

APPRENTICESHIP REPORT
PT. SARI DUMAI SEJATI
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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

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Bengkalis, May 31th, 2024

Supply Chain Management Manager
PT. Sari Dumai Sejati

PT SARI DUMAI SEJATI

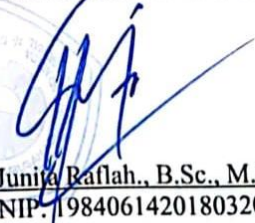
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CHAPTER I INTRODUCTION

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.
3. 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:

1. 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 the 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:

- a. 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).

Table 2.1 PT. Environmental Permit. Sari Dumai Sejati

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

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.

Table 2.2 Production Capacity of PT. Sari Dumai Sejati

<i>Plants</i>	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
KCP	1.580

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.

Table 2.3 Number and Capacity of the 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

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.

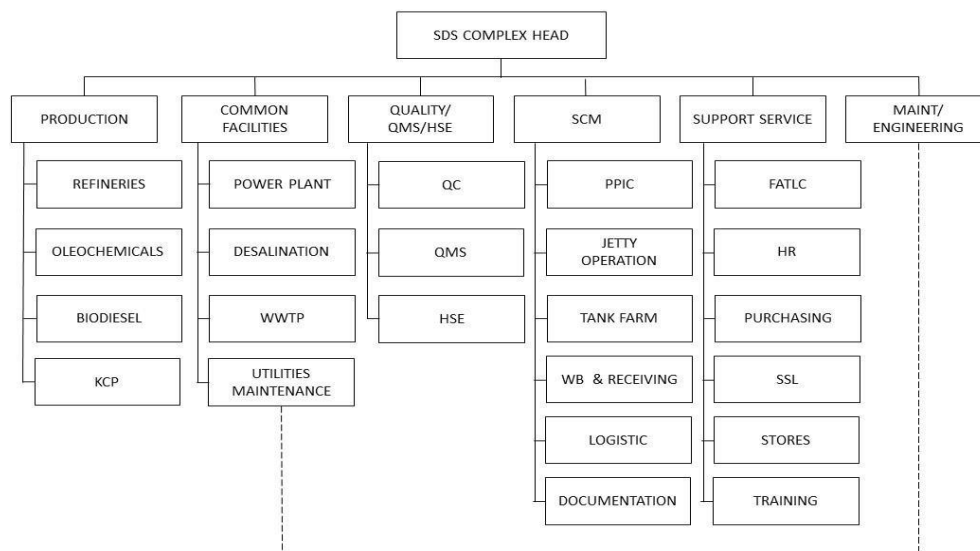


Figure 2.3: PT Organizational Structure. Sari Dumai Sejati
Source: PT. Sari Dumai Sejati (2024)

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.

Superintendent and 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.

4. 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 Management 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 Lading, Invoice, Packing List, Certificate of Origin, Health Certificate, Shipment Document, Shipment 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:

1. 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.
3. 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.

