# APPRENTICESHIP REPORT PT. SARI DUMAI SEJATI SUPPLY CHAIN MANAGEMENT DEPARTMENT

DEVI SINAGA 5404201277



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

2024

### **APPROVAL SHEET**

#### APPRENTICESHIP REPORT

#### PT. SARI DUMAI SEJATI

#### (Supply Chain Management Department)

Written as one of the requirements for completing Apprenticeship

#### DEVI SINAGA 5404201277

Bengkalis, May 31th, 2024

Supply Chain Management Manager PT. Sari Dumai Sejati

dur SEJATI PI S S

Supervisor International Business Administration

Armita Novriana Rambe, S.Pd., M. Hum NIP.198911302022032008

Approved by, head of the study program International Business Administration

Wan Junity Baflah., B.Sc., M.Ec., Dev NIP. 198406142018032001

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Bengkalis, 15 May 2024

DEVI SINAGA NIM: 5404201277

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### CHAPTER I INTRODUCTION

#### **1.1 Background of the Apprenticeship**

In a time when information is freely available and technology advancements have made business travel at speed, labor has become more competitive as a professional resource and requires specialized knowledge in their industries. Such a qualified human resource needs to be persistent, hardworking, or have more rigorous science-related learning.

After graduating, every student needs to be prepared for the professionalism of the work in the field they are studying in order to enter the workforce. A person lacking work experience faces many challenges when trying to break into the workforce. These include the fact that the science learned on campus is static (and sometimes even less flexible or adaptable to real-world work activities), that the theory learned may not always translate to the real world, and that the science gained is still constrained by time and space.

The features of the workplace differ from those of a college bench for students. A potential employee must possess a wide range of abilities and skills, thus it is normal for students to struggle with adapting to the expectations of the workplace. It is the duty State Polytechnic of Bengkalis to enhance its human resource base, particularly with regard to raising student quality. Making the apprenticeship course required of students is one of the initiatives. Students can grow as individuals via apprenticeship preparation for the workforce.

Apprenticeship is a series of activities that encompasses the understanding of the theory or concepts of science applied in the work according to the profession of the field of study. The apprenticeship can change the discourse, knowledge and skill of students, as well as being able to solve the questions of science in accordance with the theories they have acquired in the lecture bench. objectives of the training program to be achieved (Oemar Hamalik, 2005: 92). so that students can find out the profession that is in accordance with their study program. we will provide a job description that matches their study program. The International Business Administration Studies Program is one of the study programmes available at the State Polytechnic of Bengkalis. At this study program, students learn about International Business, Financial Services and Banking, Exports and Imports, to the world of companies that implement business with international coverage to prepare students ready for employment in the field, then the International Business Management study program requires students to follow Practice.

In this programme, apprenticeship activities are carried out for 4 (four) months starting from 06 February - 31 May 2024, the author as a student of the International Business Administration study program has chosen PT. Sari Dumai Sejati as the place to carry out the apprenticeship activities. Companies that operate in the field of CPO loading are cooking oils and margarine as their primary products. And the author took this place because the company has already carried out sales abroad and there is a process of import exports that the author needs to see how the process of exports of imports in the real world of industry and during the implementation of this apprenticeship is also expected to add the insight of the author about the performance of the job well and correctly and to be able to face the actual world of work with the experience acquired.

#### **1.2 Purposes of Apprenticeship**

In general, the purpose of the Apprenticeship (KP) is one of the activities for the students State Polytechnic of Bengkalis in completing their studies. Purpose of Apprenticeship The objectives of implementing Apprenticeship are as follows:

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

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

The Apprenticeship activities carried out are very beneficial for several parties such as students, companies and campuses.

1.3.1 For Students

There are several benefits from implementing the Apprenticeship program that students obtain, namely as follows:

- 1. Students have the opportunity to apply the knowledge and theoretical concepts obtained during lectures to the world of work.
- 2. Students can develop work relationships and add experience to their resume.
- 3. Students gain practical experience in applying theoretical or conceptual knowledge according to their study program.
- 4. Students have the opportunity to analyze problems related to science that are applied in work according to their study program.
- 1.3.2 For Companies

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

- There is collaboration between the world of education and the world of industry or companies so that it is known by academics and companies to get alternative prospective employees who are known for their quality, dedication and credibility.
- 2. Companies will get labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- 3. The company will be known by academics and the world of education.
- 1.3.3 For the State Polytechnic of Bengkalis

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

- 1. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
- 2. State Polytechnic of Bengkalis will be better known in the industrial or corporate world
- 3. There is good cooperation or relationship between the campus and he company

### CHAPTER II A GENERAL DESCRIPTION OF COMPANY

#### 2.1 History Company

#### 2.1.1 Apical Group

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

Apical Group is one of the largest palm oil exporters in Indonesia, owning and controlling a broad spectrum of the palm oil business value chain from raw material acquisition (sourcing) to distribution. Apical carries out the process of refining, processing and trading palm oil for domestic and international export purposes. Its operations run in Indonesia and China, and include four refineries, one biodiesel plant, one fatty acid separation plant and one kernel processing plant.

Apical has a wide and reliable network of raw material sources in Indonesia and integrates palm oil processing factories in strategic locations, both Indonesia and China. Its operational activities are supported by efficient logistics channels and have its own infrastructure to send its products to various clients from international trade agents to buyers from local industry.

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

- 1. Wide and trusted CPO source network in Indonesia.
- 2. Full integration of efficient primary and secondary refinery assets in strategic locations in Indonesia and China.
- 3. Efficient logistics channels are supported by Apical's own infrastructure to provide quality CPO and PKE to verified customers, ranging from international trading companies to buyers from local industries.

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

The Apical Group business consists of the following main activities:

- Refinery and fractionation of Crude Palm Oil (CPO), Crude Palm Kernel Oil (CPKO), and vegetable oils.
- b. Destruction of palm kernel.
- c. Production of white butter, margarine, and powder fat, formulated fats, biodiesel.
- d. Glycerie product, Fatty Acid.
- e. Trade and distributor of CPO and PKO to global markets.



**Figure 2.1 : PT. Sari Dumai Sejati** Source : PT. Sari Dumai Sejati (2024)

2.1.2 General Description of PT. Sari Dumai Sejati

PT. Sari Dumai Sejati (SDS) is one of the companies that is part of the Apical Group, which is a pioneer company. Apart from PT. Sari Dumai Sejati, there are four more companies that are members of the Apical Group, namely PT

Apical Kao Chemicals (AKC), Sari Dumai Oleo which is located in the Dumai.

PT. Sari Dumai Sejati has 718 employees with a land area of 60 ha, which consists of Power Plant, WTP, Biodiesel, Oleochemical, Refinery and Fractination, and Kernel Crushing Plant (KCP). The small number of employees employed is because the production process in this company is controlled by a program that is run in one room, which is a room. This is called CCR (Central Control Room).

Туре	Date	Institution
KA-ANDAL open access development		Head of Deputy for
activity plan, Riau Province No.03 of 2013		Environment for
2013	July 28, 2012	Environmental Management
		as Chief AMDAL
		AssessorCenter
PT SDS domestic investment approval		Minister of State for
No. 4741/PMDN/1995	August 29, 1995	Mobilizing Investment Funds
	1148400 27, 1770	Chairman of the Investment
		Coordinating Board
Granting a factory location permit for		Decree of the Head of the
processing palm oil covering an area of	November 29, 1995	Bengkalis Regency Defense
12,479 ha, No. 25-403/PGT/IL/XI/1998		Office
Construction of a palm oil (CPO) port,	July 4, 2000	Department of the Directorate
No. BXXV-2164/PP.72	<i>vary</i> 1, 2000	General of Sea Transportation
Operation of palm oil (CPO) ports	November 21, 2000	Ministry of Transportation
PT SDS Foreign Investment Approval,	November 7, 2003	Mayor of Dumai
No. 008/41473/XI/PMA/2003	1.0,00000,7,2000	
Approval of PT SDS Foreign Investment	August 28, 2006	Mayor of Dumai
Expansion, No.002/41473/II/PMA/2006	7 Jugust 20, 2000	Mayor of Dumar

Table 2.1 PT. Environmental Permit. Sari Dumai Sejati

Source: PT. Sari Dumai Sejati, (2023)

Company name : PT Sari Dumai Sejati

Type of Business Entity : Foreign Capital Company (PMA)

Company's address : Roadways Lubuk Gaung, Village. Lubuk Gaung, Sungai Sembilan District, Dumai Municipality 28882, Riau Province.

Phone number	: (+62) 82883038211
Fax Number	: (+62) 76538098
Business fields	: Industry Palm Oil Processing and Energy
Start Operating	: 2004
Amdal Sk	: Office of the State Minister of Population and
	Environment

To carry out the production process, PT. Sari Dumai Sejati has several supports in the form of utilities, namely electrical energy, steam, fresh water, wind and waste processing. Electrical energy is produced by 2 turbines that rotate with high pressure steam (HP steam) produced from 3 coal-fired boilers. The total electricity capacity that can be generated is 32 MW (mega watts) with a capacity of 16 MW per turbine. Apart from that, in an effort to deal with risks that can occur in turbines, there is a reserve for producing electrical energy in the form of 5 generators with a capacity of 2 MW per diesel fueled generator. This electrical energy source began operating in 2012 and before having its own power plant, PT. Sari Dumai Sejati obtains electrical energy from the State Electricity Company (PLN). At this time, PT. Sari Dumai Sejati has 4 plants, the production capacity of each plant will be described in Table 2.2. the following.

Plants	Capacity (TPD)
Refinery 1	1.700
Refinery 2	1.700
Refinery 3	3.200
Refinery 4	1.800
Refinery 5	650
CPKO Fractionation	200
Oleochemicals	1.000
Biodiesel	1.200
КСР	1.580

Table 2.2 Production Capac	ty of PT. Sari Dumai Sejati
----------------------------	-----------------------------

Source: PT. Sari Dumai Sejati (2024)

The total production capacity is 12.830 TPD (tons per day) PT. Sari Dumai Sejati operates 24 hours every day, except during shutdowns, namely comprehensive maintenance of factory equipment. Shutdown is carried out periodically, namely once a year for each plant.

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

Areas	Number of Tanks	Capacity (MT)
TF 1	42	145,500
TF 2	22	126,000
TF Refinery 5	24	30,450
TF CET	10	57,000
TF KCP	3	7,500
Total	101	366,450

Table 2.3 Number and Capacity of the Tank Farm

Source: PT. Sari Dumai Sejati 2024

Apical produces quality palm oil products through CPO processing at 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's main products are CPO (Crude Palm Oil), various forms of CPKO, Palm Kernel, all of which can be further processed into products that have added value. and can be sold in both national and international markets

#### 2.2 Vision and Mission of The Company

2.2.1 Vision, Mission and core values of RGE Group

The aim of the RGE Group is to improve the quality of life through sustainable resource development. The vision of the RGE Group is to become one of the largest and best sustainable resource-based companies, always creating benefits for society, the country, the climate, customers and the company.

The core values of the RGE Group are TOPICC, the explanation of which is as follows:

a. Complementary Team

We are one in purpose and complement each other in teamwork

b. Ownership

We maintain a sense of ownership to always achieve the best.

c. People

We develop human resources to grow together.

d. Integrity

We act with integrity

e. Customers

We understand and provide the best for customers.

- f. Continuous Improvement
   We avoid indifference to continuous improvement
- 2.2.2 Apical Group Logo

The Apical logo consists of two colors, namely the gold part of the water drop image and the green part of the word "Apical", as in Figure 2.2. the following :



**Figure 2.2 :** 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. The Apical logo also contains several meanings. The name Apical is interpreted as the top position, while the water drop shape describes the company's line of innovation.

#### 2.3 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.

#### 2.4 Organizational Structure Of The Company

PT. Sari Dumai Sejati has an organizational structure that is arranged vertically from the highest leadership to the implementers below, which is divided into several departments. This structure clearly shows the division of work, division of authority and responsibilities of each personnel and department in factory management so as to create good coordination. The organizational structure that has been determined by PT. Sari Dumai Sejati can be seen in Figure 2.3.

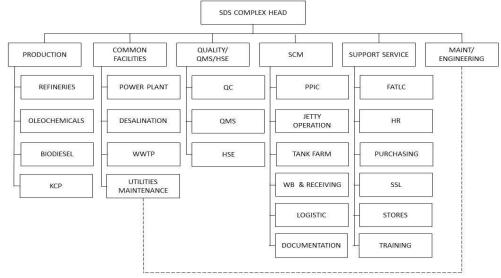


Figure 2.3: PT Organizational Structure. Sari Dumai Sejati Source: PT. Sari Dumai Sejati (2024)

PT. Sari Dumai Sejati is led by a Complex Head who has the duty and authority to plan, organize and evaluate activities taking place at PT. Sari Dumai Sejati as a whole. Complex Head supervises two General Managers (GM). General Manager is a work position function in a company whose job is to lead, manage and coordinate all matters related to the running of the company. The duties and responsibilities of the general manager include:

- a. Leading the company and being a motivator for its employees.
- b. Managing the company's daily operations.

- c. Planing, implementing, coordinate, supervise and analyze all company business activities.
- d. Managing the company in accordance with the company's vision and mission.
- e. Ensure that each department carries out the company's strategy effectively and optimally.
- f. Managing the company's financial budget.
- g. Decide and create policies for the progress of the company.

The General Manager is assisted by a department manager from each department under him, except the Common Facilities, QC/QMS/HSE, and Maintenance/Engineering sections.

The production department is led by a production manager. The main task of the production department in relation to achieving company goals in general is to try to achieve low production costs, high product quality, fast response to requests, and flexibility to innovate products to suit customer tastes and specifications. Meanwhile, the duties and functions of a production manager include:

- 1. Develop long-term and short-term company product programs.
- 2. Carrying out a production process that converts raw materials into finished products that are ready to be marketed.
- 3. Evaluate whether the goods produced by the company are in accordance with predetermined quality standards or in accordance with consumer orders.
- 4. Responsible for processing production workflow.

The production manager is assisted by the Superintendent and Production Supervisor who are tasked with ensuring the production process runs. The Production Supervisor has a strategic task because he goes directly into the field to carry out all the plans that have been set by the manager. The following are the supervisor's duties and responsibilities:

- 1. Responsible for running activities in the factory.
- 2. Authorized to determine the start and end of the production process.
- 3. Carry out supervision activities on production and maintenance processes.
- 4. Ensure that every production process works according to standards.

- 5. Manage the work of his subordinates (staff).
- 6. Create Job Descriptions for subordinate staff.
- 7. Responsible for the results of staff work.

Superintendentand Production Supervisor in collaboration with the Environmental Supervisor, Head of Laboratory, Head of Mechanics, Head of Power Plant, Head of Stores, Technical Staff Maintenance, and Head of Security Unit. Supervisors are assisted by Foreman and operators.

PT. Sari Dumai Sejati consists of several departments. The following is a description of the duties of each department.

