

APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER (PT. RAPP)
LEGAL DEPARTMENT
PANGKALAN KERINCI-RIAU

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APPLIED BACHELOR OF INTERNASIONAL BUSINESS
ADMINISTRATION STUDY
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APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER

Written as one of the conditions for completing apprenticeship

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Pangkalan Kerinci, June 05th, 2023

Head of legal Department



PT. Riau Andalan Pulp and Paper

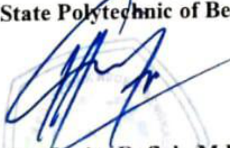
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TABLE OF CONTENT

APPRENTICESHIP REPORT	i
AKNOWLEDGEMENT	ii
LIST OF TABLE	vi
LIST OF FIGURE	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship	1
1.2 Apprenticeship Objectives	2
1.3 Significance of Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company Profile	4
2.2 Vision and Mission	9
2.2.1 Vision	9
2.2.2 Mission	9
2.3 Types of Business	10
2.4 Organizational Structure	13
2.5 Work Process	25
2.6 Documents Used	26
CHAPTER III SCOPE OF THE APPRENTICESHIP	28
3.1 Job Description	28
3.2 Systems and Procedures	28
3.3 Place of Apprenticeship	35
3.4 Description of the Activity	35
3.5 Obstacles and Solutions	37
3.5.1 Obstacles	37
3.5.1 Solution	37
CHAPTER IV CONCLUSIONS AND SUGGESTION	38
4.1 Conclusion	38
4.2 Suggestion	38

REFERENCES	40
APPENDICES	41

LIST OF TABLE

Table 3. 1 Work Process Photocopying Documents	29
Table 3. 2 The Working procedure Document Scanning.....	30
Table 3. 3 The Working procedure Renaming the file.....	31
Table 3. 4 The Working procedure Recapitulating documents.....	32
Table 3. 5 The Working procedure Document Achiving.....	33
Table 3. 6 The Working procedure Document Checking and Matching	34
Table 3. 7 The Working procedure Create s Document Handover Letter	34
Table 3. 8 The Working procedure Stamp Signed Documets.....	35
Table 3. 9 Schedule of Working Hours.....	35

LIST OF FIGURE

Figure 2. 1 Royal Golden Eagle Logo	4
Figure 2. 2 Asia Pacific Resource International Holding Logo	5
Figure 2. 3 PT Riau Andalan Pulp and Paper	7
Figure 2. 4 Pulp Production Square of PT Riau Andalan Pulp and Paper	12
Figure 2. 5 One of PT Riau Andalan Pulp and Paper's Paper Products	12
Figure 2. 6 Structure Organization Of PT.RAPP.....	15
Figure 2. 7 Legal Structure Organiszation	16

LIST OF APPENDICES

Appendix 1. Apprenticeship Acceptance Letter	41
Appendix 2. List Present of the Apprenticeship	42
Appendix 3.Evaluation Result	46
Appendix 4.Apprenticeship Certificate.....	47
Appendix 5.Photo with Legal Department Employees of PT.RAPP.....	48
Appendix 6.Daily Activities	49
Appendix 7.Consultant Sheet.....	78

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Higher education is the highest level of formal education that produces human resources with a high intellectual level to compete in the demands of working life, both in terms of ability and quality. The link between theory and practice in the world of education is important to compare and prove something that is learned theoretically with the real situation in working life.

To prepare students to enter the world of work, Politeknik Negeri Bengkalis as an educational institution has an important responsibility and role in forming quality human resources who are ready to compete in the world of work. One way is to make practical work as a program that must be followed by students, so that students not only have advanced knowledge in their fields, but also have good moral and ethical values.

Practical work is an academic activity that aims to learn students to develop and equip a qualified workforce and aims to increase students' knowledge, skills and experience in preparation for the real world of work. In addition to fulfilling academic assignments, this activity is expected to create a link between education and the world of work. Practical work is carried out systematically and based on a schedule under the guidance of qualified teachers. Practical work is one of the requirements for students to take part in the Bachelor (S1) and Diploma III (D3) theses at Bengkalis State Polytechnic.

In early 2000, the Bengkalis Regency Government, through the Gema Bahari Foundation, established a college under the name Bengkalis Shipbuilding Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In its journey, the Politeknik Perkapalan Bengkalis changed its name to Bengkalis Polytechnic and was under the Yayasan Bangun Insani (YBI) Bengkalis, with 5 (five) study programs, namely: Shipbuilding Engineering, Mechanical

Engineering, Electrical Engineering, Civil Engineering, and Business Administration

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. In 2006, the Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. In early 2008, the Bengkalis Polytechnic asked YBI Bengkalis, the Bengkalis Regency Government and the Bengkalis Regency Regional People's Representative Council for support to propose an increase in status from a Private University (PTS) to a State University (PTN). In 2009, Politeknik Bengkalis together with YBI Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education. On July 29, 2011, Bengkalis Polytechnic officially became a PTN under the name Bengkalis State Polytechnic through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of Politeknik Negeri Bengkalis.

Along with its development, Bengkalis State Polytechnic now has 18 study programs incorporated into eight departments: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Informatics Engineering, Language, and Maritime.

As a student of the international business curriculum, one of the programs completed as a student is practical work. Practical work is completed when students have completed at least 7 (seven) semesters and are recognized as full graduates. The practical work is carried out for 4 (four) months. The author has done practical work at PT Riau Andalan Pulp and Paper (RAPP) placed in the legal department of the Corporate Office Department which was used for approximately 4 (four) months starting February 5, 2024 until June 5, 2024.

1.2 Apprenticeship Objectives

The objectives of the practical work program carried out at PT Riau Andalan Pulp and Paper are as follows:

1. To implement what students have learned in college and used in the world of work.
2. Understand about work culture such as the way of working and habits that exist in the company.
3. To improve skills and knowledge in order to adapt to the workplace.

1.3 Significance of Apprenticeship

The practical work carried out is expected to provide benefits to various parties. These benefits are as follows:

1. For Students

Students get the opportunity to apply the knowledge of theoretical concepts obtained during lectures to real work situations. Students also gain practical experience and the opportunity to analyze problems related to applied science during practical work.

2. For the Company

Can improve the company's image by giving a good impression and experience for students who do practical work. In addition, the collaboration between the world of education and industry or companies can facilitate companies in obtaining prospective employees who are known for their quality, dedication and credibility in carrying out practical work.

3 For Bengkalis State Polytechnic

Bengkalis State Polytechnic obtained input from the world of work for curriculum development and the learning process for students who participated in practical work so as to improve the quality of skilled graduates through practical work experience.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Riau Andalan Pulp and Paper is a private company engaged in pulp and paper manufacturing and is the largest pulp company in Asia Pacific. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource International Holding Ltd), which is one of the pioneering companies of the Royal Golden Eagle (RGE) Group. RGE began as a spare parts supply store called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and Chairman of RGE Group, Mr. Sukanto Tanoto, first ventured into business. During the oil crisis in 1973, he was able to overcome the rapid rise in oil prices to expand his business as oil companies in the region flourished. After a long break, he successfully established a plywood factory in Besitang, North Sumatra. At that time, he observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



Figure 2. 1 Royal Golden Eagle Logo
Source: <https://www.rgei.com>

The RGE group of companies is engaged in the following business sectors:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil - Asian Agri & Apical
3. Specialty Cellulose – Bracell

4. Viscose Fiber - Sateri and Asia Pacific Rayon
5. Energy Resource Development - Pacific Oil & Gas

One of the groups under RGE is APRIL, Asia Pacific Resources International Holdings Ltd (APRIL) is a member of the RGE Group founded by Sukanto Tanoto in 1973. Under his leadership, the RGE Group has grown into a global business group employing more than 70,000 people, with total assets of more than US\$35 billion and sales reach around the world.



Figure 2. 2 Asia Pacific Resource International Holding Logo

Source: <https://www.aprilasia.com>

As one of the pioneers of responsible corporate citizenship, APRIL Group and its subsidiaries implement the 5Cs principles that Mr. Sukanto Tanoto believes in. Business practices must be good for the Community, Country, Climate, Customer and ultimately good for the Company. As such, corporate social responsibility is applied in APRIL Group's operations and management to promote environmental and community development and to fulfill corporate social responsibility. The Tanoto Foundation, established in 1981, is an application of this vision.

Through its Indonesian subsidiary, APRIL Group began developing plantations in Riau Province, Sumatra and built a mill in Pangkalan Kerinci, Pelalawan Regency from 1993. At the time, Kerinci was home to just 200 households. This population grew to more than 200,000 by 2010 as APRIL Group's business development and diversification turned Pangkalan Kerinci into the social and commercial center of the province.

APRIL Group commenced commercial pulp production in 1995, followed by commercial paper production in 1998. The growth of the region mirrors the growth of APRIL Group's operations in Indonesia, with the formation of

Pelalawan Regency in 1999 and then Pangkalan Kerinci town in 2001. Pangkalan Kerinci's rapid growth then allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9 percent to the total economy of Riau Province. APRIL Group has created approximately 90,000 indirect jobs for the community. APRIL has also **contributed** to better access to education and social support in areas such as healthcare and housing. APRIL Group has helped improve living standards and reduced poverty by 30 percent. Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also launched a series of economic development initiatives to assist the development of local small and medium-sized entrepreneurs (SMEs).

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering the supply and production chain. The system verifies and traces wood from the company's fiber plantations to the mill. APRIL Group also collaborated with the World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and signed a moratorium on further road construction and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all fiber plantations and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, outlining its community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the company's growing operations in China.

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) assessment system in its concession areas for land use planning. This policy provides a practical and responsible solution to the challenge of deforestation and degradation.

APRIL also established the APRIL Learning Institute and obtained a Green Proper Rating for the mill's environmental performance as well as the

Golden Flag Choice & Zero Accident Award for the mill's health and safety management from the Government of Indonesia.

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management under the Indonesian Ecolabeling Institute (LEI) standard.

PT Riau Andalan Pulp and Paper, a subsidiary of APRIL GROUP based in Jakarta, was established in 1992, at which time a field survey was conducted for the location of the mill in Riau Province, specifically in Pangkalan Kerinci Village, Pelalawan Regency. PT RAPP obtained its HTI license based on Minister of Forestry Decree No. 327/Menhut-II/1992.



Figure 2. 3 PT Riau Andalan Pulp and Paper

Source: <https://www.aprilasia.com>

PT Riau Andalan Pulp and Paper was built and designed to produce high-quality pulp and paper, which is produced chemically using the sulfate (kraft) process. The control system at this company has entered into the ISO system which is used as a marker to determine the world quality of a product. Some of the chemicals used in the mill include ClO_2 , Cl_2 . In addition, PT Riau Andalan Pulp and Paper is a rapidly growing private company that has obtained ISO 9002 and ISO 14001 certificates. The RAPP company's production of pulp is in the form of high quality dry sheets, because the production process is carried out

chemically and is supported by the latest and high-tech machines, such as extended Superbatch cooking, oxygen delignification and Elemental Chlorine Free. RAPP's pulp and paper production is exported to China, Singapore, Australia, Korea and various European countries such as Russia, Turkey, as well as countries in the Americas such as America, Mexico and Brazil. This is all because RAPP's pulp and paper production is of such high quality that there are no obstacles in marketing it.