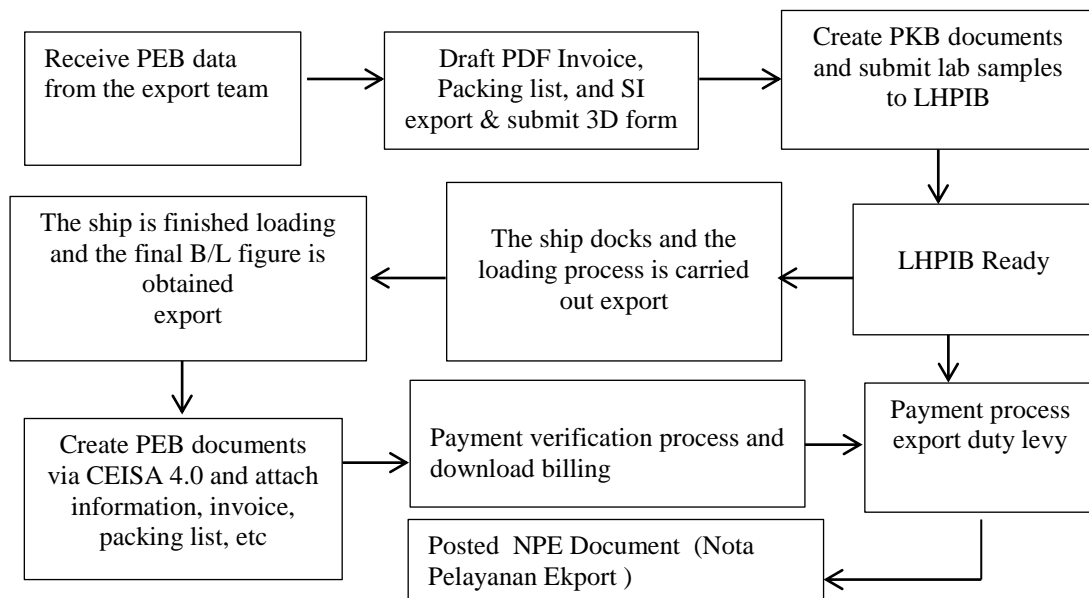


Figure 3.21: BC 3.0 Document Creation Process
 Source: *Process Data (2024)*



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.

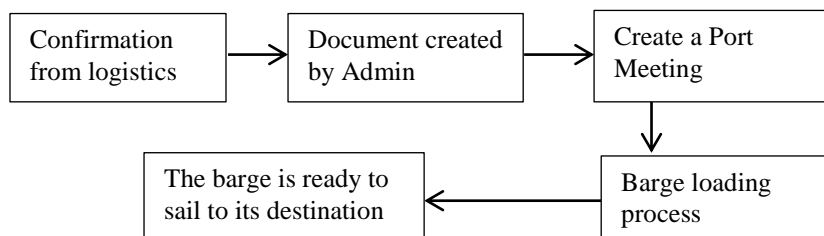


Figure 3.23 : Process of creating BC 40 & 27 documents
Source: Process Data 2024

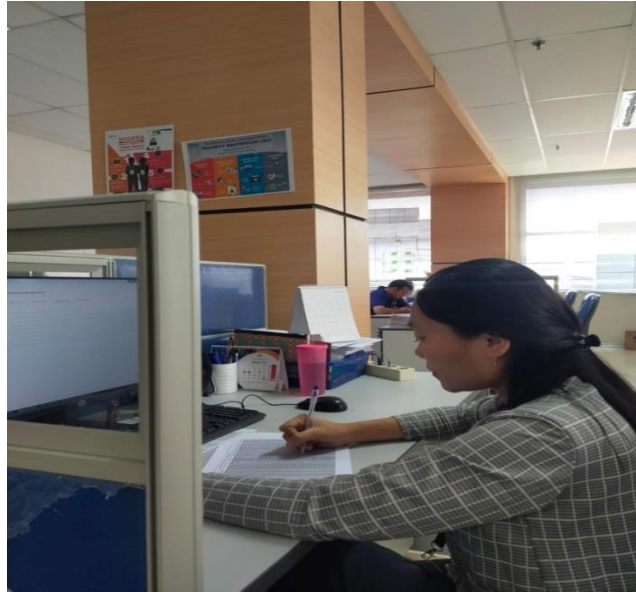


Figure 3.24 : Make a recap of BC.40
Source: Process Data 2024

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 Shipment 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.

