

APPRENTICESHIP REPORT
PT. SARI DUMAI SEJATI
HEALTH, SAFETY AND ENVIRONMENT DEPARTMENT
DUMAI – RIAU

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

APPRENTICESHIP REPORT

PT. SARI DUMAI SEJATI

Written as one of the conditions for completing Apprenticeship

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Bengkalis, May 31th, 2024

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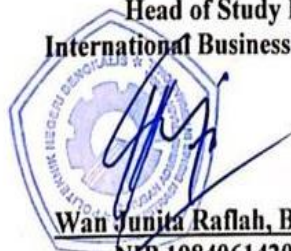
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Bengkalis, May 31th, 2024

Nia Rahmadhani

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The rapid advancement of science and technology necessitates the need for human resources proficient in these fields. These human resources aim to balance the development of science and technology with their mastery of these fields. The need for adequate and reliable expertise in their respective fields is crucial for securing competitive, customized jobs and achieving desired goals. Adequate expertise will produce human resources (HR) professionals who are prepared to apply science, morals, attitudes, and other necessary criteria.

In the present era of globalization, it is impossible to disregard the advancements and technological advancements that are occurring. Similarly, the government is perpetually endeavoring to improve the quality of education, which is in a state of perpetual evolution. Every student must be prepared to confront the professionalism of their work in accordance with their field in order to transition into the workforce upon their graduation from college.

The pinnacle of formal education is higher education, which produces human resources (HR) with a high intellectual level to meet the demands of the world of work. Both quality demands and talent demands. Therefore, universities are obliged to develop high-quality human resources in order to face the increasingly high intensity of competition. Enabling the comparison and validation of theoretical knowledge with real-world work scenarios is essential in the educational sphere, as this establishes a link between theory and practice. State Polytechnic of Bengkalis has the responsibility of preparing its students to compete in the real world of work. One of them is by holding the implementation of apprenticeship as one of the programs that must be followed by students as one of the requirements for completing the Applied Bachelor of International Business Administration Study Program.

Apprenticeship is a learning process that allows individuals to gain a firsthand understanding of the actual world of work. This apprenticeship is conducted annually and is mandatory for all students at State Polytechnic of Bengkalis in order to effectively apply the knowledge they have acquired in the professional world. The theory or concept of science is comprehended through Apprenticeship, which is then implemented in the professional field of study. Apprenticeship can provide students with the ability to solve scientific problems in accordance with the theory they have acquired during lectures, as well as to develop their knowledge, skills, and insights. In general, the purpose of Apprenticeship is to enhance the abilities and skills of students in their respective disciplines, enabling them to be directly applied to a variety of activities in both government and private agencies.

In accordance with the curriculum of the State Polytechnic of Bengkalis Business Administration study program, every student who will complete their studies is required to carry out which has been stipulated in the decision of the Director of the State Polytechnic of Bengkalis in a special regulation. For Diploma III postgraduate students, this Apprenticeship is carried out after the student has completed a minimum of 4 (four) semesters and is declared a graduate, carried out for 1 month. Meanwhile, for Diploma IV postgraduate students, Apprenticeship is carried out after students have completed a minimum of 6 (six) semesters and declared a full pass, which is carried out for a minimum of 4 months. During the implementation of Apprenticeship, the Author was placed in the Department of Health, Safety and Environment, students are required to make a Apprenticeship report as a form of accountability for each activity carried out during the Apprenticeship.

Based on the above provisions, this Apprenticeship was carried out at PT Sari Dumai Sejati, Dumai City, which was carried out for 17 (seventeen) weeks from February 06 to May 31, 2024.

1.2 Purposes of the Apprenticeship

The State Polytechnic of Bengkalis apprenticeship activities for the International Business Administration study program have the following objectives:

1. To describe job descriptions at PT. Sari Dumai Sejati
2. To know the place and time apprenticeship at PT. Sari Dumai Sejati
3. To explain apprenticeship workplace systems and procedures at PT. Sari Dumai Sejati
4. To find out the obstacles and solutions during the implementation of the apprenticeship at PT. Sari Dumai Sejati

1.3 Significances of the Apprenticeship

The apprenticeship that was carried out was very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis.

1.3.1 Significances for Students

As for some of the benefits of implementing a Apprenticeship program that students get, they are as follows:

1. Get a certificate from the company if you have completed a Apprenticeship program.
2. Students can develop working relationships and add experience to their resume.
3. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
4. Students gain practical experience in applying theoretical or conceptual knowledge to their course of study.
5. Students are given the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

1.3.2 Significances for Companies

The benefits of implementing an Apprenticeship program are also obtained by companies or institutions that accept apprentice students, such as:

1. The company will receive labor assistance from apprentice students so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.

1.3.3 Significances for State Polytechnic of Bengkalis

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

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives input from organizations or companies regarding the capabilities of students participating in apprenticeship in the world of work.
5. State Polytechnic of Bengkalis receives input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Apical Group

Apical Group is a group of companies of the Royal Golden Eagle (RGE) or also known as King Garuda Mas (RGM) that operates in the grey oil sector. Founded in 1973, RGE Ltd is a world-class group of enterprises that focuses on resource-based manufacturing industries whose products are transformed into end products that improve the daily lives of millions of people around the world. Besides Apical, RGE owns several other groups of companies, such as Asia Pacific Resources International Holding Ltd (APRIL) and Asia Symbol which operate in the pulp and paper sector, Asian Agri which operates in the palm coconut sector, which manages the special cellulose sector Sateri that runs in the field of viscose fiber, and Pacific Oil and Gas which manages the development of energy resources. The group operates in Indonesia, China, Malaysia, Brazil, and the Philippines.

Apical Group is one of Indonesia's largest palm oil exporters, possessing and controlling a wide range of palm coconut oil value chains ranging from sourcing to distribution. Apical carries out the process of refining, processing, and trading in palm oil for domestic and international exports. It operates in Indonesia and China and includes four factories, one biodiesel plant, one fatty acid separation plant, and one kernel processing plant.

Apical has an extensive and reliable raw material resource network in Indonesia as well as integrating palm oil processing plants at strategic locations, both in India and China. Its operational activities are supported by efficient logistics lines and it has its own infrastructure to deliver its products to a wide range of clients from international trading agencies to buyers from local industry.

Apical's business model is built on three core strengths, namely:

1. A broad and reliable network of CPO sources in Indonesia.

2. Full integration of efficient primary and secondary factory assets at strategic locations in Indonesia and China.
3. Efficient logistics channels supported by Apical own infrastructure to provide quality CPO and PKO to verified customers, ranging from international trading companies to buyers and buyers from local industries.

This business model allows Apical to control product quality, maintain high food safety standards and implement sustainability principles while conducting highly efficient operations in international-class factories and performing integrated storage and bulking facilities.

Apical Group's business consists of the following main activities:

- a. Refinery and fractioning of crude palm oil (CPO), crude Palm Kernel Oil (CPKO), and vegetable oil.
- b. Destruction of palm nuclei.
- c. Production of white butter, margarine, and powder fat, formulated fats, biodiesel.
- d. Glycerie products, Fatty Acid.
- e. Trade and distribution of CPO and PKO to global markets.



Figure 2.1 PT Sari Dumai Sejati
Source : PT Sari Dumai Sejati, 2024

2.2 General Description of PT Sari Dumai Sejati

PT Sari Dumai Sejati (SDS) is one of the companies that are merged into the Apical Group, which is a pioneering company. In addition to PT Sari Dumai Sejati, there are two more companies that were merged into the Apical Group, namely PT Apical Kao Chemicals (AKC) and PT Sari Dumai Oleo (SDO) which is located in the area of Kota Dumai. PT Sari Dumai Sejati has employees as many as 718 people with a land area of 60 ha, which consists of Power Plant, WWTP, Biodiesel, Oleochemical, Refinery and fractination, and Kernel Crushing Plant (KCP). The minimum number of employees employed because of the production process in this company is controlled by a program run in a room, which is called the CCR (Central Control Room).

Table 2.1 Environmental permits PT Sari Dumai Sejati

Type	Date	Agency
KA-ANDAL plan of open access development activities, Riau Province No.03 2013	July 28, 2012	Deputy Chief of the Environmental Assessment Department
Agreement on domestic funding PT SDS No. 4741/PMDN/1995	August 29, 1995	Minister of State Mobilizing Investment Fund Head of Capital Plantation Coordination Body
Authorization of site of plant for processing of palm oil of 12,479 ha, No. 25-403/PGT/IL/XI/1998	November 29, 1995	SK Head of the Defence Office of Bengkalis District
Development of palm oil port (CPO), No. BXXV-2164/PP.72	July 4, 2000	Department of the Directorate-General of Maritime Relations
Palm oil port exploitation (CPO)	November 21,2000	Ministry of Relations
Foreign Capital Plantation Agreement PT SDS, No.008/41473/XI/PMA/2003	November 7, 2003	Mayor Dumai
Agreement on Expansion of Foreign Capital Plantation PT SDS, No.002/41473/II/PMA/2006	August 28, 2006	Mayor Dumai

Source : PT Sari Dumai Sejati,2024

Company Name : PT Sari Dumai Sejati
 Business Type : Foreign Capital Enterprise (PMA)
 Company Address : Jalan Raya Lubuk Gaung, Kel. Lubuk Gaung, Sungai Sembilan, Dumai City 28882, Riau Province.
 Telephone number : (+62) 82883038211
 Fax number : +62) 76538098
 Business area : Oil and Energy Processing Industry

Started operations : 2004

SK AMDAL : Office of the Minister of State for Population and Environment

To run the production process, P.T. Sari Dumai Sejati has a number of utility supports, namely electricity, steam, fresh water, wind, and waste treatment. Electricity is generated by two turbines rotated with high pressure steam (HP steam) produced from three coal-fired boilers. The total power generation capacity is 32 MW (megawatts), with 16 MW per turbine. In addition, in an effort to address the risks posed by the turbines, there is a power generation reserve of five generators with a 2 MW capacity per diesel generator. This power source has been in operation since 2012, and before having its own power plant, P.T. Sari Dumai Sejati acquired a power source from the State Power Company (PLN). PT. Sari Dumai Sejati currently operates 4 plants, with Table 2.2 disclosing each plant's production capacity.

Table 2.2 Production capacity of PT Sari Dumai Sejati

<i>Plant</i>	Capacity (TPD)
<i>Refinery 1</i>	1.700
<i>Refinery 2</i>	1.700
<i>Refinery 3</i>	3.200
<i>Refinery 4</i>	1.800
<i>Refinery 5</i>	650
<i>CPKO Fractionation</i>	200
<i>Oleochemical</i>	1000
<i>Biodisel</i>	1200
KCP	1580

Source : PT Sari Dumai Sejati, 2024

Thus, the total production capacity is 12,830 TPD (tons per day). PT Sari Dumai Sejati operates for 24 hours every day, except during shutdown which is a comprehensive maintenance of factory equipment. Shutdowns are carried out periodically, namely once a year and once a year for each plant.

Raw materials and products are usually stored in a storage container, namely a tank, which is collected in an area called a tank farm. In table 2.3. The following shows the number and capacity of tanks in each tank farm.

Table 2.3 Total and Capacity of Tanks in the Tank Farm

Area	Total Tank	Capacity (MT)
TF 1	42	109.500
TF 2	22	126.000
TF Refinery 5	19	20.950
TF CET	8	45.000
TF KCP	3	7.500
TF Oleochemical	14	25.200
TF Biodisel	21	59.950
Total	129	394.100

Source : PT Sari Dumai Sejati, 2024

Apical produces quality palm oil products through CPO processing in internationally certified Refinery plants. Its palm oil products are HACCP (Hazard Analysis and Critical Control Point) certified for food safety, as well as halal and kosher certified. Apical also complies with PORAM (Palm Oil Refiners of Association Malaysia) standards for PPO and can customize its product specifications according to customer requirements. Apical main products are CPO (Crude Palm Oil), various forms of CPKO, Palm Kernel, all of which can be further processed into value-added products.

2.3 Location of PT Sari Dumai Sejati

Sari Dumai Sejati is located in Lubuk Gaung, Dumai City, Riau Province. The location of the plant is based on the following considerations:

1. Close to the source of raw materials, namely CPO obtained from the province of Riau and North Sumatra.
2. Located on the shore of the sea (Selat Rupa) which has calm and wide waters, it is easy to visit by heavy ships and super tankers, and is a traffic intersection from the west to the east.
3. Near the sources of seawater that can be desalinated into fresh water.
4. Dumai is a plain area low enough and stable enough to be safe to establish and expand the factory in later days.
5. Dumai includes areas with low population density so it is expected to help the government in the program of population spread.
6. Dumai land is less fertile, so it does not harm when establishing a factory.

The apprenticeship was carried out at the Safety, Health, and Environment (HSE) Department of PT Sari Dumai Sejati (SDS), which is located at Lubuk Gaung Village, Sei Sembilan District 28826 Riau. Geographically, PT Sari Dumai Sejati borders the following areas:

1. North Side: PT Energi Sejahtera Mas Concession Area
2. East Side: Jetty Pier, Rupert Strait
3. South Side: Residential area, Sungai Sembilan sub-district office.
4. West Side: Forest area, Dumai City

Here is a picture of the apprenticeship location:

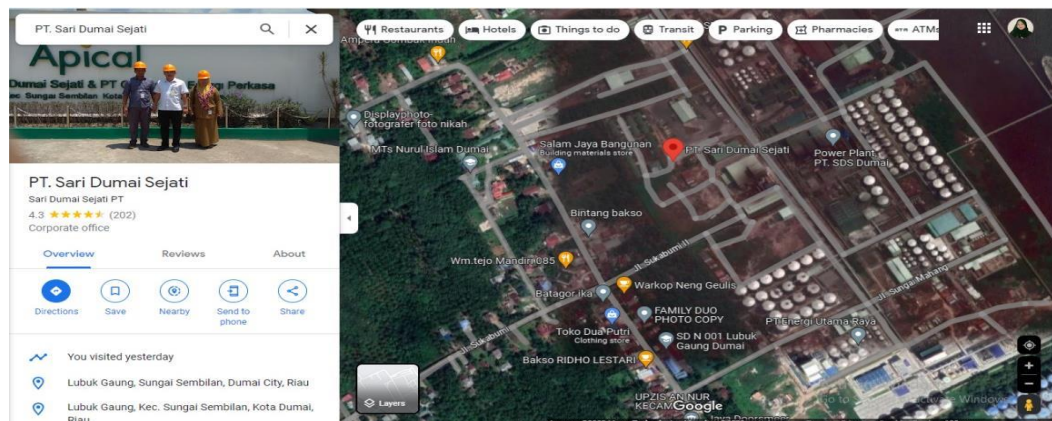


Figure 2.2 Location of PT Sari Dumai Sejati

Source : Google maps, 2024

2.4 Company Vision and Mission

2.4.1 RGE Group's Vision, Mission and Core Values

RGE Group's goal is "Improving the quality of life through the development of sustainable resource development". The vision of RGE Group's vision is "To be one of the largest and best sustainable resource-based companies, always creating benefits for the Community, Country, Climate, Customer and Company".

RGE Group's core values are T.O.P.I.C.C., which are explained as follows:

1. Complementary Team

Work together as a complementary, proactive, mutual team help to achieve common goals.

2. Ownership

Achieve satisfactory results in a short time with quality the best and the lowest cost.

3. People

Creating an attitude of respect, dignity, attention and mutual respect in the company environment, as well as developing and training each individual to reach their full potential.

4. Integrity

Implement an attitude of honesty and steadfastness at all times.

5. Customers

Understand the desires of consumers and provide the best value for them.

6. Continuous

Improvement Never feel satisfied and always try to continue making improvements.

The core values of RGE Group were later adapted into the core values of Apical Group Ltd.

2.4.2 Vision and Mission of APICAL GROUP Ltd

The vision of Apical is "To become a leading and sustainable world-scale vegetable oil company." While the mission of Apical is as follows:

1. Achievement through Team Work

We work together as a complementary team, proactive in helping each other to achieve our goals. We act quickly and cohesively as a team to respond to dynamic market conditions.

2. Passion

We work with all our heart. We strive to achieve the results in the shortest time with the best quality and very little cost. We constantly improve and provide the best value to our customers.