The raw material for the pulping process at Riau Pulp Mill is wood from acacia wood plants named *Acasiamangium* and *Acasiacrasicarpa* and *Pinussilvetris*. The wood used by the company is generally hardwood, while softwood is used in small quantities. In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal wood from entering the supply and production chain. The system verifies and traces wood from the company's fiber plantations to the mill. In 2003, a decade after the company was founded,

APRIL Group through its subsidiary PT RAPP published the company's first Sustainability Report, outlining their community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China. In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT RAPP was certified for Sustainable Plantation Forest Management to the Indonesian Ecolabeling Institute (LEI) standard. PT RAPP successfully obtained SPFM-LEI recertification in 2011 for the next five years. In 2007, APRIL through PT RAPP became the first and only Indonesian company to be recognized by the World Business Council for Sustainable Development (WBCSD).

The completion of Pulp Line 3 in 2008 made Riau the largest integrated pulp and paper production site in the world, with a production capacity of 2.8 million tons per year. The ISO 9001: 8000 and ISO 14001 certified mill continues to invest in technology to ensure the company can meet its own electricity needs independently. Since 2010, APRIL Group's production facilities have been

certified by the Program for the Endorsement of Forest Certification (PEFC) under the Chains of Custody standard, which ensures that all raw materials entering the mill are supplied from legitimate and unproblematic sources. APRIL also obtained certification from Hong Kong Green Label for its PaperOne™ product in 2010. In October 2011, APRIL's subsidiary RAPP successfully achieved certification under the Bureau Veritas standard for Origin and Legality of Timber (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL

The OLB Group standard for certification of forestry companies covers the forestry activities of production facilities. RAPP's supply partners have also successfully passed audits under the OLB "Acceptable Wood Chain of Custody" standard. OLB. APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balancing the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also established to ensure transparency and implementation of the Sustainable Forest Management Policy. In June 2015, APRIL Group developed its Sustainable Forest Management Policy based on inputs from the SAC and various other stakeholders. APRIL also strengthened its forest protection and conservation commitments including eliminating deforestation from its supply chain and adding aspects of High Carbon Stock (HCV) assessment

2.2 Vision and Mission

2.2.1 Vision

The vision of PT Riau Andalan Pulp and Paper is "To be a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees".

2.2.2 Mission

The following is the mission of PT Riau Andalan Pulp and Paper which is used to realize the goals that are expected to be achieved properly:

1. Creating sustainable growth throughout the value chain;
2. Become an industry leader in every aspect of operations;
3. Maximizing benefits for stakeholders while helping to drive local and regional socio-economic development;
4. Create added value through a talented and motivated workforce and effective use of technology.

2.3 Types of Business

PT Riau Andalan Pulp and Paper is divided into several business units (BU) where the business units are members of the APRIL Group, namely:

1. **Riau Fiber:** A business unit that acts as a supplier of wood raw materials to the mill. They are responsible for ensuring adequate wood supply for the production process.
2. **Riau Pulp (RPL):** This business unit is responsible for producing pulp. Pulp is the main ingredient in papermaking, so RPL has an important role in the paper industry supply chain.
3. **Riau Paper:** This is a business unit that produces paper according to consumer needs, both in the form of cut sizes, rolls, and folio sheets.
4. **Riau Power/Riau Prima Energi (RPE):** This business unit focuses on generating electricity for factories, especially pulp and paper mills. It also handles energy and power issues and provides electricity to industrial complexes and parts of the surrounding area.
5. **Shared Services:** This is a business unit that manages personnel and administration in PT RAPP. It covers a wide range of services such as general services, personnel administration, security, transportation, and health services for the company's internal needs.

PT Riau Andalan Pulp and Paper currently markets its products to more than 70 countries around the world. The company is known as a pulp and paper producer. Basically, the main raw material for making pulp is cellulose fiber, which is mostly taken from wood.

Pulp and Paper are the main ingredient in paper production. pulp is a raw material that is processed, the produces a finished product in the form of paper. The following is an explanation of this:

1. **Pulp**

Pulp is the result of fiber separation from fibrous raw materials through various manufacturing processes that produce fibers as the main raw material for paper. There are three main types of pulping processes: mechanical, chemical and semi-chemical. To produce pulp, small wood chips are used as raw materials. These wood chips are treated to produce a natural adhesive that binds the wood fibers, which is then cleaned and bleached before further processing.

The most basic ingredient in pulping is lignin, which is a black liquid that serves as a boiling point trigger and generates energy for the production process. After drying, trimming and packaging, the pulp is then ready to be processed into various paper products.

The following is the flow of the pulp production process carried out by PT Riau Andalan Pulp and Paper:

1. **Fiber Separation:** The initial process involves separating fibers from fibrous raw materials through mechanical, chemical, or semi-chemical processes.
2. **Wood Chip Processing:** Small wood chips are processed to produce a natural adhesive that binds the wood fibers.
3. **Cleaning and Bleaching:** The resulting mixture is then cleaned and bleached to ensure the quality of the pulp produced.
4. **Lignin Usage:** Lignin is used as a boiling point trigger material and as an energy source for the production process.
5. **Drying and Trimming:** The pulp produced is then dried, trimmed, and packaged ready for further processing.
6. **Final Product Production:** The pulp that has gone through this process is then used to make various paper products.

This process ensures that the pulp produced is of high quality and ready to be used in the production of various types of paper. PT Andalan Riau Pulp and

Paper carries out this process with efficiency and high quality standards to meet market needs. Below is a flow chart of APRIL Group's pulp production process:

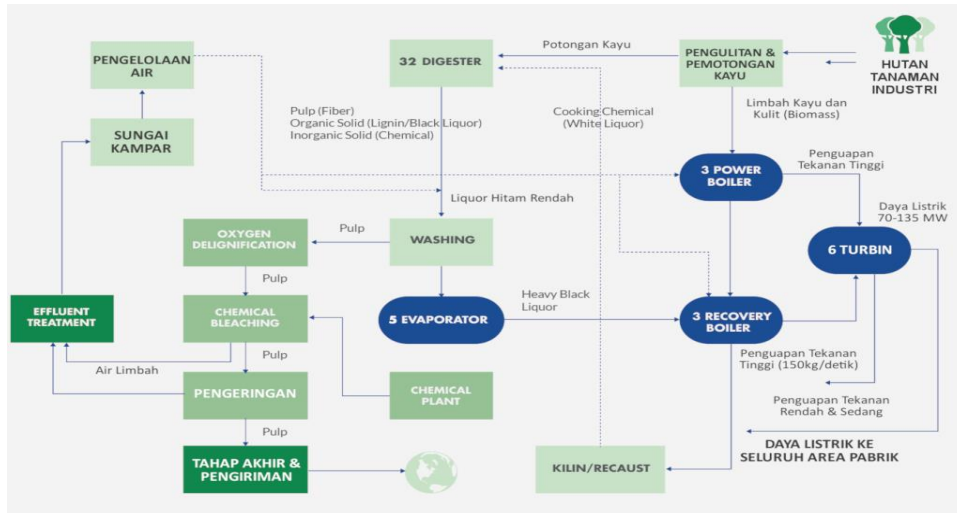


Figure 2. 4 Pulp Production Square of PT Riau Andalan Pulp and Paper

Source : <https://www.aprilasia.com>

2. Paper

Paper is a thin material resulting from the compression of fibers derived from pulp. The fibers used are usually natural and contain cellulose and hemicellulose. PaperOne is APRIL Group's flagship brand offering a range of premium quality papers made from 100% renewable plantation fiber produced to meet the high demand in the community. PaperOne is also PEFC certified which ensures that the product comes from sustainably managed plantations. All PaperOne™ products are produced using the latest HD Print ProDigi™ Technology to produce superior quality for printing purposes. The paper produced is 3 times smoother and 33% stronger due to the production of 100% Elemental Chlorine Free (ECF) pulp.



Figure 2. 5 One of PT Riau Andalan Pulp and Paper's Paper Products

Source: <https://www.aprilasia.com>

PaperOne Copier is specially manufactured to suit machines that use xenographic technology. Our products have excellent texture and smoothness and can be used at high speeds and large volumes.

PaperOne- All Purpose is produced to meet the needs of optimal results on all types of printing presses. This product can be used for various needs with high print quality. Among other papers, this product has superior thickness to produce perfect print results.

PaperOne Digital is a premium quality paper product in its class. This paper is very smooth and designed for all types of office equipment that use inkjet and xenographic technology. This product is suitable for use in inkjet, laser and digital printers. The paper also comes in two weights, 85g/m² and 100g/m².

The brands of the 11 papers produced at PT Andalan Riau Pulp and Paper are Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi Purpose Office).

2.4 Organizational Structure

The organizational structure of the company plays an important role in achieving the goals that have been set. Without a clear structure, company activities will experience obstacles because there is no clarity regarding who is responsible for certain tasks. Thus, the organizational structure provides firm boundaries and accountability in carrying out tasks, which supports good corporate governance.

Asia Pacific Resources International Limited (APRIL) Group has structured and effective corporate governance. A Board of Trustees is in place to oversee the activities of APRIL Group and its subsidiaries, with a commitment to ensuring the application of high standards of corporate governance across its business and operations. APRIL Group's primary responsibility is to protect and enhance shareholder value. The Group upholds a strict code of business ethics and corporate governance, which all employees must adhere to. The code includes provisions for interacting fairly and non-discriminately with stakeholders, avoiding conflicts of interest, and rejecting any form of corruption. The Board of

Trustees is tasked with overseeing APRIL Group's business activities, as well as reviewing and setting strategy, policy, business direction, financial objectives, control and performance, risk management, and resource allocation.

During the four months of practical work, the author carried out activities in the Corporate Office in the Legal Department, this department is responsible for managing all legal aspects related to the company. The tasks carried out by the department include making cooperation contracts with third parties, resolving problems or disputes, making agreements, managing licenses, and handling various other matters related to law. The department also handles both internal and external legal issues. The following is the organizational structure of the legal department at PT.Riau Andalan Pulp and Paper.