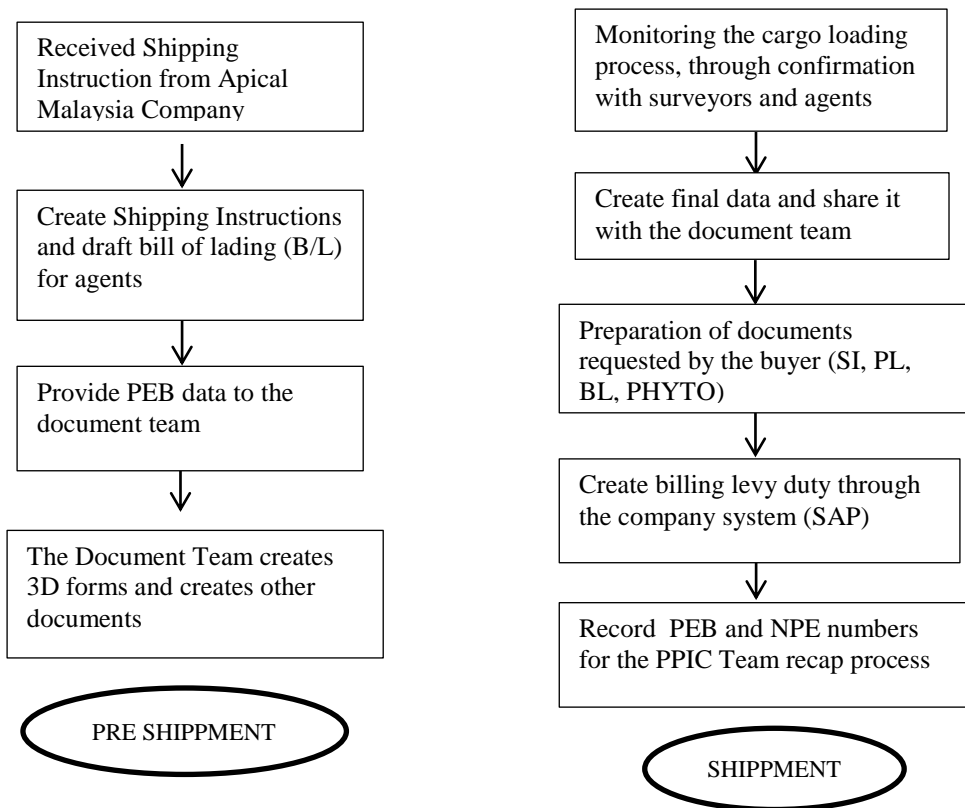


Figure 3.25 : Export Procedure
Source: Process Data (2024)

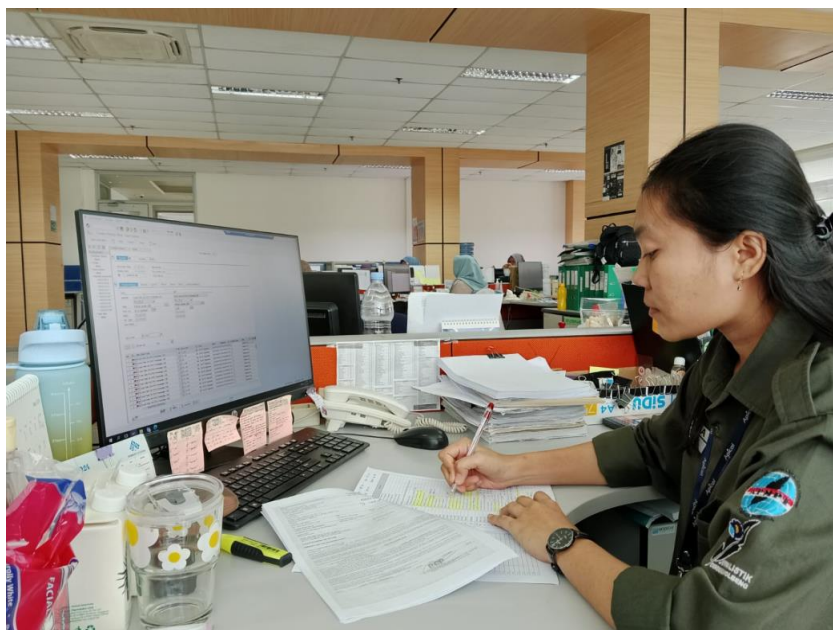


Figure 3.26 : Export document creation process
Source: Process Data (2024)