3. Integrity

We uphold honesty and integrity, we say what we mean and mean what we say. We do not hide problems and mistakes, and do not blame others for our own mistakes.

4. Care

We treat our employees with respect and dignity. We value, develop and train our employees so that they can realize their full potential. We recognize and reward our employees according to their best contributions.

5. Active Corporate Citizenship

As employees who work with heart, we actively care about environmental and social issues. We encourage every employee to take part in protecting the environment and the community. We continue to pay attention to international-class governance for our company.

6. Leadership

We lead by example. We believe in ownership and an "I can do" mental attitude in working towards our goals.

2.5 Apical Group Logo

The Apical logo consists of two colors, namely the image part of the air dropair drop in gold and the writing part "Apical" in green, as in Figure 2.3 below:



Figure 2.3 Apical group logo
Source: PT Sari Dumai Sejati, 2024

The green color symbolizes caring for the environment or supporting the environment, while the gold color symbolizes business profits. This Apical logo also contains several meanings. The name Apical is interpreted as the top position while the air dropair drop shape illustrates the company's line of innovation.

2.6 Kind of Business

Apical Group Ltd is one of the largest managers and exporters of palm oil and its derivative products such as food, Oleochemicals, and Biodiesel in Indonesia for domestic needs and international exports which has several subsidiaries, one of which is located in Dumai, namely PT Sari Dumai Sejati. The main business activity of PT Sari Dumai Sejati is the production of palm oil (CPO). For the product segment owned by PT Sari Dumai Sejati, the company produces cooking oil, butter, animal feed, the brand owned by PT Sari Dumai Sejati for cooking oil has a

CAMAR brand, for the butter brand has a brand called VITAS. The company operates production facilities in three locations, namely Dumai in Riau Province, Balikpapan in East Kalimantan Province, Padang in West Sumatra Province, and the city of Jakarta.

2.7 Company Organizational Structure

The organizational structure is one of the charts that describes systematically the determination, tasks, functions, authority, and responsibilities of each with predetermined goals. done regularly and well to achieve the desired goals optimally. In Figure 2.4, the organizational structure of PT Sari Dumai Sejati can be presented as follows :

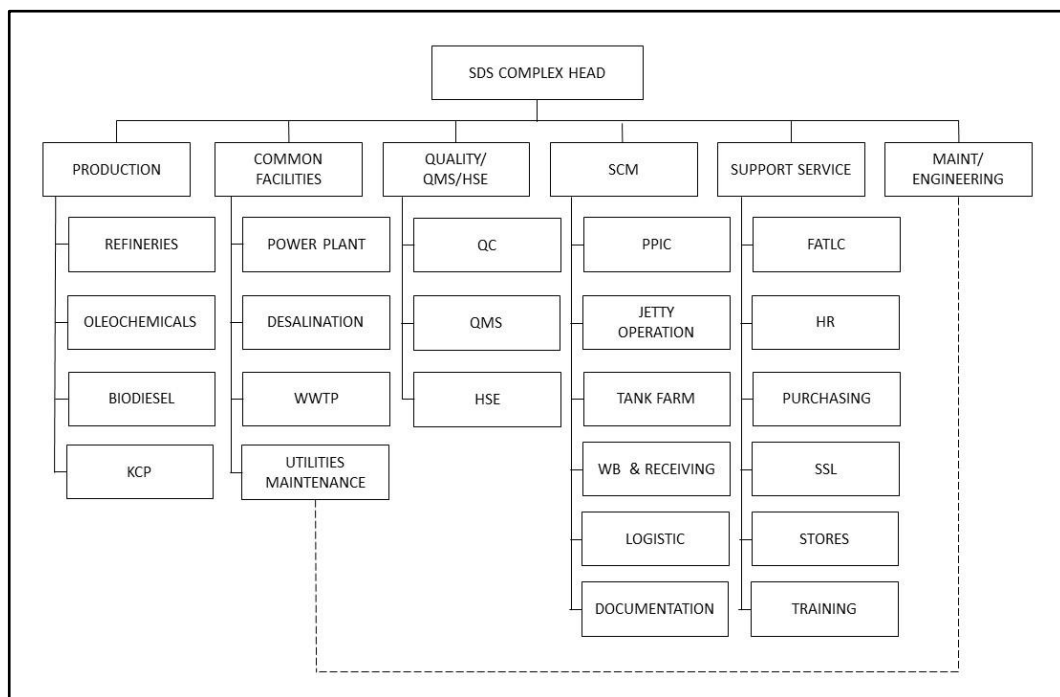


Figure 2.4 Company Organizational Structure

Source: PT. Sari Dumai Sejati, 2024

1. Complex Head

PT Sari Dumai Sejati has an organizational structure that is an arrangement of work relationships between individual employees. The factory is led by a Business Unit Head with the task and authority to plan, organize and evaluate the activities that take place at PT Sari Dumai Sejati as a whole.

Complex Head oversees two General Managers (GM). General Manager is a job function in a company that is tasked with leading, managing, and coordinating all matters relating to the running of the company. The duties and responsibilities of the general manager include:

- 1) Leading the company and motivating its employees.
- 2) Managing the daily operations of the company.
- 3) Managing the company in accordance with the company's vision and mission. Planning, implementing, coordinating, supervising, and analyzing all company business activities.
- 4) Ensuring that each department carries out the company's strategy effectively and optimally.
- 5) Managing the company financial budget.
- 6) Deciding and making policies for the progress of the company. The General Manager is assisted by department managers from each department under him.

2. Production Plant

The production department is led by a production manager. The main task of the production department in relation to achieving general company objectives is to strive to achieve low production costs, high product quality, rapid response to demand, and flexibility to innovate products to customer tastes and specifications.

The main task of this function is to evaluate processes, provide suggestions for improving overall operating performance, and develop processes for each production. The products produced consist of several production departments including:

1) Refinery Plant Department

This department processes Crude Palm Oil (CPO) to produce cooking oil products Refined Bleached Deodorized Palm Olein (RBDPO) and Refined Bleached Deodorized Palm Stearin (RBDPS) as the main products, and Palm Fatty Acid Distillate (PFAD) as a by-product.

2) Oleo Chemical Plant Department

This department produces products such as methyl ester, glycerin, and fattyacid.

3) Biodiesel Plant Department

The products produced from the processing of CPO in the biodiesel plant are biodiesel or Fatty Acid Methyl Ester (FAME) and glycerol as the main product, as well as fatty matter as a by-product.

4) Kernel Crushing Plant (KCP) Department

This department processes Crude Palm Kernel Oil (CPKO) to produce kernel oil as the main product and Palm Kernel Expeller (PKE) as a by-product.

3. Common Facilities

The main task of this function is to evaluate the process in providing performance improvement and development of the overall operation as well as improving and developing the process of each production. This function is divided into several parts, namely:

1) Power Plant Department

This department carries out the process of coal-fired boiler power generation. The total capacity of electricity that can be generated is 32 megawatts (MW) with a capacity of 16 MW per coal-powered turbine, using turbines to produce steam.

2) Desalination Department

This department carries out the process of distilling seawater to remove excess salt content in water to make fresh water. The method used is fresh water. The method used is Reverse Osmosis (RO). The produced water can be used for the needs of process usage, cleaning, and hydrants.

3) Waste Water Treatment Plant (WWTP) Department

A structure designed to treat the waste of each process, both biological and chemical waste. Wastewater is removed of its contaminants so that it can be discharged into the environment without polluting it.

4) Utilities Maintenance Department

This department deals with electrical energy, steam, fresh water, wind, and waste treatment. The duties of this department include planning, coordinating, directing and controlling the activities of analysis and study of the potential

development of equipment and operating problems in terms of rotating mechanics, instrumentation, and materials, including storage of engineering designs for optimization and efficiency, increased yield, utility, and improved environmental and safety orientation in the process unit in line with the development of petroleum technology at optimal cost in order to obtain added value and increase refinery margins. This section provides advice to production sections on the performance of facilities (electrical, rotating mechanical, equipment and materials) and also evaluates modifications and non-process development proposed by the Maintenance Engineering process. The facility engineering section consists of six sections namely:

- a. Mechanical engineering
- b. Electrical engineering
- c. Material engineering
- d. Rotating & Instrument engineering
- e. Environmental engineering
- f. Civil engineering

4. Quality / QMS / HSE

1) Quality Control (QC)

Is the quality control part of the entity process as a quality reviewer of all factors involved in production activities.

2) Quality Management System (QMS)

Part of the analysis of a product or service that affects the ability to satisfy certain needs, related to quality and how to control it.

3) Health, Safety and Environment (HSE)

This function is in charge of:

a. Environmental section

The Environmental section has the following tasks, among others:

1. Implement ISO SML 14001 system and PROPER program.
2. Inventory of hazardous and toxic chemicals.
3. Management of palm oil spills and hazardous waste pollution.

4. Supervising the cleanliness of the workplace environment and preserving the environment by promoting greening.
5. Supervising the disposal/destruction of hazardous and toxic waste.
6. Prevention and control of water, air and land pollution.
7. Preparation of reports for EIA studies.
8. Increasing environmental awareness.

b. Fire and Insurance section

The Fire and Insurance section has the following duties:

1. Preparing standby and competent personnel and providing a sufficient number of extinguishing equipment.
2. Conduct periodic maintenance to ensure ready-to-use extinguishing equipment.
3. Develop, update operating procedures, testing and maintenance of fire fighting facilities.
4. Supervise/standby on hot works.
5. Planning in the prevention and control of fire hazards.
6. Conducting routine inspections (Fire Inspection), fire extinguishing facilities, and Light Fire Extinguishers (APAR).
7. Fire drill for workers and partners.
8. Conducting thorough investigations to find the causes of accidents and fires.
9. Cooperate with operations to ensure safe operations.
10. Fostering and developing the ability of workers in terms of fire hazard prevention and overcoming fire hazards through training, counseling, courses and education.
11. Implementation of emergency drills.

c. Safety section

The safety section has the following duties:

1. Develop and disseminate safety regulations so that every worker and contractor can apply them through safety meetings, safety talks, safety induction, and brochures.

2. Routinely inspect the work environment, equipment, safety, work procedures and tools in the field.
3. Reviewing and advising on work permits related to hazard risks.
4. Handling of the company's Road Traffic Safety Board (BKLJ) and installation of road rules/signs.
5. Checking and issuing refinery entry permits for vehicles and heavy equipment to third parties.
6. Manage the provision of safety and personal protective equipment for workers and partners.
7. Investigate minor accidents and make follow-up recommendations to prevent similar incidents from recurring.
8. Coordinate the implementation of CSMS (Contractor Safety Management System).
9. Coordinate the implementation of the national OHS campaign every year, involving all workers and contractors.
10. Together with other sections, conduct Process Hazard Analysis (ABP) and hazard risk assessment using Risk Assessment Matrix (RAM).

d. Occupational Health section

The Occupational health section has the following tasks:

1. Planning, evaluating, of potential hazards including physical, chemical, biological, ergonomic and ventilation factors.
2. Work environment sanitation hygiene counseling.
3. Provide and supervise the utilization of PPPK facilities in all work units that are at risk of accidents.
4. Inspection, installation of countermeasures, and protective equipment for disturbances and diseases related to the health of the work environment Occupational Health assets.
5. Inspection of Occupational Health Aspects.
6. Coordinating, evaluating the use/data analysis of exposure to radioactive substances / rays.
7. Prevent the occurrence of occupational diseases.

5. Supply Chain Management (SCM)

Covers all activities involving the delivery of products to end customers.

1) Production Planning Inventory Control (PPIC)

The function of this section in the company is inventory or inventory of company assets such as raw materials, materials, production, and goods held for sale.

2) Jetty Operation

The function of this section is the operation of the dernaga port which is an entrance that is in an area above the waters that has been planned for safety from wave waves for the rest of barges and small ships that will export and import.

3) Tank Farm

This function is to stockpile raw materials for oil processing for loading and unloading.

4) Weight Bridge and Receiving

The function of this section is to receive, weigh and measure the weight of goods which are then converted into units of weight.

5) Logistics

This section has the function to plan, implement, control the efficiency and storage and flow of goods and information services.

6) Documentation

Is part of a set of written data and information.

6. Support Service

This section is tasked with providing services in the form of supervision facilities and infrastructure, handling, complaints, suggestions and input and service guarantees.

1) Finance Accaounting tax and Legal Corporate (FATCL)

This section has the authority in financial accounting of the company's operational affairs, is responsible for and planning financial policies, accounting practices, handling taxation, analyzing financial statements, profit and loss.

2) Human Resource Development

This section is in charge of personnel or staffing of human resources (HR). A process of handling various problems within the scope of employees, laborers, managers, and other workers.

3) Purchasing

This section has the function of carrying out material management and purchasing materials for production use, as well as production equipment and equipment and other supporting facilities.

4) Social Security Licenses (SSL)

This section has the function of building and maintaining a good reputation, image and communication with related parties such as the community, government and other institutions.

5) Stores

This section has the function of providing equipment and supplies needed in the production process, such as gaskets, cartridge filters, filter bags and others.

6) Training

This section has the function of providing the necessary training for employees as well as providing training in the form of work to students who are carrying out work practices.

7. Maintenance/Engineering

This department is tasked with providing operating recommendations on production for advice and conducting process development and modification, as well as conducting evaluations for process work and equipment. There are two process engineering specialists, an energy specialist and a process control specialist, and it is divided into four sections:

- 1) Development section.
- 2) Process control section
- 3) Process environmental and safety section
- 4) Engineer contact section

2.8 HSE (Health Safety Environment) Organizational Structure

HSE (Health Safety Environment) function more specifically consists of one Section Head. The following is the HSE organizational structure of PT Sari Dumai Sejati, with details of the structure as follows:

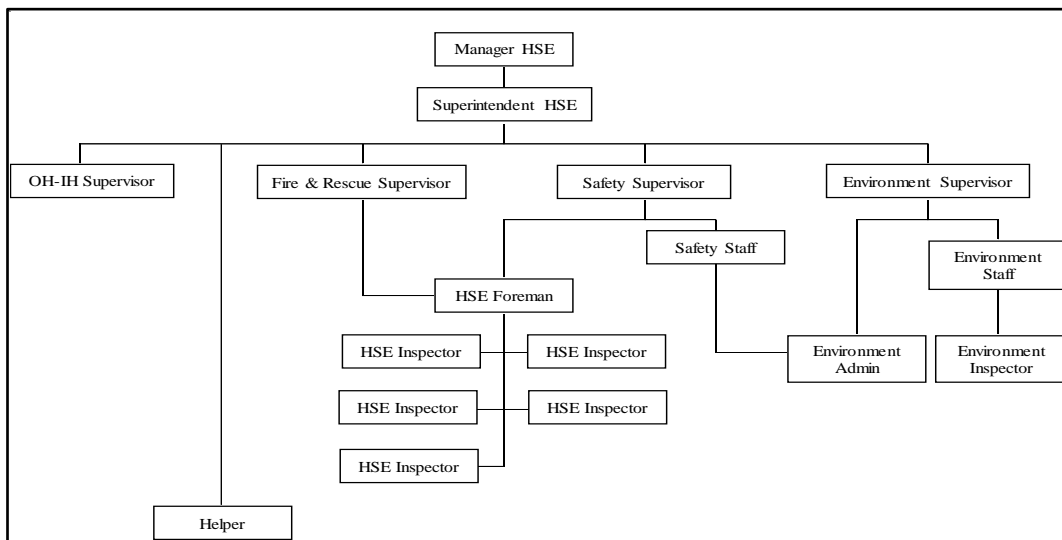


Figure 2.5 HSE Organizational Structure
Source: PT Sari Dumai Sejati, 2024

2.9 The Working Process

In carrying out this apprenticeship activity, the Author was placed in the Health, Safety and Environment Department. The following are the duties and authorities of each of these sections:

a. Environmental section

The Environmental section has the following tasks, among others:

1. Implement ISO SML 14001 system and PROPER program.
2. Inventory of hazardous and toxic chemicals.
3. Management of palm oil spills and hazardous waste pollution.
4. Supervising the cleanliness of the workplace environment and preserving the environment by promoting greening.
5. Supervising the disposal/destruction of hazardous and toxic waste.
6. Prevention and control of water, air and land pollution.
7. Preparation of reports for EIA studies.
8. Increasing environmental awareness.

b. Fire and Insurance section

The Fire and Insurance section has the following duties:

1. Preparing standby and competent personnel and providing a sufficient number of extinguishing equipment.
2. Conduct periodic maintenance to ensure ready-to-use extinguishing equipment.
3. Develop, update operating procedures, testing and maintenance of fire fighting facilities.
4. Supervise/standby on hot works.
5. Planning in the prevention and control of fire hazards.
6. Conducting routine inspections (Fire Inspection), fire extinguishing facilities, and Light Fire Extinguishers (APAR).
7. Fire drill for workers and partners.
8. Conducting thorough investigations to find the causes of accidents and fires.
9. Cooperate with operations to ensure safe operations.
10. Fostering and developing the ability of workers in terms of fire hazard prevention and overcoming fire hazards through training, counseling, courses and education.
11. Implementation of emergency drills.

c. Safety section

The safety section has the following duties:

1. Develop and disseminate safety regulations so that every worker and contractor can apply them through safety meetings, safety talks, safety induction, and brochures.
2. Routinely inspect the work environment, equipment, safety, work procedures and tools in the field.
3. Reviewing and advising on work permits related to hazard risks.
4. Handling of the company's Road Traffic Safety Board (BKLJ) and installation of road rules/signs.
5. Checking and issuing refinery entry permits for vehicles and heavy equipment to third parties.