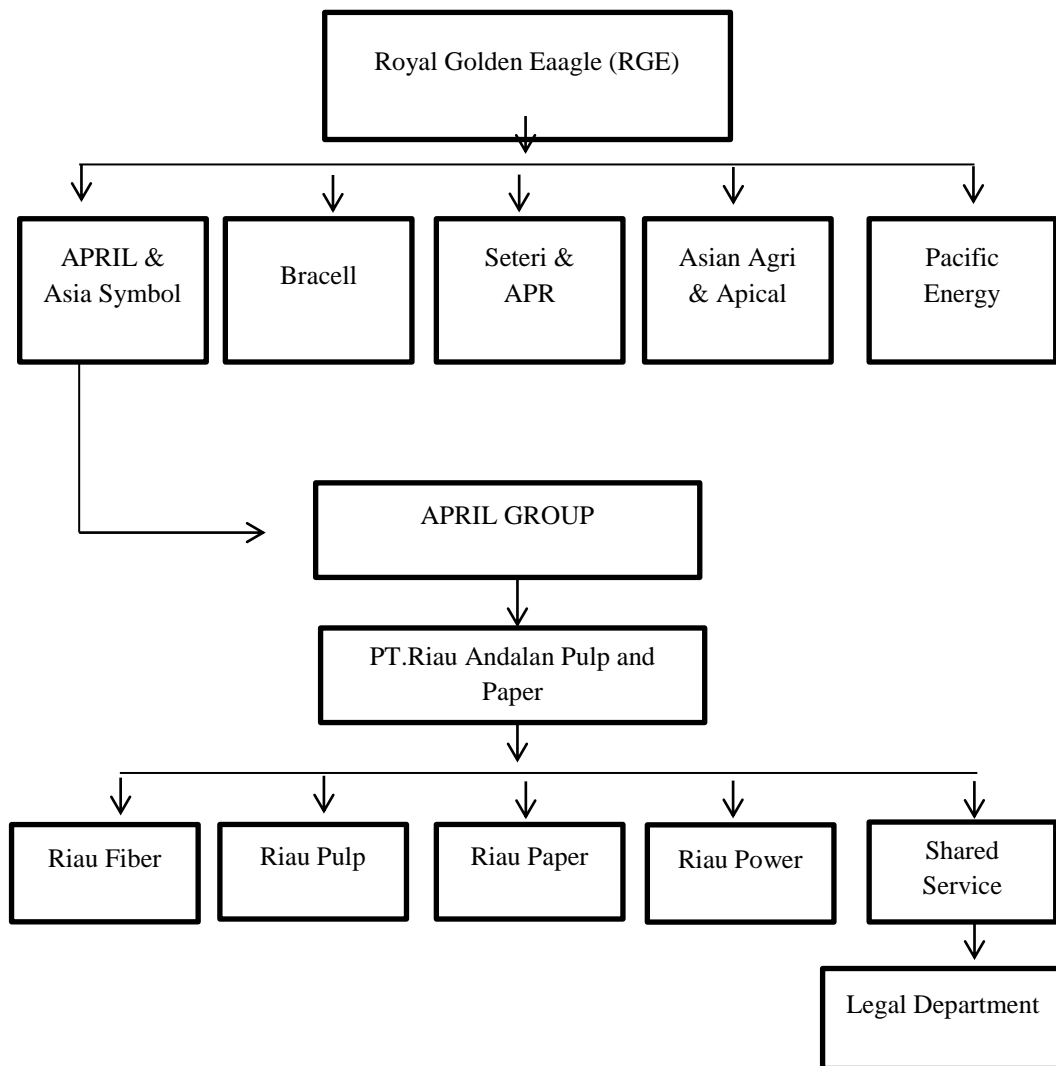


Figure 2. 6 Structure Organization of PT.RAPP
 Source: <https://www.aprilasia.com>

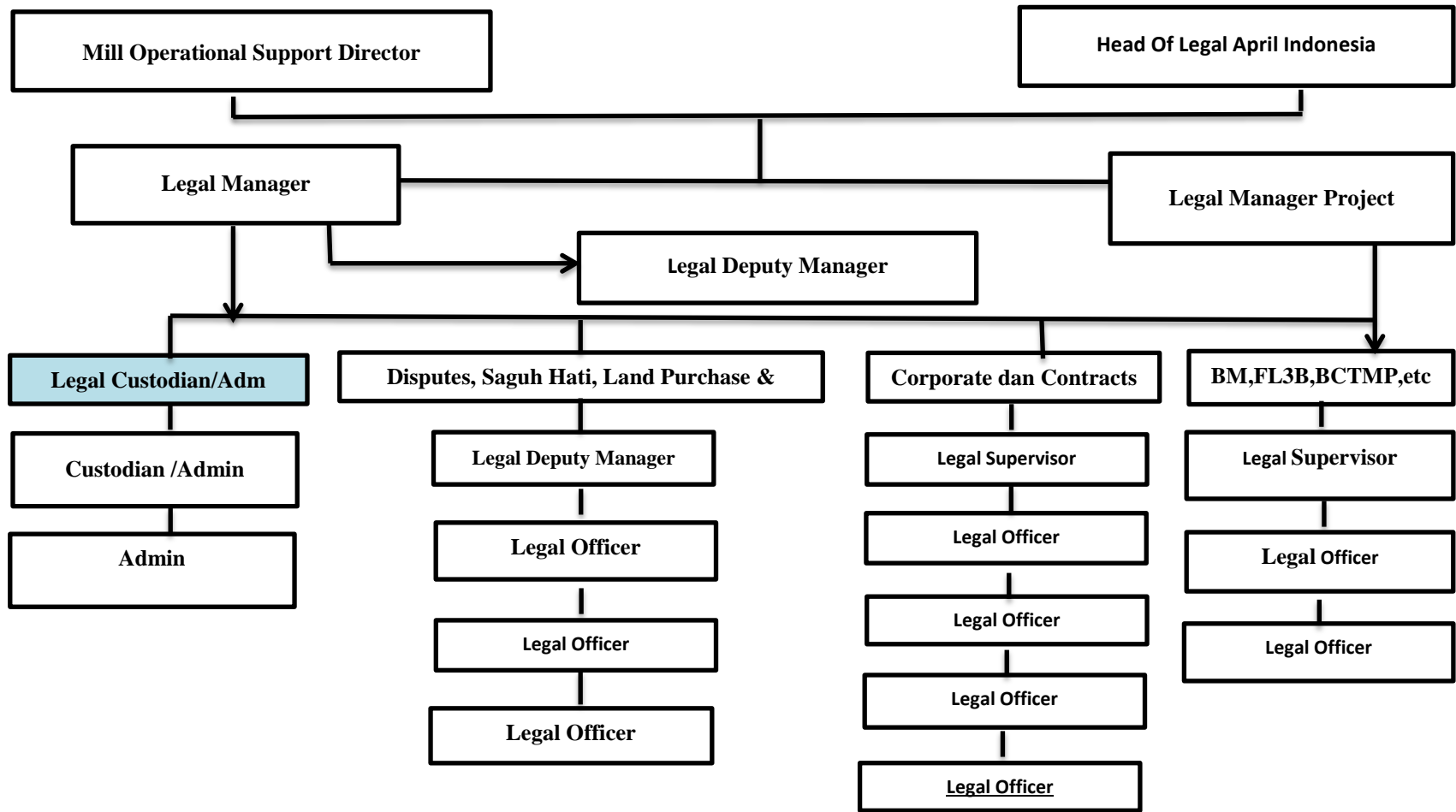


Figure 2. 7 Legal Structure Organization
Source :Data Processed 2024

1. Mill Operational Support Director

The Mill Operational Support Director is an executive responsible for overseeing and managing operational support at the mill. The main duties and responsibilities of this position include:

- a. **Operational Oversight:** Oversee all aspects of mill operations to ensure efficiency and effectiveness in production.
- b. **Strategy Development:** Develop and implement operational strategies to support the company's production and business objectives.
- c. **Process Improvement:** Identify opportunities for process improvement and implement initiatives to increase productivity and quality.
- d. **Interdepartmental Coordination:** Work closely with other departments, including production, maintenance, and quality, to ensure operational integration and synergy.
- e. **Resource Management:** Manage human and material resources to ensure optimal utilization and cost control.
- f. **Performance Monitoring:** Oversee operational performance through data analysis and reports, and take corrective action where necessary.
- g. **Regulatory Compliance:** Ensure compliance with all applicable safety, environmental and quality regulations and standards.
- h. **Training and Development:** Develop training and development programs to enhance the skills and competencies of operational staff.
- i. **Risk Management:** Identify operational risks and develop mitigation strategies to minimize the impact on plant operations.

As a leader in mill operational support, the Mill Operational Support Director plays a critical role in ensuring that mill operations run smoothly and in accordance with production targets as well as quality and safety standards.

2. APRIL Indonesia's Head of Legal

APRIL Indonesia's Head of Legal is a senior executive responsible for all legal aspects related to the company's operations in Indonesia. The main duties and responsibilities of this position include:

- a. Leadership and Management: Lead the legal department and oversee the legal team in carrying out day-to-day legal tasks.
- b. Legal Compliance: Ensure that the company complies with all applicable laws and regulations in Indonesia.
- c. Company Rights Protection: Protect the company's legal rights and manage the legal risks faced by the company.
- d. Legal Advice: Provide legal advice to senior management and the board of directors on various legal and regulatory issues.
- e. Dispute Management: Handling and managing legal disputes, both internal and external, including litigation and arbitration.
- f. Negotiations and Contracts: Negotiate and review contracts and agreements with third parties to ensure that the company's interests are protected.
- g. Compliance and Ethics: Develop and implement strict compliance and ethics policies, and ensure that all employees adhere to these guidelines.
- h. Legal Strategy: Formulate legal strategies to support the company's business and operational objectives.
- i. Legal Document Control: Ensure that all company legal documents are complete, up-to-date and properly stored.
- j. Training and Development: Develop training programs to improve legal understanding throughout the organization and ensure that legal staff continue to develop their skills.
- k. Risk Management: Identify and manage legal risks that may affect the company, and develop effective mitigation strategies.

As the leader of the legal department, APRIL Indonesia's Head of Legal plays a key role in protecting the company's legal interests, providing strategic guidance and ensuring that the company's operations are run in accordance with the applicable legal framework.

3. Legal Manager

A legal manager is a professional who is responsible for managing and handling legal matters within an organization or company. The main task of the

legal manager is to ensure that the company or organization complies with all applicable laws and regulations, as well as preserving and protecting the rights of the company.

- a. Legal Issues Management: Manage and handle various legal issues faced by the company.
- b. Legal Compliance: Ensure the company complies with all applicable laws and regulations.
- c. Protection of Company Rights: Safeguarding and protecting the rights of the company.
- d. Legal Issues Handling: Handle legal matters arising during company operations, including business disputes, contracts and licenses.
- e. Legal Advice: Provide legal advice to company management in making strategic decisions related to legal aspects.
- f. Contract Negotiation: Negotiating contracts with third parties.
- g. Legal Documentation: Ensuring that all company legal documents are up-to-date and complete.
- h. Operational Supervision: Oversee the day-to-day activities of the Legal Operations Department. The legal manager is responsible for ensuring that the company operates in accordance with applicable legal provisions, as well as managing all legal aspects that may arise in the day-to-day operations of the company.

4. Legal Project Manager

A Legal Project Manager is a professional responsible for managing all legal aspects related to special projects within an organization. The main duties and responsibilities of this position include:

- a. Project Legal Management: Managing and handling all legal issues related to the company's projects.
- b. Contract Drafting and Review: Drafting, reviewing and managing contracts and agreements relating to projects, ensuring compliance with legal regulations and protection of company interests.