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 3.1 Practice 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	1. Management of 3D MT form submissions. YANNE 2. Submission of samples to the lab	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:

Table 3.3 Work Agenda 12 February – 17 February 2024

No	Date and time	Activity	Place of activity
1.	Monday, 12 February 2024	1. PEB MT document management. MT.Intermezzo 2. Archive the document MT. Takao Galaxy	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	1. Management of 3D MT form submissions. RM1, MT. FLOYEN, CONTAINER MMSS 2710 2. and submit samples to the lab	SCM
5	Friday, 16 February 2024	1. Upload SAP BC 3.0 2. Archive of NPE documents	SCM
6	Saturday, 17 February 2024	1. Process of 3D Stena Convoy form submissions 2. Archive the ship documents	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:

Table 3.4 Work Agenda report 19 February – 24 February 2024

No	Date and time	Activity	Place of activity
1.	Monday, 19 February 2024	1. Management of 3D MT form documents. SC. QINGDAO 2. Sample submission 3. Archive of NPE documents	SCM
2	Tuesday, 20 February 2024	1. Management of 3D form documents. MT.SHOSHUN 2. Sample Submission. MT. SHOSHUN	SCM
3	Wednesday, 21 February 2024	1. Management of PKB documents. MT. STARSHIP 2. Management of 3D form documents. MV.GLOBAL SERENITY	SCM
4	Thursday, 22 February 2024	1. Management of submission of 3D CONTAINER MMSS 2710 2. form Submission of samples to the Lab	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.

Table 3.5 Work Agenda Report 26 February – 02 March 2024

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

Table 3.6 Work Agenda Report 04 February – 09 March 2024

No	Date and time	Activity	Place of activity
1.	Monday, 04 March 2024	1. Learn about inaport (Port System) 2. Assist in inputting data related to future ship docking plans at the Sari Dumai Sejati station	SCM
2	Tuesday, 05 March 2024	1. Help make port meetings for ships that 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 style="list-style-type: none"> 1. 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 2. Management of PT 3D form submissions. SDS on MMSS 2710 container 3. Management of submitting 3D forms for MMSS 2710 containers using the Service User Portal website 	SCM
4	Thursday ,07 March 2024	<ol style="list-style-type: none"> 1. Management of PKB (Goods Readiness Notification) on ships MT. SHOKAI, and MMSS 2710 Container 2. Make data recaps of ships and containers that have finished loading 	SCM
5	Friday, 08 March 2024	<ol style="list-style-type: none"> 1. Make a note (Correction Note) for the MMSS 2710 container with the date and BL number 2. NPE archive of ships that have completed loading 	SCM
6	Saturday, 09 March 2024	Archive of NPE documents (Export Service Note) from all ships that have finished loading from SDS	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:

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 style="list-style-type: none"> 1. NPE recap (Export Service Note) for ships that have finish loading 2. Process documents for submitting 3D forms on ships MT. AMWAJ PT. SDS 3. Create sample submission documents for ships MT. AMWAJ 	SCM
3	Wednesday, 12 March 2024	<ol style="list-style-type: none"> 1. Process of PKB (Notification of Goods Readiness) documents on ships MT. THIEN THANH, EVA FUJI, CHEM ROAD 2. Management of submit 3D forms for MMSS 2710 containers using the Service User Portal website 	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 2024	Recapitulate BC .40 (Barge) for the period October and November 2023 using the CEISA system	SCM
6	Saturday, 15 March 2024	To recapitulate BC .40 (Barge) for the period December 2023 and January 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:

Table 3.8 Work Agenda Report 18 March – 23 March 2024

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

Table 3.9 Work Agenda Report 25 March – 30 March 2024

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

No	Date and time	Activity	Place of activity
3	Wednesday 27 March 2024	Recapitulate PT expenditure documents. SDS for the period November 2024	SCM
4	Thursday 28 March 2024	1. Recapitulate the income and expenditure of BC 40 PT SDS 2. Download PT AKC expenditure documents for the 2023 period 3. Download PT SDS expenditure documents for the period February 2024	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

