature]</i>	P
2.	28/MAY 2024	- Melanjutkan pengecekan tonnage (Container lokal dan et Port) - Kunjungan ke Jetty 7-10	CY office	<i>[Signature]</i>	R
3.	29/MAY 2024	Memverifikasi lampiran Pencatatan Container Menginput data ke SAP	CY office	<i>[Signature]</i>	R
4.	30/MAY 2024	- Melanjutkan menginput data ke SAP - Membuat Wsk Stock Opname	CY office	<i>[Signature]</i>	R
5.	31/MAY 2024	Melanjutkan membuat Wsk Stock Opname	CY office	<i>[Signature]</i>	A

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


NO	Documentation	Description
1		Checking import export tonnage and checking costs

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Aiman Hakim  
 Lembaga Pendidikan : Poltek Negeri Bengkulu  
 Jurusan/Prodi : ADM Niaga / AP2  
 Tanggal Praktek : 3-7 Juni 2024  
 Penempatan Unit : Container Yard  
 Koord. Lapangan : Mantri Irestia

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	3/June 2024	- Arsip dokumen - mengecek tonase container export	CT office	<i>[Signature]</i>	<i>[Signature]</i>
2.	4/June 2024	- Melanjutkan pengecekan container lokum masuk export - Input data list Stock OPname container.	CT office	<i>[Signature]</i>	<i>[Signature]</i>
3.	5/June 2024	Melanjutkan membuat Wix Stock OPname yang dikirim dari Aplikasi Portal	CT office	<i>[Signature]</i>	<i>[Signature]</i>
4.	6/June 2024	Verifikasi lampiran Percucian dan perbaikan container	CT office	<i>[Signature]</i>	<i>[Signature]</i>
5.	7/June 2024	Melanjutkan verifikasi lampiran Percucian dan perbaikan container.	CT office	<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Documentation	Description
1		Checking the tonnage of export, import and local containers

**MAGANG INDUSTRI**  
**PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG**  
**MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : M. Adnan Hakim  
 Lembaga Pendidikan : Poltekne Negeri Bengkalis  
 Jurusan/Prodi : ADM Niaga (AB1)  
 Tanggal Praktek : 18-21 Juni 2024  
 Penempatan Unit : CY Office  
 Koord. Lapangan : M. Akhmad Idris

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	17/ Juni 2024	Network fax	-	<i>[Signature]</i>	<i>[Signature]</i>
2.	18/ Juni 2024	Monitoring lapangan		<i>[Signature]</i>	<i>[Signature]</i>
3.	19/ Juni 2024	mengcek house Customer		<i>[Signature]</i>	<i>[Signature]</i>
4.	20/ Juni 2024	menjukkan Persewaan house customer		<i>[Signature]</i>	<i>[Signature]</i>
5.	21/ Juni 2024	monitoring unit bersama mentor		<i>[Signature]</i>	<i>[Signature]</i>

Catatan  
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Documentation	Description
1		Farewell Party with Container Yard Unit

**Appendix 7: Photo of The Author with Employees of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill**



**Figure 1 Safety Induction Documentation at the public relations building**  
*Source: The Author Personal Photo (2024)*



**Figure 2 Photo with Mentor**  
*Source: The Author Personal Photo (2024)*





**Figure 3 Photo with Container Yard Team**  
*Source: The Author Personal Photo (2024)*



**Figure 4 Farewell Party with Port Operations Employees**  
*Source: The Author Personal Photo (2024)*



**Figure 5** Photo with Safety Induction Operation Port Trainer Mr. Novri  
*Source: The Author Personal Photo (2024)*



**Figure 6** Accompanying mentors during field monitoring  
*Source: The Author Personal Photo (2024)*



**Figure 7 Breaking the Fast with Operation Port and SCD Department**  
*Source: The Author Personal Photo (2024)*



**Figure 8 Breaking the fast with PT IKPP and Siak Regency Government**  
*Source: The Author Personal Photo (2024)*



**Figure 9 Breaking the fast and graduating Mr. Jasmardi with the port operations division**  
*Source: The Author Personal Photo (2024)*



**Figure 10 K3 event**  
*Source: The Author Personal Photo (2024)*



**Figure 11** Visit to jetty 1-10 & Rasau Kuning  
*Source: The Author Personal Photo (2024)*



**Figure 12** Morning exercise event for May Day  
*Source: The Author Personal Photo (2024)*



**Figure 13 Accompany HSE Officer when providing safety briefing at work**  
*Source: The Author Personal Photo (2024)*