

APPRENTICESHIP REPORT
PT. EKSAPTA PARAMITA ENERGI
BUTON STOCKPILE

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

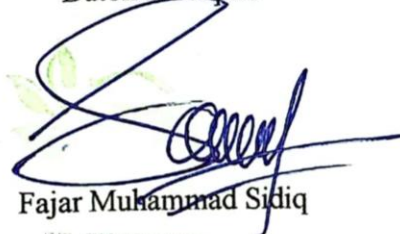
APPRENTICESHIP REPORT
PT. EKASAPTA PARAMITA ENERGI
BUTON STOCKPILE

Written as one of the conditions for completing Apprenticeship

ULFA SRI BAIDURI
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Bengkalis, May 31th, 2024

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PREFACE

Assalamualaikum Wr.Wb.

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT. Ekasapta Paramita Energi Buton Stockpile on time, namely from February 01st, 2024 until May 31th, 2024.

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


1. Mr. Johny Custer ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada ST., MT as Vice Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, S.ST, M.Si as Head of the Department of Business Administration.
4. Ms. Wan Junita Raflah, B.Sc, M.Ec Dev as Head of the International Business Administration Study Program.
5. Ms. Armita Novriana Rambe, M.Hum as the advisor of this apprenticeship report.
6. All lecturers of the International Business Administration Study Program.
7. Mr. Fajar Muhammad Sidiq as the Site Manager of PT. Ekasapta Paramita Energi Buton Stockpile.
8. Ms. Eva Suryani, S.E as the supervisor of apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile.
9. All employee of PT. Ekasapta Paramita Energi Buton Stockpile that already give the author guidance and lot of experience while did the apprenticeship.
10. Especially for my father Adham who have provided a lot of support for prayer, time, energy and material to help and provide convenience during

the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.

11. Dear my siblings Yossi Sri Rezeki, Muhammad Khairur Rozikin, and Muhajir who always give encouragement and advice in completing the thesis on time.
12. Especially for my friends Ntin, Mini, Nisa, Rose, Syirwan, Idham, Faszrul, Ainun, Hasrun, Dimas, Angga. Thank you for your support and cooperation when completing this apprenticeship report.
13. Friends in arms of State Polytechnic of Bengkalis, especially the international Business Administration Study Program, thank you for your support and cooperation when completing this apprenticeship report.

During the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile many lessons and knowledge that the writer gained from employees in the office. Despite all that, the author also realized there are still many mistakes in process of writing this report. Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.
Wassalamu'alaikum Wr. Wb.

Bengkalis, May 31th, 2024



Ulfa Sri Baiduri
NIM. 5404201332

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Internship is the process of applying knowledge or competence from the world of education to the world of work in which the apprentice can understand the real work system of the professional world. The implementation of this internship is a learning tool to increase knowledge, insight, and experience going directly into the world of work which is their respective field. This is very helpful for students in applying the knowledge that has been obtained in college in completing the work given or facing obstacles in carrying out internships.

With the aim of producing graduates who are able to compete in the world of work, the Bengkalis State Polytechnic is one of the vocational campuses that educates students to create a competent soul in various fields and campuses that require students to take internships to complete their studies. Bengkalis State Polytechnic carries out practical work programs that must be followed by all final semester students. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work.

The Department of Business Administration is one of the majors in the Bengkalis Polytechnic State. In 2016, this department opened a new study program, namely DIV-International Business Administration and DIV-Accounting Public Finance. The D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the business world. Preparing students to be ready to be used in this field, the International Business Administration Study Program in semester 8 (eight) requires students to take part in internships both in Government Agencies and Private Agencies carried out for

approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator gives students several choices or choices of internship places. Then from some of these options the author is interested in doing an internship at PT. Ekasapta Paramita Energi Buton Stockpile.

PT. Ekasapta Paramit Energi Buton Stockpile is the best exporter of 2020 in the palm shell industry. The author does practical work in one of the branches, namely Buton Stockpile, which is located in Sungai Rawa, Kec. Sungai Apit, Kab. Siak, Riau. During the internship the author was placed in the Administration Section. The internship starts from 01 February 2024 to 31 May 2024.

1.2 Purpose of the Apprenticeship

The purpose of implementing the internship for students at the Bengkalis State Polytechnic of the International Business Administration study program at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. To find out the job description during the internship at PT. Ekasapta Paramita Energi Buton Stockpile.
2. To find the system and work procedures at PT. Ekasapta Paramita Energi Buton Stockpile
3. To know the place and time of work at PT. Ekasapta Paramita Energi Buton Stockpile.
4. To find out the kind and description of the activity during the internship at PT.Ekasapta Paramita Energi Buton Stockpile.

1.3 Significances of the Apprenticeship

The apprenticeship program is carried out in the International Business Administration Study Program with the following benefits:

1.3.1 For Students.

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

1. students can develop work relationships and add experience to their resumes.
2. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
3. Students gain practical experience in applying theoretical/conceptual science according to their study program.
4. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

1.3.2 For Companies.

The significance of implementing the apprenticeship program also obtained by companies or institutions that receive apprentices, among other:

1. Apprenticeship is a link between the company and the campus.
2. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
3. The company will be better known by academics and academics and the world of education

1.3.2 For Bengkalis State Polytechnic.

1. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and PT. Ekasapta Paramita Energi Buton Stockpile.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
3. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Ekasapta Paramita Energi is build to focus on trading and exporting Palm Kernel Shell (PKS). PT. Ekasapta Paramita Energi have more than five years of experiences and they have very strong power for collecting PKS. Currently PT. Eksapta Paramita Energi are export PKS to Thailand and Japan Market from their stockpiles that located at Rumbai and Tanjung Buton Riau Province, Indonesia.

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PT. Ekasapta Paramita Energi has exported and supply more than 450.000 MT of palm kernel shells from 2018 – 2020 to Thailand and Japan Power Plant from Riau Province, Indonesia.

PT. Ekasapta Paramita Energi purchase and contract the palm kernel shells from more than 30 Mills in riau province to maintain the sustainability of supply to the customer, which is can collected more than 20.000 MT of palm kernel shells a month.

Tanjungbuton Stockpile is located at sungairawa, Siak regency. The distance to tanjungbuton port \pm 5 Km. The large area is 6 ha (60,000 m²) and already build and concreted 15,000 m² for warehouse and fresh PKS stockyard. The size of warehouse is 3,000 m² with capacity of 12,000 MT – 14,000 MT and the area stockpile for fresh / Unscreen PKS is 7,000 m².



Figure 2.1 TanjungButon Stockpile
Source: Tanjung Buton Stockpile

The Rumbai Stockpile is located in Pekanbaru, Riau Province, just 15 minutes from the airport. It has a capacity of 40,000 MT of palm kernel shells (PKS) on a concrete floor, and is situated 200 meters from the jetty, which accommodates barges only. PT. Ekasapta Paramita Energi-Rumbai Stockpile typically exports PKS to Thailand. Transshipment is required for loading onto larger vessels.



Figure 2.2 Rumbai Stockpile
Source: Rumbai Stockpile

2.2 Vision and Mission Of The Company

2.2.1 Vision of PT. Ekasapta Paramita Energi

Vision is a big picture, the main goals and ideals of a company, institution, person, or organization in the future. The vision of PT. Ekasapta Paramita Energi is “To be the best palm kernel shell industry that can provide the growth in the domestic economy”.

2.2.2 Mission of PT. Ekasapta Paramita Energi

Mission PT. Ekasapta Paramita Energi is “Producing quality and environmentally friendly palm kernel shell products. Develop local natural resources to improve the regional and domestic economy by optimizing the human resources of the surrounding area”..

2.3 Kind of Business

A business involves individuals or organizations engaging in the creation, sale, purchase, or trade of goods and services with the goal of earning a profit. There are various types of businesses, including agricultural businesses, raw material production, manufacturing, construction, transportation, communication, service businesses, and both large and small trading enterprises.

The business activities of PT. Ekasapta Paramita Energi Buton Stockpile involve accumulating palm kernel shells. As a source of biomass, these shells serve as an alternative energy option when coal prices increase and supply diminishes. With proper processing, the smoke from burning palm kernel shells can be made more environmentally friendly.

PT. Ekasapta Paramita Energi Buton Stockpile focuses on trading and exporting palm kernel shells. Their activities include receiving, weighing, unloading, transferring, and exporting these shells.

2.4 Organization Structure

The company's organizational structure can be seen as a hierarchical system comprising the various components that form the organization. This structure clearly outlines the positions, functions, rights, and responsibilities of each role within the company. Its purpose is to ensure that every component operates optimally, allowing the company to function effectively and efficiently. The organizational structure of PT. Ekasapta Paramita Energi Buton Stockpile is as follows:

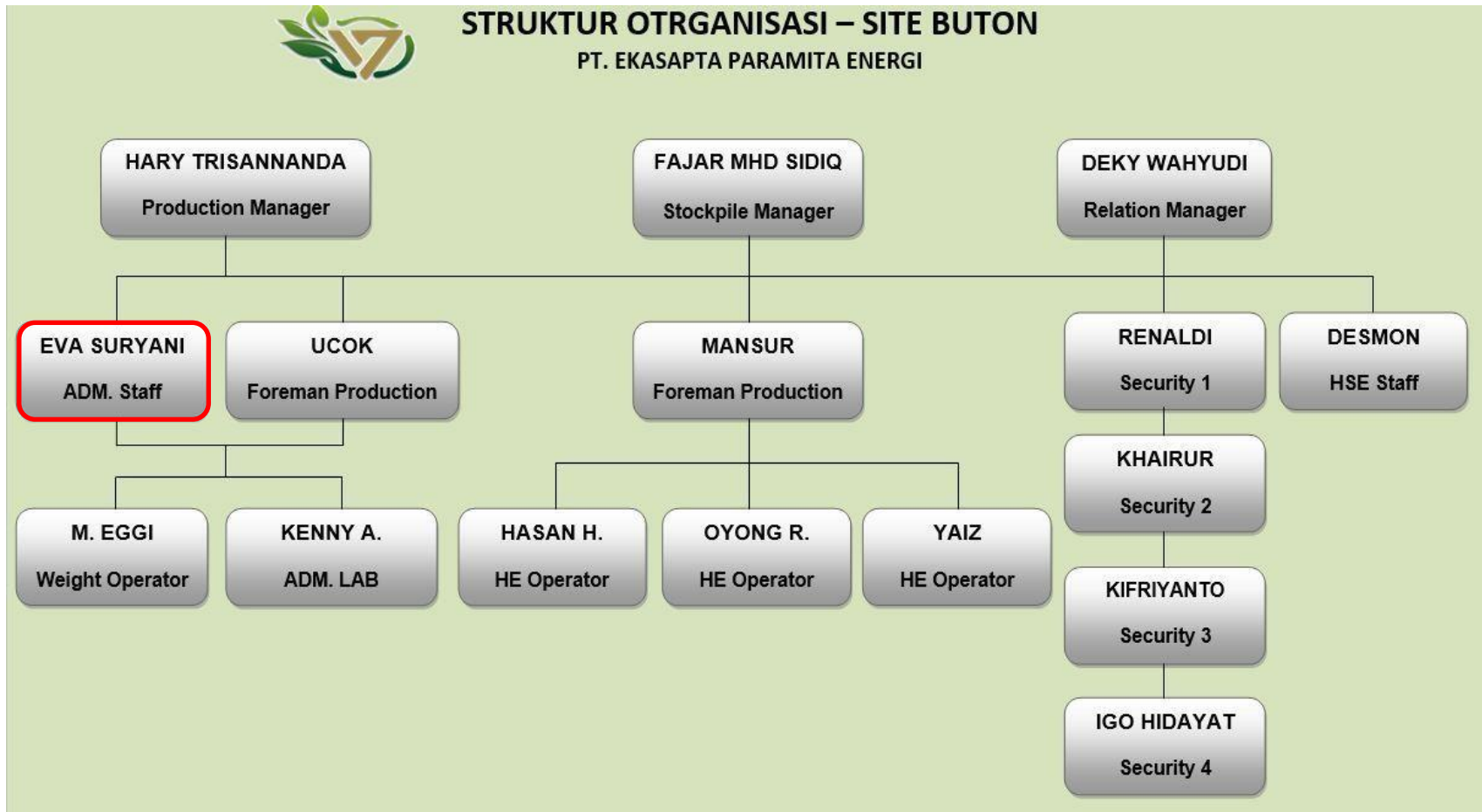


Figure 2.3 Organizational Structure

Source: Processed Data, 2024

1. Stockpile Manager Buton Stockpile

The Stockpile Manager is responsible for overseeing PT. Ekasapta Paramita Energi Buton Stockpile, inspecting the work of field staff, and managing the placement of shell stocks. The Stockpile Manager is supported by several personnel, each assigned to specific sections, including:

a. Foreman Production

The Production Foreman is responsible for recording moisture data of incoming shells from suppliers, calculating the number of buckets processed by the screener machine, and providing tally calculation reports.

b. Operator

The task involves daily inspection of tools for oil, fuel, and diesel, maintaining the cleanliness of heavy equipment, unloading every incoming shell truck, assisting in checking the shells in the truck, and ensuring that all heavy equipment, such as loaders and excavators, are used exclusively for the shell unloading process.

2. Production Manager

The Production Manager is responsible for sending documentation for all tasks in the stockpile, as well as checking and documenting the shell unloading trucks from the mill. The Production Manager is supported by several personnel assigned to specific sections, including:

a. Administration Staff

The Administration Staff are responsible for checking daily hauling reports, scanning and filing documents for every task in the stockpile, preparing vouchers for cash receipts, recording employee absences and daily worker attendance, creating reimbursement reports, preparing employee leave and overtime request forms, and drafting request letters for diesel fuel and production screening.

b. Weight Operator

The Weight Operator is responsible for handling weighing receipts,

weighing both full and empty shell trucks from incoming PKS/Suppliers, entering daily weighing data into the system, sorting and compiling weighing data by palm oil mill (PKS), ensuring accuracy and error-free data input, creating daily shell entry reports, notifying the administration of any discrepancies in scale tonnage, and sending daily stock and total shell reports via group messaging.

c. Administration Laboratory

The Administration Laboratory is responsible for measuring the humidity of shell samples from each truck entering from the supplier and during shell loading or export activities. Additionally, it handles returning the shell samples to stock after 3 months of storage.

3. Relation manager

The Relationship Manager is responsible for fostering and maintaining positive relationships with the local community, addressing and resolving community feedback and complaints, and interacting with and managing relationships with customers. The Production Manager is supported by several personnel assigned to specific sections, including:

a. HSE Staff

The HSE Staff is responsible for inspecting inventory and the warehouse, including personal protective equipment and first aid kits.

b. Security

Security is responsible for recording all guests and vehicles in the guest book, inspecting every incoming and outgoing vehicle, ensuring that guests leave an identity card, such as an ID card or driver's license, reporting visiting guests to the manager, and maintaining overall security at the stockpile.

2.5 The Working Process

In this report, the author outlines the company's scope. Figure 2.4 illustrates the process flow of palm kernel shell piling at PT. Ekasapta Paramita Energi Buton Stockpile, as follows:

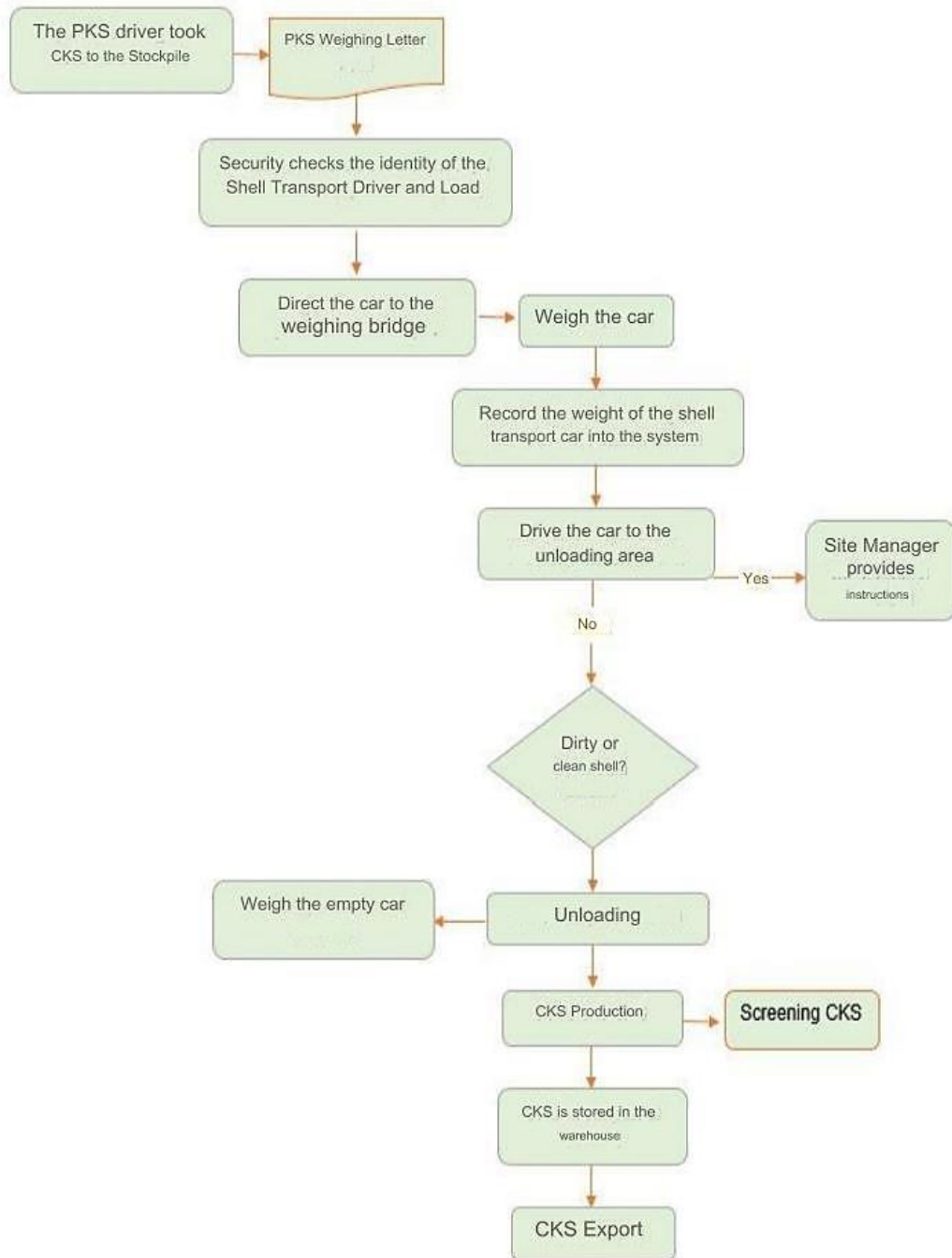


Figure 2.4 Process Flow of Palm Kernel Shell Piling at PT. Ekasapta Paramita Energi Buton Stockpile

Source: Processed Data, 2024

Figure 2.4 illustrates the process flow for palm kernel shells at PT. Ekasapta Paramita Energi Buton Stockpile. The process begins with the driver of the palm oil mill (PKS) delivering the palm kernel shells (PKS) to the Buton stockpile and presenting a weighing letter (PKS). Security then receives the shells by verifying the completeness of the travel certificate or weighing certificate to confirm the origin of the shells. They also check the driver's and vehicle's identity, make entries in the guest book or entry report, and require the driver to leave their identification until unloading is completed. Security inspects the truckload; if there are issues, they must report them to the site manager and await further instructions. Finally, security directs the shell delivery truck to the weighbridge according to the order of arrival.

During the weighing process for trucks carrying loaded shells at the weighbridge, the Weighing Staff ensures the scale parameters are set to zero (0). The Scales Staff then verifies the travel certificate or certificate from the driver, directs the shell delivery truck onto the weighbridge, and instructs the driver to turn off the engine while checking the scale results. The Scales Staff records the truck's weight in the weighing system and sounds a siren or alarm to signal that the weighing is complete. The driver is then directed to the unloading location.

In the shell unloading process at the stockpile, the Foreman ensures that the loading and unloading area is safe and that the driver follows established procedures for a smooth process. The Foreman then directs the truck to the location assigned by the Site Manager. If the shells are clean, unloading proceeds as planned. However, if the shells are dirty, the unloading will be halted, and the Foreman will report and coordinate with the Site Manager to inspect the shell condition, recording the results in the Minutes of Shell Inspection. If the shell condition is deemed acceptable, the Site Manager will instruct the Foreman to resume the unloading process.

Once the shell loading and unloading process is complete, the operator ensures the shell delivery truck is empty and the Foreman provides a QS stamp on the Shell Weighing Slip to confirm that sampling has been completed. The truck then proceeds to the weighbridge to measure its empty weight. The Scales Staff

records the weight of the empty truck in the weighing system and prints a Weighing Letter detailing the weight of the loaded truck when it first arrived, the empty weight after unloading, and any reductions noted in the Shell Inspection report (if applicable). The Weighing Letter is signed by both the Scales Staff and the truck driver before the truck is directed to security for exiting the site.

The production screening of shells is managed by the Foreman, who directs the operator to use a wheel loader to lift the palm kernel shells into a hopper conveyor. Once the screening process is complete, the shells are transferred using the wheel loader and stored in a designated warehouse by the production staff. After the screened palm kernel shells meet the set targets, the loading or exporting of the shells will proceed.