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:

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	1. Create corrective documents for the import of goods between PT SDS offices for the period March 2024, product types RBDPKO, CPKL and CPKO 2. download SPPB, SPPD, PT SDS expenditure documents for the period January 2024 3. Make a recap of the import of goods using PT SDS barges for the period March 2024	SCM
3	Wednesday, 03 April 2024	1. Recapitulate improvement documents for the March 2024 period 2. Classify the documents that have been downloaded into the names of the respective companies making sales or purchases at PT SDS	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:

Qable 3.11 Work Agenda Report 08 April – 13 April 2024

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	1. Create corrective documents for the import of goods between PT SDS offices for the period March 2024, product types RBDPKO, CPKL and CPKO 2. download SPPB, SPPD, PT SDS expenditure documents for the period January 2024 3. Make a recap of the import of goods using PT SDS barges for the period March 2024	SCM
3	Wednesday, 09 April 2024	1. Recapitulate improvement documents for the March 2024 period 2. Classify the documents that have been downloaded into the respective names of companies making sales or purchases at PT SDS	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

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:

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	1. Recapitulate PT.SDS goods import dischard documents for the period April 2024 2. Download the SPPB, SPPD, DOC documents for product type (Palm Kernel) for the 2024 period	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 system 2. Create SO, DO	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:

Table 3.13 Work Agenda Report 22 April – 27 April 2024

No	Date and time	Activity	Place of activity
1.	Monday, 22 April 2024	1. Create shipping documents and shipping costs through the SAP system 2. Make a PGI summary	SCM
2	Tuesday, 23 April 2024	1. Create billing documents. 2. Create PGI recaps	SCM
3	Wednesday, 24 April 2024	1. Create MMSS 2710 master data 2. Create SI 3. Create VGM PT. SDS 4. Create PL PT.SDS 5. Create SO, DO PT. SDO 6. create PT.SDO PEB data	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	1. Make a summary of PT SDS's PGI for the 2024 period 2. Document filing 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:

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 2. Create a summary of SAP PT.SDS for	SCM

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	1. Create draft documents SI, PEB MT. Global Nephthune PT. SDS 2. Create a Health Certificate 3. Make PT SDS Phytosanitary certificate	SCM
6	Saturday, 04 May 2024	1. Create SI, PEB, VGM, MT. Hakone Galaxy PT. SDS 2. Create final data SI, VGM, MMSS2710	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:

Table 3.15 Work Agenda Report 06 May – 11 May 2024

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

Table 3.16 Work Agenda Report 13 May – 18 May 2024

No	Date and time	Activity	Place of activity
1.	Monday, 13 May 2024	1.Create SO, DO, Invoice PT. SDS By SAP 2.Archive the document NPE and PEB 3. ArchivePGI	SCM
2	Tuesday, 14 May 2024	1.Create SO, DO, SI 2.Scan document invoice, packing list 3.Recap NPE and PEB	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

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:

Table 3.17 Work Agenda Report 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)

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 3.18 Work Agenda Report 27 May – 31 May 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

Source: Process Data (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:

1. 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.

3. 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.