1. Production

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

a. Plant Refinery Department

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

b. Plant Oleo Chemical Department

This department produces products in the form of methyl esters, glycerin and fatty acids.

c. Biodiesel Plant Department

The products produced from the CPO processing process at the biodiesel plant are biodiesel or Fatty Acid Methyl Ester (FAME) and glycerol as the main product, and fatty matter as a side product.

d. 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 side product.

#### 2. Common Facilities

The main task of this function is to evaluate processes in providing performance improvements and development of overall operations as well as improving and developing processes for each production. This function is divided into several parts, namely:

#### a. Power Plant Department

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

#### b. Desalination Department

This department carries out a seawater distillation process to remove excess salt levels in the water to become fresh water. The method used is Reverse Osmosis (RO). The water produced can be used for process, cleaning and hydrant needs.

#### c. Waste Water Treatment Plant (WWTP) Department

A structure designed to carry out waste processing for each process, both biological and chemical waste. Wastewater has its contaminants removed so it can be disposed of. This department deals with electrical energy, steam, fresh water, wind and waste processing. The duties of this department include planning, coordinating, directing and controlling analysis and study activities on potential equipment development and solving operational problems in terms of mechanics, rotating, instrumentation and materials, including storing engineering designs for optimization and efficiency, increasing yield, utility, and increasing environmental and safety orientation in process units in line with developments in petroleum technology at optimal costs in order to obtain added value and increase refinery margins. This section provides advice to production departments regarding facility performance (electrical, rotating mechanics, equipment and materials) and also evaluates modifications and non-process developments proposed by the process.

#### 3. Quality/QMS/HSE

a. *Quality Control*(QC)

It is part of the entity's process quality control as a quality reviewer of all factors involved in production activities.

b. Quality Management System(QMS)

The part of the analysis of a product or service that affects its ability to satisfy certain needs, relates to quality and how it is controlled.

4. Health, Safety, and Environment(HSE)

This function has the following duties and responsibilities

a. Environmental section

Environmental section has duties including the following: Implementing the ISO SML 14001 system and the PROPER program, Inventorying hazardous and toxic chemicals (B3), Handling palm oil spills and B3 pollution, Supervising workplace environmental cleanliness and preserving the environment by promoting greening, Supervising disposal/destruction B3 waste, Prevention and control of water, air and land pollution, Making/compiling reports for AMDAL studies, Increasing Environmental Awareness.

b. Fire and Insurance Section

Fire and Insurance section has the following duties Carrying out periodic maintenance to ensure extinguishing equipment is ready for use. Developing, updating operating procedures, testing and maintenance of fire extinguishing facilities, supervising hot work, planning for the prevention and control of fire hazards, carrying out routine inspections (Fire Inspection), fire extinguishing facilities and light fire extinguishers (APAR), Fire drills for workers and work partners, carrying out mechanical investigations to find the causes of accidents and fires, collaborating with operations to ensure comfortable operations, fostering and developing workers' abilities in terms of preventing and overcoming fire hazards through training, counseling, courses -courses, and education. c. Safety Section

Safety section has duties including the following:

- 1. Implement Process Safety Management (MKP) related to operations, both maintenance and construction and planning of new projects.
- 2. Develop and disseminate safety regulations so that they can be implemented by every worker and contractor through safety meetings, safety talks, safety induction and brochures.
- 3. Inspection of the work environment, equipment, work safety, work procedures and work tools in the field regularly.
- 4. Review and provide advice on work permits related to dangerous risks.
- 5. Handling the company's Road Traffic Safety Agency (BKLI) and installing road regulations/signs.
- 6. Inspect and make refinery entry permits for vehicles and heavy equipment for third parties.
- 7. Manage the provision of work safety and personal protective equipment for workers and work partners.
- 8. Conduct investigations into minor accidents and make recommendations for follow-up actions to prevent similar incidents from recurring.
- 9. Coordinate the implementation of the Contractor Safety Management System (CSMS).
- 10. Coordinate the implementation of the national K3 campaign every year, involving all workers and contractors.
- 11. Together with other sections, carry out Process Hazard Analysis (ABP) and assess hazard risks using the Risk Assessment Matrix (RAM).
- d. Occupational Health Section

The Occupational Health Section has duties including the following:

- 1. Plan and evaluate potential hazards including physical, chemical, biological, ergonomic and ventilation factors.
- 2. Work environment sanitation and hygiene education.
- 3. Providing and supervising the use of PPPK facilities in all work units that are at risk of accidents.

- Inspection, installation of countermeasures and protective equipment for disorders and diseases related to the health of the work environment of Occupational Health assets.
- 5. Inspection of Occupational Health aspects.
- 6. Carry out coordination, evaluate analysis of use/exposure data on radioactive substances/rays.
- 5. Supply Chain Management (SCM)

Covers all activities involving delivery of products to end customers.

a. Production Planning Inventory Control (PPIC).

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

b. Jetty Operations

The function of this section is the operation of the port (pier) which is the entrance to the area above the waters which has been planned for safety from waves for barges and small vessels to carry out exports and imports.

c. Tank Farms

The function of this section is to stockpile raw materials for oil processing sites for loading and unloading.

d. Export

The function of this section is to regulate the sale of goods from the port of origin to the destination country and arrange all complete documents according to the shipping instructions received by the agent

e. Logistics

It is a part that has the function of planning, implementing, controlling the efficiency and storage and flow of goods, as well as information services.

f. Documents

Is part of a collection of written data and information.

6. Support Service

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

a. Finance Accounting, Tax, and Legal Corporate (FATLC)

This section has authority in financial accounting for company operational matters, is responsible for financial policy planning and planning, accounting practices, handling taxation, analyzing financial reports, profits and losses, asset accounting, cost accounting, supervision of budgets and company law.

b. human resource development

This section is tasked with dealing with personnel or human employment (HR). A process for handling various problems within the scope of employees, workers, managers and other workers.

c. Purchasing

This section has the function of managing materials and materials for production purposes, as well as production equipment and supplies along with other supporting facilities.

d. Social, Security, Lassiont (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.

e. Stores

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

f. Training

This section has the function of providing training required by employees and also providing training in the form of work that will be in their field to students who are carrying out work practices.

#### g. Maintenance/Engineering

This department has the task of providing operational recommendations to production for suggestions and carrying out process development and modifications, as well as carrying out evaluations for process work and equipment. There are two process engineering specialists, namely energy specialists and process control specialists

#### 2.5 The Work Process

Supply Chain Management (SCM) are professionals whose role involves planning, managing, and monitoring the flow of goods, information, and services from the point of origin to the point of final consumer. This includes all processes involved in managing the supply chain from raw material procurement, production, storage, distribution, to the delivery of the final product to the customer. Jobs in SCM require a strong understanding of business processes, good analytical skills, effective communication skills, and the ability to adapt to change and handle complex challenges in a dynamic business environment.

To handle problems that occur in the company, both related to the buying and selling process and others, a work process is needed according to procedures. The work process and duties and responsibilities in the Supply Chain Managment division of PT Sari Dumai Sejati are as follows:

- 1 PPIC, Plan supply requirements based on market demand and ensure the availability of raw materials or finished products in the right quantities.
- 2 Logistics, Plan and manage transportation, warehousing, and distribution of goods to ensure timely and efficient delivery.
- 3 Procurement, Selecting suppliers, negotiating contracts, and organizing the purchasing process to obtain raw materials or goods at the best price.
- 4 Document, create documents required by the export team and make approval of sample submissions to the lab, and also create goods export preparation documents (PEB) which must be approved by the Customs.
- 5 Jetty and Operations, can include a variety of responsibilities related to the management and operation of jetties in the maritime industry or sectors

that use jetty facilities for the purposes of loading and unloading goods or passengers. Here are some of the tasks commonly associated with Jetty Operations, Supervision of Jetty Operations, Scheduling and Coordination of Vessel Arrivals, Jetty Maintenance, Security and Safety Management

- 6 Production, Managing the production process to meet demand with attention to quality, time, and production costs.
- 7 Distribution, Manage the transportation, warehousing, and distribution of goods from the factory to the warehouse to the point of sale or end consumer.

#### 2.6 Document For Use Activity

In the implementation of Apprenticeship, there are several documents needed to complete the work given. The documents are as follows: Export Service Memorandum, Shipping Instruction, Bill of Ladding, Invoice, Packing List, Certificate of Origin, Health Certificate, Shippment Document, Shippment Cost and other documents required for export purposes. and for the documentation of the work given to the author and the company did not provide to take documentation of documents generated from each of these jobs because the documents were risk.

### CHAPTER III SCOPE OF THE APPRENTICESHIP

#### **3.1 Job Description**

In this chapter there are several descriptions of activities or tasks during apprenticeship work. The apprenticeship will be carried out for 4 months, starting from February 06 to May 31 2024 at the Supply Chain Management Department Unit of PT. Sari Dumai Sejati.

During the implementation of apprenticeship, many opportunities are given to carry out work that is the task of the Supply Chain Management unit and a lot of new knowledge and experience can be gained in the world of work, especially in the administrative field. To make it clearer and easier to report activities that have been carried out, several descriptions of weekly activities have been created, that every work carried out can be reported clearly and in detail.

The tasks that have been carried out for 17 (Seventeen) weeks in the Supply Chain Management unit are as follows:

- Prepare a document file that has been issued with the PEB (Goods Export Notification) number from Customs in accordance with the time sequence then make a copy of the file. Authors are asked to sort PEB files according to time to make archiving easier and for team export archiving.
- 2. Make a sample submission for inspection by the laboratory, to find out the product that will be sent without any mixed ingredients and is ready to be exported to the destination country, the author is asked to make a PKB document (Approval of Goods Readiness) and help send an email to the laboratory requesting samples and tanks. used to fulfill buyer requests.
- Create and prepare documents according to data received from the export team
- 4. Archive NPE and PEB files that have been approved by Customs
- 5. Create draft of data for export document
- 6. Create SI (Shipping Instruction), SO (Sales Order) DO ( Delivery Order), this

invoice aims to get SO, DO, Invoice numbers that it makes it easier for the document team to create documents according to buyers' requests and the writer's task is to create them using a company application called SAP

- 7. Make a COO (Certificate of Origin) or a certificate of origin of goods which aims to fulfill the shipper's request and also to find out the origin of the goods purchased by the buyer, and the author makes this document in a government application called E-SKA.
- 8. Preparation of all documents requested by the shipper if the chartered ship has finished loading and the author creates and completes documents such as COO, COA, SI, PL, INV, and other documents requested by the shipper
- 9. Make a recap of the expenditure of barges and trucks, and the author makes a recap and checks the quantity, type of product and delivery price
- 10. Make a recap of the entry of trucks and barges and the writer makes a recap and checks the quantity, type of product and delivery price.

#### **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 is an application called MY SAP. In the factory, operational activities are online and offline/manual system processes. Apical Group has several subsidiaries, one of which is PT. Sari Dumai Sejati, is one of the largest palm oil exporters in Indonesia, owns and controls a wide spectrum of the palm oil business value chain starting from obtaining raw materials (sourcing), namely Palm Oil Fruit which is processed into CPO to distribution of PT. Apical Group also has operational areas in several regions in Indonesia. So that these areas are not separated from each other, in its operational activities, in terms of data transmission.

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 Dumai Sejati is one of the largest exporters of palm oil in Indonesia whose main raw materials are CPO and PKE 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 this group of companies operates in Indonesia, China, Malaysia, Brazil and the Philippines.

#### 3.2.2 Procedure

In carrying out its activities, a company needs a procedure so that everything that is done or carried out 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 parts, which is arranged to ensure the same treatment of transactions that frequently occur.

1. Document team

In practice, the SCM unit has various departments, one of which is the document department which functions as a unit that manages all documents required before the export process is carried out starting from creating 3D forms, submitting samples, downloading billing, and issuing NPE and PEB which are accepted by Customs. which later after making these documents the ship will dock and load the products at the port of PT. SDS can immediately sail to the destination country if the documents required from the company are complete.

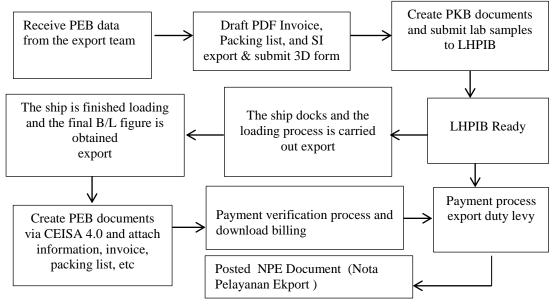


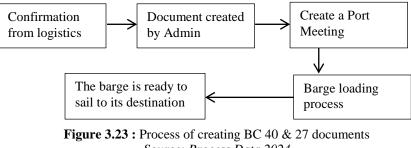
Figure 3.21: BC 3.0 Document Creation Process Source: Process Data (2024)



Figure 3.22: create a 3D team document form Source: Process Data 2024

2. Document BC Team 4.0 and 2.7

In practice, the SCM unit has various departments, one of which is the document department consisting of BC 4.0 and 2.7 (Barges) which functions as a unit that organizes all the documents required before the barge loading process is carried out starting from confirmation to the logistics party to certainty of the ship that will arrive. arriving at PT SDS then making documents using a government system called Ceisa, then making an estimate of the berth of the ship that has arrived at PT's loading port. SDS goes through a government system called the Inaportnet System, and the barges are then processed for product loading activities.



Source: Process Data 2024

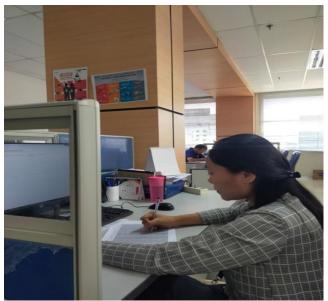
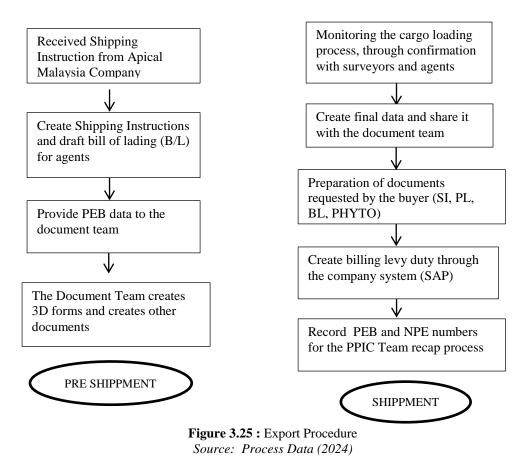


Figure 3.24 : Make a recap of BC.40 Source: Process Data 2024

#### 3. Export Team

Apart from the Documents team, there is another team that is no less important, namely the export team which functions as a unit that organizes all documents and export procedures required before the loading process through the fleet arranged by the agent where the Pre Shippment process is carried out starting from receiving Shipping Instructions from the Apical company Malaysia then Creates Shipping Instructions and draft Bill of Lading (B/L) for agents, Provides PEB data to the document team, the document team creates a 3D form then after the Pre Shipment process, the next Shipment process is monitoring the cargo loading process through communication with surveyors and tank farms , Create final data and share it with the document team, prepare documents requested by buyers such as (SI, PL, BL, PHYTO), Create billing documents through the company system (SAP), record PEB and NPE numbers for the PPIC team recap process, after making all other documents then the ship is allowed to process.