6. Manage the provision of safety and personal protective equipment for workers and partners.
7. Investigate minor accidents and make follow-up recommendations to prevent similar incidents from recurring.
8. Coordinate the implementation of CSMS (Contractor Safety Management System).
9. Coordinate the implementation of the national OHS campaign every year, involving all workers and contractors.
10. Together with other sections, conduct Process Hazard Analysis (ABP) and hazard risk assessment using Risk Assessment Matrix (RAM).

d. Occupational Health section

The Occupational health section has the following tasks:

1. Planning, evaluating, of potential hazards including physical, chemical, biological, ergonomic and ventilation factors.
2. Work environment sanitation hygiene counseling.
3. Provide and supervise the utilization of PPPK facilities in all work units that are at risk of accidents.
4. Inspection, installation of countermeasures, and protective equipment for disturbances and diseases related to the health of the work environment Occupational Health assets.
5. Inspection of Occupational Health Aspects.
6. Coordinating, evaluating the use/data analysis of exposure to radioactive substances / rays.
7. Prevent the occurrence of occupational diseases.

2.10 Document Use of Activity

In carrying out apprenticeship, there are several documents used in daily activities in the HSE Department, as follows:

1. Work Permit

Work permit refers to a management system used to ensure that work is carried out safely and efficiently. The purpose of this work permit is to certify that the

conditions of the place where the work will be carried out are safe and also to identify the initial stage of hazard identification and preventive measures taken by workers and the work equipment used.

2. Job Safety Analysis

A Job Safety Analysis (JSA) form is a document used to identify, assess, and control potential hazards associated with specific job tasks. JSA serves as an important tool in occupational safety and health (OHS) management to prevent accidents and injuries in the workplace.

3. Certificate of Analysis (COA)

A Certificate of Analysis (COA) is an official document created by a laboratory that outlines the results of one or more laboratory tests. The COA may also include specifications and methods of analysis, and is signed by an authorized representative through manual or electronic means. The format and content of a COA may be developed based on the laboratory's internal criteria, regulatory requirements, or standards set by relevant standard-setting bodies.

4. Safety Talk Form

Safety Talk Form is a document used to record and document the implementation of safety talk sessions in the workplace. The contents of this Safety Talk Form are the topic of the safety talk discussion, the names of the participants who participated, the name of the HSE Inspector who gave the safety talk and the place where the safety talk was held.

5. Crane & Excavator Inspection Form

Crane & Excavator Inspection Form is a document used to record the results of inspection and assessment of cranes and excavators. This document serves as a tool to identify potential hazards associated with the use of cranes and excavators, and to ensure that the equipment is in good condition and safe to use.

6. Pick Up Inspection Form

The Pick Up Inspection Form is a document used to record the results of inspection and assessment of pick up vehicles before use. This document serves as a tool to identify potential hazards associated with the use of pick up vehicles, as well as to ensure that the vehicle is in good condition and safe to use.

7. Gatepass Safety Inspection

Gatepass Safety Inspection is a document that is generated when an inspection is completed. This document is used as evidence to security that the inspected vehicle is suitable for use in the PT.SDS environmental area.

8. Scaffolding Inspection Form

Scaffolding Inspection Form is a document used to record the results of inspection and assessment of scaffolding structures in the workplace. This document serves as a tool to identify potential hazards associated with the use of scaffolding, as well as to ensure that scaffolding is in good condition and safe to use.

9. Violation Ticket

Violation Ticket is an official document issued by PT.SDS Management to record violations committed by employees or other parties in the context of company operations. It can be related to violations of internal policies, safety procedures, or regulations set by the company.

10. Weigh Card

Weigh card is a document used to record the results of measuring the weight of an item or product. in the HSE Department, the weigh card is used as a document for the release of waste from PT SDS.

11. K3 test results document Work environment

The Work Environment OHS Test Result Document is a document that contains the results of an examination or assessment and evaluation of the work environment in the PT.SDS Environment which is useful for ensuring that the environment is safe and healthy for employees. This document serves as a tool to identify potential work environment hazards and to take the necessary actions to reduce or eliminate these risks.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter there are several descriptions of activities or tasks during Apprenticeship . Apprenticeship is carried out for 4 months, starting from February 6 to May 31, 2024 at Health, Safety and Environment Department of PT. Sari Dumai Sejati.

During the implementation of Apprenticeship, many opportunities are given to do work that is the task of the Health, Safety and Environment Department As well as a lot of new knowledge and experience that can be taken in the world of work, especially in the field of administration. To be clearer and easier in reporting activities that have been carried out, there are several descriptions of weekly activities, so that every work done can be reported clearly and in detail.

The tasks that have been carried out for 17 (Seventeen) weeks in Health, Safety and Environment (HSE) Department are as follows :

1. Organize and reproduce forms in HSE Department for HSE Inspector Administration needs in the field.
2. Verify data on the quantity of waste bills transported by the manager to be forwarded to the Finance Department for disbursement of B3 waste treatment fees from PT.SDS.
3. Update the Contractor Safety Monitoring database (JSA, Inspection Mobile crane, Inspection PickUp, Inspection Scaffolding)
4. Input Work Permit
5. Prepare B3 waste label stickers as one of the requirements for the release of B3 waste (Glycerin Pitch) from PT.SDS
6. Input, archive and provide Safety Talk data to HSE Admin as one of the documents used for monthly reports to Management.
7. Input monthly & quarterly Water Pollution Control (PPA) reports in the SIMPEL (Electronic Reporting System) Online Application.

8. Participate in Safety Induction, Safety Talk and Contractor Pick Up Car Inspection
9. Participate in Safety management gemba every week
10. Make a report of the findings obtained from the Safety Gemba
11. Input summary records of Work Environment measurement results that are directly affected by Workers.

3.2 Systems and Procedures

3.2.1 Systems

Companies need a system to support company activities, in other words, a system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. The system used by PT Sari Dumai Sejati. In its factory, operational activities are online and offline / manual system processes. Apical Group Ltd has several subsidiaries, one of which is PT Sari Dumai Sejati, is a company engaged in the largest palm oil exporter in Indonesia, owning and controlling a broad spectrum of the palm oil business value chain from the acquisition of raw materials (sourcing), namely Palm Fruit which is processed into CPO to the distribution of PT. Apical Group Ltd also has operating areas in several regions in Indonesia. So that these areas are not separated from each other, then in its operational activities, in terms of data transmission, PT Sari Dumai Sejati uses company-specific applications based on local internet.

The system used by Apical Group subsidiaries, one of which is PT Sari Dumai Sejati in its operational activities, is an online and offline / manual process system. PT Sari Dumia Sejati is one of the largest palm oil exporters in Indonesia whose main raw materials are CPO and PK which are located not only in one area, but spread across several areas in Riau Province. Apart from Dumai, Apical Group is also located in Jambi, Kalimantan and as for this group of companies operating in Indonesia, China, Malaysia, Brazil and the Philippines.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is done or done is uniform or in accordance with the standards set

by the company. A procedure is a sequence of work involving several people in one or more sections, which is arranged to ensure the same treatment of transactions that often occur.

1. Tidy up and reproduce forms in the HSE department for the needs of HSE Inspector Administration in the field.

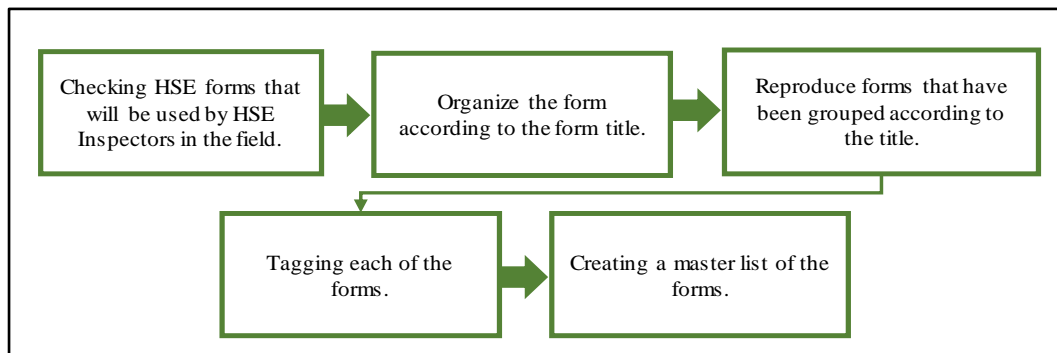


Figure 3.1 Work process of tidy up forms in HSE department

Source: Process data, 2024

In the PT SDS environment, HSE forms are one of the media used to support the work and complete the administration of HSE Inspectors and Safety Contractors. Therefore, it is important to tidy up and tag HSE forms to make it easier for Safety Inspectors when they want to use them. The Author is assigned to tidy up, reorganize and reproduce HSE forms, as well as provide a master list to facilitate retrieval and search for forms when needed.



Figure 3.2 Tidying up forms in HSE department

Source: Process Data, 2024

2. Verify the invoice data of the quantity of waste transported by the manager to be forwarded to the Finance Department for disbursement of fees for B3 waste treatment from PT.SDS.

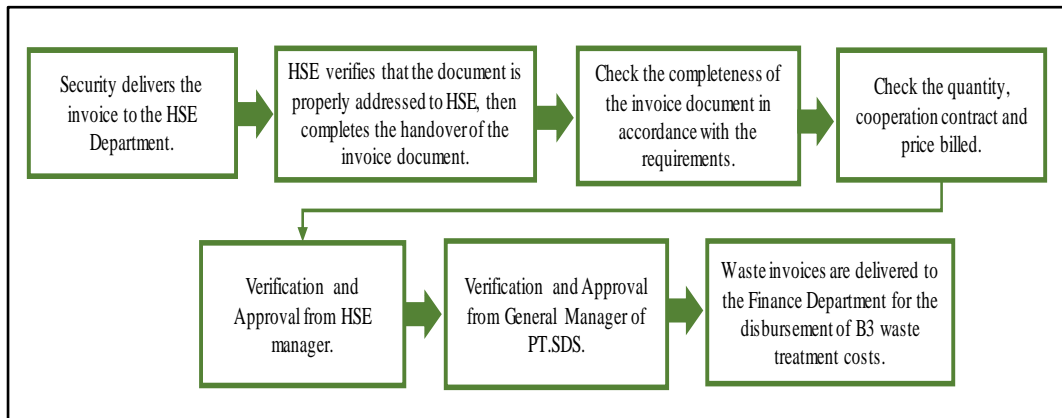


Figure 3.3 Work Process Verify billing quantity data

Source: Process data, 2024

The Author is assigned to check the completeness, invoice documents received and verify the quantity of waste that comes out according to internal records in the administration section, HSE, this aims to adjust the waste quantity data between the invoice billed by the waste manager and the data in the internal HSE before being approved by PT SDS management. After PT SDS management approves the invoice, it is then submitted to the Finance Department for the process of disbursing the waste management fee to the B3 waste manager.



Figure 3.4 Check the completeness of documents

Source: Process data, 2024

3. Update the Contractor Safety Monitoring database (JSA, Inspection Mobile crane, Inspection PickUp, Inspection Scaffolding).

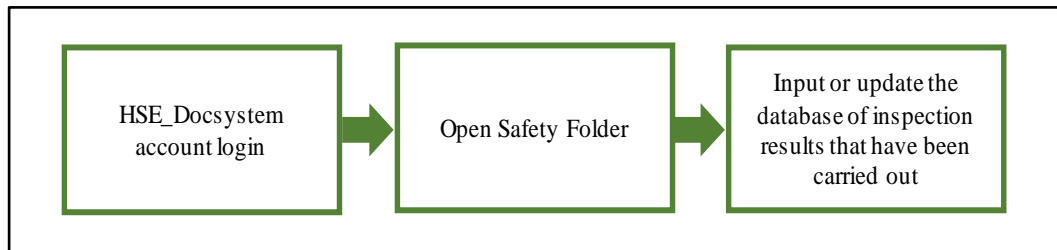


Figure 3.5 Work Process for Update the Contractor Safety Monitoring database

Source: Process data, 2024

Contractor monitoring is important to ensure compliance with company standards, occupational safety, health, environment, and applicable laws and regulations. It enables the identification of risks, corrects deficiencies, and ensures the efficient and safe execution of work in accordance with established standards. In this case, HSE creates a special format to input data on the results of inspections from contractor monitoring. One of them is the inspection results of the contractor's crane and pickup car and gives a deadline for each of these vehicles for re-inspection if it has reached the stated deadline.



Figure 3.6 Update the Contractor Safety Monitoring database

Source: Process data, 2024

4. Input Work Permit

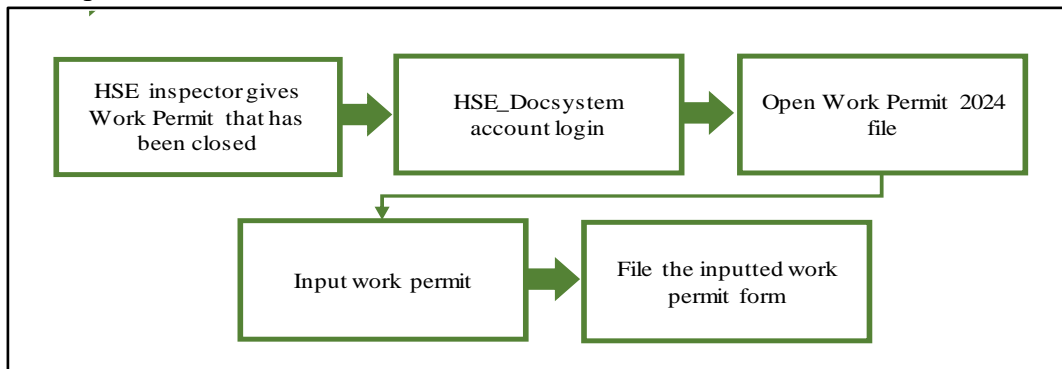


Figure 3.7 Work process for input work permits

Source: Process data, 2024

Work permit is a work permit document that refers to the Occupational Safety and Health Management System (SMK3) to ensure that work is carried out safely and efficiently. This form must be used before certain jobs as an administrative control of OHS risks which aims to control all work that can cause OHS hazards and material losses, especially in the PT SDS environment. This is an HSE effort to ensure that the work carried out is safe from potential hazards. There are several types of work permits at PT SDS including cold permits, hot permits, confined space permits, electrical permits, excavation permits and general work permits.