- c. Regulatory Compliance: Ensure that projects comply with all applicable laws and regulations, including environmental, safety, and occupational health regulations.
- d. Legal Risk Management: Identify potential legal risks that may arise during project implementation and develop mitigation strategies to address such risks.
- e. Coordination with External Parties: Interact and negotiate with third parties, including clients, contractors, subcontractors, and authorities, to ensure that all legal interests of the company are safeguarded.
- f. Legal Documentation: Ensure that all project-related legal documents are properly maintained, complete, and up-to-date.
- g. Legal Training and Awareness: Develop and deliver project law-related training to the project team to increase their awareness and understanding of relevant legal issues.
- h. Reporting and Evaluation: Prepare regular reports on the legal status of the project and provide evaluations and recommendations to management for improvement and better decision-making.

As a Project Legal Manager, this role is critical to ensuring that all company projects are executed in accordance with the applicable legal framework and with minimal legal risk, as well as supporting project success through effective management of legal aspects.

5. Legal Deputy Manager

The Legal Deputy Manager is a professional who supports the Legal Manager in managing and handling various legal issues related to the company's operations. The main duties and responsibilities of this position include:

- a. Management Assistance: Assist the Legal Manager in the management and supervision of the legal department as well as performing day-to-day legal tasks.
- b. Legal Case Management: Manage and handle various legal cases faced by the company, including the drafting of legal documents, agreements, and contracts.

- c. Legal Compliance: Ensure that the company complies with all applicable laws and regulations, and assist in the implementation of compliance policies.
- d. Legal Advice: Provide legal advice to other departments within the company on relevant legal issues.
- e. Legal Documentation: Manage and maintain the company's legal documentation, ensuring all legal documents are organized, complete and up-to-date.
- f. Conflict Resolution: Assist in the handling of legal disputes, both internal and external, and provide support in mediation and negotiation.
- g. Legal Training: Develop and provide training to staff on the company's legal and compliance policies.
- h. Internal Audit and Compliance: Conduct internal audits to ensure compliance with legal procedures and company policies.
- i. Collaboration with External Parties: Work with external law firms, consultants, and other third parties to manage complex legal issues.
- j. Policy Development: Assist in the development, update and implementation of company legal policies to ensure compliance and risk mitigation.

As a Legal Deputy Manager, this role is critical to ensuring the smooth operation of the legal department and supporting the Legal Manager in managing legal risks, ensuring legal compliance and protecting the company's interests.

6. Legal Custodian/Administrator

A Legal Custodian/Administrator is a professional responsible for managing, organizing, and maintaining legal documentation and supporting legal administration within the company. The main duties and responsibilities of this position include:

- a. Legal Document Management: Manage and maintain all company legal documentation, including contracts, agreements, licenses, and other legal documents, ensuring that all documents are well organized and easily accessible.

- b. Document Archive: Store and archive legal documents physically and digitally, and ensure an efficient and secure filing system.
- c. Administrative Compliance: Ensure that all legal documents comply with company policies and applicable legal regulations.
- d. Administrative Support: Provide administrative support to the legal team, including scheduling meetings, managing correspondence, and preparing reports.
- e. Document Updates: Ensure that all legal documents are updated regularly and in accordance with changes in laws and regulations.
- f. Contract Tracking: Oversee the status of contracts and agreements, including due dates, renewals and terminations, and inform the legal team and management of any actions that need to be taken.
- g. External Communications: Coordinate with external law firms, notaries, and other third parties regarding legal and administrative documentation.
- h. Document Management System: Develop and maintain an effective document management system to ensure the integrity and confidentiality of legal information.
- i. Litigation Support: Provide administrative support in litigation cases, including evidence collection and management, and preparation of court documents.
- j. Reporting and Monitoring: Compile regular reports on the status of legal documentation and provide necessary information to management and the legal team.

As Legal Custodian/Administrator, this role is critical to ensuring that all company legal documents are properly managed, administrative compliance is maintained, and the legal team has the necessary support to carry out their duties effectively.

7. Disputes, Saguh Hati, Land Purchase & Certification

This section is responsible for resolving disputes or legal matters arising with opposing parties, whether stemming from contracts, controversies, disputes, transactions, or demands arising from agreements and related documents. These

disputes may be resolved through legal proceedings in accordance with applicable laws and regulations. This section is also in charge of preparing documents used in the settlement of such disputes, including contracts, licenses, laws and regulations, and other important documents that support the settlement of disputes or lawsuits. In addition, this section also represents the company based on a power of attorney to take legal actions outside the court, such as assisting in civil and criminal cases.

8. Corporate and Contracts

Corporate and Contracts are two departments that have different but interrelated roles within a company.

a. Corporate

The Corporate department is responsible for the legal and administrative aspects relating to the structure of the company itself. The main duties of the Corporate department include the organization of company formation, changes to the company structure, and compliance with company regulations. Typically, the Corporate department also handles legal matters relating to the board of directors, shareholder meetings, and public announcements of the company.

b. Contracts

The Contracts department is responsible for negotiating, reviewing, and managing all contracts and agreements entered into by the company. The main duties of the Contracts department include drafting contracts, reviewing legal terms, ensuring regulatory compliance, and handling negotiations with third parties. The Contracts department is also responsible for ensuring that all contracts and agreements entered into by the company are favorable and protect the company's interests.

Although they have different focuses, these two departments work together to ensure legal compliance and protection of the company's interests in various transactions and operations. The Contracts Department often requires direction and support from the Corporate Department in terms of corporate structure, regulations, and internal company policies. Conversely, the Corporate Department relies on the Contracts Department to ensure that all contracts and

agreements entered into by the company comply with legal standards and are in the best interest of the company.

9. Supervisor

The Supervisor's function is to supervise Legal Staff who have job specifications, namely monitoring licensing licenses, making agreements or contracts, supervising the implementation of company projects, resolving company legal disputes, and updating company,company projects, resolving company legal disputes, and updating national and local regulations, especially those related to licensing.national and local regulations especially those related to licensing.Company. Controlling and managing legal documents& company assets. Provide legal opinions related to legal and business aspects of theaspects of the company. Create and examine legal agreements, cooperation agreements andother legal documents related to the company's needs.

10. Legal Officer

The Legal Officer is in charge of assisting the management of all documents, legality, licensing, and other legal issues in the internal and external environment of the company, so that the company can continue to operate without getting into legal problems. The Legal Officer is the liaison between the Company and external parties in terms of cooperation, both government and private parties. To ensure cooperation with the Government, the Legal Officer is in charge of ensuring that all Company Licenses have been fulfilled, then making a list of licenses along with the concept of submission to be submitted to Government Agencies. If the cooperation is with private parties such as vendors or business partners, the Legal Officer must prepare a cooperation contract and monitor it. Legal officers can also be an alarm that can immediately detect legal problems within the Company, so that they can be resolved immediately without waiting for a long time. In addition, prepare and manage licenses and documents used for internal and external companies.

2.5 Work Process

In carrying out this practical work activity which lasted for four months. The author was placed in the legal department at the company's office, PT Riau Andalan Pulp and Paper.

The duties and responsibilities carried out by the legal department are as follows:

1. Ensure proper control and management of the company's legal documents and assets and provide legal opinions relating to the legal and business aspects of the company.
2. Representing the company based on a power of attorney to carry out legal actions outside the court such as assisting civil and criminal cases and providing reports to the company leadership on the progress of the cases handled.
3. Ensure the legality of each commercial transaction, provide input to the company regarding legal rights and obligations, including the duties and responsibilities of company employees and coordinate with various related agencies in handling labor issues, for example with the Department of Labor, Industrial Relations Court, District Court and the police.
4. Review legal contracts, cooperation agreements and other legal documents related to company needs.
5. Perform administrative management related to agreements, licenses, assets, contracts, and company legality.
6. Controlling and ensuring that industrial relations can be established in a conducive and harmonious manner, both internally and externally, so that no industrial relations problems occur.
7. Assist in the preparation of company regulations and collective bargaining agreements as well as ensuring and taking care of company legality such as deeds and licenses so that the company's business operations can run smoothly.

2.6 Documents Used

For Activities There are several documents used in the process of completing the work that has been given. These documents are as follows:

1. Cooperation contract

The cooperation contract document is a document in the form of a Memorandum of Understanding (MOU) which is a document that contains the specific provisions of an agreement that has been determined and implemented between companies or agencies in the form of cooperation.

2. Certificate of compensation

A Certificate of Compensation is evidence that compensation has been given for the transfer of sale and purchase of buildings and transfer of rights, namely for houses built on state/garapan land. The transfer is also carried out with a building sale and purchase contract and transfer of rights.

3. Land certificate

A land certificate, also known as a Land Declaration Letter and Land Ownership Letter, is a land ownership letter that is below the land certificate. This document is required in order to take care of other documents related to land. Its own function is as a complementary document.

4. Certificate of ownership

A certificate of ownership is the strongest and highest right to land, is hereditary, permanent and valid for life. This certificate has the highest legality power because there is no interference from other parties in its ownership.

5. Building Rights Title Certificate

A Certificate of Building Rights Title is a certificate whose holder has the right to own and construct a building on land that does not belong to the owner of the building. The land can be land directly controlled by the state, or land controlled by individuals or legal entities.

6. Land map

Land maps contain mapping of land parcels from the process of ascertaining and describing the location of land, land boundaries, and the area of one or several land parcels to facilitate in describing the actual location of the land. .

7. Motor vehicle owner's book

The Motor Vehicle Owner's Book contains vehicle ownership letters starting from the type of vehicle, license plate, vehicle color, and so on.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Practical work was carried out for 4 months, starting from February 05, 2024 to June 05, 2024 at PT Riau Andalan Pulp and Paper at the company office in the legal department. The duties and responsibilities assigned to the author during the practical work are as follows:

1. Copying legal documents
2. Scanning legal documents by converting them from hard files to soft files.
3. Rename the legal file
4. Recap legal documents
5. Create document handover list
6. Filing legal documents
7. Categorizing legal documents by document type and document number.
8. Stamp the signed document.

3.2 Systems and Procedures

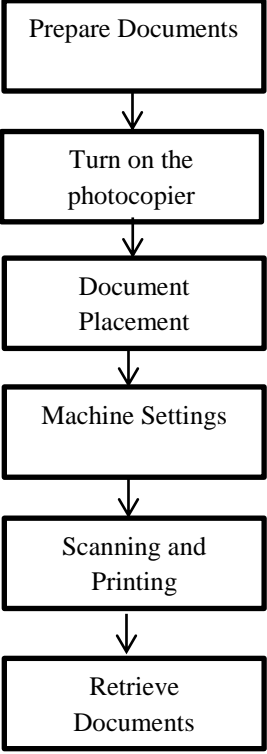

There are several systems and procedures used in the process of describing operational activities carried out during the implementation of practical work at PT Riau Andalan Pulp and Paper at the company's office in the legal department. In the legal department, the author is given several responsibilities to help carry out the following tasks:

1. Photocopying Documents

Photocopying Document is the process of making physical copies of original documents using a photocopier. The photocopier works by scanning the original document and then printing the copy on another sheet of paper.