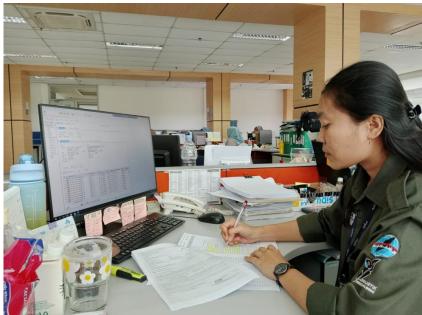


Figure 3.26 : Export document creation process Source: Process Data (2024)

#### 3.3 Place of Apprenticeship

#### 3.3.1 Apprenticeship Schedule and Time

This Apprenticeship activity was carried out at PT. Sari Dumai Sejati from 06 February to 31 May 2024. During the apprenticeship the author was placed in the Supply Chain Management Unit. The company provisions regarding the schedule or time for implementing apprenticeship are as follows:

Table 3.1Practice Schedule and Work Time

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

Source: PT. Sari Dumai Sejati (2024)

#### 3.3.2 Apprenticeship Agenda Report

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

Table 3.2 Work Agenda Report 06 February – 10 February 2024

No	Date and time	Activity	Place of activity
1.	Tuesday, 06 February 2024	Safety induction training	Training center
2	Wednesday, 07 February 2024	<ol> <li>Management of 3D MT form submissions. YANNE</li> <li>Submission of samples to the lab</li> </ol>	SCM
3	Thursday, 08 February 2024	Holiday (Isra Miraj Muhammad SAW)	-
4	Friday, 09 February 2024	Management of 3D MT form submissions. RM1, MT FLOYEN, CONTAINER MMSS 2710 and sample submission to the lab	SCM
5	Saturday, 10 February 2024	Holiday (Chinese New Year)	-

Source: Process Data (2024)

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

No	Date and time	Activity	Place of activity
1.	Monday, 12 February 2024	<ol> <li>PEB MT document management.</li> <li>MT.Intermezzo</li> <li>Archive the document MT. Takao Galaxy</li> </ol>	SCM
2	Tuesday, 13 February 2024	Archive the document. MT.YANNE	SCM
3	Wednesday, 14 February 2024	Upload Form 3D MT. LOANNA	SCM
4	Thursday, 15 February 2024	<ol> <li>Management of 3D MT form submissions. RM1, MT. FLOYEN, CONTAINER MMSS 2710</li> <li>and submit samples to the lab</li> </ol>	SCM
5	Friday, 16 February 2024	1. Upload SAP BC 3.0 2. Archive of NPE documents	SCM
6	Saturday, 17 February 2024	<ol> <li>Process of 3D Stena Convoy form submissions</li> <li>Archive the ship documents</li> </ol>	SCM

Table 3.3 Work Agenda 12 February – 17 February 2024

Source: Process Data (2024)

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

|--|

No	Date and time	Activity	Place of activity
1.	Monday, 19 February 2024	<ol> <li>Management of 3D MT form documents. SC. QINGDAO</li> <li>Sample submission</li> <li>Archive of NPE documents</li> </ol>	SCM
2	Tuesday, 20 February 2024	<ol> <li>Management of 3D form documents. MT.SHOSHUN</li> <li>Sample Submission. MT. SHOSHUN</li> </ol>	SCM
3	Wednesday, 21 February 2024	<ol> <li>Management of PKB documents. MT. STARSHIP</li> <li>Management of 3D form documents. MV.GLOBAL SERENITY</li> </ol>	SCM
4	Thursday, 22 February 2024	<ol> <li>Management of submission of 3D CONTAINER MMSS 2710</li> <li>form Submission of samples to the Lab</li> </ol>	SCM
5	Friday, 23 February 2024	Management of 3D MT form documents. BRISTOL TRADER, MT. SEAWAYS ROSE, MT. TIEN THANH	SCM
6	Saturday, 24 February 2024	Archiv the NPE documents for ships. MT. BRISTOL TRADER , MT. SEAWAYS ROSE, MT. TIEN THANH	SCM

Source : Process Data (2024)

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table.

No	Date and time	Activity	Place of activity
1.	Monday, 26 February 2024	<ol> <li>Make a note (correction note) regarding the B/L date on the MMSS 2710 document</li> <li>Create PEB MT. BRISTOL TRADERS</li> <li>Create a PEB document in the MMSS 22710 container</li> </ol>	SCM
2	Tuesday, 27 February 2024	<ol> <li>Archive the documents for ships that have been loading at SDS</li> <li>Create monthly recap data input for BC 27, namely trucks and barges</li> </ol>	SCM
3	Wednesday, 28 February 2024	<ol> <li>Process of PKB (Notification of Goods Readiness) documents on ships MT. THIEN THANH, EVA FUJI, CHEM ROAD</li> <li>Management of submit 3D forms for MMSS 2710 containers using the Service User Portal website</li> </ol>	SCM
4	Thursday, 29 February 2024	Process the documents for submit 3D forms for MMSS 2710 containers with refined Glycerine product types	SCM
5	Friday, 01 March 2024	<ol> <li>Management of 3D form submissions on ships MT. SHOYU, and MMSS 2710 containers</li> <li>Help create BC.2.3 (import) documents with ship SATURN CNC</li> </ol>	SCM
6	Saturday, 02 March 2024	Archive of NPE documents (Export Service Note) from all ships that have finish loading from SDS	SCM

Table 3.5 Work Agenda Report 26 February – 02 March 2024

Source: Process Data (2024)

Table 3.6 Work A	Agenda Rep	ort 04 February	r – 09 March 2024

No	Date and time	Activity	Place of activity
1.	Monday,04	1. Learn about inaport (Port System)	
	March 2024	2. Assist in inputting data related to future	
		ship docking plans at the Sari Dumai	SCM
		Sejati station	
2	Tuesday, 05	1. Help make port meetings for ships that	
	March 2024	will come and dock at the SDS jetty for	
		the loading needs of goods to be	
		purchased by the export party	
		2. Assist with monthly recap of BC goods	SCM

No	Date and time	Activity	Place of activity
		income. 30 (import)	
3	Wednesday, 06 March 2024	<ol> <li>Make Time Sheet recaps for each ship that has finished loading and inspected by BC Management of PT 3D form submissions. AKC on board MT. SHOYU, and MMSS 2710 containers</li> <li>Management of PT 3D form submissions. SDS on MMSS 2710 container</li> <li>Management of submitting 3D forms for MMSS 2710 containers using the Service User Portal website</li> </ol>	SCM
4	Thursday ,07 March 2024	<ol> <li>Management of PKB (Goods Readiness Notification) on ships MT. SHOKAI, and MMSS 2710 Container</li> <li>Make data recaps of ships and containers that have finished loading</li> </ol>	SCM
5	Friday, 08 March 2024	<ol> <li>Make a note (Correction Note) for the MMSS 2710 container with the date and BL number</li> <li>NPE archive of ships that have completed loading</li> </ol>	SCM
6	Saturday, 09 March 2024	Archive of NPE documents (Export Service Note) from all ships that have finished loading from SDS	SCM

Table 3.7 Work Agenda Report 11 March – 16 March 2024

No	Date and time	Activity	Place of activity
1.	Monday	Nyepi Day Holiday	-
2	Tuesday, 11 March 2024	<ol> <li>NPE recap (Export Service Note) for ships that have finish loading</li> <li>Process documents for submitting 3D forms on ships MT. AMWAJ PT. SDS</li> <li>Create sample submission documents for ships MT. AMWAJ</li> </ol>	SCM
3	Wednesday, 12 March 2024	<ol> <li>Process of PKB (Notification of Goods Readiness) documents on ships MT. THIEN THANH, EVA FUJI, CHEM ROAD</li> <li>Management of submit 3D forms for MMSS 2710 containers using the Service User Portal website</li> </ol>	SCM
4	Thursday, 13 March, 2024	1. Study material related to BC.27 and BC 40	SCM

No	Date and time	Activity	Place of activity
		2. Assist in check PT SDS BC .40	
		(Barge) recap for the period September	
		2023	
5	Friday, 14 March	Recapitulate BC .40 (Barge) for the	
	2024	period October and November 2023 using	SCM
		the CEISA system	
6	Saturday, 15	To recapitulate BC .40 (Barge) for the	
	March 2024	period December 2023 and January 2024	SCM

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

|--|

No	Date and time	Activity	Place of activity
1.	Monday, 18	Recapitulate PT SDS goods release	SCM
	March 2024	documents for the period February 2024	
2	Tuesday, 19	Recapitulate PT SDS goods release	
	March 2024	documents for the period October 2023	SCM
3	Wadnasday 20	Paganitulata PT avnanditura dogumenta	
3	Wednesday, 20 March 2024	Recapitulate PT expenditure documents.	SCM
	March 2024	SDS for the period November 2023	SCM
4	Thursday, 21	Recapitulate expenditure documents and	
	March 2024	download SPPB, documents, SPPD for	SCM
		the period December 2023	
5	Friday, 22 March	Recapitulate PT SDS goods imports for	SCM
	2024	PK (Palm Kernel) product types	
6	Saturday, 23	recapitulate BC income. 27 and download	SCM
	March 2024	SPPB, SPPD, DOCUMENTS	

Source: Process Data (2024)

No	Date and time	Activity	Place of activity
1.	Monday, 25 March 2024	<ol> <li>recapitulate the import of PT goods. SDS March 2024</li> <li>Learn to make a BC 27 document (document notifying the import of goods originating from another place in the customs area)</li> </ol>	SCM
2	Tuesday, 26 March 2024	<ol> <li>Recapitulate the BC 27 PT AKC 2023 and 2024 expenditure documents</li> <li>Recapitulate inventory documents for BC 40 expenditure between KB January 2024</li> </ol>	SCM

No	Date and time	Activity	Place of activity
3	Wednesday 27	Recapitulate PT expenditure documents.	SCM
	March 2024	SDS for the period November 2024	
4	Thursday 28 March 2024	<ol> <li>Recapitulate the income and expenditure of BC 40 PT SDS</li> <li>Download PT AKC expenditure documents for the 2023 period</li> <li>Download PT SDS expenditure documents for the period February 2024</li> </ol>	SCM
5	Friday, 29 March 2024	Holiday (Death of Jesus the Messiah)	-
6	Saturday, 30 March 2024	Download SPPB, SPPD documents and BC 40 month period documents November and December 2023	SCM

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

Table 3.10 Work Agenda Report 01 April – 06 April 2024

No	Date and time	Activity	Place of activity
1.	Monday, 01 April 2024	Download SPPB, SPPD documents, with PK (Palm Kernel) product types for the period February 2024	SCM
2	Tuesday, 02 April 2024	<ol> <li>Create corrective documents for the import of goods between PT SDS offices for the period March 2024, product types RBDPKO, CPKL and CPKO</li> <li>download SPPB, SPPD, PT SDS expenditure documents for the period January 2024</li> <li>Make a recap of the import of goods using PT SDS barges for the period March 2024</li> </ol>	SCM
3	Wednesday, 03 April 2024	<ol> <li>Recapitulate improvement documents for the March 2024 period</li> <li>Classify the documents that have been downloaded into the names of the respective companies making sales or purchases at PT SDS</li> </ol>	SCM
4	Thursday, 04 April 2024	Create corrective documents for the import of PT SDS goods for the period March 2024	SCM
5	Friday, 05 April 2024	Create documents for improvements to the distribution of PT SDS goods for the period January 2024 (between KB)	SCM
6	Saturday, 06 April 2024	Download SPPB, SPPD documents and BC 27 (truck) documents for the period January & February 2024	SCM

Source : Process Data (2024)

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

No	Date and time	Activity	Place of activity
1.	Monday, 08 April 2024	Download SPPB, SPPD documents, with PK (Palm Kernel) product types for the period February 2024	SCM
2	Tuesday, 09 April 2024	<ol> <li>Create corrective documents for the import of goods between PT SDS offices for the period March 2024, product types RBDPKO, CPKL and CPKO</li> <li>download SPPB, SPPD, PT SDS expenditure documents for the period January 2024</li> <li>Make a recap of the import of goods using PT SDS barges for the period March 2024</li> </ol>	SCM
3	Wednesday, 09 April 2024	<ol> <li>Recapitulate improvement documents for the March 2024 period</li> <li>Classify the documents that have been downloaded into the respective names of companies making sales or purchases at PT SDS</li> </ol>	SCM
4	Thursday, 10 April 2024	Create corrective documents for the import of PT SDS goods for the period March 2024	SCM
5	Friday, 11 April 2024	Create documents for improvements to PT SDS goods distribution for the period January 2024 (between KBs)	SCM
6	Saturday, 12 April 2024	Download the SPPB, SPPD and BC 27 (truck) documents for the period January & February 2024	SCM

Qable 3.11 Work Agenda Report 08 April – 13 April 2024

Source: Process Data (2024)

Table 3.12 Work Agenda Report 15 April – 20 April 2024

No	Date and time	Activity	Place of activity
1.	Monday, 15 April 2024	Download SPPB, SPPD documents, with PK (Palm Kernel) product types for the period March 2024	SCM
2	Tuesday, 16 April 2024	Make improvements to the BC 40 document for the period March 2024 for the PK (Palm Kernel) product type	SCM

No	Date and time	Activity	Place of activity
3	Wednesday, 17 April 2024	<ol> <li>Recapitulate PT.SDS goods import dischard documents for the period April 2024</li> <li>Download the SPPB, SPPD, DOC documents for product type (Palm Kernel) for the 2024 period</li> </ol>	SCM
4	Thursday, 18 April 2024	Make a recap of BC.27 PT.SDS expenditure for the period January 2023	SCM
5	Friday, 19 April 2024	Introduction to the Export workflow concept map	SCM
6	Saturday, 20 April 2024	1. Introduction to SAP system2. Create SO, DO	SCM

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management unit. The details of the activities can be seen in the following table:

Table 3.13 Work Agenda Report 22 April – 27 April 2024

No	Date and time	Activity	Place of activity
1.	Monday, 22 April 2024	<ol> <li>Create shipping documents and shipping costs through the SAP system</li> <li>Make a PGI summary</li> </ol>	SCM
2	Tuesday, 23 April 2024	<ol> <li>Create billing documents.</li> <li>Create PGI recaps</li> </ol>	SCM
3	Wednesday, 24 April 2024	<ol> <li>Create MMSS 2710 master data</li> <li>Create SI</li> <li>Create VGM PT. SDS</li> <li>Create PL PT.SDS</li> <li>Create SO, DO PT. SDO</li> <li>create PT.SDO PEB data</li> </ol>	SCM
4	Thursday, 25 April 2024	Create SO,DO,INVOICE MT.GEMINI	SCM
5	Friday, 26 April 2024	Make a summary of PGI MMSS 2710 PT.SDO	SCM
6	Saturday, 27 April 2024	<ol> <li>Make a summary of PT SDS's PGI for the 2024 period</li> <li>Document filing February 2024</li> </ol>	SCM