2.6 Document Used for Activity

During the practical work at PT. Ekasapta Paramita Energi Buton Stockpile, several documents are required to complete the assigned tasks. These documents include:

1. Truck Number Paper

Truck number paper serves the purpose of identifying and managing trucks effectively. It ensures proper registration, adherence to traffic laws, and facilitates tracking in case of road-related issues or incident. Below is the display form of the truck number paper process, as follows:

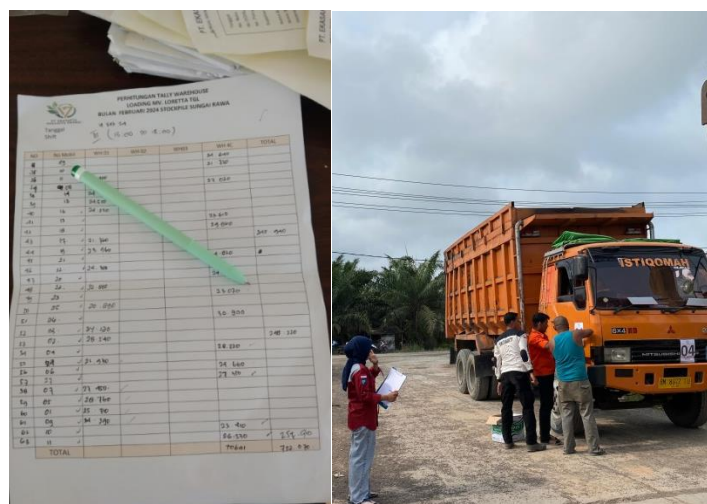


Figure 2.5 Truck Number Paper
Source: Processed Data, 2024

2. Moisture data form

The moisture data form is used to manually record information related to incoming trucks, including moisture levels, transportation hygiene checks, oil palm shell cleanliness inspections, and quality control details. Below is the display form of the moisture data process, as follows:

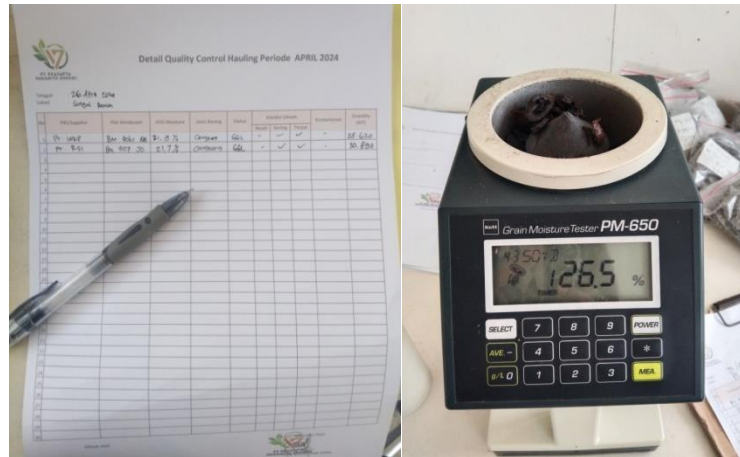


Figure 2.6 Moisture data form
Source: Processed Data, 2024

3. Daily hauling report

The daily hauling report serves as a record of shell truck entries in the daily shell entry form, providing details on the results of shell truck weighings. The information in this report must align with the Palm Shell Weighing Slip and the Letter of Sending Palm Kernel Shell, or Weighing Letter. Below is the display form of the Daily hauling report process, as follows:



Figure 2.7 daily hauling report
Source: Processed Data, 2024

4. PT. Ekasapta Paramita Energi Acceptance Scale Document.

PT. Ekasapta Paramita Energi Acceptance Scales is called DO (delivery order) this is a documents official that records the weight of crude palm shell. after the weighing process is complete and the truck is ready leave the company premises. This document serves as weighty evidence clean product received or shipped and includes important information which supports transaction accuracy and transparency. Here is one example image DO (delivery order) as bellows:



Figure 2.8 Acceptance Scale Document
Source: Processed Data, 2024

5. Palm Shell Travel Document.

The palm shell travel documents are documents used for record and confirm shipments of palm shells from one place to another. This document serves as proof of delivery and includes information important about shipping details. The following is an example of an image of a palm shells as bellows:

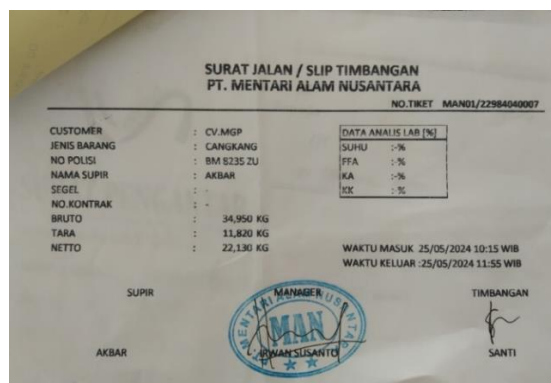


Figure 2.9 Palm Shell Travel Document.
Source: Processed Data, 2024

6. Handover of Weighing Tickets

Handover of weighing tickets (*Weightbridge*) is an official process where a document that records the weight of an item, such as palm shell handed over from one party to another. This weighing ticket functions as evidence that shows the weight of the goods which is weighed and usually used in buying and selling transactions or delivery. The following is a picture of the weighing ticket handover in the section:

The image shows a handwritten document titled "SURAT PENGANTAR" (Weighing Ticket). At the top left is a logo with the word "SIMPATI". To the right, there is a date "25-04" and a recipient name "Kepada: EPE". Below this, it says "DI TANJANG BUKIT". The main title "SURAT PENGANTAR" is followed by the number "211180". The document contains the following fields and handwritten entries:

- BERSAMA INI KAMI KIRIMKAN :
- NAMA BARANG : 1 (SATU) TRUK MUATAN CANGKANG SAWI
- BRUTO : 24.80 KG
- TARRA : 11.80 KG
- NETTO : 13.00 KG
- NO. POLISI : AM 835 211
- NAMA SUPIR : PEPANG
- PENGRIM : CV. PUTRA SANJAYA
- NO. KONTRAK : 100/10/198-5/000/11/101
- KETERANGAN :

At the bottom, there are three columns for signatures: PENGIRIM, SUPIR, and PENERIMA. The sender is identified as (CV. PUTRA SANJAYA). At the very bottom, it says "Lembar Putih untuk Penerima".

Figure 2.10 Handover of Weighing Tickets
Source: Processed Data, 2024

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The Internship Program at PT. Ekasapta Paramita Energi Buton Stockpile lasts for 4 months, from January 1, 2024, to May 31, 2024. During this period, the author was assigned to the Administration Section. The tasks undertaken during the internship at PT. Ekasapta Paramita Energi Buton Stockpile include:

1. Record tally warehouse loading calculations
2. Check daily hauling report
3. Measuring palm kernel shell moisture
4. Make an employee leave request letter
5. Record checklish report for checking APAR and P3K
6. Preparing for loading requirements
7. Check stock opname inventory and warehouse
8. Record checks on the condition of palm shells and cleanliness of transportation

3.2 Systems and Procedure

The systems and procedures employed by the writer while working at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. Recording tally warehouse loading calculations.

This activity involves tallying the number of cars departing from the warehouse. It begins with computing the cars weight and the weight of the shells it carries using a calculator. Here are steps Record tally warehouse loading calculations as follows:

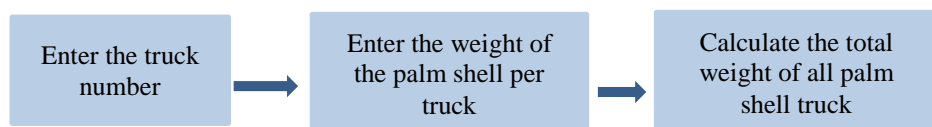


Figure 3.1 Record tally warehouse loading calculations

Source: Processed Data, 2024

2. Checking daily hauling report

Checking the daily hauling report involves reviewing and sorting the daily incoming vehicles based on the report prepared by the weight operator. Key details to verify include the vehicle license plate number, contract number, company name, and the remaining shell quantity for incoming shipments. There are several steps Check daily hauling report as follows:

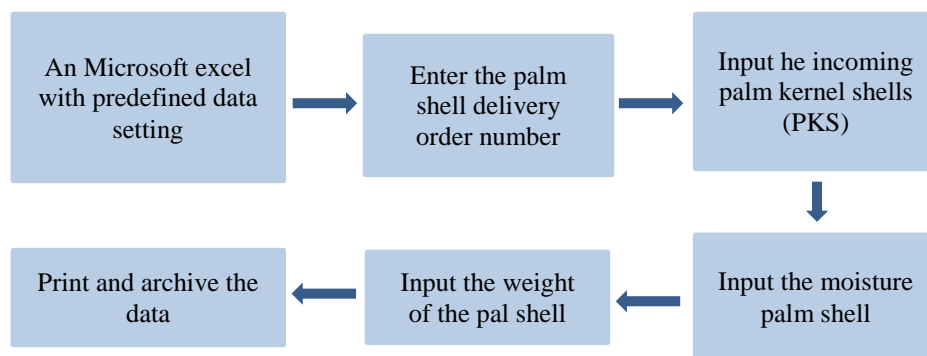


Figure 3.2 Check daily hauling report
Source: Processed Data, 2024

3. Measuring palm kernel shell moisture.

Measuring the moisture content of palm kernel shells is done to determine the water content in the shells, facilitating accurate sample documentation. Sampling for humidity measurement is conducted when the PKS truck arrives and during loading or export activities. The several steps Measuring palm kernel shell moisture as follows:

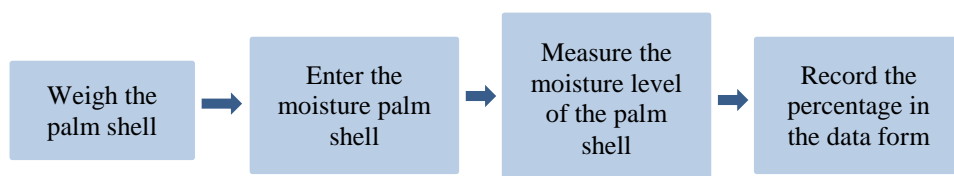


Figure 3.3 Measuring palm kernel shell moisture
Source: Processed Data, 2024

4. Making an employee leave request letter

An employee leave request letter is a formal communication drafted by the administration on behalf of the employee, detailing the requested duration. There are several steps Make an employee leave request letter as follows:

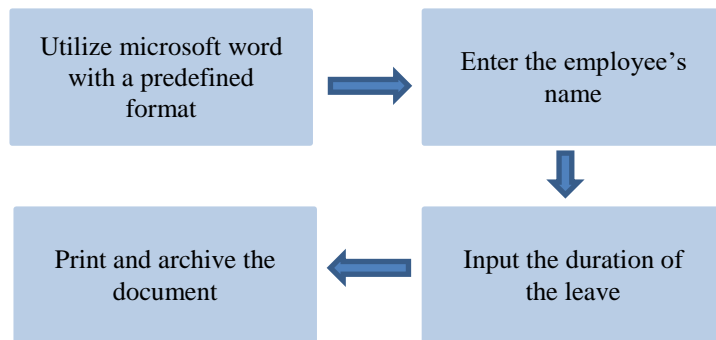


Figure 3.4 Make employee leave request letter
 Source: Processed Data, 2024

5. Recording checklish report for checking APAR and P3K
 Inspecting APAR (Ligh Fire Extinguisher) and P3K (First Aid Kit for Accidents) involves verifying the condition and preparedness of these equipment items, and recording their availability or absence. The several steps Record checklish report for checking APAR and P3K as follows:

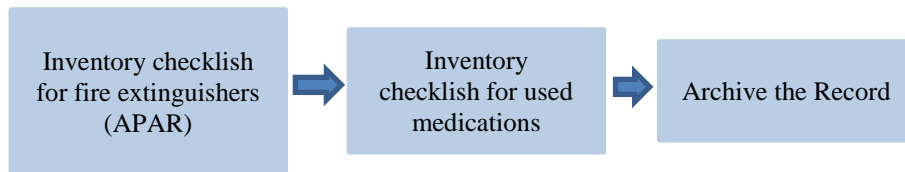


Figure 3.5 Record checklish report for checking APAR and P3K
 Source: Processed Data, 2024

6. Preparing for loading requirements
 Prepare records of serial numbers of loading trucks that have been documented in plastic sleeves, and the equipment used for palm kernel shell sampling. This includes personal protective gear such as helmets, vests, gloves, and flashlights. The several steps Preparing for loading requirements as follows:

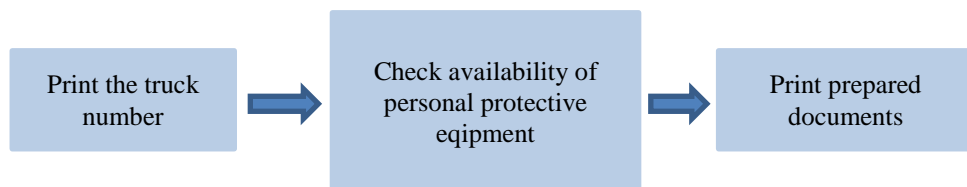


Figure 3.6 Preparing for loading requirements
 Source: Processed Data, 2024

7. Checking stock opname inventory and warehouse

It is carried out once a month, namely at the beginning of the month, by checking the stock of every item in the warehouse so that it is clear how much goods are out or used by employees and goods are entered in that 1 month, especially the inventory section and other supporting tools. After completing the checks, then recap the inventory and warehouse stock taking data according to the reduction and addition of goods in the warehouse. There are several steps Check stock opname inventory and warehouse as follows:

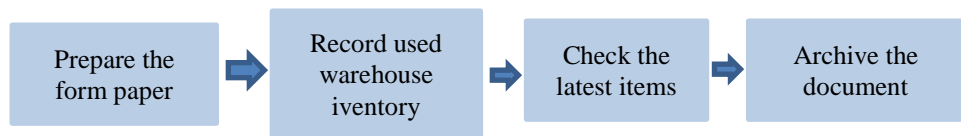


Figure 3.7 Check stock opname inventory and warehouse

Source: Processed Data, 2024

8. Recording checks on the condition of palm shells and cleanliness of transportation.

It involves monitoring the cleanliness of shell condition and tracking trucks transporting shell loads. This includes recording license plates of incoming trucks, their travel documents, and assessing the dryness/wetness level of palm shells. There are several steps Record checks on the condition of palm shells and cleanliness of transportation as follows:

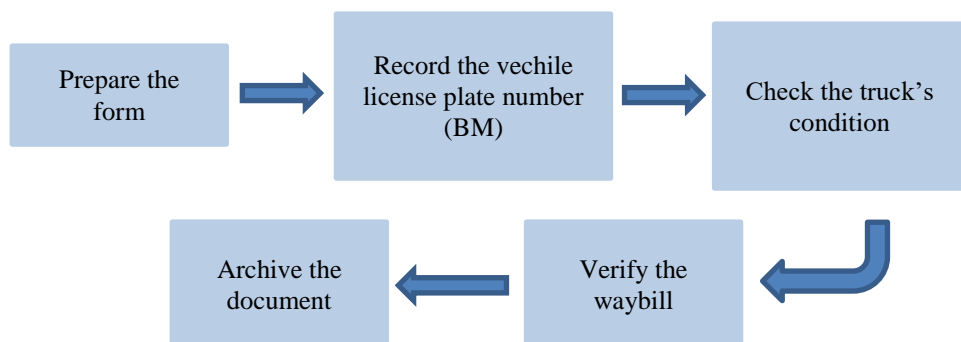


Figure 3.8 Record checks on the condition of palm shells and cleanliness of transportation

Source: Processed Data, 2024

3.3 Place of Apprenticeship

Practical work takes place after students complete semester VIII, with internship activities conducted at PT. Ekasapta Paramita Energi Buton Stockpile, located in Sungai Rawa Village, Buton District, Siak Regency, Riau Province. The author is assigned to the Administration Section during the internship, which lasts approximately 4 months, from February 1, 2024, to May 31, 2024. The working hours are from 08:00 to 17:00 WIB, Monday through Saturday.

3.4 Kind and Description of the Activity

Activities that have been carried out during the implementation of the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile especially in the Administration Section for the first week, can be seen in the following table:

Table 3.1 Activities of the first week from February 01st, 2024 to February 03rd, 2024

No	Day/Date	Description of activities	Place
1	Thursday, February 01 st , 2024	1. Introduction 2. create employee attendance 3. Note down the soil loading 4. print attendance documents and load data	AdministrationRoom
2	Friday, February 02 nd , 2024	1. take note of the land 2. print the data loading document 3. sort the loading data files 4. Insert the car number paper	Administration Room
3	Saturday, February 03 rd , 2024	Sick	

Source: *Processed Data, 2024*

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the Second week, can be seen in the following table:

Table 3.2 Activities of the second week from February 05th, 2024 to February 10th, 2024

No	Day/Date	Description of activities	Place
1	Monday, February 05 th , 2024	1. take note of the land 2. print the data loading document	Administration Room
2	Tuesday, February 06 th , 2024	1. Note down the car number loading 2. Record tally calculations warehouse loading mv. Apollo stella EPE	Administration Room
3	Wednesday, February 07 th , 2024	1. Record tally calculations warehouse loading mv. Apollo stella at PT EPE 2. make a deduction report	Administration Room

		3. Calculate the car scales	
4	Thursday February 08 th , 2024	Holiday	
5	Friday February 09 th , 2024	1. Insert the car numbering paper 2. Record THL loading attendance 3. record THL loading wages 4. Record and sort the KTPs of PT Ekasapta Paramita Energi workers	Warehouse and AdministrationRoom
6	Saturday February 10 th , 2024	Chinese New Year Holiday	

Source: *Processed Data, 2024*

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the third week, can be seen in the following table:

Table 3.3 Activities of the third week from February 12th, 2024 to February 18th, 2024

No	Day/Date	Description of activities	Place
1	Monday, February 12 th , 2024	1. Enter the shell checklist data in the map 2. mutual cooperation	Administration Room
2	Tuesday, February 13 th , 2024	1. Print the documentation for receiving diesel oil 2. archive event minutes	Administration Room
3	Wednesday, February 14 th , 2024	General Election	
4	Thursday February 15 th , 2024	Permission	
5	Friday February 16 th , 2024	1. Take note of the condition of the shell 2. archive documents	Administration Room
6	Saturday February 17 th , 2024	1. Mutual cooperation	Administration room
7	Sunday February 18 th , 2024	Permission	

Source: *Processed Data, 2024*

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fourth week, can be seen in the following table:

Table 3.4 Activities of the fourth week from February 19th, 2024 to February 24th, 2024

No	Day/Date	Description of activities	Place
1	Monday, February 19 th , 2024	1. Take note of the condition of the shell	Administration Room

2	Tuesday, February 20 th , 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. archive EPE employee KTP documents 3. check do shell 	Administration Room
3	Wednesday February 21 st , 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. check do shell 3. print check the condition of the shell, check the cleanliness of the shell, minutes of shell cutting, and minutes of shell depreciation 	Administration Room
4	Thursday February 22 nd , 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. check do shell 	Administration Room
5	Friday February 23 rd , 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. record the year's wages loading mv. Loretta and MV. Ayana smile 3. archive minutes of shell cutting and shrinkage 	Administration Room
6	Saturday February 24 th , 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of solar receipts 3. record the year's wages loading mv. Loretta and MV. Ayana smile 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fifth week, can be seen in the following table:

Table 3.5 Activities of the fifth week from February 26th, 2024 to March 02nd, 2024

No	Day/Date	Description of activities	Place
1	Monday, February 26 th , 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of shell cutting and shrinkage 3. archive the THL loading wage receipt 4. Insert the car number paper 	Administration Room
2	Tuesday, February 27 th , 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Print employee attendance, thl , and security 	Administration Room

		3. Record receipts for screening improvements	
3	Wednesday February 28 th , 2024	1. Note down the condition of the shell and check the cleanliness of the shell 2. archive employee ID cards 3. Check the tally calculation warehouse	Administration Room
4	Thursday February 29 th , 2024	1. Note down the condition of the shell and check the cleanliness of the shell 2. Sort employee ID cards 3. Check the tally calculation warehouse	Administration Room
5	Friday March 01 st , 2024	1. cleanliness 2. Note down the condition of the shell and check the cleanliness of the shell 3. scan employee ID card 4. Check receipt of PPE 5. visits to industrial ports	Industrial Port and Administration Room
6	Saturday March 02 nd , 2024	1. Take note of the condition of the shell 2. archive minutes of shell cutting events 3. Check the tally calculation warehouse	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the sixth week, can be seen in the following table:

Table 3.6 Activities of the sixth week from March 04th, 2024 to March 09th, 2024

No	Day/Date	Description of activities	Place
1	Monday, March 04 th , 2024	1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of shell cutting events 3. Check the tally calculation warehouse	Administration Room
2	Tuesday, March 05 th , 2024	1. Take note of the condition of the shell 2. archive minutes of shell cutting events 3. scan the Hauling report	Administration Room

3	Wednesday, March 06 th , 2024	<ol style="list-style-type: none"> Note down the condition of the shell and check the cleanliness of the shell Archive minutes of shell cutting and shrinkage 	Administration Room
4	Thursday, March 07 th , 2024	<ol style="list-style-type: none"> Note down the condition of the shell and check the cleanliness of the shell Check the tally calculation warehouse 	Administration Room
5	Friday, March 08 th , 2024	<ol style="list-style-type: none"> Note down the condition of the shell and check the cleanliness of the shell Check the tally calculation warehouse Archive minutes of shell cutting and shrinkage 	Administration Room
6	Saturday March 09 th , 2024	Ramadhan Holiday	

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the seventh week, can be seen in the following table:

Table 3.7 Activities of the seventh week from March 11th, 2024 to March 16th, 2024