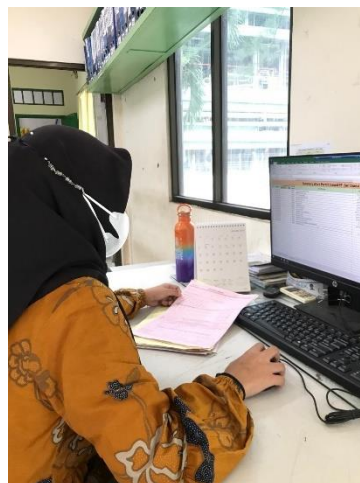


Figure 3.8 Input Work Permit

Source: Process data, 2024

5. Prepare B3 waste label stickers as one of the requirements for the release of B3 waste (Glycerin Pitch) from PT.SDS

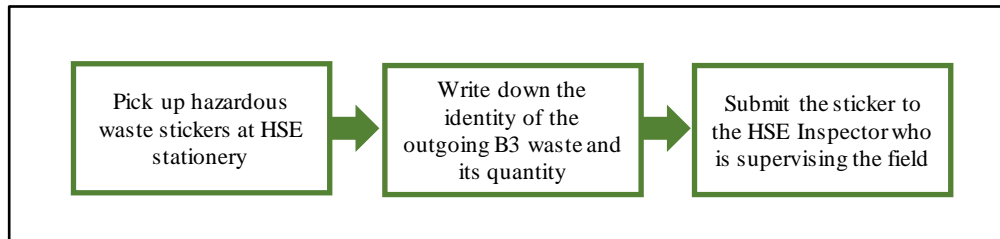


Figure 3.9 Work process for prepare hazardous waste label stickers

Source: Process data, 2024

The use of outgoing b3 waste stickers is an important step in responsible waste management, providing protection for human health and the environment, and ensuring compliance with applicable regulations. This is HSE's effort to ensure that hazardous waste (B3) is managed safely and responsibly, so as to protect human health and the environment from its negative impacts. By using hazardous waste stickers, HSE can provide clear identification of the type of waste generated, warn people to be careful in handling such waste, and ensure that the waste is handled in accordance with applicable regulations. It also helps in the prevention of environmental pollution and ensures the company compliance with established safety, health and environmental standards. The Author is tasked to write down the identity of the outgoing waste as well as the quantum of the waste.

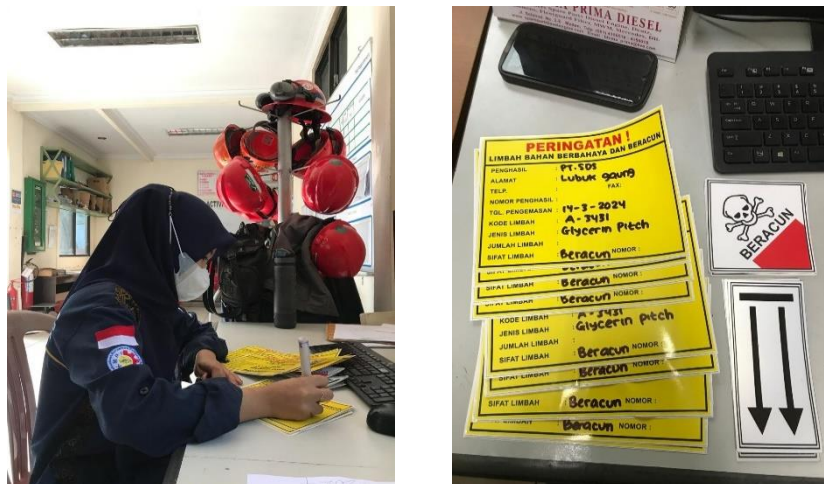


Figure 3.10 Write the B3 waste label sticker

Source: Process data, 2024

6. Input, archive and provide Safety Talk data to HSE Admin as one of the documents used for monthly reports to Management.

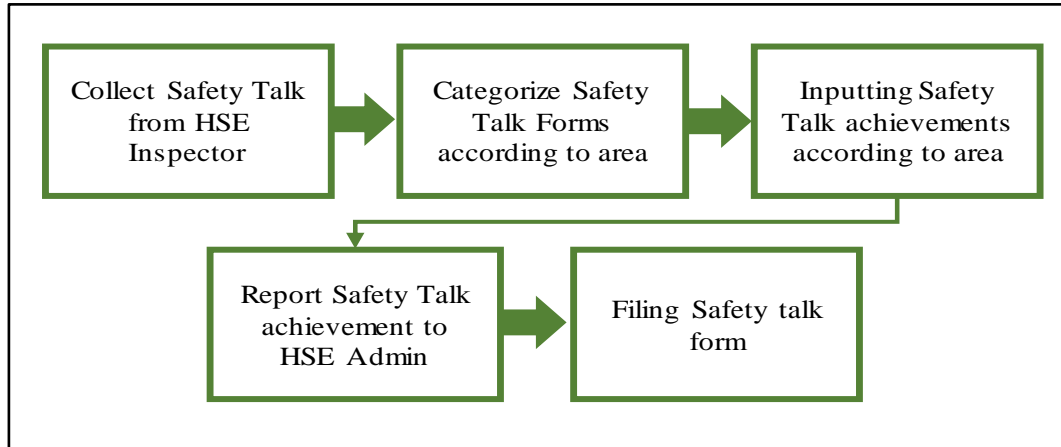


Figure 3.11 Work Process for Input and Fill Safety Talks
Source: Process data, 2024

Safety talk is a discussion session or short presentation that is usually conducted within PT.SDS to discuss topics related to occupational safety and health (K3). The purpose of a safety talk is to raise awareness about potential hazards, teach good safety practices, and encourage safe behavior in the workplace. Typically, topics covered in safety talks include hazard identification, safety procedures, use of personal protective equipment, and experiences and lessons learned from previous incidents or accidents. Within PT.SDS, Safety Talk is conducted at least 4x every month in each area/department. The Author is assigned to tidy up, input and archive safety talk forms and report them to the HSE admin for reporting to management every month.



Figure 3.12 Group Safety Talk forms according to area
Source: Process data, 2024

7. Input monthly & quarterly Water Pollution Control (PPA) reports in the SIMPEL Online Application (Electronic Reporting System)

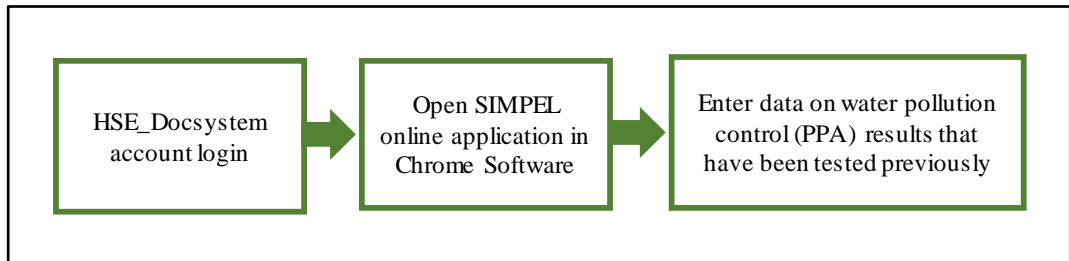


Figure 3.13 Work Process for Input PPA reports

Source: Process data, 2024

Reporting Water Pollution Control (PPA) to the Ministry of Environment through the SIMPEL Online Application is part of the company's responsibility in protecting the environment and complying with environmental protection regulations. It is also the basis for the annual assessment of companies by the Ministry of Environment through the Company Performance Rating Assessment Program in Environmental Management (PROPER). Thus, PPA reporting not only reflects a company's commitment to environmental sustainability, but is also a key step in evaluating a company's performance and compliance with environmental standards set by the government. The Author is assigned to input data on the results of Water Pollution Control (PPA) which has been tested previously through an accredited agency (PT.Sucofindo).



Figure 3.14 Input PPA Report findings

Source: Process data, 2024

8. Participate in the weekly safety gemba and report the findings of the safety gemba.

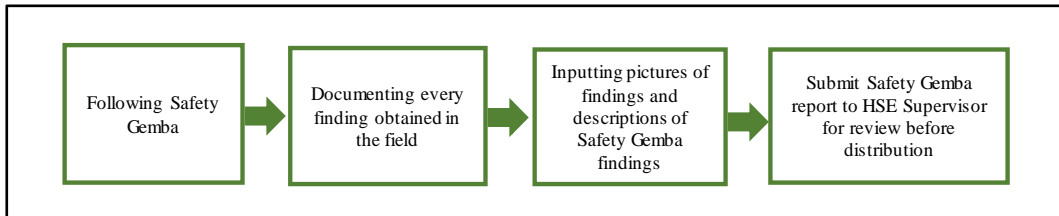


Figure 3.15 Work Process for Input Safety Gemba findings

Source: Process data, 2024

Safety Gemba is an important effort to inspect and detect all factors that have the potential to cause injury or occupational diseases (PAK), with the main objective of preventing work accidents and minimizing the risk of loss. The process involves a careful examination of the work environment and operational processes to identify potential hazards and deficiencies that could threaten the safety and well-being of employees. Participation in the safety gemba involves not only management and area owners, but also HSE Inspectors who are tasked with ensuring that all aspects of safety are thoroughly met. Thus, safety inspections are proactive steps taken to maintain a safe and healthy work environment for all parties involved. In this case, the Author participated in the safety gemba with the aim of increasing knowledge about the importance of work safety in the PT.SDS environment and the Author was assigned to document the findings to be summarized in the Safety Gemba findings and distribute to the participants who followed for follow-up.



Figure 3.16 Input Safety Gemba findings

Source: Process data, 2024

9. Input summary records of Work Environment OHS measurement results that are directly affected by Workers

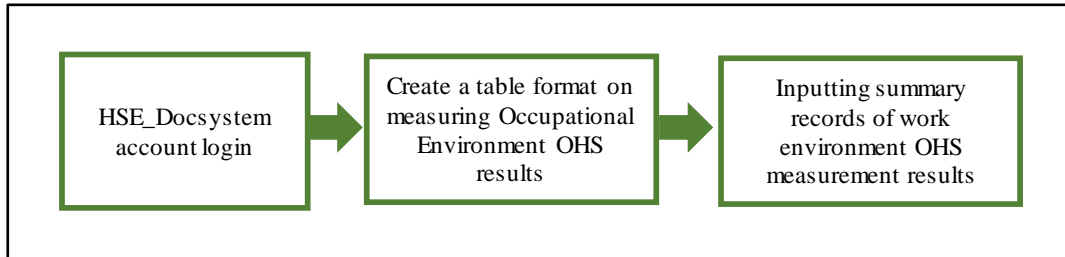


Figure 3.17 Work Process for Input Summary of Work Environment OHS Measurements

Source: Process data, 2024

Work Environment OHS (Occupational Health and Safety) measurement is very important as it has a great impact on employee well-being and productivity as well as overall workplace safety. Through these measurements, safety and health conditions in the work environment can be better evaluated, enabling the identification and proper handling of potential risks of occupational injury or illness. In addition, OHS measurement also helps PT.SDS to monitor the level of compliance with safety standards and applicable regulations. Last but not least, OHS measurement can improve employee well-being by creating a safe, comfortable and supportive work environment, which in turn can increase employee motivation, productivity and retention.

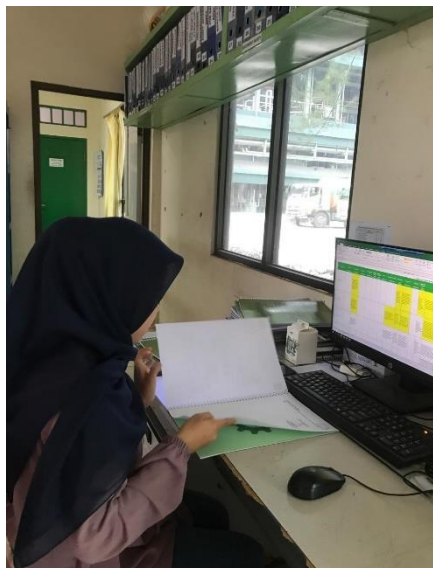


Figure 3.18 Input Summary of Work Environment OHS Measurements

Source: Process data, 2024

3.3 Place of Apprenticeship

3.3.1 Schedule or time of Apprenticeship

This Apprenticeship activity is carried out at PT Sari Dumai Sejati From February 6 to May 31, 2024. During Apprenticeship the Author is placed in Health Safety and Environment Department. The company provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3.1 Work Schedule of PT. Sari Dumai Sejati

No	Day	Working Hours	Break
1	Monday – Friday	08.00 - 17.00 WIB	12.00 - 13.30 WIB
2	Saturday	08.00 - 12.00 WIB	-
3	Sunday	Holiday	Holiday

Source: PT. Sari Dumai Sejati, 2024

3.3.2 Kind and Activity of Apprenticeship

Description of the work that has been done during the Apprenticeship which began on February 6 to May 31, 2024 at PT. Sari Dumai Sejati in Health, Safety and Environment (HSE) Department. The details of its activities can be seen in the following table:

Table 3.2 Daily Activities February 6th to February 10th , 2024

No.	Day/Date	Activity	Location
1	Tuesday, February 6, 2024	1. Fill out the apprentice candidate data form 2. Self-introduction 3. Debrief of apprenticeship 4. Division of Department for apprenticeship	HSE office
2	Wednesday, February 7, 2024	1. Recap data on outgoing hazardous waste invoices 2. Short training on SMK3	HSE office
3	Thursday, February 8, 2024	Holiday	-
4	Friday, February 9, 2024	1. Field observation of Refinery 1 and Refinery 2 area 2. Record the list of chin strap and safety helmet sticker collection for PT.SDS employees	HSE office
5	Saturday, February 10, 2024	Holiday	-

Sumber : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.3 Daily Activities February 12th to February 17th, 2024

No.	Day/Date	Activity	Location
1	Monday, February 12, 2024	1. Input outgoing and incoming Fly Ash waste data in the online application (Siraja Limbah). 2. Tidying up and reproducing HSE Forms	HSE office
2	Tuesday, February 13, 2024	1. Create "Fit To Work & Fit to Ask health type related to Type of work" form in Ms.Excel 2. Sort documents and HSE Forms	HSE office
3	Wednesday, February 14, 2024	Holiday	-
4	Thursday, February 15, 2024	1. Install of stickers and chin straps for PT.SDS employees' helmets 2. Verify and hand over helmets to employees who have registered with HSE in the previous month	HSE office
5	Friday, February 16, 2024	1. Input Job Safety Analysis Logsheets data 2. Input work permits that have been closed	HSE office
6	Saturday, February 17, 2024	1. Input helmet sticker collection data 2. Give Job Safety Analysis No. form to the Safety Contractor	HSE office

Source : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.4 Daily Activities February 19th to February 24th, 2024

No.	Day/Date	Activity	Location
1	Monday, February 19, 2024	1. Revise the editorial and tidy up the SOP and WIN (Work Instruction). 2. To tidy up and revise the HSE Management SOP K3.	HSE Office
2	Tuesday, February 20, 2024	Convert "HSE Management System Guidelines" document from PDF to Ms.Word format	HSE Office
3	Wednesday, February 21, 2024	1. Edit the format of HSE policy and decision letter until the printing process. 2. Install helmet stickers for PT.SDS guest helmets	HSE Office
4	Thursday, February 22, 2024	Tidy HSE data in Ms.Excel to make it more efficient in preparing the report	HSE Office
5	Friday, February 23, 2024	Continue to tidy up HSE data in Ms.Excel to make it more efficient in preparing reports	HSE Office
6	Saturday, February 24, 2024	Check the validity period of the license and authorization and checking whether there are findings or not in the implementation of the certification extension.	HSE Office

Source : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.5 Daily Activities February 26th to March 2nd, 2024

No.	Day/Date	Activity	Location
1	Monday, February 26, 2024	<ol style="list-style-type: none"> 1. Fill out the SKKL form (Overtime Work decision letter) 2. Organize the Safety Talk form according to the area 3. Input Work Permit 4. Organize and archive Work Permit documents according to the year of use 	HSE Office
2	Tuesday, February 27, 2024	<ol style="list-style-type: none"> 1. Check the validity period of the permit and authorization and check whether or not there are any findings in the implementation of the certification extension. 2. Input the work permit 3. Input chin strap retrieval data 	HSE Office
3	Wednesday, February 28, 2024	Share knowledge about K3 administration procedures specifically for Safety starting from the flow of the request process, price quotes and receipt of goods complete with explanations of supporting documents.	HSE Office
4	Thursday, February 29, 2024	Learn to use how to open BPPB Manual category of material purchase include services	HSE Office
5	Friday, March 1, 2024	<ol style="list-style-type: none"> 1. Distribute March work assignments to Safety Inspectors 2. Input daily employee overtime reports 3. Input and fill February Safety Talk forms 	HSE Office
6	Saturday, March 2, 2024	<ol style="list-style-type: none"> 1. Verify the list of PT.SDS equipment certification renewal handover list. 2. Input the Job Safety Analysis (JSA) Logsheet data. 	HSE Office