Source: Process Data (2024)

Table 3.14 Work Agenda Report 29 April – 04 May 2024

No	Date and time	Activity	Place of activity
1.	Monday 29 April 2024	1. Create an MT.YUTONG PT.SDS invoice for the 2024 period	SCM
		2. Create a summary of SAP PT.SDS for	

No	Date and time	Activity	Place of activity
		the 2024 period	
2	Tuesday, 30 April 2024	1. Create COO 2. Create a SAP summary summary	SCM
3	Wednesday, 01 May 2024	International Labor Day	-
4	Thursday, 02 May 2024	1. Make a summary of PGI PT.SDO 2. Create E-COO	SCM
5	Friday, 03 May 2024	<ol> <li>Create draft documents SI, PEB MT. Global Nepthune PT. SDS</li> <li>Create a Health Certificate</li> <li>Make PT SDS Phytosanitary certificate</li> </ol>	SCM
6	Saturday, 04 May 2024	<ol> <li>Create SI, PEB, VGM, MT. Hakone Galaxy PT. SDS</li> <li>Create final data SI, VGM, MMSS2710</li> </ol>	SCM

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

Table 3.15 Work Agenda Report 06 May – 11 May 2024

No	Date and time	Activity	Place of activity
1.	Monday, 06 May 2024	<ol> <li>Create SO, DO, Inv, MT. Hakone Galaxy PT. SDS</li> <li>Document filing period February 2024</li> </ol>	SCM
2	Tuesday, 07 May 2024	<ol> <li>Create a draft COO MT.Unity PT.SDS</li> <li>Filing of PT.SDO PEB and NPE documents</li> </ol>	SCM
3	Wednesday, 08 May 2024	<ol> <li>Make a PT.SDO tax recap for the period April 2024</li> <li>Recapping PT.SDO documents</li> </ol>	SCM
4	Thursday, 09 May 2024	Ascension Day of Jesus Christ	-
5	Friday, 10 May 2024	<ol> <li>Scan of PT.SDO PEB and NPE documents for the period February 2024</li> <li>Create a summary of the final SDO document</li> </ol>	SCM
6	Saturday, 11 May 2024	<ol> <li>Scan of PT.SDO PEB and NPE documents for the period April 2024</li> <li>Filing of PEB and NPE documents for the period April 2024</li> </ol>	SCM

Source: Process Data (2024)

No	Date and time Activity		Place of activity
1.	Monday, 13 May 2024	1.Create SO, DO, Invoice PT. SDS By SAP	
	11149 2021	2. Archive the document NPE and PEB 3. ArchivePGI	SCM
2	Tuesday, 14	1.Create SO, DO, SI	
	May 2024	<ul><li>2.Scan document invoice, packing list</li><li>3.Recap NPE and PEB</li></ul>	SCM
3	Wednesday, 15 May 2024	1.Create SO, DO, Invoice 2.Recap NPE and PEB	SCM
4	Thursday, 16 May 2024	Record weigh slips	CET
5	Friday, 17 May 2024	Field observations of jetty and barges with the customs team	JETTY
6	Saturday, 18 May 2024	Field observations at the tank farm looked at the oil sounding process	Tank Farms

Table 3.16 Work Agenda Report 13 May – 18 May 2024

Description of work carried out during apprenticeship starting from February 06 to May 31 2024 at PT. Sari Dumai Sejati in the Supply Chain Management Unit. The details of the activities can be seen in the following table:

Table 3.17 Work Agenda R	eport 20 May – 25 May 2024

No	Date and time	Activity	Place of activity
1.	Monday, 20 May 2024	Survey the PT AKC Store with the customs team	STORE
2	Tuesday, 21 May 2024	Plant tour to the production of PT.SDS oil containers with the customs team	PLANT
3	Wednesday, 22 May 2024	Create Apprenticeship reports, prepare company presentations	SCM
4	Thursday, 23 May 2024	Waisyak Holiday	-
5	Friday, 24 May 2024	Capturing PT.SDS Tank Farm and Jetty operation data	SCM
6	Saturday, 25 May 2024	Recap the annual report of PT.SDO Tank Farm and Jetty operations	SCM

Source: Process Data (2024)

No	Date and time	Activity	Place of activity
1.	Monday, 27 May 2024	Field observations at the jetty SC. MERCURY	JETTY
2	Tuesday, 28 May 2024	Field observation at the MT.ULAYA jetty	JETTY
	Wednesday, 29 May 2024	Recapitulate improvement documents for the March 2024 period	SCM
4	Thursday, 30 May 2024	Discuss of the Apprenticeship report	SCM
5	Friday, 31 May 2024	Discuss of the final Apprenticeship report	SCM

Table 3.18 Work Agenda Report 27 May – 31 May 2024

From the table above, some of the work made by the author, of course, will add insight related to the new work obtained, such as document preparation before the ship finishes loading or after loading until the ship can leave for its destination country.

## 3.4 Obstacles and Solutions

3.4.1 Obstacles

The obstacles faced during the apprenticeship in the SCM department are as follows:

- 1. The job opportunities provided are sometimes not supported by company regulations that limit what students who do Apprenticeship can handle
- 2. When entering employee data into company and government systems, use caution due to its confidentiality and security risks.

3.4.2 Solutions

As for the solutions to the obstacles that the author encountered during field apprenticeship, our hopes for the future are:

- Companies can provide opportunities for students who do Apprenticeship to get permanent work while still receiving assistance and guidance from mentors who provide permanent job desks.
- 2. When inputting confidential data, will be supervised and double-checked the input data and will continue to double-check the assignments given to students undertaking Apprenticeship programs to minimize input errors that can result in major losses for the company.

# CHAPTER IV CONCLUSIONS AND SUGGESTIONS

#### 4.1 Conclusions

In carrying out Apprenticeship activities in the Supply Chain Management Department, the author gained a lot of real knowledge in applying the knowledge gained in lectures, one of which is about exports and imports as well as port science that it can be put into maximum practice when carrying out apprenticeship. Apprenticeship is a means for students to get to know the real world of work as well as getting to know the environment and working conditions that students will face after graduating from college.

Based on the description of the apprenticeship report, it can be concluded that there are several theories and practices that have been taught during lectures that are applied during the apprenticeship. The theory and practice of apprenticeship work used are computer applications, import export, professional ethics, and port systems. The following is the conclusion of the work carried out during apprenticeship:

- 1. The work specifications carried out by the Supply Chain Management Department are to handle and resolve every purchasing and selling problem and product stock owned by PT. Sari Dumai Sejati apart from that, the Supply Chain Management Department also has the task of completing purchases and sales, planning the docking of ships that will arrive at SDS port, and also planning tank usage and oil availability at each tank farm to coordinate needs requested by the export team, and finally, the logistics team has the task of arranging trucks that come to bring raw CPO for the loading process at each tank farm owned by PT. Sari Dumai Sejati.
- 2. The expected target of the work that has been carried out during Apprenticeship in the Supply Chain Management department is that the author is able to understand how the export and import process, as well as local level sales and the types of documents required for the export-import

and local sales process. The author also hopes to understand how the port system or berthing system works for ships that have arrived at the PT.SDS port to carry out the loading process. The problems that exist in the company must also be understood so that they will be useful when the author enters the real world of work.

- The software and hardware used during Apprenticeship in the Supply Chain Management Unit are Microsoft Word, Microsoft Excel. Microsoft ERP Meanwhile, hardware includes: monitor, keyboard, mouse, scanner and printer.
- 4. The equipment used during the implementation of Apprenticeship activities is: printing machine (printer). Apart from that, the equipment used during Apprenticeship activities is: pens, scissors, paper clips, staplers, calculators, file baskets and folder organizers.
- 5. The data required when carrying out Apprenticeship is confidential product sales data.

#### 4.2 Suggestions

After doing an apprenticeship at PT. Sari Dumai Sejati, there are several suggestions that you would like to convey, namely:

1. Writer

Suggestions for writers to be more careful, accurate and concentrated in writing because the documents they create are very risky. Get used to reading first before acting, and think realistically and rationally, and carry out tasks in accordance with the directions or orders given by the employee concerned.

2. Student

The author also provides suggestions that may be useful for students who will undertake Apprenticeship activities for the next period, namely prioritizing work safety and health, making the best use of time, doing tasks according to ability, thinking before acting, always being patient and obedient and learning to manage. everything assigned after that, the author carried out apprenticeship activities at PT. Sari Dumai Sejati, especially in the Supply Chain Management Department.

3. Company

There are several suggestions for better companies, namely when companies give assignments that have great responsibility and high risk to interns so that they are supervised, guided and taught how to do it. The author hopes that in the future the campus will pay more attention to the apprenticeship programs that are held, especially those that are directly related to industry. The apprenticeship program must have standard regulations and a clear system so that the Apprenticeship program is more focused in the future.

# REFERENCES

Apical Group 2004, History of PT. Sari Dumai Sejati Lubuk Gaung URL. http://www.apicalgroup.com/id/bisnis-kami/diakses May 30, 2024

Hamalik, O. (2005). Pengembangan sumber daya manusia manajemen pelatihan ketenagakerjaan pendekatan terpadu. Jakarta: Bumi Aksara, 11(1), 90-105.

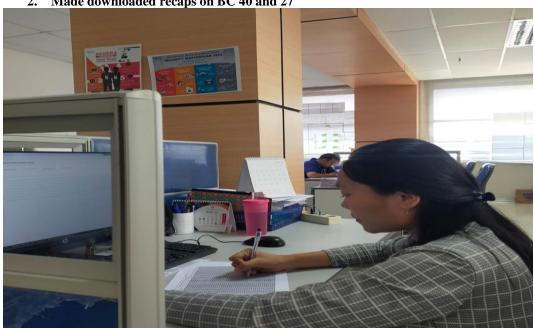
# APPENDICES

# **Appendicies 1 Figure Of Descriptions**

1. Documentation in document BC.30



Source: Process Data (2024)



2. Made downloaded recaps on BC 40 and 27

Source: Process Data (2024)

## 3. Create SO,DO in the export team



Source: Process Data (2024)



4. Make a Time Sheet recap at BC 30

Source : Process Data (2024)



Source: Process Data (2024)



Source : Process Data (2024)



6. PT SDS and PT AKC tour plan with the Customs and Excise team

Source: Process Data (2024)



7. Plan a tour of PT SDS oil container manufacturing

Source: Process Data (2024)

8. Tour plan documentation with the Customs and Excise Team



Source: Process Data (2024)



9. Field Observation of the PT.SDS jetty

Source: Process Data (2024)

## 10. Documentation with the ship's crew



Source : Process Data (2024)



11. Explanatory documentation regarding jetty operations

Source: Process Data (2024)

#### **Appendix 2: Apprenticeship Acceptance Letter**

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: Apprenticeship Application Letter**



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 4: Appraisal form

# Apical

### EVALUATION RESULT FROM JOB TRAINING COMPANY APRAISAL PT. SARI DUMAI SEJATI

Name Student Identify No. : Devi Sinaga : 5404201277

Study Program

: D-IV Administrasi Bisnis Internasional

Collage

: State Polytechinc of Bengkalis

No	Assessment Aspect	Percentage	Scores
1	Discipline	20%	90
2	Responsibility	25%	93
3	Adjustment/Adaptation	10%	95
4	Work Result	30%	92
5	Behavior in General	15%	95
-	Summary	100%	465
	Average		93

#### Explanation

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

: Good Enough : Enough

Dumaj 31, Mei 2024 **FT SALEDUMAI SEJAT** <u>Devi Yulliana, ST</u> Advisor of Job Training

**Appendix 5: Certificate** 



**Appendix 6 : List of Attendances** 

Apica		issue No Effective Date	SDS-L&D-FRM-05 1.0 5 November 2020
Periode Nama	DEVI SIANGA		gan
Asal Sekolah/Univ Departemen	Supply Chain MAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pempimbing
06-146-2029	Training Safety Induction		ca.
07-Feb -2024	Pengurusan Pengajuan Permolianan form 3D MT. YANNE, Produk: SPBDPKFA dan Pengajuan Sampel MAT. YANNE Setelah form 3D disetujui oleh punak Be	Strucke	Gewi
09- Feb - 2024	-Pengurusan Reigajuan pernahanan form 20 MT RM1 - produknya : RODPL -Pengajuan Sampel NT- RM1 - Pengunusan pengajuan pernahanan form 30 MT- FloyEAI dan Yanlajner Murc 2210	Manle .	deri
12 - Feb - 2024	- Pengunisan dokumen peb MT: INTERMEZZO - Penyargipun dokumen MT: Takaobala×y dar RM1	. Anders	der
13- Feb. 2024	- pengarsipan dokumen MT. YANNE.	Janue 15	open
15 - 506 - 2024	- Input 30 MT LOANNA - dan Container - upload SAP BC-30 - Arsip dokumen NPE Kapal	Spinifer	dar
16 - Feb - 2024	– Input 30 MMss2710 V#240052E – Input 3D steva Convoy – агар NPE Konpul	Jank.s	dei
17 - Feb - 2024	- Aju SAMPEL MT. ChotAn, MT Stenn Convey MT RM2, MT ALISHA,		der
19- Fob - 2024	- Input pkB untik prognjunn sampel - Input 30 MT. IC Qing DAO - Input PKB MT. IC Qing DAO - Aju Sampel MT. SC Qing DAO - Aju Sampel MT. SC Qing DAO - Argip NpE Kapal	Munke	e de
20- F.C. 2024	- Inpul 3D MT Shoshun, produce RPL, ppo, Rpko. - ajn Compet unwer NT Choshun.	Stimte.	s de
21- FLB -2022	- Membunt PKB MT. Phurship - Membunt fod MV Global Seren Product - pKS.	uitz Samy	çıs Ga

Anica	<b>a</b>	form No. :	SDS-L&D-FRM-05
Apica	i i		1.0 5 November 2020
Periode : Nama	SiSwa/Mahasiswa Praktik K . 06 FEBEHARY - 2024	terja Lapan 24	gan
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbir
22-Feb-2024	-IMPUL FORM 3D NMSS 2710, produence, CAPTYLIC ACIO 99%	Howler	3hd
23- Feb-2029	- Membhab form 30 MT. Brishltrader, MT. Seaways Rose, MT. Then thank, Jenii produkaya Roppi	Hunk.2	3 holu
24- F.06- 2024	- Artip dokumen peB, MT scawnys Rose, Mi · Thann Thanh, Bristol Trader	Hankor	3 hole
2 <b>6</b> - FLb - 2024	- Mumbhat nomi (nota pumbulaino) Atas Ennogal B/L padu dokumen Masszzio - Input PEB NT. Bashol Trader - Input PEB Container Massz710 - Creab Payment MT. Bristal	Damper	The
27 - Feb- 2024	-Arsip Dokument PEB. Yang Gudah Selesni Ioadung - input data turch dam tonghang	Spanle.e	The
28 - Feb - 2029	- Membhat Ph.B. Then Than 26, chem reading EVA pifi - Membhat fram 30 container Mass2710	ing Hamilton	That
29 - Feb - 2024	- Mombuat 30 Miss 2710, Refined a 917 CM inc	Damlers	3 he
1 - Mar - 2024	- Input 3D MT Shoyu - Input 3D M MMSC2710 - Input Dokumen impor 15c-23 Kapai CNCSAturn -	Name	3f
2 - Mar- 2024	- Artip NPE, Sumue happen Yong soudat Selesni.	Some.	The
<b>A</b> -Mar. 2024	- Belasar Innfort system	Jank-s	36
5- Mar-2024	- numbuat port meeting - numbuat relapan Bc.2.3	Zawle	.5 1