No	Day/Date	Description of activities	Place
1	Monday, March 11 th , 2024	Ramadhan Holiday	
2	Tuesday, March 12 th , 2024	Ramadhan Holiday	
3	Wednesday, March 13 th , 2024	<ol style="list-style-type: none"> Archive the minutes of deductions Note down the condition of the shell scan the PT EPE cash report. 	Administration Room
4	Thursday, March 14 th , 2024	<ol style="list-style-type: none"> Take note of the condition of the shell scan the Hauling report archive minutes of shell depreciation 	Administration Room
5	Friday, March 15 th , 2024	<ol style="list-style-type: none"> Take note of the condition of the shell archive minutes of shell depreciation sort thl documents 	Administration Room
6	Saturday March 16 th , 2024	<ol style="list-style-type: none"> Take note of the condition of the shell 	Administration Room

		2. archive minutes of shell depreciation 3. scan the minutes of solar receipts	
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Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eighth week, can be seen in the following table:

Table 3.8 Activities of the eighth week from March 18th, 2024 to March 23rd, 2024

No	Day/Date	Description of activities	Place
1	Monday, March 18 th , 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Administration Room
2	Tuesday, March 19 th , 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Administration Room
3	Wednesday, March 20 th , 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Administration Room
4	Thursday, March 21 st , 2024	1. Take note of the condition of the shell 2. archive shell cutting minutes 3. check documents	Administration Room
5	Friday, March 22 nd , 2024	1. Note the transportation cleanliness check 2. print car hull no 3. Enter the car's hull number into the paper 4. archive shell cutting minutes	Administration Room
6	Saturday March 23 rd , 2024	1. Note the transportation cleanliness check 2. archive minutes of shell cutting events 3. check documents	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the

ninth week, can be seen in the following table:

Table 3.9 Activities of the ninth week from March 25th, 2024 to March 31st, 2024

No	Day/Date	Description of activities	Place
1	Monday, March 25 th , 2024	1. Note the transportation cleanliness check 2. archive minutes of shell cutting events 3. scan documents	AdministrationRoom
2	Tuesday, March 26 th , 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Administration Room
3	Wednesday, March 27 th , 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Administration Room
4	Thursday, March 28 th , 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Administration Room
5	Friday, March 29 th , 2024	Good Friday	
6	Saturday March 30 th , 2024	1. Record transportation cleanliness checks and shell cleanliness conditions 2. archive minutes of shell cutting events 3. scan the March 28 Hauling report 4. Scan documents regarding the condition of the car body	Administration Room
7	Sunday, March 31 st , 2024	1. Sort out documents for factory scales and stockpile scales 2. Note down transportation cleanliness checks. 3. archive minutes of shell cutting events. 4. Weigh the Moisture of the shell 5. Check the tally calculation warehouse. 6. print employee absences.	Administration Room

Source: *Processed Data, 2024*

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the tenth week, can be seen in the following table:

Table 3.10 Activities of the tenth week from April 01st, 2024 to April 06th, 2024

No	Day/Date	Description of activities	Place
1	Monday, April 01 st , 2024	<ol style="list-style-type: none"> 1. Sort employee ID cards 2. Note the transportation cleanliness check 3. archive minutes of shell cutting events 4. Check the tally calculation warehouse 5. weigh the shell moisture 6. scan employee attendance 7. scan employee overtime application form 8. scan do shell 	Administration Room
2	Tuesday, April 02 nd , 2024	Sick	
3	Wednesday April 03 rd , 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check do shell 4. Scan the shell hauling report 5. Sort out shell hauling reports 6. Distribution of THL loading wages 	Administration Room
4	Thursday April 04 th , 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive shell cutting minutes 3. check do shell 4. Scan the shell hauling report 5. Distribution of THL loading wages 	Administration Room
5	Friday April 05 th , 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive shell cutting minutes 3. check the report 	Administration Room
6	Saturday April 06 th , 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eleventh week, can be seen in the following table:

Table 3.11 Activities of the eleventh week from April 08th, 2024 to April 13th, 2024

No	Day/Date	Description of activities	Place
1	Monday, April 08 th , 2024	Eid Al-fitr Holidays	

2	Tuesday, April 09 th , 2024	Eid Al-fitr Holidays	
3	Wednesday April 10 th , 2024	Eid Al-fitr Holidays	
4	Thursday April 11 th , 2024	Eid Al-fitr Holidays	
5	Friday, April 12 th , 2024	Eid Al-fitr Holidays	
6	Saturday, April 13 th , 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the twelfth week, can be seen in the following table:

Table 3.12 Activities of the twelfth week from April 15th, 2024 to April 20th, 2024

No	Day/Date	Description of activities	Place
1	Monday, April 15 th , 2024	Eid Al-fitr Holidays	
2	Tuesday, April 16 th , 2024	1. print employee attendance, thl , security 2. Make an employee leave request letter 3. print the document 4. check documents	AdministrationRoom
3	Wednesday April 17 th , 2024	1. Note the transportation cleanliness check 2. weigh the shell moisture 3. record Quality details Controls Hauling 4. record the minutes of shell cutting 5. Record minutes of shell shrinkage 6. check documents	Administration Room
4	Thursday April 18 th , 2024	1. Note the transportation cleanliness check 2. Check the print report Hauling and stockpile production 3. archive minutes of shell cutting events	Administration Room
5	Friday, April 19 th , 2024	1. note down the condition of the palm oil shells 2. archive minutes of shell depreciation 3. check documents	Administration Room

6	Saturday, April 20 th , 2024	<ol style="list-style-type: none"> Note down the condition of palm oil shells archive minutes of shell depreciation check documents 	Administration Room
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Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the thirteenth week, can be seen in the following table:

Table 3.13 Activities of the thirteenth week from April 22nd, 2024 to April 27th, 2024

No	Day/Date	Description of activities	Place
1	Monday, April 22 nd , 2024	<ol style="list-style-type: none"> Note down the condition of palm oil shells archive minutes of shell depreciation check documents 	Administration Room
2	Tuesday, April 23 rd , 2024	<ol style="list-style-type: none"> Note the transportation cleanliness check Collect all the shell moisture record Quality details Controls Hauling weigh the shell moisture record the minutes of shell cutting 	Administration Room
3	Wednesday April 24 th , 2024	<ol style="list-style-type: none"> Record transportation cleanliness checks record Quality details Controls Hauling weigh the shell moisture record the minutes of shell cutting Scan the Hauling Report 	Administration Room
4	Thursday April 25 th , 2024	<ol style="list-style-type: none"> Record transportation cleanliness checks record Quality details Controls Hauling weigh the shell moisture record the minutes of shell cutting Scan the application letter 	Administration Room
5	Friday, April 26 th , 2024	<ol style="list-style-type: none"> Record transportation cleanliness checks Collect all the shell moisture record Quality details Controls Hauling weigh the shell moisture record the minutes of shell cutting 	Administration Room

6	Saturday, April 27 th , 2024	<ol style="list-style-type: none"> 1. Record transportation cleanliness checks 2. record Quality details Controls Hauling 3. weigh the shell moisture 4. record the minutes of shell cutting 5. Scan the Hauling Report 	Administration Room
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Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fourteenth week, can be seen in the following table:

Table 3.14 Activities of the fourteenth week from April 29th, 2024 to May 04th, 2024

No	Day/Date	Description of activities	Place
1	Monday, April 29 th , 2024	<ol style="list-style-type: none"> 1. Record transportation cleanliness checks 2. Scan the Hauling Report 3. record the minutes of shell cutting 4. record a checklish report on APAR checking 5. record the first aid check checklist report 	Administration Room
2	Tuesday, April 30 th , 2024	Permission	
3	Wednesday May 01 st , 2024	International Labor Day	
4	Thursday May 02 nd , 2024	<ol style="list-style-type: none"> 1. Record the shell condition check and transportation cleanliness check 2. archive shell cutting minutes 3. scan Hauling report 4. record material purchase receipts 	Administration Room
5	Friday, May 03 rd , 2024	<ol style="list-style-type: none"> 1. Record the shell condition check and transportation cleanliness check 2. archive shell cutting minutes 3. scan Hauling report 4. check documents 	Administration Room
6	Saturday, May 04 th , 2024	Permission	

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fifteenth week, can be seen in the following table:

Table 3.15 Activities of the fifteenth week from May 06th, 2024 to May 11th, 2024

No	Day/Date	Description of activities	Place
1	Monday, May 06 th , 2024	1. Record shell condition checklish 2. archive shell cutting minutes 3. compiling documents 4. record receipts for wages for work on the PT area	Administration Room
2	Tuesday, May 07 th , 2024	Permission	
3	Wednesday May 08 th , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling Report	Administration Room
4	Thursday May 09 th , 2024	Ascesion Day	
5	Friday, May 10 th , 2024	1. Recording checklish conditions of shells and cleanliness of transportation 2. archiving minutes of depreciation and cutting design 3. check documents 4. scan Hauling Report 5. check warehouse inventory	Administration and Warehouse Room
6	Saturday, May 11 th , 2024	1. Record transportation cleanliness checklish 2. archive shell cutting minutes 3. create employee consumption report records 4. check documents	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the sixteenth week, can be seen in the following table:

Table 3.16 Activities of the sixteenth week from May 13th, 2024 to May 18th, 2024

No	Day/Date	Description of activities	Place
1	Monday, May 13 th , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. check documents	Administration Room
2	Tuesday, May 14 th , 2024	Sick	
3	Wednesday May 15 th , 2024	Sick	Administration Room
4	Thursday May 16 th , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation	Administration Room

		3. scan Hauling report 4. check shell moisture	
5	Friday, May 17 th , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. check documents	Administration Room
6	Saturday, May 18 th , 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. check documents	Administration Room

Source: Processed Data, 2022

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the seventeenth week, can be seen in the following table:

Table 3.17 Activities of the seventeenth week from May 20th, 2024 to May 25th, 2024

No	Day/Date	Description of activities	Place
1	Monday, May 20 th , 2024	1. Record transportation cleanliness checks and shell condition checklishes 2. archive shell cutting minutes 3. scan Hauling report	Administration Room
2	Tuesday, May 21 st , 2024	1. Record transportation cleanliness checks and shell condition checklishes 2. archive shell cutting minutes 3. prepare loading documents 4. enter the loading car number	AdministrationRoom
3	Wednesday May 22 nd , 2024	1. Record transportation cleanliness checklish 2. archive shell cutting minutes 3. prepare loading documents 4. record receipts for payment for scale repairs	Administration Room
4	Thursday May 23 rd , 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. record tally calculations warehouse 4. Record payment receipts for scale repairs	Administration Room
5	Friday, May 24 th , 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation	Administration Room

		3. record tally calculations warehouse	
6	Saturday, May 25 th , 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. record tally calculations warehouse	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the internship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eighteenth week, can be seen in the following table:

Table 3.18 Activities of the eighteenth week from May 27th, 2024 to May 31th, 2024

No	Day/Date	Description of activities	Place
1	Monday, May 27 th , 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. scan Hauling report 4. scan the report on the realization of loading funds	Administration Room
2	Tuesday, May 28 th , 2024	1. cleaning 2. collects shell moisture 3. record payment receipts 4. Scan the THL Loading wage report	AdministrationRoom
3	Wednesday May 29 th , 2024	1. Record consumption reports 2. Record shell condition checklish 3. archive shell cutting minutes	Administration Room
4	Thursday May 30 th , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling report	Administration Room
5	Friday, May 31 st , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling report	Administration Room

Source: Processed Data, 2024

3.5 Obstacles and Solution

3.5.1 Obstacles

The obstacles faced during the practical work process are as follows:

1. Lack of internet facilities in the office, This results in frequent

disconnections and challenges in connecting computers, disrupting work and delaying task completion.