The Document Photocopying procedure is listed in the following the table:

Table 3. 1 Work Process Photocopying Documents

Photocopying Documents	Device	Output	Place
 <pre> graph TD A[Prepare Documents] --> B[Turn on the photocopier] B --> C[Document Placement] C --> D[Machine Settings] D --> E[Scanning and Printing] E --> F[Retrieve Documents] </pre>	Photocopy Machine		Legal Department, Corporate Office

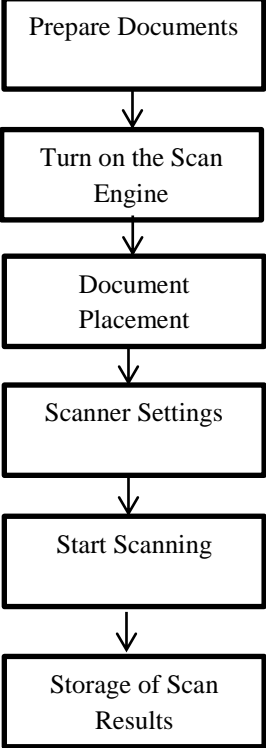
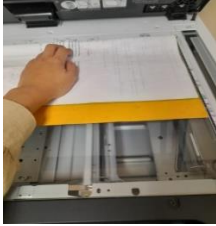
Source :Processed Data 2024

2. Document Scanning

Document scanning is the process of converting physical documents, such as paper, books, or images, into a digital format using a scanning device (scanner). The result of this scan is saved as a digital file which can be an image (e.g., JPEG, PNG) or a PDF document. This process enables electronic storage, management, and sharing of documents. The functions and benefits of document scanning are archival digitization, ease of access, space saving, security, easy search.

The document scanning procedure is listed in the following the table:

Table 3. 2 The Working procedure Document Scanning

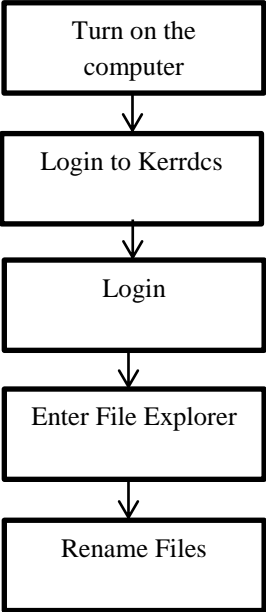
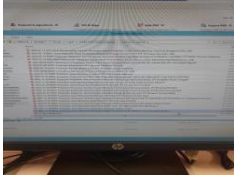
Document Scanning	Device	Output	Place
 <pre> graph TD A[Prepare Documents] --> B[Turn on the Scan Engine] B --> C[Document Placement] C --> D[Scanner Settings] D --> E[Start Scanning] E --> F[Storage of Scan Results] </pre>	Scanning Machine		Legal Department, Corporate Office

Source : Processed Data 2024

3. Renaming the file

Documents that have been scanned are then renamed to files so that documents in the form of soft files are easy to find if needed by looking at the file name on the document. The following is a flowchart of the process of renaming files The following is a flowchart of the process of renaming files:

Table 3. 3 The Working procedure Renaming the file

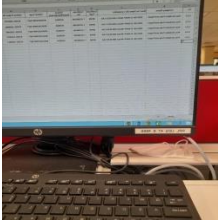
Renaming The File	Device	Output	Place
 <pre> graph TD A[Turn on the computer] --> B[Login to Kerrdcs] B --> C[Login] C --> D[Enter File Explorer] D --> E[Rename Files] </pre>	Computer		Legal Department,Corporate Office

Source :Processed Data 2024

4. Recapitulating documents

Recapitulating data is the process of summarizing a number of data to facilitate the process of reading data and identifying some data. Recording data can be done in various ways, one of which is by creating a table and creating categories in each column or row in the following table, so that the data entry / collection process can be done easily.

Table 3. 4 The Working procedure Recapitulating documents

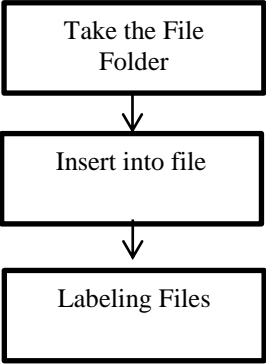
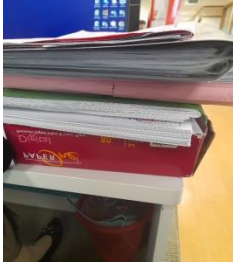
Recapitulating Documents	Device	Output	Place
<pre> graph TD A[Turn on the computer] --> B[Login to Kerrdcs] B --> C[Login] C --> D[Open the Excel Application] D --> E[Create Table Names According to Categories] E --> F[Enter data according to category] </pre>	Microsoft Excel		Legal Department, Corporate Office

Source : *Processed Data 2024*

5. Document Archiving

Document Archiving Archiving is a process and method so that important information data in the form of documents is stored safely for a certain period of time. These documents can be archived in various forms. Archiving documents properly and correctly can prevent the loss of documents and make it easier to identify documents if needed again. Documents in the form of hard files can be archived after a summary of the entire document is made.

Table 3.5 The Working procedure Document Archiving

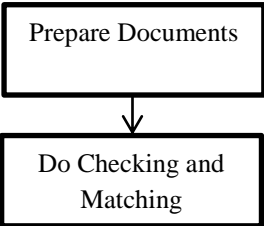

Document Archiving	Device	Output	Place
 <pre> graph TD A[Take the File Folder] --> B[Insert into file] B --> C[Labeling Files] </pre>	File Folder		Legal Department,Corporate Office

Source :Processed Data 2024

6. Document Checking and Matching

Document checking and matching is an important process in various administrative, legal, financial, and other contexts to ensure the authenticity, accuracy, and consistency of information contained in documents. Document checking is the process of verifying and checking information in a document to ensure its validity, completeness, and accuracy. This may include checking for incorrect information, missing data, or discrepancies in the document. Document matching is the process of comparing two or more documents to ensure that the information contained in them is appropriate and consistent. This matching is often done to detect differences or discrepancies that may indicate error or fraud. and in this case the author compares with excel files.

Table 3. 6 The Working procedure Document Checking and Matching

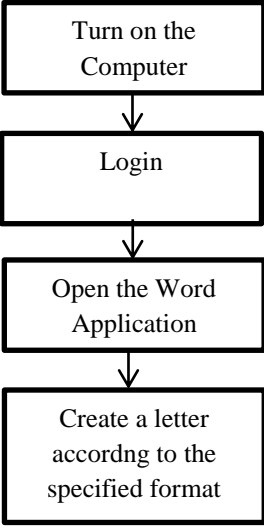

Document Checing and Matching	Device	Output	Place
 <pre> graph TD A[Prepare Documents] --> B[Do Checking and Matching] </pre>	File Folder		Legal Department, Corporate Office

Source :Processed Data 2024

7. Create a Document Handover Letter

In this case, the document in question is the BPKB (Motor Vehicle Owner's Book). The BPKB (Buku Pemilik Kendaraan Bermotor) document handover letter is an official document used to record the transfer of BPKB from one party to another. This letter is important as proof that the BPKB has been handed over and received properly.

Table 3. 7 The Working procedure Creates Document Handover Letter

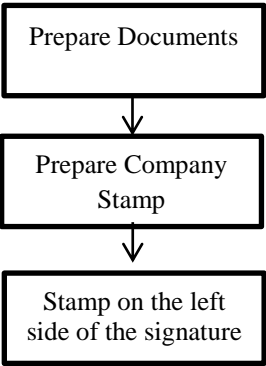

Create a Document Handover Letter	Device	Output	Place
 <pre> graph TD A[Turn on the Computer] --> B[Login] B --> C[Open the Word Application] C --> D[Create a letter according to the specified format] </pre>	Scanning Machine		Legal Department, Corporate Office

Source : Processed Data 2024

8. Stamp signed documents

Signed documents are stamped to certify the document and reinforce a decision in the document as a form of accountability for the document or file.

Table 3. 8 The Working procedure Stamp Signed Documets

Stamp Signed Documents	Device	Output	Place
 <pre> graph TD A[Prepare Documents] --> B[Prepare Company Stamp] B --> C[Stamp on the left side of the signature] </pre>	Stamp		Legal Department, Corporate Office

Source :Processed Data 2024

3.3 Place of Apprenticeship

Practical work was carried out for four months, starting from February 05, 2024 to June 05,2024 at PT Riau Andalan Pulp and Paper which is located at Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau Province, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. Practical work activities are carried out in the legal department, the corporate office of PT Riau Andalan Pulp and Paper with the following work schedule:

Table 3. 9 Schedule of Working Hours

No.	Day	Working Hours	Rest
1	Monday-Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00.12.00	-
3	Sunday	Day Off	-

Source:PT.Riau Andalan Pulp and Paper

3.4 Description of the Activity

The activities carried out during practical work in the legal department, PT RAPP corporate office can be seen in the following table:

1. Briefing activities and company overview.

in this activity intern students are given a briefing on the do's and don'ts during the Apprenticeship process at PT RAPP. and This briefing contains the company Profil, program that are being carried out by PT.RAPP.



Figure 3.1 Briefing activities and company overview.

Source :Processed Data 2024

2. Accompaniment of student visits

In this activity the author assisted students from Malaysia. in this activity the students visited KCN (Kerinci Central Nursery). while at KCN they were shown how the nursery process. after KCN, then students also visited RGE (Royal Golden Eagle). while at RGE, students witnessed how RGE could develop from year to year so that it could become a multinational company like today.



Figure 3.2 Accompaniment of student visits

Source :Processed Data 2024

3. Iftar Gathering with PT. RAPP employees

During my Apprenticeship, the author conducted a breakfasting activity attended by RAPP employees. this activity was carried out to establish friendship.



Figure 3.3 Iftar Gathering With PT.RAPP Employee

Source :Processed Data 2024

3.5 Obstacles and Solutions

3.5.1 Obstacles

The obstacles and constraints faced by the author while doing work practices at PT .Riau Andalan Pulp and Paper are:

1. Constraints in terms of technology, the obstacles faced by the author are the use of tools, such as scanning machines, photocopiers, which sometimes experience damage.
2. Another obstacle is the very different work atmosphere. The author experienced obstacles in communicating with employees who were constrained by language and also a very busy work culture.

3.5.1 Solution

The solution to the obstacles that the author got during the practical work, our hope for the next period is:

1. The solution is that if damage occurs, the author immediately reports the damage to the relevant parties, so that it can be repaired quickly.
2. The author tries to adapt to the work atmosphere of employee.

CHAPTER IV

CONCLUSIONS AND SUGGESTION

4.1 Conclusion

After explaining in the previous chapter, the author draws conclusions through several things, namely as follows:

1. The author during the Apprenticeship can implement what is learned in college to be applied in the world of work. it is like the application of technical skills, namely the use of tools and software, such as excel, word. furthermore, there is time management, ethics and professionalism..
2. The author understands work culture such as the way of working and habits that exist in the company by following the way employees work, such as following routines and companies such as clocking in and out of the company, then if there is something that is not understood by the author regarding the work given, the author tries to establish communication with employees to solve the problem..
3. To improve skills and knowledge in order to adapt to the work environment, the author does several ways, namely by seeking feedback and learning from mistakes, building good relationships with employees, developing interpersonal skills such as good communication, then adapting to new technologies such as the use of computers, printing machines, etc.