Apica		Issue No.	SDS-L&D-FRM-0 1.0 5 November 2020
Periode :	ISI Siswa/Mahasiswa Praktik P 06 - FEBRUARY - 2024	Kerja Lapan 4	gan
Nama Asal Sekolah/Univ Departemen	DEVI SWAGA POLITEKNIK NEGERI BENGKAZIS Supply CHAINI MANAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
G = Marct - 2024	- Membuat recordant Time check Schap Karan Yang Fadah. Selasai loading - Membuat form 30 PT AKE. Mata SHORKAI - Membuat form 30 PT SDS-NMISS2710	Handes	Nr.
7- Marct -2029	- membunt PKB (pembenilahuan ehepor Barang) Nunss, NT (balani - membuat Recapan data kapan dan kontainer Yang Gudah Selesai.	Sprikers.	<i>\</i> *-
8- Norret · 2024	- M.C.mbunt Notes C Not- pemberulan) Atas contininer luniss 2710, pemberulan taurigal dan nomor B/L - Arsip XIPE, Kapal Yang sudah celerai	Abunk-s	lpi
12 - Maret - 2024	- membual reliapan APB hapm Yang Sudah Salesai londing - japat 30 MT - Amwas, pt sos - membuntu pengagnan sampel MT Amwas	Shunk . 5	We
13 - Mnr.et - 2024	- Mampulajari Matai Bc. 20 dan Bc. 27 - Mambantu rewapan Bc. 40 (Tonglung) bulan september	Thule. 5	Wi
14 - Marct - 2029	- numbantu Rehapan be 40 (Torighang) butan ohibber dan hovember	Dande. r	Vhi
15 - Marent - 2024	- munibuntu Relunpan bc 40 (pinghung) bulan dusumber 2023 dun junuari 2024	I hulos	hi
16 Maret - 2024	-mumbantu runp dan dowload bc 27 Grade) Jonis PKE	Danles	li
18- Murzt -2021	- numbrat tunapan dokumun pungular an barang pt SOS pubruary 2024 - Mumbrat runapan pungularan pt Ake January dan pubruary 2024	There is	Vi
19 - Marct -2021	- Mumbhat Kunpan dokuman Panguluaran barang PT SDS oklober 2023	. Think is	W:

Apica	1	Issue No.	: SDS-L&D-FRM-( : 1.0 : 5 November 202
Abser	nsi Siswa/Mahasiswa Praktik I . 06 - February 2024	Kerja Lapan 객	gan
Nama Asal Sekolah/Univ Departemen	DEVI SIMAGA POLITEKNIK NEGERI BENGKALIS SUPPLY CHAIN MANAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
20- Mar.et. 2020	- Mein kunt rehapan dokuman pang- ekuaran pt sos bulan Alokambar 2023	Danies	Yr:
21 - Marct - 2020	- manbunt relangin do kuman pang amaran dan dowload sppb, spp, ook hulan dusambur 2023	Markers	h:
22- Maret - 2020	- Membuat Rehapsin pentacinhan barang PT SDS . jenis pr (palmi rerael)	John f. E	Wi
23- Marct -2024	- mombnat Kolonym pennasulum De. 27 Ann Mich downboad Spyb. SpyD, Dok	Himk	li
25 = Maret - 2024	- Mombunt Kompan Pomn Sukan barang PT SDS Marcet 2014 - Delajar Input dokuman be 27 (dokuman pomberitahuan pomasukan barang asat tempat lain dalam dalarah pabean)	Anders.	(h <u>-</u>
26- Marcet - 2024	- Michabunt relimpin dokumun pengelu Arm (Bc 27) pT AKC 202382029 - Michabunt relimpin dokuman micantor Pengeluarim Bc 40 Antor KB Januan 2024	Anders	(hi
27 - Moret - 2024	- Membuni retunpan pemasakan alan pengemaran Bc 4.0 PT 608	Spm Jes	(hi
28 - Maret - 2024	- Membuat recurpan Pennasukan BC-27 bulan maret - Mendownload dokumen penneluaran PT AKC 2023 - Mendownload dokumen PT SDS februari 2029	Hunder	\}r <u>i</u>
30- Mnrot-2021	- Mambunt dekuman BC 27 pambahan olari PT AKC · - download GPYB, GPPP, DOC, PK BC-40 balan II dam 12 -2023	Spunk.e	We

Apica	l	Form No. Issue No. Effective Date	: SDS-L&D-FRM-05 : 1.0 : 5 November 2020
Periode Nama	DEVI SINA6A DEVI SINA6A DEVITERAIR AEGERI DENGRAUC		igan
Hari/Tanggal	Supply Chain Management Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1- Apr. 2024	- mandownload dokuman, cpp B, cpp D, PK ( palm kernel) penede Echnani 2024	Domker.	5
02 -Дрт - 2024	- Membrind dokumen perbaikan Atas permasukan barang Antor KB PT SOS periode Maret 2024, Jenis RBOPKO, CPKU CPKO - neendownload dokumen CPPD, Doc, SPPD, pengeluaran PT SOS periode Januari 2024	Spink.e	hi
03- Apr. 2024	- Membuat Perbaikam dohumen periode March 2024 - Peminelahan folk PK (palm Kernel) Ke Anlam Name Pernyahaan Penguan	Neut-c	(hi
69- Apr- 2024	- Induland dokumen Perbuikan atas Pennasukan barang PT SOS Peniade Marct 2024	Soute	(hi
05-Apr- 2029	- membhat dokumen perbaikan penge Waran barang pTSDS balam Janungi (Antar KB) - membhat dokumen perbaikan pengeluaran barang PT Ake penjade Maret 2024 (Antar BB)	Stuper	\li:
06 - APT - 2029	- number & Perbinium de kultur Lipotan Panguluaran batang Antor KB PTSPS Pariode Marcet 2024	Jamper 5	Mi
08 - Apr - 2029	- Membunt Rehappin perbaikan dokumen Lapotan pongeluaran Antar KB PT SOS peniode Januari 2024	Hunk-5	
09- Apr -2024	- membuan rehapon time cheel BC 27 periode Marct 2024 - melapahan pengecehan kembali Pada kelenghapon dapumen	Hunkos	l M:
12 - Apr - 2024	- melatina pengechun dokumen - melatinap dotumen pennomikan PT AKC peniode februari dan Jonuari	Dewfor	
13- APF - 2024	- membuat reliapan femasukan Ple Periode Maret 2024	Jancos	Ť
15- Apr - 2029	- Mumbunt reluppin download bc-41 Jenis px periode Muret 2014	Dank r	+
16 - APr - 2029	- prembunt perbailing dokumen BC Al Jenis PK periode Marct 2024	Denkos	

Apica		Form No. Issue No. Effective Date	: SDS-L&D-FRM- : 1.0 : 5 November 202
Periode :	DEVI JINAGA POLITEKANK ALEGERI BEMEKALIK	Kerja Lapan ₀24	igan
Departemen Hari/Tanggal	: <u>Supply Chain Management</u> Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
17-Apr- 2024	- Mombunt Recempan Dischard, Permasuka barang pt SDS (BC 27) periode April 2024 - Membunt Recharpon download Be 40- Jenis pk		Vi
18 - Apr - 2024	- membunt Rehapon Pengeluaron BC 27 pT SDS Periode Januari 2023	Newtor	
19- APF - 2024	- Pengenalan peta konsep alur korja export snies Dokumen	Jank.2	Sala
20-APr- 2024	- Pengennian SAP sistem - Membunt SO, Do	States	THA
22 - APT - 202A	– membuat Shipment cost, Shipment Doc. – Membuat rekapan PGI	Auf	Sala
23- APr - 2024	- Mcmbhat Billing Document - Mcmbhat Cekapan PGi	Damp. 5	Sola
29- APT - 2029	- Membuat Master date Milliss 2710 - Orrato SI - membuat VGM - membuat PL - membuat SO-DO, PT SDO - membuat SI, VGM PT SDO - membuat SI, VGM PT SDO	Samt.e	Ent
25-Apr-2024	- Mcmbunt SO. DO, MV, MT. TG. Gemini PT. SDS - Membuni Rckapun PGI, MNSS 2710, PT. SDO	Northere	App
27- Apr - 2024	- Membunt Rehnpm PG1 MMss2710, pt. sos - Pengarsipan dokumen periode Ecomari 2024. pt. soo	Samle-E	Supr
29- Apr- 2024	- M.C.M.buat INVOICE MT. YU TOND PT. SDS - MLCM.buat Summary GAP PT. SDS	Aprile.s	BAL
30-Afr- 2024	-mambuat Coo -mambuat takapun sap sumary pt.sos	Hunker	And A

Apica		asue No. Effective Date	1.0 5 November 2020
Abse	nsi Siswa/Mahasiswa Praktik K 	erja Lapan 924	gan
Nama Asal Sekolah/Univ ∕ Departemen	DEVI SINAGA POLITEKNIK NEGERI DEMGKANIS Supply Chain Managament		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
02-MEI - 2024	-Membhat Refapin PBI PT (Do - Membhat - E-COO	Spink.e	Alle
03- MEI - 2029	- membuat draft dotumen, s1, peb MT. global Mermine, pt s05 - membuat Health Cortificated Phylosanitart certificated pt.s05	Samper	Safe .
09- MEI - 2029	- Membhat SI, PEB, VGM, MT. Hakone Galaxy pT. CDS - Membhat data final SI, VGM, MM352710 PT.SDS	· Some	-
06- MEI - 2024	- Membunt So, Do, INVOICE, MT. Hakone Galaxy pt. (DS - Pengarsipan clokumen penode februar 2024	i Septers	app -
07- MEI - 2024	- McMbuat draft coo MT. Unity PT. SDS - pengarcipan dokumen PEB dam XPE PTIDO	Ampor	1 Sept
08-MEI - 2029	- membuat rekapan pajak pr. sDo periode April 2024 Merekap dokumen pr sDo	Sampor	the second
10 - MEI - 2024	- Scan dokuman PEB dan NPE PT SDO paniode Februari 2024 - membuat rekapan dokuman final SDO	Setumic . R	AND I
11 - MEI -2024	- Scan dokumen pEB dan NPE PTS periode April 2024 - pengaraipan dokumen PEB dan Ng peniode April 2024	10mv Cos	-
13 - MEI -2 024	- Mombunt So, Do, Invoice - Argip Apt dan PEB - Monutap PEI	Zhwy	•5 Geu

Apica	I	Form No. Issue No. Effective Date	: SDS-L&D-FRM-0 : 1.0 : 5 November 202
Abse Periode	nsi Siswa/Mahasiswa Praktik I 06- pebmary - 2024 s/d. 31- MEI - 2	Kerja Lapan 024	igan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA POLITERAIK NEGERI BENGKALIS SUPPIT Chain Management		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
14 - MEI -2 024	- Menibunt SO, DO, SI - Scan Invoice, packing list - Mercharp NPE dari PEB Bulanian	Stanle. 5	far.
15 - MEI - 2024	- Membunt SO, Do, MV - Mercump NPE dan PEB	Soland-2	'der'
16 - MEI 2024	- Mungacek slip timb ang dibuking	Sout e	der
17 - MEI 2024	- observani lapangan ke Jetty tongkan berjanne teann ben cultai	Howk . c	Gari
18 - MEI - 2024	- Observasi Lapongan ke Tankfaran Mulihat proses sounding Minyat	Somtor	Ger
20- MEI-2024	- Survey ice Store Alec busame team doleumen dan ben culoni	Squil-r	Ger
21- MEI- 2024	- plan tour ke Pembuatan Wadah Minyat (drigen) PT Atc	Amers	Cer
22 - MEI -2024	- mambunt laporan Kp, parsiapan Presintasi penisahaan	I dank .s	Geri
2 <b>4</b> - MEI-2024	- Marchap data tank form dan Jutty operation PT sos	There .	Gen

Apical		Issue No.	SDS-L&D-FRM-05 1.0 5 November 2020
Absen Periode :	si Siswa/Mahasiswa Praktik k 06 - Jannary 2024 s/d 31 - MEL 20	Kerja Lapan <sup>24</sup>	gan
Asal Sekolah/Univ	DEVI SIMAGA POLITEKALIK NEGERI BENGKAUS Supply Chain Management		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
25- MEI-2024	-murulunp Inporm tahunan tankform dan Juty operation pr 500	Idantes	Geri
<del>37</del> - mei-2014	- Observasi lapomgon Ke Jetty SG. MERCURY	Soundes	der
2 <b>8</b> - MEI - 2024	- Observasi lapangan ke Jetty MT. Ulaya	Somt.2	Geri
2 <b>9</b> - IMET-2024	- Dískuh lapotan kerja prakter	Somter 5	Cer
30 - MEI - 2024	- Diskhui lapornn kegi prnktek	Hank .5	der.
31 - MEI - 2024	finalises: Lepuren.	Sampor	der-

Internal

# Appendix 7 List Daily Activities Of Apprenticeship

# Daily Activities of Apprenticeship

## Days: Tuesday – Saturday Date : 06 -10 February 2024

Apica		sue No	SDS-L&D-FRM-05 1.0 5 November 2020
	nsi Siswa/Mahasiswa Praktik K 06 - FERRUAPY 2024 s/d 31 - MEI - 20		gan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA POLITERAIR NEGERI BENGRALIS Supply Chain MMAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pempimbin
06-106-2029	Training Safety Induction		ca.
07-Feb - 2024	Pengurusan pengajunin permotionen form 3D MT. YANNE - produk - SEBOPKEA dan Pengajuan Sampel MAT. YANNE Schelen form 3D dischnjus oleh pilank Be	Structure	-feni
09- Feb - 2024	-Penguru (an Pengajuan permotionan form 30 MT RM1 - producing . : RODPL -Pengajuan Sampel NT - RM4 - Penguni (an pengajuan permotionan form 30 MT - Floyen dan tentaine Mure 2710	Noo-le-e	deni
12 - Feb - 2024	- Pengunisan dokumen PEB MT. INTERMEZZO - Pengarispon dokumen MT. Takao GAIA×Y dan RM1	Same - 5	der
13- Feb- 2024	- pengarsipon dokumen MT. YANNE.	Janue 5	den
15 - 506 - 2029	- Input 3D MT LOANNA . I dan Container - upload SAP BC-30 - Arsip dokumen sipe Kapal	Somfer	dar
16 - Feb - 2024	- INPUL 30 MMSS2710 Vo240052E - INPUL 3D STEVA CONVOY - ATAP NPE KOMPUL	Damk.s	dei
17 - Feb - 2024	- Aju sampel MT. Chotan, MT Stens Convey. MT RM2, MT Alisha,		der
19- Feb - 2024	- Input PKB UNITY PENDAJUAN SAMPOL - Input 30 MT. CC QINDDAD - Input PKB MT. SC QINDDAD - AJU SAMPOL MT. SC QINDDAD - AIGIP NPE KAPAL	Dowler	de
20- F.66- 2.024	- Input 30 Mt Choshun, produce RPL, pro, Rpko. - Ash Compet unwer NT Choshum.	Separte.	de
21-FL6 -2022 -	- Membunt PKB MT. Pharship - Membune FBD MV Global Seven Product - PKS.	11) Springe	. Ja

No	Activities	Description
1		In this first week, the author conducted an K3 induction before finally dividing the tasks and also briefing material related to Supply Chain Management.