2. Limited table space in the office, The limited table space makes it difficult to handle task that require extensive documentation, as there is not enough room for all the necessary materials and notes.

3.5.2 Solutions

Solution that can be done to face obstacle during the internship process include:

1. Intern should utilize their phones to set up a hotspot and connect their laptops to the internet, ensuring uninterrupted and efficient work.
2. Interns should label each folder or document clearly and organize the according to categories or priorities to facilitate their work.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing the internship at PT. Ekasapta Paramita Energi Buton Stockpile, the following conclusions can be drawn:

1. The apprenticeship program involves several types of work, including:
 - a. Record tally warehouse loading calculations
 - b. Check daily hauling report
 - c. Measuring palm kernel shell moisture
 - d. Make an employee leave request letter
 - e. Record checklish report for checking APAR and P3K
 - f. Preparing for loading requirements
 - g. Check stock opname inventory and warehouse
 - h. Record checks on the condition of palm shells and cleanliness of transportation
2. During this internship, the author is placed at PT. Ekasapta Paramita Energi Buton Stockpile, a regional-owned company in Riau, for a duration of 4 months, from February 1, 2024, to May 31, 2024.
3. During the internship, the author gained an understanding of the systems and procedures in place, including the processes for measuring palm kernel shell moisture, checking daily hauling reports, preparing loading requirements, and handling documents such as the palm shell weighing slip and the letter of sending palm kernel shells or the weighing letter.
4. During the internship at PT. Ekasapta Paramita Energi Buton Stockpile, the author encountered some constraints, such as Lack of internet facilities and Limited table space in the office, That are important tp support in carrying out assignment. For future internships, it is hoped that PT. Ekasapta Paramita Energi Buton Stockpile will provide more spacious work areas for incoming students to facilitate their assignments more

effectively.

4.2 Suggestion

After completing the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, the following suggestions are offered:

1. For future students undertaking practical work, the author suggests prioritizing occupational safety and health, making efficient use of time, performing tasks according to their abilities, thinking carefully before taking action, maintaining patience and obedience, and learning to manage all assigned tasks effectively.
2. For the State Polytechnic of Bengkalis, it is suggested that internships be used as an evaluation tool. Students should be properly prepared and informed about their internship roles and responsibilities in relation to their field or course materials. Additionally, the institution should ensure that someone is assigned to accompany students on their first day and to pick them up once their practical work is completed.
3. Based on the author's internship experience at PT. Ekasapta Paramita Energi Buton Stockpile, it is suggested that the company improve its equipment and filing systems to facilitate interns in performing their tasks. Additionally, for assignments that involve significant responsibility and risk, the company should provide adequate supervision, guidance, and instruction to ensure interns are well-supported and properly trained.

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APPENDICES

Appendix 1 : Apprenticeship Reply Letter



**PT. EKASAPTA
PARAMITA ENERGI**

Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

PEMBERITAHUAN ATAS PERMOHONAN

Nomor : 004/EPE-SP/II/2024

Tanggal : 23 Januari 2024

Kepada Yth.

POLITEKNIK NEGERI BENGKALIS

Bengkalis

Jl. Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Up. Pemimpin

Dengan Hormat,

Berdasarkan surat Nomor 4258/PL31/TU/2023 Tanggal 09 November 2023 perihal permohonan KP Kepada mahasiswa di lampiran surat, Bersama ini kami sampaikan bahwa mahasiswa tersebut di atas dapat kami terima untuk melakukan KP di stockpile kami di Desa Sungai Rawa terhitung sejak 01 Februari sd 31 Mei 2024

Demikian yang dapat kami sampaikan . Atas perhatian dan kerja samanya kami ucapkan terima kasih

Hormat Kami,

PT. Ekasapta Paramita Energi



Phili Stanlee
Direktur

Appendix 2 : Apprenticeship Statement Letter



**PT. EKASAPTA
PARAMITA ENERGI**

Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

SURAT KETERANGAN **003/OPS/EPE-PKU/VI/2024**

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Ulfa Sri Baiduri
Nim : 5404201332
Program studi : Administrasi Bisnis internasional
Jurusan : Administrasi Niaga
Politeknik Negeri Bengkalis

Telah melakukan aktivitas praktek kerja (magang) di perusahaan kami selama 4 (empat) bulan terhitung 01 Februari sd 31 Mei 2024

Saudari Nabela telah melaksanakan tugas dan tanggung jawab dengan baik selama magang di perusahaan kami, yang bersangkutan juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.

Demikian surat keterangan ini dibuat dan dapat dipergunakan sebagaimana mestinya ,Terima Kasih.

Pekanbaru, 01 Juni 2024
Hormat Kami,
PT. Ekasapata Paramita Energi

Jimy
CEO

Cc : Arsip

Appendix 3 : Apprenticeship Assesment Sheet

**EVALUATION RESULTS FORM JOB TRAINING
COMPANY APPRAISAL
PT. EKASAPTA PARAMITA ENERGI – STOCKPILE BUTON**

Name : Ulfa Sri Baiduri
 NIM : 5404201332
 Study program : D4 - International Business Administration
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Weight	Scores
1	Discipline	20%	19 %
2	Responsibility	25%	23 %
3	Adjustment Adaption	10%	10 %
4	Work result	30%	28 %
5	Behavior in General	15%	15 %
	Number of Ratings (1+2+3+4+5)	100%	95 %

Explanation:

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

Notes:

College students will get many benefits when doing internship activities. They will gain practical work experience, improve their skills, expand their network and even gain job potential in the future.


Sungai Rawa, May 31th, 2024

Advisor



Eva Suryani

Appendix 4 : List of Apprenticeship Attendance Sheet



ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE FEBRUARI 2024

NAMA : ULFA SRI BAIDURI
 POSISI :

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Feb-24	Thursday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
02-Feb-24	Friday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
03-Feb-24	Saturday	-	-	-		SAKIT
04-Feb-24	Sunday	L	l	B	u	R
05-Feb-24	Monday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
06-Feb-24	Tuesday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
07-Feb-24	Wednesday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
08-Feb-24	Thursday	L	l	B	u	R
09-Feb-24	Friday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
10-Feb-24	Saturday	L	l	B	u	R
11-Feb-24	Sunday	L	l	B	u	R
12-Feb-24	Monday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
13-Feb-24	Tuesday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
14-Feb-24	Wednesday	L	l	B	u	R
15-Feb-24	Thursday	1	2	B	n	12m.
16-Feb-24	Friday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
17-Feb-24	Saturday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
18-Feb-24	Sunday	l	2	l	n	12m
19-Feb-24	Monday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
20-Feb-24	Tuesday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
21-Feb-24	Wednesday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
22-Feb-24	Thursday	07:00 WIB	18:00 WIB	<i>[Signature]</i>		loading
23-Feb-24	Friday	08:00 WIB	16:00 WIB	<i>[Signature]</i>		
24-Feb-24	Saturday	08:00 WIB	15:00 WIB	<i>[Signature]</i>		
25-Feb-24	Sunday	L	l	B	u	R
26-Feb-24	Monday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
27-Feb-24	Tuesday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
28-Feb-24	Wednesday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
29-Feb-24	Thursday	08:00 WIB	17:00 WIB	<i>[Signature]</i>		
01-Mar-24	Friday					
02-Mar-24	Saturday					

Dibuat Oleh,
[Signature]
Ulfa S.B

Diketahui Oleh,
[Signature]
Eva s. yani

Disetujui Oleh,
[Signature]
Fajar mhd Siddiq



**ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MARET 2024**

NAMA : ULFA SRI BAIDURI
POSISI : MAGANG

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Mar-24	Friday	08:00 wib	17:00 wib	<i>[Signature]</i>		
02-Mar-24	Saturday	08:00 wib	17:00 wib	<i>[Signature]</i>		
03-Mar-24	Sunday	L	l	B	U	R
04-Mar-24	Monday	08:00 wib	17:00 wib	<i>[Signature]</i>		
05-Mar-24	Tuesday	08:00 wib	17:00 wib	<i>[Signature]</i>		
06-Mar-24	Wednesday	07:00 wib	18:00 wib	<i>[Signature]</i>		loading
07-Mar-24	Thursday	07:00 wib	18:00 wib	<i>[Signature]</i>		loading
08-Mar-24	Friday	07:00 wib	17:00 wib	<i>[Signature]</i>		loading
09-Mar-24	Saturday	R	Z	h	N	
10-Mar-24	Sunday	L	l	B	U	R
11-Mar-24	Monday	L	l	B	U	R
12-Mar-24	Tuesday	L	l	B	U	R
13-Mar-24	Wednesday	08:00 wib	16:00 wib	<i>[Signature]</i>		
14-Mar-24	Thursday	08:00 wib	16:00 wib			
15-Mar-24	Friday	08:00 wib	16:00 wib	<i>[Signature]</i>		
16-Mar-24	Saturday	08:00 wib	16:00 wib	<i>[Signature]</i>		
17-Mar-24	Sunday	L	l	B	U	R
18-Mar-24	Monday	08:00 wib	16:00 wib	<i>[Signature]</i>		
19-Mar-24	Tuesday	08:00 wib	16:00 wib	<i>[Signature]</i>		
20-Mar-24	Wednesday	08:00 wib	16:00 wib	<i>[Signature]</i>		
21-Mar-24	Thursday	08:00 wib	16:00 wib	<i>[Signature]</i>		
22-Mar-24	Friday	08:00 wib	16:00 wib	<i>[Signature]</i>		
23-Mar-24	Saturday	08:00 wib	16:00 wib	<i>[Signature]</i>		
24-Mar-24	Sunday	L	l	B	U	R
25-Mar-24	Monday	08:00 wib	16:00 wib	<i>[Signature]</i>		
26-Mar-24	Tuesday	08:00 wib	16:00 wib	<i>[Signature]</i>		
27-Mar-24	Wednesday	08:00 wib	16:00 wib	<i>[Signature]</i>		
28-Mar-24	Thursday	08:00 wib	16:00 wib	<i>[Signature]</i>		
29-Mar-24	Friday	L	l	B	U	R
30-Mar-24	Saturday	08:00 wib	18:00 wib	<i>[Signature]</i>		loading
31-Mar-24	Sunday	07:00 wib	18:00 wib	<i>[Signature]</i>		loading