4.2 Suggestion

Some suggestions the author gives to various parties, namely the author himself, students who will do practical work in the next semester, companies and the Bengkalis State Polytechnic.

1. The author

Suggestions for writers to be more detailed, thorough and focused at work. Get used to reading before acting, thinking realistically and rationally, and

carrying out tasks according to the instructions or directions of the employee concerned.

2. Students

The author also provides suggestions that may be useful for students who will do practical work in the next semester, such as prioritizing occupational safety and health protection, making the best use of time, working according to their abilities and prioritizing work safety. Take the initiative to evaluate the apprenticeship implementation system and procedures. Finally, the most important thing is to do your best during this practical work, because this opportunity only comes once. Good performance in the implementation of practical work also has a positive influence, especially for students, campuses and companies.

3. Company

After completing practical work at PT Riau Andala Pulp And Paper, there are several suggestions for a better company, namely if the company outsources assignments with high responsibility, high risk to practical students to be guided, and teach well. Pay more attention to the placement of Apprenticeship students in accordance with the education taken. then pay more attention to students who do practical work so that they are included in several company activities that can be used as a place to learn.

4. Bengkalis State Polytechnic

The implementation of this Apprenticeship can be used as a performance evaluation and provide material for students to complete practicum assignments before practical work depending on courses or topics related to systems and processes in the company where external work is carried out. Assist in determining the learning curriculum on campus which is adjusted to the work field.

REFERENCES

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PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/> accessed on May 01st, 2024.

Royal Golden Eagle., <https://www.rgei.com/id/>., accessed on May 12th 2024

APPENDICES

Appendix 1. Apprenticeship Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.paperone.com

Nomor : 394/VI/IIICR/KP/RAPP/2024
Lamp : -
Hal : Surat Keterangan Magang

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Di -
Tempat

Dengan hormat,
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Mahasiswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Dimas Alif Alfikri	5404201327	D4 – Administrasi Bisnis Internasional
2	Nisa Asyhyfa	5404201304	D4 – Administrasi Bisnis Internasional
3	Sindi Ayu Lestari	5404201345	D4 – Administrasi Bisnis Internasional
4	Ainil Aulia	5404201313	D4 – Administrasi Bisnis Internasional
5	Juanda	5404201271	D4 – Administrasi Bisnis Internasional
6	Hayanti	5404201291	D4 – Administrasi Bisnis Internasional
7	Nurul Fajar	5404201258	D4 – Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut diatas telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) pada 05 Februari 2024 s/d 05 Juni 2024. Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, Juni 2024


Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 2. List Present of the Apprenticeship

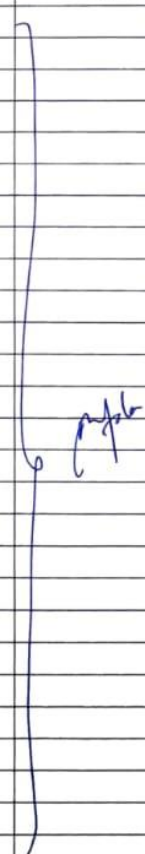
LIST PRESENT OF THE APPRENTICESHIP

PT.RIAU ANDALAN PULP AND PAPER

Name : Sindi Ayu Lestari

NIM : 5404201345

Department : Legal

No.	Date	In	Out	Signature
1	Monday, 05-Feb-24	08.00	17.00	
2	Tuesday, 06-Feb-24	08.00	17.00	
3	Wednesday, 07-Feb-24	08.00	17.00	
4	Thursday, 08-Feb-24	Isra Mi'raj		
5	Friday, 09-Feb-24	08.00	17.00	
6	Saturday, 10-Feb-24	Day Off		
7	Sunday, 11-Feb-24	Holiday		
8	Monday, 12-Feb-24	08.00	17.00	
9	Tuesday, 13-Feb-24	08.00	17.00	
10	Wednesday, 14-Feb-24	General Elections		
11	Thursday, 15-Feb-24	08.00	17.00	
12	Friday, 16-Feb-24	08.00	17.00	
13	Saturday, 17-Feb-24	Day Off		
14	Sunday, 18-Feb-24	Holiday		
15	Monday, 19-Feb-24	08.00	17.00	
16	Tuesday, 20-Feb-24	08.00	17.00	
17	Wednesday, 21-Feb-24	08.00	17.00	
18	Thursday, 22-Feb-24	08.00	17.00	
19	Friday, 23-Feb-24	08.00	17.00	
20	Saturday, 24-Feb-24	08.00	17.00	
21	Sunday, 25-Feb-24	Holiday		
22	Monday, 26-Feb-24	08.00	17.00	
23	Tuesday, 27-Feb-24	08.00	17.00	
24	Wednesday, 28-Feb-24	08.00	17.00	
25	Thursday, 29-Feb-24	08.00	17.00	
26	Friday, 01-Mar-24	08.00	17.00	
27	Saturday, 02-Mar-24	Day Off		

28	Sunday, 03-Mar-24	Holiday	
29	Monday, 04-Mar-24	08.00	17.00
30	Tuesday, 05-Mar-24	08.00	17.00
31	Wednesday, 06-Mar-24	08.00	17.00
32	Thursday, 07-Mar-24	08.00	17.00
33	Friday, 08-Mar-24	08.00	17.00
34	Saturday, 09-Mar-24	08.00	17.00
35	Sunday, 10-Mar-24	Holiday	
36	Monday, 11-Mar-24	Seclusion Day	
37	Tuesday, 12-Mar-24	08.00	17.00
38	Wednesday, 13-Mar-24	08.00	17.00
39	Thursday, 14-Mar-24	08.00	17.00
40	Friday, 15-Mar-24	08.00	17.00
41	Saturday, 16-Mar-24	Day Off	
42	Sunday, 17-Mar-24	Holiday	
43	Monday, 18-Mar-24	08.00	17.00
44	Tuesday, 19-Mar-24	08.00	17.00
45	Wednesday, 20-Mar-24	08.00	17.00
46	Thursday, 21-Mar-24	08.00	17.00
47	Friday, 22-Mar-24	08.00	17.00
48	Saturday, 23-Mar-24	08.00	17.00
49	Sunday, 24-Mar-24	Holiday	
50	Monday, 25-Mar-24	08.00	17.00
51	Tuesday, 26-Mar-24	08.00	17.00
52	Wednesday, 27-Mar-24	08.00	17.00
53	Thursday, 28-Mar-24	08.00	17.00
54	Friday, 29-Mar-24	Easter Day	
55	Saturday, 30-Mar-24	Day Off	
56	Sunday, 31-Mar-24	Holiday	
57	Monday, 01-Apr-24	08.00	17.00
58	Tuesday, 02-Apr-24	08.00	17.00
59	Wednesday, 03-Apr-24	08.00	17.00
60	Thursday, 04-Apr-24	08.00	17.00
61	Friday, 05-Apr-24	08.00	17.00
62	Saturday, 06-Apr-24	Day Off	

63	Sunday, 07-Apr-24	Holiday	
64	Monday, 08-Apr-24	Day Off (Eid Mubarak)	
65	Tuesday, 09-Apr-24	Day Off (Eid Mubarak)	
66	Wednesday, 10-Apr-24	Day Off (Eid Mubarak)	
67	Thursday, 11-Apr-24	Day Off (Eid Mubarak)	
68	Friday, 12-Apr-24	Day Off (Eid Mubarak)	
69	Saturday, 13-Apr-24	Day Off (Eid Mubarak)	
70	Sunday, 14-Apr-24	Holiday	
71	Monday, 15-Apr-24	Day Off (Eid Mubarak)	
72	Tuesday, 16-Apr-24	Day Off (Eid Mubarak)	
73	Wednesday, 17-Apr-24	Day Off (Eid Mubarak)	
74	Thursday, 18-Apr-24	Day Off (Eid Mubarak)	
75	Friday, 19-Apr-24	Day Off (Eid Mubarak)	
76	Saturday, 20-Apr-24	Holiday	
77	Sunday, 21-Apr-24	08.00	17.00
78	Monday, 22-Apr-24	08.00	17.00
79	Tuesday, 23-Apr-24	08.00	17.00
80	Wednesday, 24-Apr-24	08.00	17.00
81	Thursday, 25-Apr-24	08.00	17.00
82	Friday, 26-Apr-24	08.00	17.00
83	Saturday, 27-Apr-24	Day Off	
84	Sunday, 28-Apr-24	Holiday	
85	Monday, 29-Apr-24	08.00	17.00
86	Tuesday, 30-Apr-24	08.00	17.00
87	Wednesday, 01-May-24	Labour Day	
88	Thursday, 02-May-24	08.00	17.00
89	Friday, 03-May-24	08.00	17.00
90	Saturday, 04-May-24	08.00	17.00
91	Sunday, 05-May-24	Holiday	
92	Monday, 06-May-24	08.00	17.00
93	Tuesday, 07-May-24	08.00	17.00
94	Wednesday, 08-May-24	08.00	17.00
95	Thursday, 09-May-24	Jesus Christ Ascension Day	

96	Friday, 10-May-24	08.00	17.00	
97	Saturday, 11-May-24	Day Off		
98	Sunday, 12-May-24	Holiday		
99	Monday, 13-May-24	08.00	17.00	
100	Tuesday, 14-May-24	08.00	17.00	
101	Wednesday, 15-May-24	08.00	17.00	
102	Thursday, 16-May-24	08.00	17.00	
103	Friday, 17-May-24	08.00	17.00	
104	Saturday, 18-May-24	08.00	17.00	
105	Sunday, 19-May-24	Holiday		
106	Monday, 20-May-24	08.00	17.00	
107	Tuesday, 21-May-24	08.00	17.00	
108	Wednesday, 22-May-24	08.00	17.00	
109	Thursday, 23-May-24	Vesak Day		
110	Friday, 24-May-24	08.00	17.00	
111	Saturday, 25-May-24	Day Off		
112	Sunday, 26-May-24	Holiday		
113	Monday, 27-May-24	08.00	17.00	
114	Tuesday, 28-May-24	08.00	17.00	
115	Wednesday, 29-May-24	08.00	17.00	
116	Thursday, 30-May-24	08.00	17.00	
117	Friday, 31-May-24	08.00	17.00	
118	Saturday, 01-Jun-24	Pancasila Day		
119	Sunday, 02-Jun-24	Holiday		
120	Monday, 03-Jun-24	08.00	17.00	
121	Tuesday, 04-Jun-24	08.00	17.00	
122	Wednesday, 05-Jun-24	08.00	17.00	

Pamgkalan Kerinci, June 05th 2024
Mentor



Imelda Wing

Legal Custodian/Adm

Appendix 3.Evaluation Result

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

PT.Riau Andalan Pulp and Paper (PT.RAPP)

Legal Department

Townsite 1 PT. RAPP,Pangkalan Kerinci, Riau-Indonesia

Name : Sindi Ayu Lestari

NIM : 5404201345

Study Program : International Business Administration

Collage : State Polytechnic of Bengkalis

No.	Assesment Aspect	Percentage	Score
1	Discripline	20%	20%
2	Responsibility	25%	21%
3	Adjustment/Adaptation	10%	8%
4	Work Result	30%	28%
5	Behavior in General	15%	14%
	Total (1+2+3+4+5)	100%	91%

Explanation:

Score : Criteria

81 – 100 : Excellent ✓

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough

56 – 60 : Enough

Note:

Sindi is very good at work which needs to be improved in accuracy and feedback.