Source : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.6 Daily Activities March 4th to March 9th, 2024

No.	Day/Date	Activity	Location
1	Monday, March 4, 2024	<ol style="list-style-type: none"> 1. Practice of purchasing mechanism (Repeat order permit safe work permit and Danger Tak Electrical) 2. Create Safety Monitoring expired date warning in Ms.Excel 3. Share knowledge of the mechanism for using the TMS (Time Management System) application 	HSE Office
2	Tuesday, March 5, 2024	<ol style="list-style-type: none"> 1. Check Purchase Order (PO) No. based on the PR No. created 	HSE Office

		2. Input Job Safety Analysis Logsheet data 3. Provide Job Safety Analysis Form No to the Safety Contractor	
3	Wednesday, March 6, 2024	1. Practice creating purchases in the SAP system application 2. Input data Logsheet Job Safety Analysis 3. Input Truck and Mobile Crane inspection data	HSE Office
4	Thursday, March 7, 2024	Sick	-
5	Friday, March 8, 2024	1. Practice Create Expanse Claim Panjar 2. Practice Create BPPB Manual services include material 3. Continue to record summary of goods pickup reservations 4. Provide & Write B3 waste stickers for the release of B3 waste from PT.SDS 5. Introduction of Safety Invoice details 6. Submission of B3 waste stickers to the Plant that generates B3 waste for affixing.	HSE Office
6	Saturday, March 9, 2024	Field observations related to Health, Safety & Environment (HSE) aspects in the Oleochemical Plant Area	HSE Office

Source : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.7 Daily Activities March 11th to March 16th, 2024

No.	Day/Date	Activity	Location
1	Monday, March 11, 2024	Holiday	-
2	Tuesday, March 12, 2024	1. Input data on the collection of stickers and helmet chin straps of PT.SDS employees 2. Distribute of HSE policies (latest) to all departments in PT.SDS	HSE Office
3	Wednesday, March 13, 2024	Making excel format list of distribution of handover of environmental policy HIV/AIDS policy & illegal drugs policy	HSE Office
4	Thursday, March 14, 2024	Sick	-
5	Friday, March 15, 2024	1. Practice the mechanism Contractor safety induction 2. Practice the mechanism of Inspection of trucks or Pick Up Contractors 3. Practice the mechanism of inspecting the Iso Tank trailer car for loading and unloading Methanol at the Biodiesel Plant 4. Practice mechanism for providing safety talks to employees regarding work activities at heights, limited space sampling, homecoming preparations and K3 in the month of Ramadan.	HSE Office

		5. Provide and write B3 waste stickers for the release of B3 waste from PT.SDS	
6	Saturday, March 16, 2024	Collect B3 waste disposal data related to B3 waste disposal from PT.SDS from 2021-2024 for the purposes of the Finance Department	HSE Office

Source : Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.8 Daily Activities March 18th to March 23th, 2024

No.	Day/Date	Activity	Location
1	Monday, March 18, 2024	Continue Collect B3 waste disposal data related to B3 waste disposal from PT.SDS from 2021-2024 for the purposes of the Finance Department	HSE Office
2	Tuesday, March 19, 2024	1. Input Work Permit 2. Retype the PowerPlant area JSA into Softfile form	HSE Office
3	Wednesday, March 20, 2024	1. Complete the Scaffolding Inspection form 2. Input the results of the Contractor Pick Up Inspection 3. Input Job Safety Analysis Logsheets data 4. Input Work Permit	HSE Office
4	Thursday, March 21, 2024	1. Set, Revise, Print and Distribute of monthly Fire Protection inspection division of HSE Inspector area 2. Practice mechanism of BPPB Fire Protection Installation Manual 3. Practice creating purchases in the SAP system application 4. Participate in Oil Spill Drill at TPS 1	HSE Office
5	Friday, March 22, 2024	1. Input data Logsheets Job Safety Analysis 2. Reproduce Manifest & JSA form documents for the purpose of outgoing waste administration and Contractor Safety	HSE Office
6	Saturday, March 23, 2024	Input Work Permit	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.9 Daily Activities March 25th to March 30th, 2024

No.	Day/Date	Activity	Location
1	Monday, March 25, 2024	Arrange for printing and scanning of the revised HSE SDS Personal Protective Equipment SOP.	HSE Office
2	Tuesday, March 26, 2024	1. PPE inspection mechanism practice 2. Practice of Gemba Inspection or Audit	HSE Office

		<ol style="list-style-type: none"> 3. Practice recording & submitting repeat orders specifically for Safety Shoes 4. Follow up employee PPE orders that are not suitable for use 5. Scan & Archive documents of Fire Alarm and Fire Hydrant testing minutes 	
3	Wednesday, March 27, 2024	<ol style="list-style-type: none"> 1. Practice record finding join Safety Inspection Gemba 2. Practice record finding join PPE Tools/APD inspection 3. Practice record submission of orders for PPE Safety Shoes for employees who have been damaged 	HSE Office
4	Thursday, March 28, 2024	<ol style="list-style-type: none"> 1. Input JSA Logsheet data 2. Input Work Permit 3. Tidy up HSE Forms 	HSE Office
5	Friday, March 29, 2024	Holiday	-
6	Saturday, March 30, 2024	<ol style="list-style-type: none"> 1. Tidy up Safety Talk according to area 2. Input & Fill Safety Talk for the month of March 3. Input Work Permit 	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.10 Daily Activities April 1st to April 6th, 2024

No.	Day/Date	Activity	Location
1	Monday, April 1, 2024	Input Work Permit	HSE Office
2	Tuesday, April 2, 2024	<ol style="list-style-type: none"> 1. Input JSA Logsheet data 2. Provide and wrote B3 waste stickers for the release of B3 waste fro 	HSE Office
3	Wednesday, April 3, 2024	Input Scaffolding inspection results	HSE Office
4	Thursday, April 4, 2024	<ol style="list-style-type: none"> 1. Input Work Permit 2. Input the evaluation results of the K3 test of the work environment at PT.SDS 	HSE Office
5	Friday, April 5, 2024	Sick	-
6	Saturday, April 6, 2024	<ol style="list-style-type: none"> 1. Input Work Permit 2. Continue input the evaluation results of the work environment OHS test at PT.SDS 	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.11 Daily Activities April 8th to April 13th, 2024

No.	Day/Date	Activity	Location
1	Monday, April 8, 2024	Sick	-
2	Tuesday, April 9, 2024	Sick	-
3	Wednesday, April 10, 2024	Holiday	-
4	Thursday, April 11, 2024	Holiday	-
5	Friday, April 12, 2024	1. Input Work Permit 2. Update heavy equipment inspection to the database	HSE Office
6	Saturday, April 13, 2024	Tidy up outgoing waste Manifests and printing them to prepare Quarterly reports	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.12 Daily Activities April 15th to April 20th, 2024

No.	Day/Date	Activity	Location
1	Monday, April 15, 2024	Input Work Permit	HSE Office
2	Tuesday, April 16, 2024	Scan heavy equipment inspection result documents	HSE Office
3	Wednesday, April 17, 2024	1. Input Work Permit 2. Sorting used safety helmets to take helmets that can still be used	HSE Office
4	Thursday, April 18, 2024	1. Input Job Safety Analysis (JSA) Logsheets data. 2. Provide and write B3 waste stickers for the release of B3 waste from PT.SDS	HSE Office
5	Friday, April 19, 2024	Input the monthly Water Pollution Control (PPA) report in the SIMPEL (Electronic Reporting System) Online Application	HSE Office
6	Saturday, April 20, 2024	Input the monthly Water Pollution Control (PPA) report in the SIMPEL (Electronic Reporting System) Online Application	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.13 Daily Activities April 22th to April 27th, 2024

No.	Day/Date	Activity	Location
1	Monday, April 22, 2024	1. Input & Archive Job Safety Analysis Logsheet data 2. Input & Fill Scaffolding inspection results 3. Input & Fill Crane and Excavator inspection results	HSE Office
2	Tuesday, April 23, 2024	1. Input the results of the follow-up progress of the Company's QOFI-SOFI action finding (Unsafe area findings or Unsafe Condition) 2. Compile and Fill of all Fire Protection checklists	HSE Office
3	Wednesday, April 24, 2024	Provide and write B3 waste stickers for the release of B3 waste from PT.SDS	HSE Office
4	Thursday, April 25, 2024	Input Work Permit	HSE Office
5	Friday, April 26, 2024	Compile of Safety Talk form according to the area (Department)	HSE Office
6	Saturday, April 27, 2024	Input the results of follow-up progress action finding QOFI-SOFI Company (Unsafe area findings or Unsafe Condition)	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.14 Daily Activities April 29th to May 4th, 2024

No.	Day/Date	Activity	Location
1	Monday, April 29, 2024	1. Input Mobile Crane inspection results 2. Input Contractor Pick Up inspection results 3. Input Violation Ticket 4. Mark & Paste the identity of Fire Protection assets (Box Hydrant & Hose Reel) 5. Input Work Permit	HSE Office
2	Tuesday, April 30, 2024	1. Input Job Safety Analysis (JSA) Logsheet data. 2. Input the results of the follow-up progress of the Company's QOFI-SOFI action finding (Unsafe area findings or Unsafe Condition)	HSE Office
3	Wednesday, May 1, 2024	Holiday	-
4	Thursday, May 2, 2024	1. Fill Safety Talk for the month of April 2. Input the results of the follow-up progress action finding of the Company's QOFI-SOFI (unsafe area findings or Unsafe Condition) 3. Input the results of Safety Gemba findings 4. Input close pictures of 6S BCID findings	HSE Office
5	Friday, May 3, 2024	Input the results of Safety Gemba findings	HSE Office
6	Saturday, May 4, 2024	Sick	-

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.15 Daily Activities May 6th to May 11th, 2024

No.	Day/Date	Activity	Location
1	Monday, May 6, 2024	1. Input Safety Gemba findings 2. Create a column table format about the measurement of the K3 results of the PT.SDS Work Environment 3. Input a close picture of the findings of 6S BCID	HSE Office
2	Tuesday, May 7, 2024	Input a summary record of the measurement results of the Factory Work Environment that is directly affected by Workers	HSE Office
3	Wednesday, May 8, 2024	1. Input an evaluation record of the results of the K3 Work Environment measurement analysis 2. Input the results of the Contractor Pick Up inspection	HSE Office
4	Thursday, May 9, 2024	Holiday	-
5	Friday, May 10, 2024	Follow the implementation of the Safety management gemba inspection Production Plant	HSE Office
6	Saturday, May 11, 2024	Record summary finding of safety management gemba	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.16 Daily Activities May 13th to May 18th, 2024

No.	Day/Date	Activity	Location
1	Monday, May 13, 2024	Continue recording summary of measurement results of Factory Work Environment directly affected by Workers	HSE Office
2	Tuesday, May 14, 2024	Continue recording summary of measurement results of Factory Work Environment directly affected by Workers	HSE Office
3	Wednesday, May 15, 2024	Continue recording summary of measurement results of Factory Work Environment directly affected by Workers	HSE Office
4	Thursday, May 16, 2024	1. Make a master list of handover job HSE work program 2024 2. Provide and write B3 waste stickers for the release of B3 waste from PT.SDS	HSE Office

5	Friday, May 17, 2024	<ol style="list-style-type: none"> 1. Participate in the Safety management gemba inspection of the Production Plant. 2. Record summary finding of safety management gemba 	HSE Office
6	Saturday, May 18, 2024	<ol style="list-style-type: none"> 1. Input Job Safety Analysis (JSA) Logsheets data 2. Continue Record summary finding safety management gemba 	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.17 Daily Activities May 20th to May 25th, 2024

No.	Day/Date	Activity	Location
1	Monday, May 20, 2024	<ol style="list-style-type: none"> 1. Input Work Permit 2. Continue to create master list Handover Job HSE Work Program 2024 	HSE Office
2	Tuesday, May 21, 2024	Record to handover book Invoice	HSE Office
3	Wednesday, May 22, 2024	<ol style="list-style-type: none"> 1. Input Job Safety Analysis (JSA) Logsheets data 2. Input Work Permit 	HSE Office
4	Thursday, May 23, 2024	Holiday	-
5	Friday, May 24, 2024	<ol style="list-style-type: none"> 1. Presentation of Apprenticeship report at Training Center Office 2. Send notification to security and scales that there is an incoming waste transportation truck 	HSE Office
6	Saturday, May 25, 2024	<ol style="list-style-type: none"> 1. Manually manage overtime administration and meal coupons for contract employees 2. Photocopy JSA Form, Safety Talk and Scaffolding Inspection 	HSE Office

Source: Processed data, 2024

The agenda of activities or work that has been carried out by the Author during the implementation of Field Apprenticeship at PT. Sari Dumai Sejati in Health Safety and Environment (HSE) Department is as follows:

Table 3.18 Daily Activities May 27th to May 31th, 2024

No.	Day/Date	Activity	Location
1	Monday, May 27, 2024	<ol style="list-style-type: none"> 1. Participate in the Safety Gemba Inspection 2. Tidy up the Safety Talk Form according to the area 	HSE Office
2	Tuesday, May 28, 2024	<ol style="list-style-type: none"> 1. Input Job Safety Analysis Logsheets data 2. Input Scaffolding inspection results 	HSE Office

3	Wednesday, May 29, 2024	Sick	-
4	Thursday, May 30, 2021	1. Presentation of Apprenticeship report at HSE Office 2. Record summary finding Safety Gemba	HSE Office
5	Friday, May 31, 2024	1. Input Work Permit 2. Input Safety Talk and Fill Safety Talk	HSE Office

Source: Processed data, 2024

Based on the description of the table above, it is known that the number of days during the 4 months of apprenticeship is 101 days with 10 days off, 7 days of sick leave and 84 days of admission.

3.4.1 Obstacles and Solutions

3.4.1 Obstacles

The obstacles in completing the work are as follows:

1. Lack of proper placement of the Department where Practical Work is carried out so that there is a lack of understanding of knowledge at the apprenticeship site and a lack of application of knowledge that has been learned in lectures.
2. The lack of Desktop PCs in the HSE Department caused delays in the Author work when all Desktop PCs were in use

3.4.2 Solutions

The solutions to overcome the obstacles faced during the Apprenticeship at PT Sari Dumai Sejati in the Health, Safety & Environment (HSE) Department are as follows:

1. It is recommended that interns be placed in a department that matches their study program.
2. The need for additional Desktop PCs specifically for interns so that the work given can be completed more efficiently and quickly.

CHAPTER IV

CONCLUSSIONS AND SUGGESTION

4.1 Conclusions

Based on the explanation in the previous chapter, the writer concludes with the following tasks:

1. During the apprenticeship, the author was placed in the HSE department which is generally responsible for ensuring a safe, healthy, and environmentally friendly work environment. The department focuses on implementing occupational health and safety policies and procedures, as well as ensuring compliance with applicable regulations and legal standards. The HSE department also manages the environmental impact of the company's activities, conducts risk evaluations, and designs mitigation strategies to reduce potential hazards. In addition, the HSE department is responsible for conducting training for employees, investigating incidents, and developing a strong safety culture throughout the organization. Accurate documentation and regular audits are also an important part of their responsibilities to ensure that HSE standards are adhered to and continuously improved.
2. In carrying out this apprenticeship, the author conducted an apprenticeship at one of the companies in Dumai which is engaged in oil refining, namely PT Sari Dumai Sejati. This apprenticeship lasted for 4 months from February 6, 2024 to May 31, 2024.
3. Then in this apprenticeship the author understands how the systems and procedures that take place in the HSE Department of PT Sari Dumai Sejati.
4. The obstacles during the implementation of apprenticeship in the HSE Department of PT Sari Dumai Sejati are as follows:
 - a. Lack of proper placement of the Department where apprenticeship is carried out so that there is a lack of understanding of knowledge at the apprenticeship site and a lack of application of knowledge that has been learned in lectures.