Dibuat Oleh,

[Signature]
Ulfa S.B

Diketahui Oleh,

[Signature]
Eva suryani

Disetujui Oleh,

[Signature]
Fajar mhd sidiq



**ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE APRIL 2024**

NAMA : ULFA SRI BAIDURI
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Apr-24	Monday	07:30 wib	16:00 wib	<i>Inf.</i>		loadir
02-Apr-24	Tuesday	-	-	-	-	Sakit
03-Apr-24	Wednesday	08:00 wib	16:00 wib	<i>Inf.</i>		
04-Apr-24	Thursday	08:00 wib	16:00 wib	<i>Inf.</i>		
05-Apr-24	Friday	08:00 wib	16:00 wib	<i>Inf.</i>		
06-Apr-24	Saturday	L	1	B	U	R
07-Apr-24	Sunday	L	1	B	U	R
08-Apr-24	Monday	L	1	B	U	R
09-Apr-24	Tuesday	L	1	B	U	R
10-Apr-24	Wednesday	L	1	B	U	R
11-Apr-24	Thursday	L	1	B	U	R
12-Apr-24	Friday	L	1	B	U	R
13-Apr-24	Saturday	L	1	B	U	R
14-Apr-24	Sunday	L	1	B	U	R
15-Apr-24	Monday	L	1	B	U	R
16-Apr-24	Tuesday	08:00 wib	16:00 wib	<i>Inf.</i>		
17-Apr-24	Wednesday	08:00 wib	16:00 wib	<i>Inf.</i>		
18-Apr-24	Thursday	08:00 wib	16:00 wib	<i>Inf.</i>		
19-Apr-24	Friday	08:00 wib	16:00 wib	<i>Inf.</i>		
20-Apr-24	Saturday	08:00 wib	16:00 wib	<i>Inf.</i>		
21-Apr-24	Sunday	L	1	B	U	R
22-Apr-24	Monday	08:00 wib	16:00 wib	<i>Inf.</i>		
23-Apr-24	Tuesday	08:00 wib	16:00 wib	<i>Inf.</i>		
24-Apr-24	Wednesday	08:00 wib	16:00 wib	<i>Inf.</i>		
25-Apr-24	Thursday	08:00 wib	16:00 wib	<i>Inf.</i>		
26-Apr-24	Friday	08:00 wib	16:00 wib	<i>Inf.</i>		
27-Apr-24	Saturday	08:00 wib	16:00 wib	<i>Inf.</i>		
28-Apr-24	Sunday	L	1	B	U	R
29-Apr-24	Monday	08:00 wib	16:00 wib	<i>Inf.</i>		
30-Apr-24	Tuesday	1	2	1	N.	
01-May-24	Wednesday					

Dibuat Oleh,
Inf.
Ulfa S.B.

Diketahui Oleh,
Eva suryani
Eva suryani

Disetujui Oleh,
Fajar mhd Siddiq
Fajar mhd Siddiq



**ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MEI 2024**

NAMA : ULFA SRI BAIDURI
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-May-24	Wednesday	L	1	B	u	R.
02-May-24	Thursday	08.00 WIB	16.00 WIB	anf.		
03-May-24	Friday	08.00 WIB	16.00 WIB	anf.		
04-May-24	Saturday	1	2	1	u	
05-May-24	Sunday	L	1	B	u	R.
06-May-24	Monday	08.00 WIB	16.00 WIB	anf.		
07-May-24	Tuesday	1	2	1	u	
08-May-24	Wednesday	08.00 WIB	16.00 WIB	anf.		
09-May-24	Thursday	L	1	B	u	R
10-May-24	Friday	08.00 WIB	16.00 WIB	anf.		
11-May-24	Saturday	08.00 WIB	16.00 WIB	anf.		
12-May-24	Sunday	L	1	B	u	R
13-May-24	Monday	08.00 WIB	16.00 WIB	anf.		
14-May-24	Tuesday	5	2A	K	u	R
15-May-24	Wednesday	5	A	K	u	R
16-May-24	Thursday	08.00 WIB	16.00 WIB	anf.		
17-May-24	Friday	08.00 WIB	16.00 WIB	anf.		
18-May-24	Saturday	08.00 WIB	16.00 WIB	anf.		
19-May-24	Sunday	L	1	B	u	R
20-May-24	Monday	08.00 WIB	16.00 WIB	anf.		
21-May-24	Tuesday	08.00 WIB	16.00 WIB	anf.		
22-May-24	Wednesday	08.00 WIB	16.00 WIB	anf.		
23-May-24	Thursday	07.00 WIB	18.00 WIB	anf.		loading
24-May-24	Friday	07.00 WIB	18.00 WIB	anf.		loading
25-May-24	Saturday	07.00 WIB	18.00 WIB	anf.		loading
26-May-24	Sunday	L	1	B	u	R
27-May-24	Monday	08.00 WIB	16.00 WIB	anf.		
28-May-24	Tuesday	08.00 WIB	16.00 WIB	anf.		
29-May-24	Wednesday	08.00 WIB	16.00 WIB	anf.		
30-May-24	Thursday	08.00 WIB	16.00 WIB	anf.		
31-May-24	Friday	08.00 WIB	16.00 WIB	anf.		

Dibuat Oleh,

Ulfa S. B.

Diketahui Oleh,

Eva Suryani

Disetujui Oleh,

Fajar Muli Sidika

Appendix 5 : Apprenticeship Certificate






Appendix 6: Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

Name : Ulfa Sri Baiduri

Nim : 5404201332

Activities of the first week from February 01, 2024 to February 03, 2024





No	Day/Date	Description of activities	Task Assignor	Signature
1	Thursday, February 01, 2024	1. Introduction 2. create employee attendance 3. Note down the soil loading 4. print attendance documents and load data	Eva Suryani S.E	
2	Friday, February 02, 2024	1. take note of the land 2. print the data loading document 3. sort the loading data files 4. Insert the car number paper	Eva Suryani S.E	
3	Saturday, February 03, 2024	Sick		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332








Activities of the second week from February 05, 2024 to February 10, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1	Monday, February 05, 2024	1. take note of the land 2. print the data loading document	Eva Suryani S.E	
2	Tuesday, February 06, 2024	1. Note down the car number loading 2. Record tally calculations warehouse loading mv. Apollo stella EPE	Eva Suryani S.E	
3	Wednesday, February 07, 2024	1. Record tally calculations warehouse loading mv. Apollo stella at PT EPE 2. make a deduction report 3. Calculate the car scales	Eva Suryani S.E	
4	Thursday February 08 th , 2024	Holiday		
5	Friday February 09 th , 2024	1. Insert the car numbering paper 2. Record THL loading attendance 3. record THL loading wages 4. Record and sort the KTPs of PT Ekasapta Paramita Energi workers	Eva Suryani S.E	
6.	Saturday February 10 th , 2024	Chinese New Year Holiday		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332

Activities of the third week from February 12, 2024 to February 18, 2024







No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, February 12, 2024	1. Enter the shell checklist data in the map 2. mutual cooperation	Eva Suryani S.E	
2.	Tuesday, February 13, 2024	1. Print the documentation for receiving diesel oil 2. archive event minutes	Eva Suryani S.E	
3.	Wednesday February 14, 2024	General Election		
4.	Thursday February 15, 2024	Permission		
5.	Friday February 16, 2024	1. Take note of the condition of the shell 2. archive documents	Eva Suryani S.E	
6.	Saturday February 17, 2024	1. Mutual cooperation	Eva Suryani S.E	
7.	Sunday February 18, 2024	Permission		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332







Activities of the fourth week from February 19, 2024 to February 24, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, February 19, 2024	1. Take note of the condition of the shell	Eva Suryani S.E	
2.	Tuesday, February 20, 2024	1. Take note of the condition of the shell 2. archive EPE employee KTP documents 3. check do shell	Eva Suryani S.E	
3.	Wednesday February 21, 2024	1. Take note of the condition of the shell 2. check do shell 3. print check the condition of the shell, check the cleanliness of the shell, minutes of shell cutting, and minutes of shell depreciation	Eva Suryani S.E	
4.	Thursday February 22, 2024	1. Take note of the condition of the shell 2. check do shell	Eva Suryani S.E	
5.	Friday February 23, 2024	1. Take note of the condition of the shell 2. record the year's wages loading mv. Loretta and MV. Ayana smile 3. archive minutes of shell cutting and shrinkage	Eva Suryani S.E	
6.	Saturday February 24 th , 2024	1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of solar receipts 3. record the year's wages loading mv. Loretta and MV. Ayana smile	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332






Activities of the fifth week from February 26, 2024 to March 02, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, February 26, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of shell cutting and shrinkage 3. archive the THL loading wage receipt 4. Insert the car number paper 	Eva Suryani S.E	
2.	Tuesday, February 27, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Print employee attendance, thl, and security 3. Record receipts for screening improvements 	Eva Suryani S.E	
3.	Wednesday February 28, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. archive employee ID cards 3. Check the tally calculation warehouse 	Eva Suryani S.E	
4.	Thursday February 29, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Sort employee ID cards 3. Check the tally calculation warehouse 	Eva Suryani S.E	
5.	Friday March 01, 2024	<ol style="list-style-type: none"> 1. cleanliness 2. Note down the condition of the shell and check the cleanliness of the shell 3. scan employee ID card 4. Check receipt of PPE 5. visits to industrial ports 	Eva Suryani S.E	
6.	Saturday March 02, 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. archive minutes of shell cutting events 3. Check the tally calculation warehouse 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332


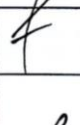




Activities of the sixth week from March 04, 2024 to March 09, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, March 04, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. archive minutes of shell cutting events 3. Check the tally calculation warehouse 	Eva Suryani S.E	
2.	Tuesday, March 05, 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. archive minutes of shell cutting events 3. scan the Hauling report 	Eva Suryani S.E	
3.	Wednesday, March 06, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Archive minutes of shell cutting and shrinkage 	Eva Suryani S.E	
4.	Thursday, March 07, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Check the tally calculation warehouse 	Eva Suryani S.E	
5.	Friday, March 08, 2024	<ol style="list-style-type: none"> 1. Note down the condition of the shell and check the cleanliness of the shell 2. Check the tally calculation warehouse 3. Archive minutes of shell cutting and shrinkage 	Eva Suryani S.E	
6.	Saturday March 09, 2024	Ramadhan Holiday		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332

Activities of the seventh week from March 11, 2024 to March 16, 2024







No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, March 11, 2024	Ramadhan Holiday		
2.	Tuesday, March 12, 2024	Ramadhan Holiday		
3.	Wednesday, March 13, 2024	<ol style="list-style-type: none"> 1. Archive the minutes of deductions 2. Note down -the condition of the shell 3. Scan the PT EPE cash report. 	Eva Suryani S.E	
4.	Thursday, March 14, 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. scan the Hauling report 3. archive minutes of shell depreciation 	Eva Suryani S.E	
5.	Friday, March 15, 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. sort thl documents 	Eva Suryani S.E	
6.	Saturday March 16, 2024	<ol style="list-style-type: none"> 1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. scan the minutes of solar receipts 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332