Pangkalan Kerinci, June 05th,2024

Mentor


Imelda Wing

Legal Custodian/Adm

Appendix 4.Apprenticeship Certificate



CERTIFICATE

OF INTERNSHIP

This certificate awarded to

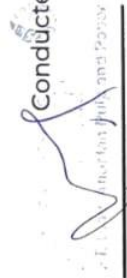
Sindi Ayu Lestari

From Politeknik Negeri Bengkalis

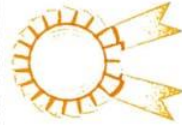
In recognition of her efforts and achievements in completing the
120 days internship program in

PT RIAU ANDALAN PULP AND PAPER
Legal Department

Conducted from 05th February – 05th June, 2024


Tengku Kespandiar, S.T., M.M.
Manager Campus Relation


Hermanto, S.H., M.H.
Head of Legal Department



Appendix 5. Photo with Legal Department Employees of PT.RAPP






Appendix 6. Daily Activities

Daily Activities of the Job Training

Day : Monday-Wednesday

Date : February 05th to February 07th, 2024

Date	Activity Description	Assignor	Signature
05 th	Creation of Batch ID and Signing of MOU	Tata Haira	
06 th	Company Briefing and Overview	Tengku Kespandiar	
07 th	Safety Induction	Rusdianto	
	-Scan Legal Documents -Search for Vehicle Documents	Rimdaniyati Sinaga	
Notes by Mentor			

No.	Working	Explanation
1		First Day, Batch ID Creation and MoU Signing carried out in Rukan 06 accompanied by Mr. Tata Haira. This MoU contains what rules must be obeyed and what facilities can be used or obtained from the company for students who do practical work.
2		The briefing and direction given by the campus relations team of PT Riau Pulp and Paper is intended for students who do practical work. This briefing contains the company profile, programs that are being carried out by PT RAPP.

3




Followed by safety Induction, this activity is intended for students who do practical work and assistant training on work safety related to potential hazards, hazard control, personal protective equipment that must be used when doing work, as well as rescue procedures in the event of a work accident.

**Daily Activities
of the Job Training**

Day : Thursday-Friday

Date : February 09th to February 10th, 2024





Date	Activity Description	Assignor	Signature
09 th	Public Holiday	-	
10 th	Checking SKGR (Compensation Certificate) and SKRPT (Land Ownership/Undertaking History Certificate) documents	Imelda Wing	
	Document Separation	Jersen Sofian	
Notes by Mentor			



No.	Working	Explanation
1		Checking the SKGR (Certificate of Loss Compensation) and SKRPPT (Certificate of History of Ownership / Land Ownership.) What is done is to check whether there is an error in the document. in checking the author pays attention to the name, land base, SKGR number, and land area listed on the SKGR. Then Recap the SKGR and SKRPPT documents.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : February 12th to February 16th, 2024







Date	Activity Description	Assignor	Signature
12 th	Separation of documents from the notary with photocopied documents	Imelda Wing	
	-Scan BPKB RAPP employees	Rimdaniyati Sinaga	
13 th	Scan RAPP's BPKB = 50 BPKB	Rimdaniyati Sinaga	
	Photocopy of SKGR and SKRPT	Imelda Wing	
14 th	Day Off	-	
15 th	-Scan BPKB=40 BPKB belonging to RAPP / Motorcycle	Rimdaniyati Sinaga	
	-Scan BPKB = 14 BPKB / Car -Create a list of BPKB (Motor Vehicle Owner's Book) in excel form		
16 th	Handle the Case Documents and put them in the folder	Imelda Wing	
Notes by Mentor			



No.	Working	Explanation
1		<p>Before scanning, the author sets the paper size for scanning then the color of the scan results, then the artist also sets the scan folder.</p>
2.		<p>The author creates a BPKB handover letter in word form. The author writes a letter containing detailed vehicle data such as police number, brand, vehicle type, year of manufacture, engine number, and vehicle frame number.</p>
3		<p>The author separates the case documents, in this case separating the documents based on the case name. And also separating supporting documents according to the owner of the case document.</p>

**Daily Activities
of the Job Training**

Day : Monday-Saturday

Date : February 19th to February 24th, 2024








Date	Activity Description	Assignor	Signature
19 th	-Matching the BPKB with the excel file -Checking Cooperation Documents between farmer groups and PT Nusa Prima Manunggal	Imelda Wing	
20 th	-Create a BPKB Handover Letter which is made in word form, printed and labeled. -Scan the BPKB and check.	Rimdaniyati Sinaga	
21 st	-Create a SKGR List for sagu hati in excel form -Preparing the sagu hati SKGR document	Rimdaniyati Sinaga	
22 nd	-Scan the SKGR document -Create a BPKB handover letter in Word	Rimdaniyati Sinaga	
23 rd	-Scan the SKGR document (Letter of Compensation)	Imelda Wing	
24 th	Scan Documents	Rimdaniyati Sinaga	
	Scan Document	Anggraini Kosasih	
Notes by Mentor			



No.	Working	Explanation
1.		<p>The author checks and matches the BPKB (Motor Vehicle Ownership Book) document with the excel file. This is done to minimize errors that can occur.</p>
2.		<p>The author creates a list of Saguh Hati in excel form, some of the things contained in the list are name number, land area and SKGR number.</p>
3.		<p>The author scans the SKGR (Certificate of Loss) document, before that, the author sets the size with A4, with the paper position is upright and also sets the scan results to black & white.</p>

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : February 26th to March 1st 2024







Date	Activity Description	Assignor	Signature
26 th	-Separating documents and infiltrating them into folders/folders - Entering data	Imelda Wing	
27 th	-Scan the SKGR documents into Folders/Folders	Rimdaniyati Sinaga	
28 th	Creation of file file numbering	Imelda Wing	
	Create a Riau Ecosystem Restoration List in Excel	Rimdaniyati Sinaga	
29 th	Separating documents and inserting them into folders	Imelda Wing	
	Scan the Cooperation Agreement Letter	Rimdaniyati Sinaga	
1 st	-Print Documents -Check receipt of contracts or agreements -Scan Contracts or agreements -Create a List of Contracts or Agreements -Rename the file name for the scanned document	Rimdaniyati Sinaga	
Notes by Mentor			



No.	Working	Explanation
1		<p>The author separates the documents and archives the documents / files. The separation in question is to separate the files / documents according to their type. after being separated, the painter archives the documents into file folders.</p>
2		<p>In numbering file folders, the author makes folder names according to the title of each file. The author makes the numbering in excel first and then prints it out. After that, the printed paper will be cut out, then attached to each file folder.</p>
3		<p>The author makes changes to the file name (rename). The author renames the scans that have been made. the file rename format is the date of the letter, the name of the 1st party, the name of the agreement, the name of the 2nd party.</p>

**Daily Activities
of the Job Training**

Day : Monday-Saturday

Date : March 2nd to March 9th, 2024





Date	Activity Description	Assignor	Signature
4 th	-Rename Document File -Scan Power of Attorney Document -Photocopy of Files/Documents	Rimdaniyati Sinaga	
5 th	Checking the PT RAPP BPKB handover letter	Imelda Wing	
6 th	-Checking documents -Creating excel list in RAPP cooperation agreement -Scanning Agreement letter documents -Rename the scanned documents -Putting documents in folder	Rimdaniyati Sinaga	
7 th	Labelling documents in the file room	Imelda Wing	
	Shredding old/unused files to be deposited to the waste bank	Rimdaniyati Sinaga	
	Conducting document scanning	Henlie	
8 th	Shredding old/unused files to be deposited to the waste bank	Rimdaniyati Sinaga	
	Scan Dokuments	Angraini Kosasih	
9 th	Shredding old/unused files to be deposited in the waste bank.	Rimdaniyati Sinaga	
Notes by Mentor			


No.	Working	Explanation
1		The author makes photocopies of documents / files. before doing this, the author pays attention to several things, namely as follows check the availability of paper, the settings on the photocopier are correct. the settings in question are paper size.
2.		The author separates the documents/agreement files according to the company name. This is followed by punching the paper using a perforator. This is done to make it easier to put the letter into the letter folder.
3		The author shreds old/unused files and documents to be deposited at the waste bank. This is intended for paper waste recycling.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : March 11st to March 15th, 2024







Date	Activity Description	Assignor	Signature
11 st	Public Holiday	-	
12 nd	Scan of Letter of Agreement (Contract)	Rimdaniyati Sinaga	
	-Scan Certificate -Put Letter into folder	Imelda Wing	
13 rd	-Shredding old/unused files to be deposited to the waste bank -Scan Letters	Rimdaniyati Sinaga	
14 th	-Shredding old/unused files to be deposited to the waste bank	Rimdaniyati Sinaga	
	-Create an excel list of agreement/contract documents	Jersen Sofian	
15 th	-Shredding old/unused files to be deposited to the waste bank	Rimdaniyati Sinaga	
	-Checking and List Making SKGR	ImeldaWing	
	-Document Photocopying -Folder labeling		
Notes by industrial Coach			


No.	Working	Explanation
1		<p>The author makes an excel list of agreements or contracts. Some of the points included in the list are the agreement number, land area, in this case the author also pays attention to the availability, the owner's ID card, the spouse's ID card, the family card, there is a right base, there is a power of attorney for the Board of Directors, a power of attorney for approval. Some of these things are listed in the form of a check mark.</p>

**Daily Activities
of the Job Training**

Day : Monday-Saturday

Date : March 18th to March 23rd, 2024


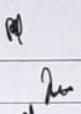


Date	Activity Description	Assignor	Signature
18 th	-List SKT (Land Certificate) from PT NPM -Labelling Folder	Imelda Wing	
	-Shredding old/unused files to be deposited to the waste bank	Rimdaniyati Sinaga	
19 th	Create Excel List of SKPKT PT NPM -Shredding old/unused files to be deposited to the waste bank -Creating an Excel List of PT NPM's SKPKT -Scan the Cooperation Agreement / Contract Letter and Rename the scanned file	Imelda Wing Rimdaniyati Sinaga	
20 th	-Create Excel List of SKGR Documents from PT NPM -Create Folder Labelling -Create Excel List of statement letter documents	Imelda Wing	
21 st	-Create an Excel list of statement letter documents -Create an Excel List of Cooperation Certificate document	Imelda Wing	
	Photocopy of Documents	Jessica	
	Create BPKB Handover Letter in word	Rimdaniyati Sinaga	
22 nd	Creation of Excel List of legal team meeting room reservation	Anggraini Kosasih	
	-SKRPT Excel List Creation -Statement Letter Excel List Creation	Imelda Wing	
23 rd	-Writing the date on the BPKB handover letter -Putting the letter into the document folder (incoming letter, outgoing letter)	Rimdaniyati Sinaga	
Notes by Mentor			