Days: Monday – Saturday Date: 12 – 17 February 2024

Apico	1	saue No	9DS-L&D-FRM-05 1.0 5 November 2020
Abse	nsi Siswa/Mahasiswa Praktik K 0G - FEBRUARY 2024 s/d 31 - MET - 22	erja Lapan	gan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA POLITEKNIK NEGERI DENGKALIS Suppiy Chain MANAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pempimbin
06-146-2029	Training Safety Induction		ca.
07-Feb -2024	Pengurusan pengajuan permolionan form 3D MT. YANNE, produk: SEDDEKEA dan Pengajuan Sampel MT. YANNE setelah form 3D disetajus oleh pinak Be	Stantes	-fen'
09- 706 - 2024	-Penguratan Pengajuan Permahanan form 20 MTRMI - Produknya - RODU -Pengajuan Sampel NT-RMA - Pengunian pengajuan permahanan form 20 MT-Floyend dan kenlaine hure 2019	Nou-le-E	deri
12 - Feb - 2024	- Pengunisan dokumen pEB MT. INTERMEZZO - Pengarsipun dokumen MT. Takao GAIA×y dan RM3	Samle- 5	der
13- Feb- 2024	- pengarsipan dokumen MT. YANNE.	Janue - 8	den
15 - 706 - 2029	- Input 3D MT LOANNA - don Container - upload SAP BC-30 - Arrip dokumen NPE Kapal	Spinker.	dar
16 - Feb - 2024	- INPUT 30 MMSS2710 V22400525 - INPUT 30 STEUA CONVOY - ATER APE Reaport	Damk.s	der
17 - Feb - 2024	- Aju SAMPEL MT. ShotAN, MT Stens CONVOY MT RMZ, MT ALISHA,		der
19- Feb - 2024	- Input PKB UNIVIK PONDAJUNA SAMPOL - Input 30 MT. IC QINDDAD - Input PKB MT. IC QINDDAD - Aju Jampol MT. SC QINDDAD - AJGIP NPE KAPAL	Djunker	de
20- F.C. 2024	- Input 30 Mt Shoshun, produce RPL, ppo, RpLo. - Ajn Compet Untrik NT Choshun.	Symp.	. de
21- pc6 -2022	- Membunt PKB MT. Pturship - Membunt for MV Global Seren Product - pks.	114 Adringe	

No.	Activities	Description
1		The first week in each unit the author was assigned to study material related to BC 3.0 documents and was also given the task of inputting 3D Forms using a government system called CEISA.

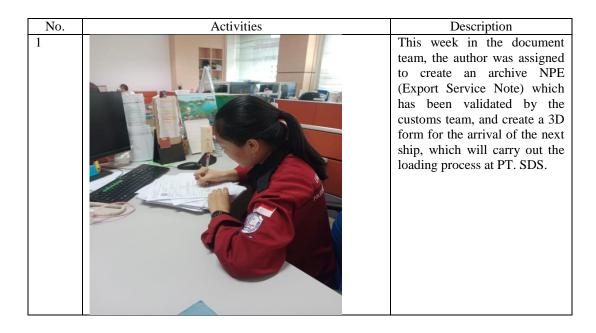
Days: Monday – Saturday Date: 19 – 24 February 2024

Apica		saue No	SDS-L&D-FRM-05 1.0 5 November 2020
Abse	nsi Siswa/Mahasiswa Praktik k 06 - FEBRUARY 2024 s/d. 31 - MET - 24	erja Lapan	gan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA POLITEKNIK NEGERI BENGKALIS SUPPLY CHAIN MANAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf
06-146-2029	Training Safety Induction		ca.
07-Feb -2024	Penguiusan pengajuan permolianan form 3D MT. YANNE, produk SRODPLEFA dan Pengajuan Sampel MT. YANNE setelah form 3D disetnjus oleh pinak Be	Sfingt-s	-fen-
09- 706 - 2024	Penguratan pengajuan permahanan form 20 MTRMI - produknya : RODU - Pengajuan Sampet NT-RMA - Pengunian pengaluan permahanan form 30 MT-FloyEAI dan kenlainen hure 2019	Noomle-e	deni
12 - Feb - 2024	- Pengunisan dokumen peb MT. INTERMEZZO - Pengarsipun dokumen MT. Takao Galaxy dan RM1	Darmale 5	der
13- Feb - 2024	- pengarsipan dokumen MT. YANNE.	Jan ers	den
15 - 506 - 2029	- Input 3D MT LOANNA, dan Container - upload SAP BC-30 - Arsip dokumen Ape Kapal	Sporter	dari
16 - Feb - 2024	- Input 3D MMSS2710 V=240052E - Input 3D STELLA CONVOY - ATOP APE Reaport	Damk.s	der
17 - FC6 - 2024	- Aju samper MT. Shotan, MT Stens Convoy MT RMZ, MT ALISHA,		der
19- Feb - 2024	- Input PKB UNIVIK PONDAJUNA SAMPOL - Input 30 MT. IC QINDDAD - Input PKB MT. SC QINDDAD - Aju Jampel MT. SC QINDDAD - AJGIP NPE KAPAL	Damler	e de
20- F.eb- 2024	- Input 30 MT Shoshun, produce RPL, ppo, Rpko. - Ain Compet Untuk NT Choshun.	Symp.	s de
21- FC6 -2022	- Membunt PKB MT. Pturship - Membunt for MV Global Seren Product - pKS.	und Springe	. Ge

No. Activities	Description
1.	The third week in each unit, the author was assigned to make archive through excel application and also make PKB documents (Approval of Readiness of Goods) submitted for people who work in the laboratory section.

Days: Monday – Saturday Date: 26 February – 02 March 2024

and the second second			nternal
Apica		isue No.	SDS-L&D-FRM-05 1.0 5 November 2020
Abser Periode Nama	ISI SISWA/Mahasiswa Praktik K . OG . FEBFHARY . 2024	erja Lapang দ	gan
Asal Sekolah/Univ Departemen	DOLITEKALIK NEGERI BEAGKALIS Supply Chain MANAGEMENT		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
22-Feb-2024	-IM put form 3D MMSS 2710, produknys, CAPTYlic Atio 99%	Howlers	Thous
23- Feb-2029	- Membrand form 30 MT. Bristoldrader, MT. Seaways Roce, MT. Then thank, Jenii produkungu Roppe	Sprak-I	Tholust
24- Feb- 2024	- Artip dokumen peb. MT schways Rose, Mi. Than Thanh, Bristol Trader	Normikos.	Thehut
2 <b>6</b> - F.eb - 2024	- Manibust nomi (nota pambaleina) Atas Emogra B/L pada dokuman Minsszzia - input PEB NT. Baskal Tradar - input PEB Containar Minsszzia - Creab payment MT. Bristol	Dannfere	Tholus
27 - Feb- 2024	-Arsip Dokument PEB. Yung fudet setesni loading mpnt date truck dan tonghang	Spink-s	Thelat
28 - Feb - 2024	- memblint PhB. Then Than 26, chem reading Even his: - memblint from 30 container MMSS2710	23 Homle. e	Thatul
29 - F26 - 2024	- Mumbust 30 Miss 2710, Refined a 917 CA inc	Dampero	Thelu
1 - Mar - 2024	- Input 3D MT Choyu - Input 3D M Muscatio - Input 3D M Muscatio - Input Dokumen impor BC-23 Kapai CNC Saturn -	"Tomk.c	Thele
2 - Mar- 2024	- Arrip NPE, Semue happen Yong Sudah Selesni.	Strenker.	Thelen
<b>4</b> -Mar. 2024	- Belajar Inaport system	Damk-5	3holu
5- Mar-2024	- mumbuat portmecting - mumbuat Relapan BC.2.3	Jame.	5 all



Days: Monday – Saturday Date : 04 – 09 March 2024

Apical		Issue No.	SDS-L&D-FRM-0 1.0 5 November 202
	DEVI CWAGA		gan
	Supply CHAIN MANA GEMENT	1	
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
<b>G</b>	- Membuat Records and Time check Cetiap Karan Ymg Fuclat Selection loading - Membuat form 30 PT AKE, MATASHOKAI - Membuat form 30 PT SDS-MM(12710	Huntes	VE
7 - Marct - 2029	- membunt PEB (pembenitahuan euspor Barmo) Winiss, MT (hakai - membuat Rekapan data kapai dan kontainer 7000 sudah Elesai	Sprikes.	¥-
8- Norret - 2024	- membuat notale c Not- pembehilan) atas container linness 2710, pembehilan tannanal dan nomor B/L - Arcip XIPE, kapal yang cudah celerai	Abunk-s	(hi
12 - Marct - 2024	- Membual reclapson App hagan Yang Sudah Selesas londing - Input 30 MT - Amwaj, pt sos - Membantu pengayanan sampel MT - Amwaj	Dankers	We
13-Marct - 2024	- Mampulainti Matari BC. 20 dan BC. 27 - Manibanta rewapan BC. 40 (Tonghang) bulan september	Demle. 5	Wi
14 - Marct - 2029	- numbanta Rehapon be 40 (Tonghang) balom ohtober dan hovember	Dander 5	Vhi
15 - Maret - 2024	- membentu Releapen be 40 (1219 ghang) bulan desember 2023 dan Januari 2024	I dinkers	lhi
16 Mnret - 2024	- membenter recent dan dowload be 27 etrucie) Jenis PKE	Jane 8	the
18 - Marzt -2021	- number tunapan dokuman ponguluar an barang pt SDS stemary 2024 - mumberat tunapan punguluaran pr AKC January dan 226 Mary 2024	Spiter	W
19 - Marct - 2021	- Munibuat rawapan dokuman Panguluaran barang PT SDS oktober 2023	. Struker	W:

No.	Activities	Description
1.		This week in the BC 40 document team, the author was assigned to make a recap of Notul (Memorandum of Correction) for errors in previously input documents for the completeness of the documents to be created.

# Days: Monday – Saturday Date: 11 – 16 March 2024

Apica		Issue No.	SDS-L&D-FRM-0 1.0 5 November 2020
Periode : Nama	DEVI CHAGA Supply CHAM MANA GEMENT	Kerja Lapan ⊴	gan
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
<b>G</b> = Maret - 2024	- Membunt recompon time sheet seting known Ymg sudnt. Selesni londing - nicinduct form 30 pt ake. Mit. Stakkai - membunt form 30 pt SDS. Minis2710	Sometos	Vie
7- Marct - 2029	- membrat PEB ( pembenitahuan energor Barmo) Winss, MT (hakani - membrat Reception data konpat dara kontainer Mano: Erectah Belesai	Spunkers.	<b>ŀ</b> -
8- Norret - 2024	- memburt notter c Not- pembetalan) Atas container MMSS 2710, pembetalan tanggal dan nomor B/L - Arsip XPE, kapal yang sudah selesai	Abunk-s	(hi-
12 - Marce - 2024	-membual relianan APB harm Yang Sudah Salesai londing - Input 30 MT Anwas, pt sos - Membantu pengagnan Sampel MT Anwas	Damle. c	Wi
13 - Marcet - 2021	- Mampulainri Matai BC. 20 dan BC. 27 - Manibanthi rewapan BC. 40 (Tonghang) bulan september	Demile. 5	Wi
14 - Marct - 2029	- numbanta Rehapon be 40 (Tonghang) batom obtober dan povember	Dander	Vhi
15 - Marce - 2024	- mumbantu Raunpan bc 40 (Anghang) bulan dusumber 2023 dan Januari 2024	I ginles	lh≟
16 Marst - 2024	- mumbanta ruling dan dowload be 27 Grade) Jenis PKE	Dank-5	Wi=
18 - MAILE -2021	- Mumbhat tuhapan dokuman penguhar an barang pt SDS stanary 2024 - Mumbhant tuhapan penguharan pt Ake January dan pedanary 2024	Spitor	Wi
19 - Marct - 2021	- Numbrat Runpon dokuman Pangaluaran barang PT SDS oktober 2023	. Strukes	Vhi

No.	Activities	Description
1.		This week in the BC 27 document team, the author was assigned to make an excel recap of the entry and exit of PT.SDS goods for one period with the type of goods PK (Palm Kernel)

Days: Monday – Saturday Date: 18 – 23 March 2024

Apica			: SDS-L&D-FRM-0 : 1.0 : 5 November 2020
Periode : Nama	DEVI (WAGA DEVI (WAGA Supply CHAIN MANA GEMENT DEVI CHAIN MANA GEMENT		gan
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
<b>G</b> - Maret - 2024	- Membunt recompon time sheet seting known Ymg sudnt. Selesni landing - nicmbunt form 30 pt AKE, MAT. SHOKAI - membunt form 30 pt SBS. MM(52710	Sampos	Vii:
7 - Marct - 2029	- membrat PEB ( pembenitahuan energor Barmo) Winss, MT (hakani - membrat Reception data konpat dara kontainer Mano: Erectah Belesai	Sampers.	<i>\</i> ≁-
8- Norret · 2024	- membunt nuture CNot- pembetulan) Atas container MMSS 2710, pembetulan Anniggal dan nomor B/L - Arsip XPE, kapal yang sudah selesai	Abunk-s	(hi-
12 - Maret - 2024	- Membual reliapan APB hapan 70mg Sudah Silesai loading - Imput 30 MT. Amuas, pt sos - Membantu pengagnan Sampel MT. Amuas	Danker.	Wi
13-Maret - 2024	- Mampulainti Matai BC. 20 dan BC. 27 - Manibanthi rewapan BC. 40 (Jonghang) bulan september	Daule.5	Wi
14 - Marct - 2029	- numb Anton Rehapon be 40 (Tonghang) bortom ohtober dan povember	Dander	Vhi
15 - Marrie - 2024	- mumbantu Raupon bc 40 (1019/10109) bulan descmber 2023 Ann Jonuari 2024		h-
16 Marct - 2024	- mumbantu rechap dan dowload be 27 Grade) Jenis PKE	Darle-5	W=
18 - MAILE -2021	- Numbhat tuhapan dokuman penguhar an barang pt SDS stanary 2024 - Numbhat tuhapan punguharan pt Ake January dan pubnary 2024	Spiter	W
19 - Marct - 2021	- Munibiat Runppin dokumen Panjuluaran barung PT SDS oktober 2023	. Strukes	Vhi