- b. The lack of desktop PCs in the HSE Department, so that if all desktop PCs are used, the work done by the author is delayed.

Solutions during the apprenticeship at the HSE Department of PT Sari Dumai Sejati are as follows:

- a. Apprenticeship should be placed in the department according to their study program.
- b. The need for additional Desktop PCs intended for Apprentice so that the work provided is more efficient and quickly completed.

4.2 Suggestion

The Author provides several suggestions for various parties, namely for The Author himself, for students or younger siblings who will do apprenticeship in the future, for companies and for the State Polytechnic of Bengkalis.

1. The Author
 - a. The Author should be able to respond to the obstacles faced with a professional attitude.
 - b. The Author must be active in communicating during the apprenticeship in order to establish good relationships with company employees.
2. Company PT Sari Dumai sejati (HSE Department)

In administration, the HSE Department of PT SDS should implement a paperless system, especially in managing the Work Permit Form. One of the implementations is to allow Safety contractors to fill in Work Permit data through a special application that is already available. So that there is no need for re-entry in the HSE Admin section and can also facilitate the process of searching for documents when needed, as well as facilitating monthly reporting.
3. State Polytechnic of Bengkalis
 - a. Creating a good relationship with the company in order to make it easier for students to get an apprenticeship.
 - b. Provide detailed instructions that are universal to students before carrying out apprenticeship activities.

- c. Provide forms and letters related to apprenticeship such as a letter of taking apprenticeship requirements to the company, a list of competencies that will be obtained in Apprenticeship activities, a clear daily record form for all apprentices.

REFERENCES

- Apical Group 2004, History of PT. Sari Dumai Sejati Lubuk Gaung URL.
<http://www.apicalgroup.com/id/bisnis-kami/> accessed May 30th, 2024
- Rahayu, Anita (2023) Laporan Kerja Praktek PT. Sari Dumai Sejati (SDS) Prosedur Pemotongan Pajak Terutang Menggunakan Sistem Aplikasi Mysap.
- Safety First Indonesia, Macam-macam permit to work atau surat izin kerja di tempat kerja. <https://safetyfirstindonesia.co.id/baca-informasi/macam--macam-permit-to-work-atau-surat-izin-kerja-di-tempat-kerja.html> accessed July 30th, 2024
- Smart Food Safe, Certificate of analysis (COA). Smart Food Safe.
<https://smartfoodsafes.com/certificate-of-analysis-coa/> accessed July 30th, 2024

APPENDICES

Appendix 1 : Application letter of Apprenticeship



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 4254/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

**Yth. Pimpinan PT. Sari Dumai Sejati
Jl. Raya Lubuk Gaung, Kec. Sei Sembilan, Kota Dumai, Riau 28826
di Dumai**

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Sari Dumai Sejati yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 31 Mei 2024, adapun nama mahasiswa sebagai berikut :

No	Nama	Nim	Prodi
1	Nia Rahmadhani	5404201255	D4 Administrasi Bisnis Internasional
2	Anggita Estiningtias	5404201281	D4 Administrasi Bisnis Internasional
3	KhairunNisak	5404201273	D4 Administrasi Bisnis Internasional
4	Devi Sinaga	5404201277	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

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

Appendix 2 : Reply letter of approval for Apprenticeship from PT.SDS

Internal

Dumai, 13 Desember 2023

Nomor : 477/SDS-ALC/EXT/XII/2023
Perihal : **Praktik Kerja Lapangan**

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

Dengan hormat,

Merujuk surat permohonan Politeknik Negeri Bengkalis No: 4254/PL31/TU/2023 tanggal 9 November 2023, dengan ini disampaikan bahwa perusahaan dapat menerima mahasiswa tersebut dengan pelaksanaan Kerja Praktek pada tanggal **6 Februari s/d 31 Mei 2024** untuk melaksanakan kegiatan sesuai perihal yang dimaksud di PT. Sari Dumai Sejati, dengan data mahasiswa sebagai berikut :

No.	Nama	NIM	Jurusan
1.	Nia Ramadhani	5404201255	Administrasi Bisnis Internasional
2.	Anggita Estiningtias	5404201281	Administrasi Bisnis Internasional
3.	Khairun Nisak	5404201273	Administrasi Bisnis Internasional
4.	Devi Sinaga	5404201277	Administrasi Bisnis Internasional

Sesuai dengan ketentuan perusahaan, peserta PKL harus mempunyai **kartu BPJS Ketenagakerjaan** dan perusahaan hanya dapat memberikan fasilitas tempat Kuliah Kerja Praktek dan bimbingan di lapangan serta data yang dapat diberikan, sedangkan mengenai akomodasi, biaya, dan resiko yang mungkin timbul tidak menjadi tanggung jawab perusahaan. Diwajibkan kepada mahasiswa/siswa yang melaksanakan Kerja Praktek (KP) untuk mengikuti semua aturan perusahaan dan menggunakan perlengkapan safety, minimal **safety shoes, helmet berwarna orange**, serta **tidak diperkenankan untuk menggunakan tas ransel**.

Demikian disampaikan, atas perhatiannya diucapkan terima kasih.

Hormat kami,



Nanang Arif Mahmudi
L&D Manager

cc : • File

Appendix 3 : Certificate of having carried out Apprenticeship



Appendix 4 : Apprenticeship assessment sheet

**EVALUATION RESULTS OF COMPANY JOB TRAINING ASSESSMENT
PT. SARI DUMAI SEJATI
HEALTH, SAFETY AND ENVIRONMENT DEPARTMENT**

Name : Nia Rahmadhani
 Student's Identity No. : 5404201255
 Study Program : International Business Administration
 State Polytechnic of Bengkalis

No.	Assesment Aspect	Percentage	Scores
1	Disciplin	20%	95
2	Responsibility	25%	95
3	Adjustment/Adaptation	10%	95
4	Work Result	30%	90
5	Behavior in General	15%	95
	Total (1+2+3+4+5)	100%	99

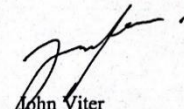
Explanation :

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

Notes :

- 1) INCREASE PRESENTATION SKILL AND MS. EXCEL FORMULA
- 2) LEARN HOW TO DECIDE THE PRIORITY TASKS

Dumai, May 31th, 2024


 John Viter
 HSE Supervisor

Appendix 5 : List of Attendance for Apprenticeship activities

Internal

Apical

Form No. : SDS-LSD-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : ... 6 Februari 2024 ... s/d ... 31 Mei 2024 ...

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkulu
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Selasa 6 Februari 2024	1. Mengisi form data calon peserta magang 2. Perkenalan diri 3. Pembekalan 4. Pembagian tempat magang	<i>Nia</i>	<i>Jok</i>
Rabu 7 Februari 2024	1. Merangkap data invoice limbah B3 yang keluar 2. Training singkat mengenai SMK3	<i>Nia</i>	<i>Jok</i>
Kamis 8 Februari 2024	Libur Tanggal Merah	<i>Nia</i>	<i>Jok</i>
Jumat 9 Februari 2024	1. Observasi lapangan area refinery 1 dan refinery 2 2. Mendata daftar pengambilan tali dagu dan stiker helm karyawan PT. SDS	<i>Nia</i>	<i>Jok</i>
Sabtu 10 Februari 2024	Libur Tanggal Merah	<i>Nia</i>	<i>Jok</i>
Senin 12 Februari 2024	1. Menginput data limbah Fly Ash keluar dan masuk di aplikasi online (siraja limbah) 2. Merapikan Form HSE	<i>Nia</i>	<i>Jok</i>
Selasa 13 Februari 2024	1. Membuat form "Jenis Kesehatan Fit to work & Fit to ask yang terkait dengan jenis pekerjaan" di Excel 2. Mengurutkan dokumen dan form HSE 3. Membuat master list dari masing masing form HSE	<i>Nia</i>	<i>Jok</i>

Internal

Apical

Form No. : SCS-L&D-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Rabu 14 Februari 2024	LIBUR PEMILU	Nia	Juf
Kamis 15 Februari 2024	1. Pemasangan stiker dan tali dagu helm karyawan 2. Memverifikasi dan menyerahkan helm pada karyawan yg sudah mendaftar kepada HSE dibulan sebelumnya	Nia	Juf
Jumat 16 Februari 2024	1. Menginput data logsheet JSA (Job safety Analysis) 2. Belajar menggunakan mesin fotocopy dan scan dokumen 3. Menginput permit kerja yang sudah dilaksanakan	Nia	Juf
Sabtu 17 Februari 2024	1. Menginput data pengambilan stiker helm 2. Pemberian No. JSA kepada safety kontraktor	Nia	Juf
Senin 19 Februari 2024	1. Merevisi redaksional dan merapikan SOP dan WIN (work instruction) 2. Merapikan dan revisi SOP sistem manajemen K3	Nia	Juf
Selasa 20 Februari 2024	Mengconvert dokumen "Pedoman Sistem manajemen HSE" dari Pdf ke Ms. Word	Nia	Juf
Rabu 21 Februari 2024	1. Mengedit format surat keputusan dan kebijakan HSE hingga proses cetak 2. Memasang stiker helm untuk kebutuhan helm	Nia	Juf
Kamis 22 Februari 2024	Merapikan data - data HSE di Ms. Excel agar lebih efisien dalam melakukan penyusunan laporan	Nia	Juf

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Na Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Jumat 23 Februari 2024	Melanjutkan merapikan data - data HSE di Ms. Excel agar lebih efisien dalam melakukan penyusunan laporan	<i>Naik</i>	<i>JK</i>
Sabtu 24 Februari 2024	Mengecek masa berlaku izin dan pengesahan serta mengecek ada temuan atau tidak dalam pelaksanaan perpanjangan sertifikasi tersebut	<i>Naik</i>	<i>JK</i>
Senin 26 Februari 2024	1. Mengisi form SKKL (surat keputusan kerja lembur) 2. Merapikan form safety talk sesuai area 3. Menginput work permit 4. Merapikan & mengarsipkan work permit	<i>Naik</i>	<i>JK</i>
Selasa 27 Februari 2024	1. Mengecek masa berlaku izin dan pengesahan serta mengecek ada temuan atau tidak dalam pelaksanaan perpanjangan sertifikasi tersebut 2. Menginput work permit 3. Menginput data pengambilan tali dagu	<i>Naik</i>	<i>JK</i>
Rabu 28 Februari 2024	Sharing knowledge tentang prosedur administrasi K3 khusus safety mulai dari alur proses permintaan, penawaran harga dan penerimaan barang lengkap dengan penjelasan dokumen pendukung	<i>Naik</i>	<i>JK</i>
Kamis 29 Februari 2024	Belajar menggunakan cara membuka pembelian BPPB manual kategori pembelian material include jasa	<i>Naik</i>	<i>JK</i>
Jumat 1 Maret 2024	1. Membagikan tugas kerja bulan maret kepada safety inspektor 2. Menginput laporan lembur karyawan harian 3. Menginput & mengarsipkan dokumen safety talk bulan maret	<i>Naik</i>	<i>JK</i>

Apical

Form No. : SDS-L&D-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Benakalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
	5. Pengenalan detail invoice safety 6. Penyerahan Stiker limbah B3 kepada plant yang menghasilkan limbah B3 untuk dilakukan Penempel		
Sabtu 9 maret 2024	observasi lapangan terkait aspek Health, Safety & environmental (HSE) di area oleochemical plant	<i>Nia</i>	<i>Jaf</i>
Senin 11 maret 2024	Libur Tanggal Merah	<i>Nia</i>	<i>Jaf</i>
Selasa 12 maret 2024	1. Input data pengambilan stiker dan tali dagu helm karyawan PT.SDS 2. Distribusi kebijakan HSE(terbaru) ke all department yang ada di PT.SDS	<i>Nia</i>	<i>Jaf</i>
Rabu 13 maret 2024	Pembuatan format excel list distribusi serah terima kebijakan lingkungan kebijakan HIV/AIDS & Kebijakan obat-obatan terlarang	<i>Nia</i>	<i>Jaf</i>
Kamis 14 maret 2024	SAKIT	<i>Nia</i>	<i>Jaf</i>
Jumat 15 maret 2024	1. Praktek mekanisme safety induction kontraktor 2. Praktek mekanisme inspeksi truck / pick up kontraktor 3. Praktek mekanisme pemeriksaan mobil trailer iso-tank untuk kegiatan bongkar muat methanol di Biodiesel 4. Praktek mekanisme Pemberian safety talk terhadap karyawan mengenai aktivitas kerja di ketinggian, Pengambilan sampel ruang terbatas, Persiapan mudik dan K3 bulan ramadhan. 5. Menyediakan dan menuliskan Stiker limbah B3 untuk Pengeluaran limbah B3 dari PT.SDS	<i>Nia</i>	<i>Jaf</i>

Apical

Form No. : EDS-L&D-FRM-05
Issue No. : 1.0
Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
Asal Sekolah/Univ : Politeknik Negeri Bengkalis
Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Sabtu 16 Maret 2024	Collect data pengeluaran limbah terkait pengeluaran limbah B3 di PT.SDS dari tahun 2021-2024 guna untuk keperluan department Finance		
Senin 18 Maret 2024	1. Menginput work permit 2. Mengetik ulang JSA area power-plant ke bentuk softfile		
Selasa 19 Maret 2024	Continue collect data Pengeluaran limbah B3 di PT.SDS		
Rabu 20 Maret 2024	1. Melengkapi form inspeksi scaffolding 2. Menginput hasil inspeksi Pickup kontraktor 3. Menginput data logsheet JSA 4. Menginput work permit		
Kamis 21 Maret 2024	1. Setting, revisi, Print dan distribusi Pembagian inspeksi Fire protection bulanan area HSE inspektor 2. Praktek mekanisme BPPB manual instalasi Fire Protection 3. Praktek create pembelian di aplikasi Sistem SAP 4. Berpartisipasi dalam drill tumpahan minyak di TPS I		
Jumat 22 Maret 2024	1. Menginput data logsheet JSA 2. Memperbanyak dokumen form manifest & JSA guna keperluan administrasi limbah keluar & safety kontraktor		
Sabtu 23 Maret 2024	Menginput work Permit		
Senin 25 Maret 2024	Mengurus percetakan dan scan SOP APD HSE SDS yang sudah dilakukan revisi		
Selasa 26 Maret 2024	1. Praktek mekanisme inspeksi APD 2. Praktek inspeksi/audit gamba 3. Praktek record & pengujian repeat order khusus safety shoes		

Apical

Form No. : SDS-LSD-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
	4. Follow up orderan APD karyawan yang sudah tidak layak pakai 5. Soan & arsip dokument berita acara pengujian fire alarm dan fire hidrant		
Rabu 27 maret 2024	1. Praktek record finding join safety inspection gamba 2. Praktek record finding join inspeksi PPE tools / APD 3. Praktek record pengajuan Pemesanan APD safety shoes karyawan yang sudah rusak	<i>Nia</i>	<i>JH</i>
Kamis 28 maret 2024	1. Menginput data logsheet JSA 2. Menginput work permit 3. Merapikan Form HSE	<i>Nia</i>	<i>JH</i>
Jumat 29 maret 2024	Libur Tanggal Merah	<i>Nia</i>	<i>JH</i>
Sabtu 30 maret 2024	1. Merapikan safety talk sesuai area 2. Menginput & mengarsipkan safety talk bulan maret 3. Menginput work permit	<i>Nia</i>	<i>JH</i>
Senin 1 April 2024	Menginput work permit	<i>Nia</i>	<i>JH</i>
Selasa 2 April 2024	1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT.SDS	<i>Nia</i>	<i>JH</i>
Rabu 3 April 2024	Menginput hasil inspeksi scaffolding	<i>Nia</i>	<i>JH</i>
Kamis 4 April 2024	1. Menginput work permit 2. Menginput hasil evaluasi uji k3 lingkungan kerja di PT.SDS	<i>Nia</i>	<i>JH</i>
Jumat 5 April 2024	SAKIT	<i>Nia</i>	<i>JH</i>