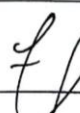

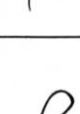
Activities of the eighth week from March 18, 2024 to March 23, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, March 18, 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
2.	Tuesday, March 19, 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
3.	Wednesday, March 20, 2024	1. Take note of the condition of the shell 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
4.	Thursday, March 21, 2024	1. Take note of the condition of the shell 2. archive shell cutting minutes 3. check documents	Eva Suryani S.E	
5.	Friday, March 22, 2024	1. Note the transportation cleanliness check 2. print car hull no 3. Enter the car's hull number into the paper 4. archive shell cutting minutes	Eva Suryani S.E	
6.	Saturday March 23, 2024	1. Note the transportation cleanliness check 2. archive minutes of shell cutting events 3. check documents	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332

Activities of the ninth week from March 25, 2024 to March 31, 2024







No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, March 25, 2024	1. Note the transportation cleanliness check 2. archive minutes of shell cutting events 3. scan documents	Eva Suryani S.E	
2.	Tuesday, March 26, 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
3.	Wednesday, March 27, 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
4.	Thursday, March 28, 2024	1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
5.	Friday, March 29, 2024	Good Friday		
6.	Saturday March 30, 2024	1. Record transportation cleanliness checks and shell cleanliness conditions 2. archive minutes of shell cutting events 3. scan the March 28 Hauling report 4. Scan documents regarding the condition of the car body	Eva Suryani S.E	
7.	Sunday, March 31, 2024	1. Sort out documents for factory scales and stockpile scales 2. Note down transportation cleanliness checks 3. archive minutes of shell cutting events 4. Weigh the Moisture of the shell 5. Check the tally calculation warehouse 6. print employee absences	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332







Activities of the tenth week from April 01, 2024 to April 06, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, April 01, 2024	<ol style="list-style-type: none"> 1. Sort employee ID cards 2. Note the transportation cleanliness check 3. archive minutes of shell cutting events 4. Check the tally calculation warehouse 5. weigh the shell moisture 6. scan employee attendance 7. scan employee overtime application form 8. scan do shell 	Eva Suryani S.E	
2.	Tuesday, April 02, 2024	Sick		
3.	Wednesday April 03, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive minutes of shell depreciation 3. check do shell 4. Scan the shell hauling report 5. Sort out shell hauling reports 6. Distribution of THL loading wages 	Eva Suryani S.E	
4.	Thursday April 04, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive shell cutting minutes 3. check do shell 4. Scan the shell hauling report 5. Distribution of THL loading wages 	Eva Suryani S.E	
5.	Friday April 05, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness check 2. archive shell cutting minutes 3. check the report 	Eva Suryani S.E	
6.	Saturday April 06, 2024	Eid Al-fitr Holidays		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332

Activities of the eleventh week from April 08, 2024 to April 13, 2024






No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, April 08, 2024	Eid Al-fitr Holidays		
2.	Tuesday, April 09, 2024	Eid Al-fitr Holidays		
3.	Wednesday April 10, 2024	Eid Al-fitr Holidays		
4.	Thursday April 11, 2024	Eid Al-fitr Holidays		
5.	Friday, April 12, 2024	Eid Al-fitr Holidays		
6.	Saturday, April 13, 2024	Eid Al-fitr Holidays		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332

Activities of the twelfth week from April 15, 2024 to April 20, 2024







No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, April 15, 2024	Eid Al-fitr Holidays		
2.	Tuesday, April 16, 2024	1. print employee attendance, thl , security 2. Make an employee leave request letter 3. print the document 4. check documents	Eva Suryani S.E	
3.	Wednesday April 17, 2024	1. Note the transportation cleanliness check 2. weigh the shell moisture 3. record Quality details Controls Hauling 4. record the minutes of shell cutting 5. Record minutes of shell shrinkage 6. check documents	Eva Suryani S.E	
4.	Thursday April 18, 2024	1. Note the transportation cleanliness check 2. Check the print report Hauling and stockpile production 3. archive minutes of shell cutting events	Eva Suryani S.E	
5.	Friday, April 19, 2024	1. note down the condition of the palm oil shells 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
6.	Saturday, April 20, 2024	1. Note down the condition of palm oil shells 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332

Activities of the thirteenth week from April 22, 2024 to April 27, 2024





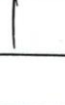

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, April 22, 2024	1. Note down the condition of palm oil shells 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
2.	Tuesday, April 23, 2024	1. Note the transportation cleanliness check 2. Collect all the shell moisture 3. record Quality details Controls Hauling 4. weigh the shell moisture 5. record the minutes of shell cutting	Eva Suryani S.E	
3.	Wednesday April 24, 2024	1. Record transportation cleanliness checks 2. record Quality details Controls Hauling 3. weigh the shell moisture 4. record the minutes of shell cutting 5. Scan the Hauling Report	Eva Suryani S.E	
4.	Thursday April 25, 2024	1. Record transportation cleanliness checks 2. record Quality details Controls Hauling 3. weigh the shell moisture 4. record the minutes of shell cutting 5. Scan the application letter	Eva Suryani S.E	
5.	Friday, April 26, 2024	1. Record transportation cleanliness checks 2. Collect all the shell moisture 3. record Quality details Controls Hauling 4. weigh the shell moisture 5. record the minutes of shell cutting	Eva Suryani S.E	
6.	Saturday, April 27, 2024	1. Record transportation cleanliness checks 2. record Quality details Controls Hauling 3. weigh the shell moisture 4. record the minutes of shell cutting 5. Scan the Hauling Report	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332







Activities of the fourteenth week from April 29, 2024 to May 04, 2024

No	Day/Date	Description of activities	Task Assignor	Signature
1.	Monday, April 29, 2024	<ol style="list-style-type: none"> 1. Record transportation cleanliness checks 2. Scan the Hauling Report 3. record the minutes of shell cutting 4. record a checklish report on APAR checking 5. record the first aid check checklist report 	Eva Suryani S.E	
2.	Tuesday, April 30, 2024	Permission		
3.	Wednesday May 01, 2024	International Labor Day		
4.	Thursday May 02, 2024	<ol style="list-style-type: none"> 1. Record the shell condition check and transportation cleanliness check 2. archive shell cutting minutes 3. scan Hauling report 4. record material purchase receipts 	Eva Suryani S.E	
5.	Friday, May 03, 2024	<ol style="list-style-type: none"> 1. Record the shell condition check and transportation cleanliness check 2. archive shell cutting minutes 3. scan Hauling report 4. check documents 	Eva Suryani S.E	
6.	Saturday, May 04, 2024	Permission		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
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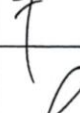
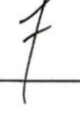
Activities of the fifteenth week from May 06, 2024 to May 11, 2024

No	Day/Date	Description of activities	Task Assignore	Signature
1.	Monday, May 06, 2024	1. Record shell condition checklish 2. archive shell cutting minutes 3. compiling documents 4. record receipts for wages for work on the PT area	Eva Suryani S.E	
2.	Tuesday, May 07, 2024	Permission		
3.	Wednesday May 08, 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling Report	Eva Suryani S.E	
4.	Thursday May 09, 2024	Ascension Day		
5.	Friday, May 10, 2024	1. Recording checklish conditions of shells and cleanliness of transportation 2. archiving minutes of depreciation and cutting design 3. check documents 4. scan Hauling Report 5. check warehouse inventory	Eva Suryani S.E	
6.	Saturday, May 11, 2024	1. Record transportation cleanliness checklish 2. archive shell cutting minutes 3. create employee consumption report records 4. check documents	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332

Activities of the sixteenth week from May 13, 2024 to May 18, 2024







No	Day/Date	Description of activities	Task Assignore	Signature
1.	Monday, May 13, 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
2.	Tuesday, May 14, 2024	Sick		
3.	Wednesday May 15, 2024	Sick		
4.	Thursday May 16, 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling report 4. check shell moisture	Eva Suryani S.E	
5.	Friday, May 17, 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
6.	Saturday, May 18, 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. check documents	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri

Nim : 5404201332






Activities of the seventeenth week from May 20, 2024 to May 25, 2024

No	Day/Date	Description of activities	Task Assignore	Signature
1.	Monday, May 20, 2024	1. Record transportation cleanliness checks and shell condition checklishes 2. archive shell cutting minutes 3. scan Hauling report	Eva Suryani S.E	
2.	Tuesday, May 21, 2024	1. Record transportation cleanliness checks and shell condition checklishes 2. archive shell cutting minutes 3. prepare loading documents 4. enter the loading car number	Eva Suryani S.E	
3.	Wednesday May 22, 2024	1. Record transportation cleanliness checklish 2. archive shell cutting minutes 3. prepare loading documents 4. record receipts for payment for scale repairs	Eva Suryani S.E	
4.	Thursday May 23, 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. record tally calculations warehouse 4. Record payment receipts for scale repairs	Eva Suryani S.E	
5.	Friday, May 24, 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. record tally calculations warehouse	Eva Suryani S.E	
6.	Saturday, May 25, 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. record tally calculations warehouse	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Ulfa Sri Baiduri
Nim : 5404201332




Activities of the eighteenth week from May 27, 2024 to May 31, 2024

No	Day/Date	Description of activities	Task Assignore	Signature
1.	Monday, May 27, 2024	1. Record transportation cleanliness checklish 2. archive minutes of shell depreciation 3. scan Hauling report 4. scan the report on the realization of loading funds	Eva Suryani S.E	
2.	Tuesday, May 28, 2024	1. cleaning 2. collects shell moisture 3. record payment receipts 4. Scan the THL Loading wage report	Eva Suryani S.E	
3.	Wednesday May 29 nd , 2024	1. Record consumption reports 2. Record shell condition checklish 3. archive shell cutting minutes	Eva Suryani S.E	
4.	Thursday May 30 nd , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling report	Eva Suryani S.E	
5.	Friday, May 31 nd , 2024	1. Record shell condition checklish 2. archive minutes of shell depreciation 3. scan Hauling report	Eva Suryani S.E	
Note By Industrial Coach				

Appendix 7: Apprenticeship Revision List

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

Name : Ulfa Sri Baiduri
Student's Identify No : 5404201332
Apprenticeship Place : PT. EKASAPTA PARAMITA ENERGI BUTON STOCKPILE
Advisor : Armita Novriana Rambe, M.Hum

No.	Date	Revision	Advisor Initials
1	17/07/2024	Adjust the Guide	
2	25/07/2024	Make sure the Systematic	
3	02/08/2024	Aec.	
4			
5			
6			

Bengkalis July 17th, 2024

Advisor



Armita Novriana Rambe, M.Hum
NIP. 19891130202203208