No.	Activities	Description
1.		This week in the BC 40 document team, the writer was assigned to make an excel recap of the entry and exit of PT.SDS goods for the period with the types of PKE, CPO, CPKO, RG

### Days: Monday – Saturday Date: 25 – 30 March 2024

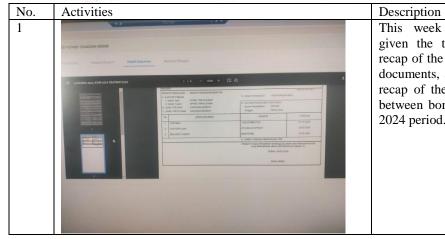
Apica	I	Issue No.	: SDS-L&D-FRM- : 1.0 : 5 November 20:
Periode Nama Asal Sekolah/Univ	nsi Siswa/Mahasiswa Praktik I 06 - February 2024s/d. 31 - MEI - 24 DEVI SIAIAGA POLITEKAIK. NE GERI BENGKAUS		
Departemen Hari/Tanggal	: <u>- Suppiy CHAIN MANA GE MEAT</u> Kegiatan	Paraf Peserta PKL	Paraf Pembimbi
20- Maret. 2020	- member rehappen dokumen peng- elutar an pT SDS bulan Alovember 2023	Denviers	thi-
21 - marct - 2020	- murbunt relianson do kumen pong curation dan dowload sppb, sppp, pok balan disambar 2023	There .	Vr.
22- Maret -2020	- Membuat Rehappin pentaculana barang PT SDS. Jenis pe (palmi kernel)	Jant.E	Vie
23- Marct -2024	- membrat receipt perinsulan be.27 Ann mendownboad (Pyb. Spp), Dok	Spimker	(hi
25 = Maret - 2024	- Membunt technorm Perm Shkom barring pt SDS Maret 2014 - Delajar Input dokumen be 27 ( dokumen pemberitahuan permasukan barring alatempat lain dalam dalarah pakena)	April .	(h <u>`</u>
26 - Maret - 2024	- Michabunt relingum dokultuco piongeliu Arim (Bc 27) pT BEC 2023 82029 - Michabunt relingum dokultucn micantor Piongeliunitum BC 40 Amme KB Januari 2024	And-s	Mi
27 - Maret - 2024	- Membunt rechapm pomnsmkan dan pengemaran Be 4.0 PT 805	Sprin A.s	(hi
28 - Murret - 2024	- Membuat reunpan Pernasakan BC-27 balan marzt - Mendownload dotumen pengeluaran pT AFC 2023 - Mendownload dokumen PT SDS februari 2029	Same	1/hi
30- Mnret-2024	- Membinat dekumen DC 27 pombolian dari PT AKC . - download cp?b, cppp, DOC, pK BC-40 bulan 11 dam 12 -2023	Humle.e	Nh:

No.	Activities											
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	10027-017400-20240128-000028	0001304EC 8800/0034	800122	08.03.20.04	PT INTERNA PERSANA TABA		EN LOUISERAN	TOTACANSTAT	1 112200	00005003		2768
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	1021-017400-20040115-000042	908172A38C 200002004	400172	12012024	97 DETERMENT PERMIT		KOT 2.544,884,2003	1006CA88/147		60000005		
	10021-017400-20040118-000040	80018/ADE 0000/2034	800187	13 21 2234	IF C. BUT END NUM PERIOD ALLA TABA		EFF.1.706.404, 303.0	12014/01402		POCOMMAN I		
	00007-817406-20040115-000045	800006ALEK: 000012024	800004	15.01.2020	PT INTRENUA PERKADATAMA		K#1 2.446.005.406.5	Interneties		HXXMAN()		
		800221NDC 00000004	500222	15.01.0024	PT. BUTGENIA PERKADATAMA		4041313218300.0	USMCMWTa21		600068600	0.0	
	\$5027-017450-30540116-00064a	8000236/4381: 000023034	900227	95.01.3004	PT. INTREMA PERKABATAMA		KOT VARA ARE AND A	1/00503491402	29.57.2022	CORDON SAME		
	00007 #17#00-202#2121-000078		000458	31-01-2026	IT INTEREMENT PERMIT ANA		EFE 202, Million OF	13305/2861423	20 12 2023	GOLDEST CRA	20.12.2	
	000027-017400-20240124L000000	6000R3ABC D0020004	610043	04012004	PT PADIFIC MIDAN PACKITIST		2011 1 104 JH4 382 DI	12005120801423	20 13 2023	4030007104	20 (2.3)	
		600084/KI3C 000012924	800044	04.01 2004	FTTMDFIC MEDAN PEOUTIN		EX1 110.000.000.00	DISONCHARGED IN	67.02.2004	0000013336	07013	
	00027-417430-20242103-002022	600087/ARC (SKO20204	600047	07.01.2004	PEPADERC MEDAN INCOME		KIT \$47.733.878.08	100103699522	01.12 2003	00054117	45/2.2	
	10027-0114/0-202401/29-092028	600127968C.03032664	500125	00.21 2824	PT PATE C MEDAN INCLUSION		EM 442,415,545,00	12001CN8056/22	26.12.2923	0000001111	44 12 30	
	400021-017800-20042194-000004	600034968C 03030804	800534	03-84 2824	PT-APRONE KAD CHEMICALS		ENCIRCUMPTOR AND INC.	12010704040023	06 12:2023	1003052151	10.17.20	
	000007-017406-00061106-000017	600076×IRC 030302014	6003776	06.01.0024	PT APICAL XAD DIEBECALS		100.01.017.177.236.00	11005/CNR692/22	2111.2022	000005240	4 110-54	
	300027-011403-251MI1108-000025	602119N/SC 0303/2024	600121	08.01.2024	PT APICAL KAO CHEMICALS		\$76° 11 (02) 286.506 004	11311/CN86/02/22	21112003	6006002n4	6-20124	
	809027-011400-20240168-000005- 809027-011408-20240107-000020	\$00036HBC 03037004	9000396	83.01.0004	PT. ARCAL KAD CHEMICALS		KIPLE 2228,004,704,000 KIPLE SOR 144,812,000	1100 LCN80 83/23	2111.3023	6653095.254	Pular 34	4530
	000007-017400-20240107-000021	800065NBC 03030604	0,00005	47.012004	PT APICAL KAD CHEMICALS		TOP 154 274 405 28	1000M/N86/1025	30 10 2020	000000309	4-340-28	-032
	000027-017400-20240109-000021	600086NSC-03832004	830006	67.012004	PT ARCAL KAD O ENGLIST		ER.6371 78 252 800	50002/CR48977/23	60.10.2023	5000616363	8.34.28	45502
	000027-017405-20240128-000027	6801313KBC-03822004	600100	09.01.2024	PT APICAL KAO DIEMICALS			11001/CN86/73523	21.11.2922	1000683497	5-320-26	#10033
	000007-017400-22240110-000031	600134ALBC 03032804	600134	09.85.2226	PT APICAL KAD CHEMICALS		(\$11.5.8.36 780, out) 100	13023C94897723	21 YT 2023	1000053301	15.30-24	4105.00
	000027 017400 20243110 000042	600196AGIC 0303/2604	800190	13-01-2024	IFT APICAL KAD CREMCALS		IN CARLON AND INC	11863/CN847703	20112020	6300506405	15.4m.24	4500.00
	999637 (117400-30240-128-00017)	600016AUDC 03820904	600058	18.01.2224	PT ARCAL 6AD CHE MICHLS	- MINING	DR 1 144 EDL 201 (00)	113CDCNAUTESS	21.11.2020	6000600881	13-249-24	45/03/2
	800827-3-01900 30390111-000038	600175A09C-03020004 600175A09C-03020004	600421	25 St 2024	PT APICAL KNO DRIWCALS	100.042	EN 6.662 THE 679 2018	110601010007702	21.11.2023	00000656366	16-Jan-24	4503.02
	000001-017430-22240113-000041	6001918/BC 6382/2024	600178 600101	12 81 2026	PT APICIE KAO CHEMICIES	- MARKEN	ER 13,000,000,750,000	12001030662023	21.12.2020	600068272	29-3an-34 13-3an-24	e30335
	000027-017400-20240117-000054	60035TNRC 03032004		adean her	SIL APICAL BAD CHEMICALS		ERI 13, 100, 102, 375, 000	12301Chase212	25.52.2023	000004080	Midan 24	4000074
	800007-017400 20040119 000066	6002909434C 030229334	400046	PRA /0 17 81.		000100	ACRE 12, 528, 064, 545 200	1256/912486802/23	21.12.2820	alconosau	Think I	40000074
	000007-017490 20080134 000064	6003530.00 0.0022004	630352	STITSA #1	POAL MODERALS			12901CN8582023	21.12.2003	6000837857	22-349-24	600127W
	0000011 017455-30380125-909361	6003464781 434279514	BALLES .	25.01.2024	PEAR MODEMONS	-10,007			2112.2878	000008565	24 Jan 34	408032741
	000001 4117430-25340130-000274	606450A28C 0382/2014	HOLM	30 51 2024	PT APICAL KAD CHEMICIUS	-				800008408	26 Jan-24	400002741
	\$0000313 U 400012401 3930505	60044 SA28C 00002004	C10003	30-21-2024	FT APICAL NO CHEMICALS	4.545				000000002	37-38-34	4505007411
	and the second se	the second s		C	7		KHE 322, 146, 844, 002	U861/CN86/6322	21.12.2820	0000000000	31-Jan 22	43083037
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	1 * JAN 2024 (85%)	FER 2024   FUR 2024 (REN)	I ANDERIN	11 10 000								
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Description This week in the BC 40 document team, the author was assigned to recap the release of CPO, CPKO, RG PT. SDS, AKC for the 2024 period and also download documents that have been SPPD, SPPB by the Customs team.

#### Days: Monday – Saturday Date: 01-06 April 2024

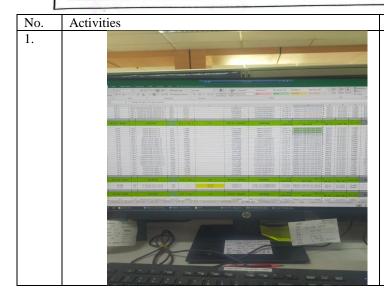
Apica	1	Form No. Issue No. Effective Date	: SDS-L&D-FRM-0 : 1.0 : 5 November 2020
	nsi Siswa/Mahasiswa Praktik   06- Fubmary 2024 s/d 31- MEI - 20		igan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA DOLITEKNIK NEGERI BENGKALIC Suppiy Chain Management		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
1- Apr- 2024	- mindownload dokuman, app B, app. PK ( paim karnel) periode Februari 2024	Struker	5
02 - APT - 2024	- Membunt dokumen perbaikan atas pennewken barring Antor KB PT SDS pennede Maret 2024, Jenic RBDPKO, CPKU CPKO - Hiendownload elokumen CPPD, Doc, SPPD, PENDecharron PT SDS penelle Jonuari 2024	Spurk.s	W.
03- Apr. 2024	- Michard Der brikam dokumen Periode Marce 2024 - Perminolahan fale PK (palm Kernel) Ke Anlam Mans Pernjahaan Penjuan	Spat-c	(h:
09- Apr- 2024	- Membrind dokumen Perbinikan atris Permosukan barring PT SOS Periode Maret 2024	State	(hi
05 - APr - 2029	- Membrat dokumen perbuikan penge luaran barang PTSDS bilan Janunyi (Antar KB) - Membrat dokumen perbuikan pengeluara barang PT Acc peniade Marcet 2024 (Antar BD)	Samper.	<i>V</i> L:
06 - APT - 2029	- membrant perbailum dokuman Laporan Pengetwaran barang Antor KB PTSDS Penjadu Marcet 2024	Jank	M-
08 - Apr - 2029	- Membuat Rehapan perbaikan dokumen Laporan pengeluaran Antar KB PT SOS peniode Januari 2024	Hunk-5	
09- Apr - 2024	- membuait reliapon A line cheet BC 27 periode Molet 2024 - melaration pengecelium kembali Pade kelenghapan dorumen	Hunker	10-
12 - Apr - 2024	- melakulum penseculum dokumen - merchap dotumen pensesnen PT AKC peniode februari dan Jonuari	Denter	- Uh
13- Apr - 2024	- membuat reliapon femasakan Pic penode maret 2024	Demos	Г
15- Apr - 2024	- Mumbunt returnen downland be-11 Jenis pr periode Maret 2024	Dank-r	+
16 - APr - 2024	Al Jenis P& periode Marct 2024	Denkog-	1



This week the author was given the task of making a recap of the repair of PT. SDS documents, and also making a recap of the release of goods between bonded zones for the 2024 period.

### Days: Monday – Saturday Date: 08 – 13 April 2024

Apica	1	Form No. Issue No. Effective Date	: SDS-L&D-FRM-0 : 1.0 : 5 November 202
Periode	nsi Siswa/Mahasiswa Praktik I . 06- February. 2024sid. 31- MEL-20	Kerja Lapan 24	igan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA DOLITEKNIK NEGERI BENGKALIS Suppiy Chain Management		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
1- Apr- 2024	- mindownload dokuman, app B, app, PK ( palm karnel ) penode Februari 2024	Domker.	5
02 - APT - 2024	- Membrial dokumen perbaikan atas pennewkan barang Antor KB prios pennode Maret 2024, Jenis RBOPKO, Cpec Cpko - Neondownlead elokumen Sppb. Dec, Spp, Pengelwaran Prisos penede Jonuar 2024	Spuk.s	W.
03- Apr- 2024	- Micmbunt Perbillion dolumen periode Maret 2024 - Pennindahan fale PK Contin Kernel) Ke Anlam Name Pennindahaan Penjunt	That.c	(h:
09- Apr- 2024	- Membuni dokumen Perbinikan atras Permasukan barang PT SOS Peniade Maret 2024	State	(hi
05-APr- 2029	- memblint dokumen perbuikan pange luaran barang pTSDs bilan Janunyi (Antar KG) manbuni dokumen perbuikan pengeluara barang PT Ake peniade Maret 2024 (Antar BG)	Super	Vi:
06 - APT - 2029	- membrant Perbailum do kuinen Linporna Pengelwaran barrang Anton KB PTSDS Periode Marcet 2024	Jank . 5	M.
08 - Apr - 2029	- Membuat Rehappin perbailuan dokumen Laporan pengeluaran Antar KB PT SOS pende Jonneni 2024	Struk-5	
09- Apr - 2024	- membual reliant A line cheet BC 27 periode Moret 2024 - melaralian pengecelian kembali Prote kelenghappin dopumen - melarulian pengeculian dokumen	Hunker	10-
12 - Apr - 2024	PT AKC periode februari dan	DENTERE	l lle
13- APr - 2024	- membuat reliapan femasakan Ple Peniode Maret 2024	OCNICOS	
15- Apr - 2029	- Mumbunt religion download be-41 Jenis pr periode Maret 2014	Dank r	T
16 - APr - 2029	- prembuat Perbaikan dokumen BC Al Jenis PK periode Marct 2024	Druker	1



Description This week, the author was assigned to make a recap of the BC 27 time sheet for the March 2024 period, and also to recap the entry of goods at PT. AKC for the February and January periods.