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Sabtu 20 April 2024	Menginput laporan triwulan Pengendalian Pencemaran air (PPA) di aplikasi online SIMPEL Sistem Pelaporan elektronik)		
Senin 22 April 2024	1. Menginput dan mengarsipkan data logsheet JSA 2. Menginput dan mengarsipkan hasil inspeksi Scaffolding 3. Menginput dan mengarsipkan hasil inspeksi crane & Excavator		
Selasa 23 April 2024	1. Menginput hasil Follow up Progress action Finding Gapi-Sopi perusahaan (temuan area yang tidak aman atau unsafe condition) 2. Penyusunan dan pengarsipan all checklist fire protection		
Rabu 24 April 2024	Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS		
Kamis 25 April 2024	Menginput Work Permit		
Jumat 26 April 2024	1. Menyusun form Safety talk sesuai area (department) 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS		
Sabtu 27 April 2024	Menginput hasil follow up progress action Finding Sopi perusahaan (temuan area yang tidak aman atau unsafe condition)		
Senin 2 April 2024	1. Menginput hasil inspeksi mobile crane 2. Menginput hasil inspeksi pickup kontraktor 3. Menginput violation ticket 4. Penandaan & penempelan identitas aset fire protection (hosereel & box hydrant) 5. Menginput work permit		

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Form No. : SCS-L&D-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkulu
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Sabtu 6 April 2024	1. Menginput work permit 2. Lanjut menginput hasil uji K3 lingkungan kerja PT.SDS	<i>Nia</i>	<i>Jit</i>
Senin 8 April 2024	SAKIT	<i>Nia</i>	<i>Jit</i>
Selasa 9 April 2024	SAKIT	<i>Nia</i>	<i>Jit</i>
Rabu 10 April 2024	Libur Lebaran	<i>Nia</i>	<i>Jit</i>
Kamis 11 April 2024	Libur Lebaran	<i>Nia</i>	<i>Jit</i>
Jumat 12 April 2024	1. Menginput work permit 2. Update inspeksi alat berat ke database	<i>Nia</i>	<i>Jit</i>
Sabtu 13 April 2024	Merapikan manifest limbah yang keluar serta mencetaknya guna mempersiapkan laporan triwulan	<i>Nia</i>	<i>Jit</i>
Senin 15 April 2024	Menginput work permit	<i>Nia</i>	<i>Jit</i>
Selasa 16 April 2024	scan dokumen hasil inspeksi alat berat	<i>Nia</i>	<i>Jit</i>
Rabu 17 April 2024	1. Menginput work permit 2. Menyortir helm safety bekas pakai untuk mengambil helm yg masih bisa digunakan	<i>Nia</i>	<i>Jit</i>
Kamis 18 April 2024	1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT.SDS	<i>Nia</i>	<i>Jit</i>
Jumat 19 April 2024	Menginput laporan bulanan Pengendalian Pencemaran Air (PPA) di aplikasi online Simpel Csystem (pelaporan elektronik)	<i>Nia</i>	<i>Jit</i>

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Form No. : SDS-L&D-FRM-05
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Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
Asal Sekolah/Univ : Politeknik Negeri Bengkalis
Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Selasa 30 April 2024	1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dan PR.SDS 3. Menginput hasil follow up progress action finding Sofi perusahaan (temuan area yg tidak aman atau unsafe condition)		
Rabu 1 Mei 2024	Libur Tanggal Merah		
Kamis 2 Mei 2024	1. Mengarsipkan form Safety talk bulan April 2. Menginput hasil follow up progress action finding Sofi perusahaan (temuan area yang tidak aman atau unsafe condition) 3. Menginput gambar hasil temuan Safety Gempa 4. Menginput gambar close hasil temuan Gs BCID		
Jumat 3 Mei 2024	Menginput hasil temuan Safety gempa		
Sabtu 4 Mei 2024	SAKIT		
Senin 6 Mei 2024	1. Menginput hasil temuan safety gempa 2. Membuat format tabel kolom tentang pengukuran hasil K3 lingkungan kerja pabrik 3. Menginput gambar close hasil temuan Gs BCID		
Selasa 7 Mei 2024	Menginput record summary hasil pengukuran lingkungan kerja Pabrik yang terdampak langsung oleh pekerja		
Rabu 8 Mei 2024	1. Menginput record evaluasi hasil analisa pengukuran K3 lingkungan kerja pabrik 2. Menginput hasil inspeksi pick up Kontraktor		

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : HSE

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Kamis 9 Mei 2024	Libur Tanggal Merah	<i>Nia</i>	<i>Jit</i>
Jumat 10 Mei 2024	Mengikuti pelaksanaan inspeksi Safety gamba	<i>Nia</i>	<i>Jit</i>
Sabtu 11 Mei 2024	Record Summary Finding Safety gamba	<i>Nia</i>	<i>Jit</i>
Senin 13 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia</i>	<i>Jit</i>
Selasa 14 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia</i>	<i>Jit</i>
Rabu 15 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia</i>	<i>Jit</i>
Kamis 16 Mei 2024	1. Membuat master list Serah terima handover job program kerja HSE 2024 2. Menyediakan dan menuliskan Stiker limbah B3 untuk pengeluaran limbah B3 dari Pt.SDS	<i>Nia</i>	<i>Jit</i>
Jumat 17 Mei 2024	1. Mengikuti pelaksanaan inspeksi Safety gamba 2. Record summary Finding safety gamba	<i>Nia</i>	<i>Jit</i>
Sabtu 18 Mei 2024	1. Menginput data logsheet job safety Analysis (ISA) 2. Continue record summary Finding safety gamba	<i>Nia</i>	<i>Jit</i>
Senin 20 Mei 2024	1. Menginput Work Permit 2. Continue membuat master list Serah terima handover job program kerja HSE 2024	<i>Nia</i>	<i>Jit</i>
Selasa 21 Mei 2024	Pencatatan ke buku serah terima Invoice	<i>Nia</i>	<i>Jit</i>

Internal

Apical

Form No. : SDS-L&D-FRM-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 6 Februari 2024 s/d 31 Mei 2024

Nama : Nia Rahmadhani
 Asal Sekolah/Univ : Politeknik Negeri Bengkalis
 Departemen : Health, Safety and Environment (HSE)

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Rabu 22 Mei 2024	1. Menginput logsheet JSA 2. Menginput work permit	<i>Nia</i>	<i>JT</i>
Kamis 23 Mei 2024	Libur Tanggal Merah	<i>Nia</i>	<i>JT</i>
Jumat 24 Mei 2024	1. Persentasi laporan KP di TC 2. Mengirim pemberitahuan kepada security dan timbangan bahwa ada truk angkut limbah yang masuk	<i>Nia</i>	<i>JT</i>
Sabtu 25 Mei 2024	1. Mengurus administrasi lembur dan kupon makan untuk karyawan kontrak (manual) 2. Memfotocopy form JSA, Safety talk dan inspeksi scaffolding	<i>Nia</i>	<i>JT</i>
Senin 26 Mei 2024	1. Mengikuti pelaksanaan inspeksi Safety gamba 2. Merapikan form Safety talk sesuai area	<i>Nia</i>	<i>JT</i>
Selasa 28 Mei 2024	1. Menginput data logsheet JSA 2. Menginput hasil inspeksi scaffolding	<i>Nia</i>	<i>JT</i>
Rabu 29 Mei 2024	SAKIT	<i>Nia</i>	<i>JT</i>
Kamis 30 Mei 2024	1. Persentasi laporan KP di kantor HSE 2. Record summary finding Safety gamba	<i>Nia</i>	<i>JT</i>
Jumat 31 Mei 2024	1. Menginput work permit 2. Menginput Safety talk dan Mengarsipkan Safety talk	<i>Nia</i>	<i>JT</i>


Appendix 6 : Daily Activities of the Job Training

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Tuesday – Saturday

Date : February 6th to February 10th

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Selasa 6 Februari 2024	1. Mengisi form data calon peserta magang 2. Perkenalan diri 3. Pembekalan 4. Pembagian tempat magang	<i>Nuiz</i>	<i>JH</i>
Rabu 7 Februari 2024	1. Merekap data invoice limbah B3 yang keluar 2. Training singkat mengenai SMK3	<i>Nuiz</i>	<i>JH</i>
Kamis 8 Februari 2024	Libur Tanggal Merah	<i>Nuiz</i>	<i>JH</i>
Jumat 9 Februari 2024	1. Observasi lapangan area refinery 1 dan refinery 2 2. Mendata daftar pengambilan tali dagu dan stiker helm karyawan PT. SDS	<i>Nuiz</i>	<i>JH</i>
Sabtu 10 Februari 2024	Libur Tanggal Merah	<i>Nuiz</i>	<i>JH</i>

No	Working	Explanenation
		<p>In the first week, the Author was invited by the safety inspector, field observations in the Refinery 1 and Refinery 2 areas to see firsthand the production processes that occur there and see the potential hazards that can occur in the area.</p>


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : February 12th to February 17th

Senin 12 Februari 2024	<ol style="list-style-type: none"> 1. Menginput data limbah Fly Ash keluar dan masuk di aplikasi online (siraja limbah) 2. Merapikan Form HSE 	<i>Nuit.</i>	<i>Juf</i>
Selasa 13 Februari 2024	<ol style="list-style-type: none"> 1. Membuat form "Jenis Kesehatan Fit to work & Fit to ask yang terkait dengan jenis pekerjaan" di Excel 2. Mengurutkan dokumen dan Form HSE 3. Membuat master list dari masing masing Form HSE 	<i>Nuit.</i>	<i>Juf</i>

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
Rabu 14 Februari 2024	LIBUR PEMILU	<i>Nuit.</i>	<i>Juf</i>
Kamis 15 Februari 2024	<ol style="list-style-type: none"> 1. Pemasangan stiker dan tali dagu helm karyawan 2. Memverifikasi dan menyerahkan helm pada karyawan yg sudah mendaftar kepada HSE dibulan sebelumnya 	<i>Nuit.</i>	<i>Juf</i>
Jumat 16 Februari 2024	<ol style="list-style-type: none"> 1. Menginput data logsheet JSA (Job safety Analysis) 2. Belajar menggunakan mesin fotocopy dan scan dokumen 3. Menginput permit kerja yang sudah dilaksanakan 	<i>Nuit.</i>	<i>Juf</i>
Sabtu 17 Februari 2024	<ol style="list-style-type: none"> 1. Menginput data pengambilan stiker helm 2. Pemberian No JSA kepada safety kontraktor 	<i>Nuit.</i>	<i>Juf</i>


No	Working	Explanenation
	 A photograph showing two women sitting on a tiled floor in an office or administrative setting. They are surrounded by numerous papers, folders, and documents, appearing to be in the process of organizing or sorting them. One woman is wearing a red headscarf and a striped long-sleeved shirt, while the other is wearing a grey headscarf and a red top. The floor is light-colored and the background shows some office furniture and a wall.	<p>In the second week, the Author was given the task of tidying up the forms used in the HSE Department to support the work and complete the administration of HSE Inspectors and Safety Contractors.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : February 19th to February 24th



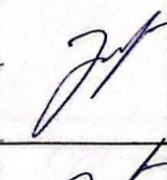

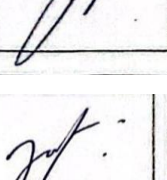
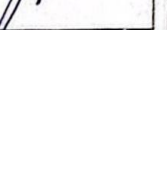
Senin 19 Februari 2024	1. Merevisi redaksional dan merapikan SOP dan WIN (work instruction) 2. Merapikan dan revisi SOP sistem manajemen K3	Diaj:	
Selasa 20 Februari 2024	Mengconvert dokumen "Pedoman Sistem manajemen HSE" dari Pdf ke Ms.Word	Diaj:	
Rabu 21 Februari 2024	1. Mengedit Format surat keputusan dan kebijakan HSE hingga proses cetak 2. Memasang stiker helm untuk kebutuhan helm	Diaj:	
Kamis 22 Februari 2024	Merapikan data - data HSE di Ms. Excel agar lebih efisien dalam melakukan Penyusunan laporan	Diaj:	
Jumat 23 Februari 2024	Melanjutkan merapikan data - data HSE di Ms. Excel agar lebih efisien dalam melakukan penyusunan laporan	Diaj:	
Sabtu 24 Februari 2024	Mengecek masa berlaku izin dan Pengesahan serta mengecek ada temuan atau tidak dalam Pelaksanaan Perpanjangan Sertifikasi tersebut	Diaj:	


No	Working	Explanen
		The Author is assigned to put helmet stickers that will be distributed to employees who have registered beforehand.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : February 26th to March 2th


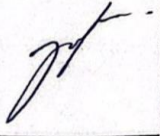
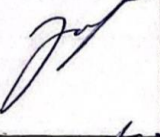
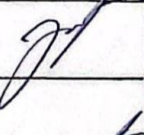

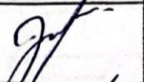
Senin 26 Februari 2024	<ol style="list-style-type: none"> 1. Mengisi form SKKL C surat Keputusan kerja lembur) 2. Merapikan form safety talk Sesuai area 3. Menginput work permit 4. Merapikan & Mengarsipkan work permit 	Duit:	
Selasa 27 Februari 2024	<ol style="list-style-type: none"> 1. Mengecek masa berlaku izin dan pengesahan serta mengecek ada temuan atau tidak dalam pelaksanaan Perpanjangan Sertifikasi tersebut 2. Menginput work permit 3. Menginput data pengambilan tali dagu 	Duit:	
Rabu 28 Februari 2024	Sharing knowledge tentang Prosedur administrasi K3 khusus Safety mulai dari alur proses permintaan, penawaran harga dan penerimaan barang lengkap dengan penjelasan dokumen pendukung	Duit:	
Kamis 29 Februari 2024	Belajar menggunakan cara membuka pembelian BPPB manual kategori pembelian material include jasa	Duit:	
Jumat 1 Maret 2024	<ol style="list-style-type: none"> 1. Membagikan tugas kerja bulan maret kepada safety inspektor 2. Menginput laporan lembur karyawan harian 3. Menginput & mengarsipkan dokumen safety talk bulan maret 	Duit:	
Sabtu 2 maret 2024	<ol style="list-style-type: none"> 1. Memverifikasi daftar list serah terima perpanjangan sertifikasi peralatan PT.SDS 2. Menginput data logsheet JSA (job safety Analysis) 	Duit:	


No	Working	Explanation
	 A photograph showing a man in a red uniform, likely a fire safety officer, standing and presenting a document to a woman wearing a dark blue hijab and a patterned orange and brown batik. They are in an office environment with a blue filing cabinet in the background.	<p>The Author is assigned to distribute work assignments to safety inspectors, this work assignment contains a fire protection checklist form.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : March 4th to March 9th

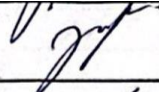

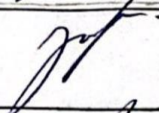


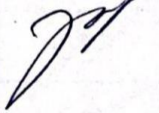
Senin 4 maret 2024	<ol style="list-style-type: none"> 1. Praktek mekanisme pembelian Crepeat order permit ijin kerja aman & danger tag electrical) 2. Membuat peringatan diexpired date Safety monitoring di Ms. Excel 3. Sharing knowledge mekanisme penggunaan aplikasi TMS (time management system) 	Nuit:	
Selasa 5 maret 2024	<ol style="list-style-type: none"> 1. Pengecekan No Purchase order (PO) berdasarkan NO PR yang dibuat 2. Menginput data logsheet JSA 3. Pemberian NO form JSA kepada Safety kontraktor 	Nuit:	
Rabu 6 maret 2024	<ol style="list-style-type: none"> 1. Praktek create pembelian di-Aplikasi sistem SAP 2. Menginput data logsheet JSA 3. Menginput data inspeksi truck dan mobile crane 	Nuit:	
Kamis 7 maret 2024	SAKIT	Nuit:	
Jumat 8 maret 2024	<ol style="list-style-type: none"> 1. Praktek create expanse claim Panjar 2. Praktek create BPPB manual jasa include material 3. Continue record summary reservasi pengambilan barang 4. Menyediakan & menuliskan Stiker limbah B3 untuk pengeluaran limbah B3 dari PT.SDS 	Nuit:	
	<ol style="list-style-type: none"> 5. Pengenalan detail invoice safety 6. Penyerahan stiker limbah B3 kepada plant yang menghasilkan limbah B3 untuk dilakukan Penempel 		
Sabtu 9 maret 2024	observasi lapangan terkait aspek Health, Safety & environmental (HSE) di area oleochemical Plant	Nuit:	


No	Working	Explanation
		<p>The Author is assigned to write B3 waste stickers to mark the identity of the waste coming out of PT.SDS and submit the stickers to the Plant that releases the waste for affixing.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : March 11th to March 16th

Senin 11 maret 2024	Libur Tanggal Merah	Dit.	
Selasa 12 maret 2024	1. Input data pengambilan stiker dan tali dagu helm karyawan PT.SDS 2. Distribusi kebijakan HSE (terbaru) ke all department yang ada di PT.SDS	Dit.	
Rabu 13 maret 2024	Pembuatan format excel list distribusi serah terima kebijakan lingkungan kebijakan HIV/AIDS & kebijakan obat-obatan terlarang	Dit.	
Kamis 14 maret 2024	SAKIT	Dit.	
Jumat 15 maret 2024	1. Praktek mekanisme safety induction kontraktor 2. Praktek mekanisme inspeksi truck / pick up kontraktor 3. Praktek mekanisme pemeriksaan mobil trailer iso-tank untuk kegiatan bongkar muat methanol di Biodiesel 4. Praktek mekanisme Pemberian safety talk terhadap karyawan mengenai aktivitas kerja di ketinggian, Pengambilan sampel ruang terbatas, persiapan mudik dan K3 bulan ramadhan. 5. Menyediakan dan menuliskan Stiker limbah B3 untuk Pengeluaran limbah B3 dari PT.SDS	Dit.	
Sabtu 16 maret 2024	Collect data pengeluaran limbah terkait pengeluaran limbah B3 di PT.SDS dari tahun 2021-2024 guna untuk keperluan department Finance	Dit.	