No.	Working	Explanation
1		The author makes a list of SKT (Land Certificate), in this case the author makes a list by adding points such as the name of the land owner, land area, SKT number. in making the SKT list the author also pays attention to the original SKT, this is done to anticipate any errors in the SKT.
2		In making a list of Meeting room reservations, the author makes an excel list of columns for hours, types of meetings, and those who make reservations. in making a reservation list, you must pay attention to the schedule of the legal team meeting.
3		The writer also puts the documents into the legal department's outgoing and incoming mail folders. In putting the mail in, the writer must sort the documents according to the company, and for neatness, the painter puts a border on each company's outgoing mail.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : March 25th to March 28th,2024








Date	Activity Description	Assignor	Signature
25 th	Creation of Case Document folder name/Labeling	Imelda Wing	
26 th	Scan document	Anggraini Kosasih	
	Scan Agreement Document Rename the scanned file	Rimdaniyati Sinaga	
	Scan of Agreement Document	Jersen Sofian	
27 th	Scan and photocopy documents	Rimdaniyati Sinaga	
	Continued Scan of Agreement Document Rename the scanned file.	Jersen Sofian	
28 th	- Scan of Deed of Relinquishment of Rights with compensation - Rename the scanned file	Imelda Wing	
29 th	Day Off	-	
Notes by Mentor			


No.	Working	Explanation
1		The author of the process creates or assigns names to the folders used to store and organize the case documents, using a specific labeling method

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : April 1st to April 5th, 2024







Date	Activity Description	Assignor	Signature
1 st	-Inserting SKGR Documents into folders -Document Checking and Separation	Imelda Wing	
2 nd	-Scan agreement or contract letter as many as 70 documents -Rename scanned document files	Rimdaniyati Sinaga	
3 rd	Print documents/files	Anggraini Kosasih	
	-Scan Agreement/Contract Document -Rename the scanned file	Rimdaniyati Sinaga	
4 th	-Rename Document File -Scan Power of Attorney Document -Photocopy of Files/Documents	Rimdaniyati Sinaga	
5 th	-Rename the scanned document	Rimdaniyati Sinaga	
	-Create a list in excel form, namely a list of contract reviews	Anggraini Kosasih	
Notes by Mentor			

No.	Working	Explanation
1	 A photograph showing a woman wearing an orange hijab and a matching long-sleeved top, sitting at a desk in an office environment. She is looking at a computer monitor and has her hands on the desk, possibly typing or reviewing documents. The background shows office lights and a ceiling.	In creating a contract review list, the author adds information to the list such as company name, contract number, contract date and other important information.


**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : April 22nd April to 26th April 2024

Date	Activity Description	Assignor	Signature
22 nd	-Create Meeting Room Reservation Excel List	Anggraini Kosasih	
	-Scan Document	Rimdaniyati Sinaga	
23 rd	-Checking Contract Documents or agreements (145 documents) The thing that is checked is the suitability of the RFC with the agreement document.	Rimdaniyati Sinaga	
24 th	-Create an Excel list of Agreement / Contract Documents (145 agreement documents)	Rimdaniyati Sinaga	
25 th	Scan agreement or contract documents (145 documents)	Rimdaniyati Sinaga	
26 th	-Rename scanned document files (145 Files) -Checking outgoing letters with the letter book -Putting outgoing letters into the Mail folder	Rimdaniyati Sinaga	
Notes by Mentor			








Internal
Internal


No.	Working	Explanation
1		In checking the contract / agreement document, the author pays attention to the following points, namely ensuring that the period on the RFC (Request for Comment) and the agreement document is appropriate, the author also ensures that the company seal is in place, and also ensures that the RFC sheet on the agreement document is complete.
2	 A photograph showing a person's hands operating a white document scanner. The person is wearing a dark, patterned garment. The scanner is on a desk, and a window with blinds is visible in the background.	The author scans 145 contract documents, in scanning, you must pay attention to each document.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : April 29th April to 4th May, 2024





Date	Activity Description	Assignor	Signature
29 th	-Create excel list of documents (RAPP Employee Documents) -Print letter documents requesting port services -Recording outgoing letters in the letter book -Putting the printed letter into the outgoing letter folder -Print SKGR	Rimdaniyati Sinaga	
		Imelda Wing	
30 th	-Checking and matching Excel list with saguh hati document -Scan the sagu hati document -Rename the scanned saguh hati document file -Perforate the document	Rimdaniyati Sinaga	
1 st	Day Off	-	
2 nd	-Punching the Agreement File/Document -Checking the agreement/contract document with the agreement handover list	Rimdaniyati Sinaga	
3 rd	-Stamp or stamp the agreement or contract document -Scan the agreement document -Rename the scanned document file	Rimdaniyati Sinaga	
4 th	-Scan SKGR Document -Performing SKPT Numbering -Create an Excel List of Agreements -Create Excel List of Company Agreements / Contracts	Imelda Wing	
		Rimdaniyati Sinaga	
Notes by Mentor			

No.	Working	Explanation
1		<p>For every letter sent from an organization or office to be properly recorded and easily traceable, it is important to record outgoing letters in a letter book. This process involves writing down detailed information related to each letter sent, including the letter number, date of the letter, destination or recipient of the letter, address of the recipient, subject or summary of the contents of the letter, name of the sending department or individual, date of delivery, and signature or initials of the officer responsible for the recording.</p>
2		<p>This stamp often comes from an authority or notary that serves to confirm that the agreement written in the letter has been checked and authorized in accordance with applicable law.</p>

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : May 6th to May 10th,2024







Date	Activity Description	Assignor	Signature
6 th	-Continue to list Company. -Shredding unused files -search for Company documents	Rimdaniyati Sinaga	
7 th	-Scan Agreement/Contract Document (61 Agreements) -Rename the scanned Agreement/Contact Document	Rimdaniyati Sinaga	
8 th	-Check Agreement/Contract Documents with receipt letter (98 Agreements) -List in Excel form Agreement/Contact (120 Agreements)	Rimdaniyati Sinaga	
9 th	Day Off	-	
10 th	-Scan Agreement/Contract Documents (98 Agreements) -List in excel agreement / contract (98 agreements)	Rimdaniyati Sinaga	
Notes by Mentor			

No.	Working	Explanation
1		<p>To ensure that all company agreement documents are stored in a digital form that is easily accessible and organized, it is necessary to scan these documents. This process involves the use of a scanning device or scanner to create a digital copy of each page of the company agreement. Because of this, the author scans the company agreement contract.</p>

**Daily Activities
of the Job Training**

Day : Monday-Saturday

Date : May 13rd to May 18th,2024







Date	Dactivity Description	Assignor	Signature
13 rd	Tidying up the agreement file	Rimdaniyati Sinaga	
14 th	Checking the suitability between the SKGR excel list and the original document	Imelda Wing	
15 th	Continuing to check the suitability between the SKGR listbexcel and the original document	Rimdaniyati Sinaga	
16 th	-Creation of Contract/Agreement List -Scan of Contract/Agreement Documents -Photocopy of SKGR List Document	Rimdaniyati Sinaga	
17 th	-Rename Scanned agreement document -Scan of SKGR Document -Scan Agreement Document -Rename The result of the Agreement document scan -Scan of SKGR Document	Rimdaniyati Sinaga	
18 th	-Print Dokumen SHGB -Scan Dokumen SHGB	Imelda Wing	
	Scan and Photocopy	Anggraini Kosasih	
	Shreding the Company Agreement/Contrac File	Rimdaniyati Sinaga	
Notes by Mentor			


No.	Working	Explanation
1		Tidying up the agreement file, in this case the author arranged the agreement letter / contract according to the company of the contract. This is useful for ensuring that all contract documents are neatly organized and easily accessible.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : May 20th to May 24th,2024







Date	Activity Document	Assignor	Signature
20 th	-Perform Paper Tearing -Scan Document -Rename of Document Scan Result	Rimdaniyati Sinaga	
21 st	Accompanied Malaysian students to visit KCN (Kerinci Central Nursery) and RGE Technology Center.	Imelda Wing	
22 nd	Create Meeting Reservation Excel List	Anggraini Kosasih	
	-Scan Document and Rename -Inserting Letter in Folder -Perforate the Agreement File	Rimdaniyati Sinaga	
23 rd	Day Off	-	
24 th	-Print Document Excel (Work Progress Legal)	Rimdaniyati Sinaga	
	-Create Check In and Check Out Lists -Scan Documents	Imelda Wing	
Notes by Mentor			


No.	Working	Explanation
1		<p>Accompanying students from Malaysia to PT RAPP, they visited KCN (Kerinci Central Nursery) and RGE Technology Center. At KCN, students learned about how tree seedlings are planted and cultivated, while at RGE, students were briefed on the history of RGE's journey to become a global company.</p>

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : May 27th to May 31st, 2024




Date	Activity Description	Assignor	Signature
27 th	- Scan of Agreement Document	Rimdaniyati Sinaga	
	Scan Document	Anggraini Kosasih	
28 th	Fotocopy land Sertificate	Imelda Wing	
29 th	Print and Insert Documents in folders	Rimdaniyati Sinaga	
30 th	Create table names on Hvs paper for legal team	Imelda Wing	
31 th	Create Numbering and Print Documents	Rimdaniyati Sinaga	
Notes by Mentor			


No.	Working	Explanation
1		Photocopy of documents The process of making copies or duplicates of official documents that prove ownership or rights to a plot of land. in this case the author makes photocopies of land certificates, KTP, KK, Proof of PBB Payment.

**Daily Activities
of the Job Training**

Day : Monday-Friday

Date : June 03rd to June 05th, 2024

Date	Activity Description	Assignor	Signature
03 rd	-Make a BPKB Handover Letter -Presentation Intership	Rimdaniyati Sinaga	
04 th	Inserting SKT Documents into file folders and labelling	Rimdaniyati Sinaga	
05 th	Scan SKT	Rionald Dimas	
Notes by Mentor			

No.	Working	Explanation
1		The Aothor scan SKT, in scanning, you must pay attention to each document.

Appendix 7. Consultant Sheet



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
JURUSAN ADMINISTRASI NIAGA
Jalan Bathin Alam, Sungaialam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION

Name : Sindi Ayu Lestari
Student Number : 5404201345

NO.	DAY/DATE	REVISION	SIGNATURE
1.	17 Feb 2024	Revisi cover Sur.	J.
2.		- Diagram	J.
3.		- Struktur organisasi	V.
4.		- Organisasi	
5.		- Kesimpulan	
6.			

Bengkalis, 2024
Advisor

Muhammad Fuad Asrofillah, M.M
NIP. 199304202022031007