# Days: Monday – Saturday Date: 15 – 20 April 2024

1

Apica	I	Form No. Issue No. Effective Date	: SDS-L&D-FRM-05 : 1.0 : 5 November 2020
Periode	nsi Siswa/Mahasiswa Praktik I 06- February 2024 sid 31 - MEL - 20 DEVI SINAGA POLITERNIK NEGERI BENGRALIC Suppy Chain Management	Kerja Lapar ≁	igan
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1- Apr. 2029	- mandownload dokuman, opp B, opp, PK ( paim kornel ) periode Februari 2024	Somer	5
02 - APT - 2024	- Membrind dokumen perkinikan ntas pernakukan barning Antar KB PT IBS pernade Maret 2024, Jenis Redopter, Coke Coko - Plendownload elokumen Gopt, Dec, Spp, Pengeluaran PT SOS pernade Jonuar 2024	Spute.	Mi
03- Apr. 2024	- Membuat Perbaikan dokumen penide Maret 2024 - Penninghan fale PK Contin Kornel) Ke Anlam Name Pennjahaan Penjunt	Spater .	(hi
09- Apr- 2024	- Membini dokumen perbinikan atas permasukan barang PT SOS periode Maret 2024	State	(hi
05-APr- 2029	- Memblint dokumen perbuikan panga luaran barang pTSOS bilan Januni (Antar KB) Manbunt dokuman parbuikan pengaluaran barang PT Acc peniada Marcet 2024 (Antar BB)	Ampor	\hi:
06 - APT - 2024	- membrant Perbailum do kuihen Liporm Pengelwaran barrang Anton Ko PTSDJ Penjade Marcet 2024	Jank . F	W.
08 - Apr - 2029	- Membuat Rehapan perbaikan dokumen Laporan pengeluaran Antar KB PT SOS pende Jonneni 2024	Aug-5	
09- Apr - 2024	- memburat reliapon 4 inte cheet be 27 periode Martet 2024 - Melapakan Pengecekan Kembali Pade kelenghapon dorumen halakulum Pengeculung dorumen	Stinker	10-
12 - Apr - 2024	- melakuluan penjaculuan dokumen - moreluap dotumen pennosnikan PTAKC peniode februan dan Januan	Dewfor	بمال
13- Apr - 2024	- membuat reliapan femasakan Ple penode maret 2024	Jencos	Γ
15- Apr - 2024	Jenis pr periode Muret 2014	Dank-r	T
16 - APr - 2029	Al Jenis Pre periode Marce 2024	Druker	1

No.	Activities	Description
1		This week the author has the task of making a recap of PT. SDS goods entry diskard (BC 27) for the April 2024 period and also making a recap of BC 40 downloads, type PK (Palm Kernel).

Days: Monday – Saturday Date: 22-27 April 2024

Apica	L		: SDS-L&D-FRM-0 : 1.0 : 5 November 2020
Periode : Nama Asal Sekolah/Univ	DEVI JINAEA POLITEKARK ALEGERI DEMOKALIC	Kerja Lapan ₀24	gan
Departemen Hari/Tanggal	: <u>Supply Chain Management</u> Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
17-Apr-2024	- Mandant Felepan Dischned, Pernashun barang pi SDS (Bc 27) periode April 2024 - Memburt Rechappon download Be 40-Jenis pre		Vi
18 - APr - 2024	- membunt Tehapan Pengeluaran BC 27 pT SDS Peniode Januari 2023	Hanko 5-	0
19- APF - 2024	- Pengenalan Peta konsep nur kerja export Sales Dokumen	Jan	ALA
20-APF- 2024	- Pengennian sap sistem - membunt so, do	States	ENA
22 - APT - 2024	- membunt Shipment cost, Shipment Doc. - Membunt rekapan PGI	Strek- E	Solo
23- APr - 2024	- Mcmbhat Billing Document - Mcmbhat Rokapan PGI	Damp. 5	Sople
24 - APT - 2024	- Membuat Master date Miliss 2710 - Clerato SI - membuat vom - mambuat PL - membuat SO DO, PT SDO - membuat SI, VOM PT SDO - membuat SI, VOM PT SDO	Stank . 2	Safe
25 - Apr - 2024	- Membhat SO. DO. MV, MT. TG. Gemini PT. SDS - Membhat Rekapan PG1, MNSS 2710, PT. SDO	DownArc	Alle
27- Apr - 2024	- Membunt Rehapon Pai MMSS2710, PT. SOS - Pengarsipan dokumen peniode Rehmari 2014. PT. (DO	Some - 2	Sante
29- APF- 2024	- Membuat Invoice MT. YU TOND PT. 505 - Membuat Summary SAP PT.505	Newt-5	BUE
30-Apr- 2024	- Mambuat Coo - Mambuat Talunpin SAP Sumary PT-505	Aurent	Faulto

No.	Activities	Description
1.		This week the author was assigned the task of making SO (Sales Order), DO (Delivery Order), MT Invoice. TG Gemini PT. SDSd and also make SAP Summary

Days: Monday – Saturday Date: 29 April – 04 May 2024

Apica		Form No. Issue No. Effective Date	: SDS-L&D-FRM-05 : 1.0 : 5 November 2020
Periode :	DSI Siswa/Mahasiswa Praktik k 06- FC6MARY - 2024. s/d. 31- MEI - 2 DEVI JINAGA	Kerja Lapan .₀24	igan
Asal Sekolah/Univ Departemen	POLITEKALK NEGERI BENEKALIS Supply Chain Management		- Alexandre - A
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
17-APr-2024	- Membert Lechopen Dischnod, Pemasuka barang pi SDS (Bc 27) periode April 2024 - Membert Rechappin download Be 40- Jenis PK	Hanker	Vi-
18 - Apr - 2024	- membunt Tehapan Pengeluajan BC 27 pT SDS Peniode Januari 2023	New to c	-
19- APF - 2024	- Pengenalan peta konsep alur korja export Sales Dokumen	Jank.s	ALA.
20-APr- 2024	- Pengennian sap sistem - Membhat so, Do	States	Taylo
22 - APT - 2024	– membunt Shipment cost, Shipment Doc. – Membunt rekapan PGI	State	South
23- APr - 2024	- MCMbhat Billing Document - MCMbhat Tokapan PGI	Damp. 5	South
24-APT- 2024	- Membuat Master date Mills 2710 - Clarte SI - membuat vem - membuat PL - membuat SO DO, PT SDO - membuat SI, VEM PT SDO - membuat SI, VEM PT SDO	Sturk-2	State
25-Apr. 2024	- Membhat SO. DO. MV, MT. TG. Gemini PT. SDS - Membhat Rekapan PGI. MASS 2710, PT. SDO	Downfre	Anto
27- Apr - 2024	- Membhant Rehnpmin Pai Minss2710, pt. 505 - Prengarsipin Lokumen periode Ecomari 2024. pt. 500	Strang-2	Super
29- APF- 2024	- Membuat Invoice MT. YU TOND PT. 505 - Membuat Summary sap PT. 505	Newt-s	Byt
30-Apr-2024	- Mambuat Coo - Mambuat Takapun SAP Sumary PT.505	Dunkers	Stand

No.	Activities	Descriptions
1.	<form><form><form></form></form></form>	This week the author was assigned to draft SI (Shipping Instruction), PEB (Goods Export Approval) MT. Global Neptune, PT SDS and make HC (Health Certificate) using a government website

## Days: Monday – Saturday Date : 06 – 11 May 2024

Apica	1	Pormitao.	SDS-L&D-FRM-05 1.0 5 November 2020
Abse Periode	nsi Siswa/Mahasiswa Praktik k 	Kerja Lapan 1924	gan
Nama Asal Sekolah/Univ Departemen	DEVI CINAGA POLITEKAIK MEGERI DEMGKAUS Supply Chain Management		
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf P¢mbimbing
02-MEI - 2024	- Membuat Refapin per pr (Do - Membuat - E-coo	Spunters	Tarto
03- MEI - 2024	- membuat draft dotumen, SI, PEB MT. global Alephine, PT SDS - membuat Health Certificated Phylosanitarte Certificated PT. SDS	Soundere	Ates .
09- MEI - 2029	- Membunt SI, PEB, VGM, MT. Harone Galaxy pT. COS - Membune data final SI, VGM, MM15271 PT. LOS	o · Santes	Aprile
06- MEI - 2024	- Memburt (0,00, INVOICE, MT. Hakone GALXXY pt. (DS - Pengarsipun elokumen penoele febru 2024	Jame .	- Bype
07- MEI - 2024	- Membuat draft coo MT. Unity PT. CDS - pengarcipan dotumen PEB dam NPE PTIDO	Some	1 dep
08-MEI - 2029	- Mcmbuat rckapan pajak pr. sDo Periode April 2024 Merekap dokumen pr sDo	Somes	ter the
10 - MET - <b>202</b> 4	- scan dokuman PEB dan NPE PT son panioda Fabruari 2024 - Mambuat rakapan dokuman Finan Soo	Sehme . e	Sal
11 - ME1 -2024	- Scan dokumen pEB dan NPE PT Periode April 2024 - Pengareipan dokumen PEB dan N Periode April 2024	10mv Cos	
13 - MEI -2024	- Micmbunt So, Do, Involce - Argip AlpE dan PEB - Monchap PGI	Shurt	•5 Ge

	A	
No	Activities	Descriptions
1.		This week, the author was assigned to scan the PEB (Goods Export Approval) and NPE (Export Service Note) documents for the April 2024 period and continue archiving the documents.

Days: Monday	– Saturday
Date: 13 - 18 N	Aav 2024

Apica		Form No. ssue No. Effective Date	1.0 5 November 2020
Abse Periode	nsi Siswa/Mahasiswa Praktik k 06- petruar 7 2024 s/d. 31- MFI 2	kerja Lapan 924	gan
Nama Asal Sekolah/Univ Departemen	DEVI SINAGA POLITEKAIR NEGERI DEMGRAUS Supply Chain Management	1	
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
02-MEI-2024	- Membuat Refapin PBI PT (DO - Membuat - E-COO	Spinle-s	The
03- MEI - 2029	- membuat draft dotumen, si, peb MT· global Alephine, pt SDS - membuat Health Certificated Phytosanitart Certificated pt. SDS	Sound	Safe .
09- MEI - 2029	- Membunt SI, PEB, VGM, MT. Hakone Galaxy pT. (OS - Membune data final SI, VGM, MM152714 PT. SDS	· Same.	- And
06- MEI - 2024	- Memburt 50,00, INVOICE, MT. Hakone GALAXY PT. 505 - Pengarsipan elokumen penoele februa 2024	i Soluntos	- Byle
07- MEI - 2029	- McMbunt draft coo MT unity PT·CDS - pengarcipan dotumen PEB dam XPE PTICO	Selantere	1 dep
08-MEI - 2024	- Mambuat rakapan pajak pr.sDo Panode April 2024 Merekap dokumen pr sDo	Sofunctor	ter the
10 - MEI - 2024	- Scan dokumen PEB clan NPE PT SDG periode Februari 2024 - Membuat rekapan dokumen final SDO	Somme .e	-
11 - ME1 -2024	- Scan dokumen pEB dan NPE PTS periode April 2024 - pengareipan dokumen PEB dan Nj periode April 2024	Xamtos	
13 - MEI -2024	- Mambunt So, Do, Muoice - Arrip Apt don PEB - Marcharp PGI	Zhuve	.s de
2 Section of the	- monoral ter		



Descriptions This week the author was assigned the task of making SO, DO, SI and also conducting a plan tour with the Customs team and the PT.SDS document team. Days: Monday – Saturday Date: 20 – 25 May 2024

Apica	l.	Form No. Issue No. Effective Date	: SDS-L&D-FPM-0 : 1.0 : 5 November 2021
Abser	nsi Siswa/Mahasiswa Praktik . 06- February - 2.024s/d. 31 MEI2	Kerja Lapar #4	igan
Nama Asal Sekolah/Univ Departemen	DEVI (INAGA POLITEKAIK NEGERI BENGKALIS Suppiz Chain Monagement	<del></del>	
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbin
14 - ME1 -2.024	- Menibunt SO, DO, SI - Scan Invoice, packing list - Mercelinp Alpt Jon PEB Outanon	Strike. 5	for.
15 - MEI - 2024	- Петынан SO, DO, INV - Mericanp NPE dam PEB	Sound-s	der
16 - MEI 2024	- Mangacak Slip timbong dibulting	Sout-e	der
17 - MEI 2024	- Observani Lapongan Ke Jetty tongka bersanna teann ber cultai	Amt. c	Gari
18 - MEI - 2024	- Observasi Lapongan ke Tankfaran Mulihat proses sounding minyak	Somt-5	der
20- MEI-2024	- Survey ice Store Akc busame team doleumen dan ber culori	Somer.	Ger
21- MEI- 2024	- Plan tour ke Pembuatan Wadah Minyat Celaigen) PT Atc	Antes	Cer
22 - MEI -2024	- Mombunt laporan KP, porsiapan Prescalasi fonsahaan	Idink-5	Ger
2 <b>2-</b> MEI-2024	- Marchap data fork form dan Justy operation PT sos	There -	de-

No.	Activities	Description
1.		This week the author was assigned the task of creating NPE and PEB archives, and also received the task of creating an annual report archive for PT SDO tank farm and Jetty operation.

#### Days: Monday – Friday Date: 27 – 31 May 2024

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Apical		Issue No.	SDS-L&D-FRM-05 1.0 5 November 2020
Nama Asal Sekolah/Univ	Si Siswa/Mahasiswa Praktik k 06 January 2024 s/d. 31 MEL 20 DEVI SIMAGA POLITERALIK ALEGERI BENGKAUS Suppy Chain Monargement	Kerja Lapan 역	gan
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
25 - MEI-2024	-marcoump Inportan tahunan tank form dam Juty operation pr 500	Identers	dai
<del>37</del> - mE1-2024	- Observas. lapongon Ke Jetty \$4. MERCURY	Spink	der
2 <b>8</b> _ MFI - 2024	- Observasi lapangan ice Jetty MT. Ulaya	Dout-2	for
2 <b>9</b> - IMET -2 024	- Distusi Inporan Kerja Prakter	Some	Ger
30 - MEI - 2024	- Diskus, Laporan Kegi praktek	Ank .5	der.
31 - MEI - 2024	finalises: Lepuran.	Sampe-r	fer-
lo.	Activities	De	escription



In the last week of this apprenticeship, the author was assigned to finalize the Apprenticeship report and field observations to MT. SC Mercury to see the process of loading oil into the ship with PT SDS employees and also one of the ship's crew.