No	Working	Explanation
		<p>The Author follows the Safety Inspector to inspect the Contractor's Pick Up Car that will enter the PT.SDS environment.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : March 18th to March 23th

Senin 18 maret 2024	1. Menginput work permit 2. Mengetik ulang JSA area power-plant ke bentuk softfile	Diaj:	
Selasa 19 maret 2024	Continue collect data Pengeluaran limbah B3 di PT.SDS	Diaj:	
Rabu 20 maret 2024	1. Melengkapi form inspeksi scaffolding 2. Menginput hasil inspeksi pickup kontraktor 3. Menginput data logsheet JSA 4. Menginput work permit	Diaj:	
Kamis 21 maret 2024	1. Setting, revisi, Print dan distribusi Pembagian inspeksi Fire protection bulanan area HSE inspektor 2. Praktek mekanisme BPPB manual instalasi Fire Protection 3. Praktek create pembelian di-aplikasi Sistem SAP 4. Berpartisipasi dalam drill tumpahan minyak di TPS I	Diaj:	
Jumat 22 maret 2024	1. Menginput data logsheet JSA 2. Memperbanyak dokumen form manifest & JSA guna keperluan administrasi limbah keluar & safety kontraktor	Diaj:	
Sabtu 23 maret 2024	Menginput work permit	Diaj:	

No	Working	Explanenation
		The Author is assigned to input Work Permits that have been closed for administration and filing purposes in HSE Admin.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : March 25th to March 30th

Senin 25 maret 2024	Mengurus percetakan dan scan SOP APD HSE SDS yang sudah dilakukan revisi	Dini	
Selasa 26 maret 2024	1. Praktek mekanisme inspeksi APD 2. Praktek inspeksi/audit gamba 3. Praktek record & pengujian repeat order khusus safety shoes	Dini	

	4. Follow up orderan APD karyawan yang sudah tidak layak pakai 5. Scan & arsip dokument berita acara pengujian Fire alarm dan fire hidrant		
Rabu 27 maret 2024	1. Praktek record Finding join safety inspection gamba 2. Praktek record Finding join inspeksi PPE tools/APD 3. Praktek record pengajuan Pemesanan APD safety shoes karyawan yang sudah rusak	Dini	
Kamis 28 maret 2024	1. Menginput data logsheet JSA 2. Menginput work permit 3. Merapikan Form HSE	Dini	
Jumat 29 maret 2024	Libur Tanggal Merah	Dini	
Sabtu 30 maret 2024	1. Merapikan safety talk sesuai area 2. Menginput & mengarsipkan safety talk bulan maret 3. Menginput work permit	Dini	

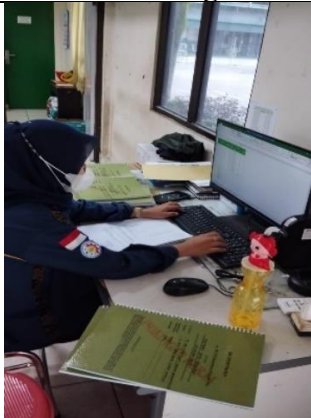
No	Working	Explanation
		The Author was assigned to categorize the fire protection checklist forms for archiving

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : April 1th to April 6th

Senin 1 April 2024	Menginput work permit	<i>D. N. H.</i>	<i>J. H.</i>
Selasa 2 April 2024	1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS	<i>D. N. H.</i>	<i>J. H.</i>
Rabu 3 April 2024	Menginput hasil inspeksi scaffolding	<i>D. N. H.</i>	<i>J. H.</i>
Kamis 4 April 2024	1. Menginput work permit 2. Menginput hasil evaluasi uji K3 lingkungan kerja di PT. SDS	<i>D. N. H.</i>	<i>J. H.</i>
Jumat 5 April 2024	SAKIT	<i>D. N. H.</i>	<i>J. H.</i>
Sabtu 6 April 2024	1. Menginput work permit 2. Lanjut menginput hasil uji K3 lingkungan kerja PT. SDS	<i>D. N. H.</i>	<i>J. H.</i>


No	Working	Explanen
		<p>The Author was assigned to input the results of the evaluation of the work environment OHS test at PT.SDS to be used as a guide for improvement.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : April 8th to April 13th

Senin 8 April 2024	SAKIT	Diaj.	Jt
Selasa 9 April 2024	SAKIT	Diaj.	Jt
Rabu 10 April 2024	Libur Lebaran	Diaj.	Jt
Kamis 11 April 2024	Libur Lebaran	Diaj.	Jt
Jumat 12 April 2024	1. Menginput work permit 2. Update inspeksi alat berat ke database	Diaj.	Jt
Sabtu 13 April 2024	Merapikan manifest limbah yang keluar serta mencetaknya guna mempersiapkan laporan triwulan	Diaj.	Jt


No	Working	Explanenation
		The Author is assigned to update the results of heavy equipment inspections that have previously been inspected by HSE Inspector

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : April 15th to April 20th

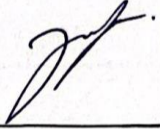

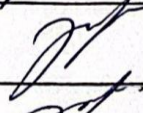
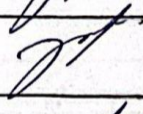
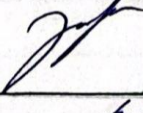
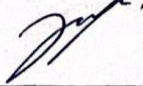
Senin 15 April 2024	Menginput work permit	<i>Nisa</i>	<i>JH</i>
Selasa 16 April 2024	scan dokumen hasil inspeksi alat berat	<i>Nisa</i>	<i>JH</i>
Rabu 17 April 2024	1. Menginput work permit 2. Menyortir helm safety bekas pakai untuk mengambil helm yg masih bisa digunakan	<i>Nisa</i>	<i>JH</i>
Kamis 18 April 2024	1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SPS	<i>Nisa</i>	<i>JH</i>
Jumat 19 April 2024	Menginput laporan bulanan Pengendalian Pencemaran Air (PPA) di aplikasi online SIMPEL Csystem (pelaporan elektronik)	<i>Nisa</i>	<i>JH</i>
Sabtu 20 April 2024	Menginput laporan triwulan Pengendalian Pencemaran air (PPA) di aplikasi online SIMPEL Csystem (pelaporan elektronik)	<i>Nisa</i>	<i>JH</i>


No	Working	Explanen
		The Author was assigned to input monthly water pollution control (PPA) reports in the SIMPEL online application

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : April 22th to April 27th



Senin 22 April 2024	1. Menginput dan mengarsipkan data logsheet JSA 2. Menginput dan mengarsipkan hasil inspeksi Scaffolding 3. Menginput dan mengarsipkan hasil inspeksi crane & Excavator	D. A.	
Selasa 23 April 2024	1. Menginput hasil Follow up Progress action Finding Qofi-Sofi perusahaan (temuan area yang tidak aman atau unsafe condition) 2. Penyusunan dan pengarsipan all checklist fire protection	D. A.	
Rabu 24 April 2024	Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS	D. A.	
Kamis 25 April 2024	Menginput Work Permit	D. A.	
Jumat 26 April 2024	1. Menyusun form Safety talk sesuai area (department) 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS	D. A.	
Sabtu 27 April 2024	Menginput hasil follow up progress action Finding Sofi perusahaan (temuan area yang tidak aman atau unsafe condition)	D. A.	

No	Working	Explanation
		The Author is assigned to input the results of follow-up progress actions from PT.SDS's QOFI-SOFI (Unsafe area findings) findings.


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : April 2th to May 4th

<p>Senin 2 April 2024</p>	<ol style="list-style-type: none"> 1. Menginput hasil inspeksi mobile crane 2. Menginput hasil inspeksi pickup kontraktor 3. Menginput violation ticket 4. Penandaan & penempelan identitas aset fire protection (hosereel & box hydrant) 5. Menginput work permit 		
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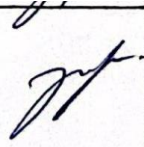


Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
<p>Selasa 30 April 2024</p>	<ol style="list-style-type: none"> 1. Menginput data logsheet JSA 2. Menyediakan & menuliskan stiker limbah B3 untuk pengeluaran limbah B3 dari PT.SDS 3. Menginput hasil follow up progress action finding Sofl perusahaan (temuan area yg tidak aman atau unsafe condition) 		
<p>Rabu 1 Mei 2024</p>	<p>Libur Tanggal Merah</p>		
<p>Kamis 2 Mei 2024</p>	<ol style="list-style-type: none"> 1. Mengarsipkan form Safety talk bulan April 2. Menginput hasil follow up progress action finding Sofl perusahaan (temuan area yang tidak aman atau unsafe condition) 3. Menginput gambar hasil temuan safety Gempa 4. Menginput gambar close hasil temuan Gs BCID 		
<p>Jumat 3 Mei 2024</p>	Menginput hasil temuan Safety gempa		
<p>Sabtu 4 Mei 2024</p>	<p>SAKIT</p>		

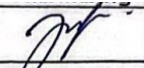
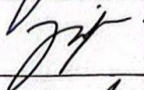
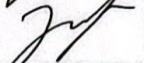
No	Working	Explanenation
		<p>The Author was invited by the HSE inspector to mark and attach fire protection assets in the PT.SDS environment.</p>

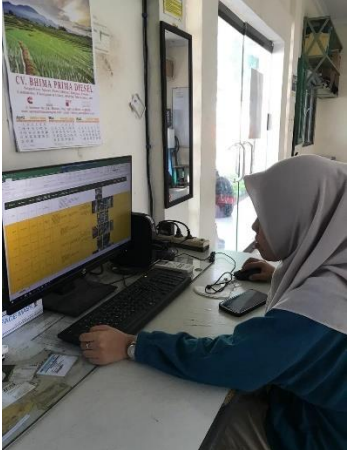
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : May 6th to May 11th

Senin 6 Mei 2024	<ol style="list-style-type: none"> 1. Menginput hasil temuan safety gema 2. Membuat format tabel kolom tentang pengukuran hasil K3 lingkungan kerja pabrik 3. Menginput gambar close hasil temuan 6S BCID 	Duit.	
Selasa 7 Mei 2024	Menginput record summary hasil pengukuran lingkungan kerja Pabrik yang terdampak langsung oleh pekerja	Duit.	
Rabu 8 Mei 2024	<ol style="list-style-type: none"> 1. Menginput record evaluasi hasil analisa pengukuran K3 lingkungan kerja pabrik 2. Menginput hasil inspeksi pick up kontraktor 	Duit.	

Kamis 9 Mei 2024	Libur Tanggal Merah	Duit.	
Jumat 10 Mei 2024	Mengikuti pelaksanaan inspeksi Safety gema	Duit.	
Sabtu 11 Mei 2024	Record Summary Finding Safety gema	Duit.	


No	Working	Explanation
		The Author was assigned to input close images of 6S BCID findings.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : May 13th to May 18th

Senin 13 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia²</i>	<i>Jt</i>
Selasa 14 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia²</i>	<i>Jt</i>
Rabu 15 Mei 2024	Continue record summary hasil Pengukuran lingkungan kerja yang terdampak langsung oleh pekerja	<i>Nia²</i>	<i>Jt</i>
Kamis 16 Mei 2024	1. Membuat master list Serah terima handover job program kerja HSE 2024 2. Menyediakan dan menuliskan Stiker limbah B3 untuk pengeluaran limbah B3 dari PT. SDS	<i>Nia²</i>	<i>Jt</i>
Jumat 17 Mei 2024	1. Mengikuti pelaksanaan inspeksi safety gemba 2. Record summary finding safety gemba	<i>Nia²</i>	<i>Jt</i>
Sabtu 18 Mei 2024	1. Menginput data logsheet job safety Analysis (JSA) 2. Continue record summary finding safety gemba	<i>Nia²</i>	<i>Jt</i>

No	Working	Explanation
		<p>The Author was assigned to follow the implementation of the gemba safety inspection and then make a summary record of the findings of the inspection.</p>

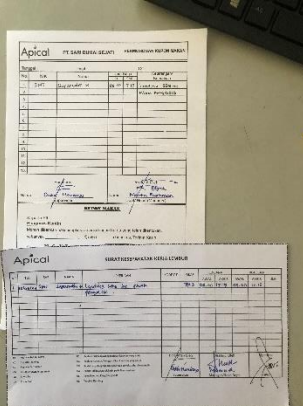
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : May 20th to May 25th

Senin 20 Mei 2024	1. Menginput Work Permit 2. Continue membuat master list Serah terima handover job Program kerja HSE 2024	Dhik.	Juf
Selasa 21 Mei 2024	Pencatatan ke buku serah terima invoice	Dhik.	Juf

Rabu 22 Mei 2024	1. Menginput logsheet JSA 2. Menginput work permit	Dhik.	Juf
Kamis 23 Mei 2024	Libur Tanggal Merah	Dhik.	Juf
Jumat 24 Mei 2024	1. Persentasi laporan KP di TC 2. Mengirim pemberitahuan kepada security dan timbangan bahwa ada truk angkut limbah yang masuk	Dhik.	Juf
Sabtu 25 Mei 2024	1. Mengurus administrasi lembur dan kupon makan untuk karyawan kontrak (manual) 2. Memfotocopy form JSA, Safety talk dan inspeksi scaffolding	Dhik.	Juf

No	Working	Explanation
		The Author was assigned to take care of the administration of overtime and meal coupons for daily employees (Contractors).

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : May 26th to May 31th

Senin 26 Mei 2024	1. Mengikuti Pelaksanaan inspeksi Safety gamba 2. Merapikan form Safety talk sesuai area	<i>Nick</i>	<i>Juf</i>
Selasa 28 Mei 2024	1. Menginput data logsheet JSA 2. Menginput hasil inspeksi scaffolding	<i>Nick</i>	<i>Juf</i>
Rabu 29 Mei 2024	SAKIT	<i>Nick</i>	<i>Juf</i>
Kamis 30 Mei 2024	1. Persentasi laporan KP di kantor HSE 2. Record summary finding Safety gamba	<i>Nick</i>	<i>Juf</i>
Jumat 31 Mei 2024	1. Menginput Work Permit 2. Menginput Safety talk dan Mengarsipkan Safety talk	<i>Nick</i>	<i>Juf</i>

No	Working	Explanation
		<p>The Author presents the results of the Apprenticeship report at the HSE Office</p>

Appendix 7 : Photo with HSE department staff PT.SDS