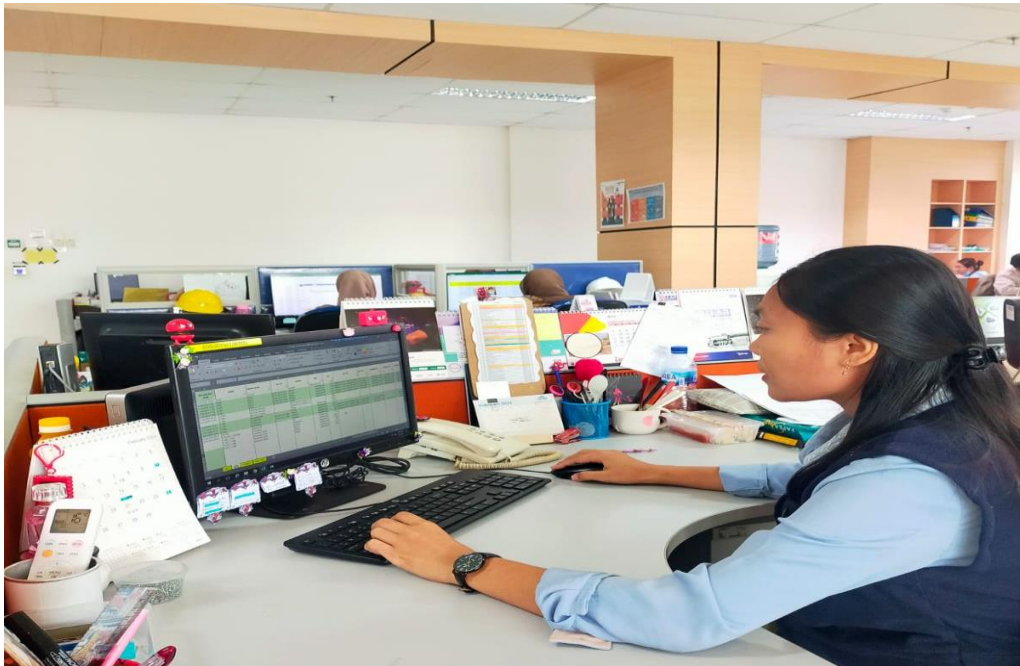
REFERENCES

- 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

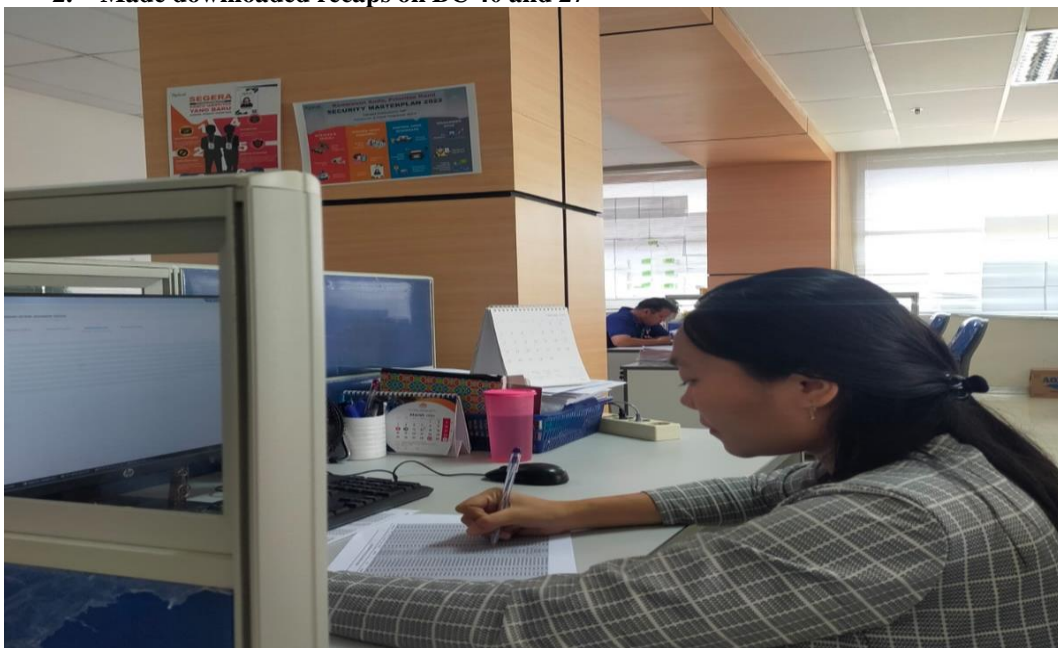
Appendices 1 Figure Of Descriptions

1. Documentation in document BC.30



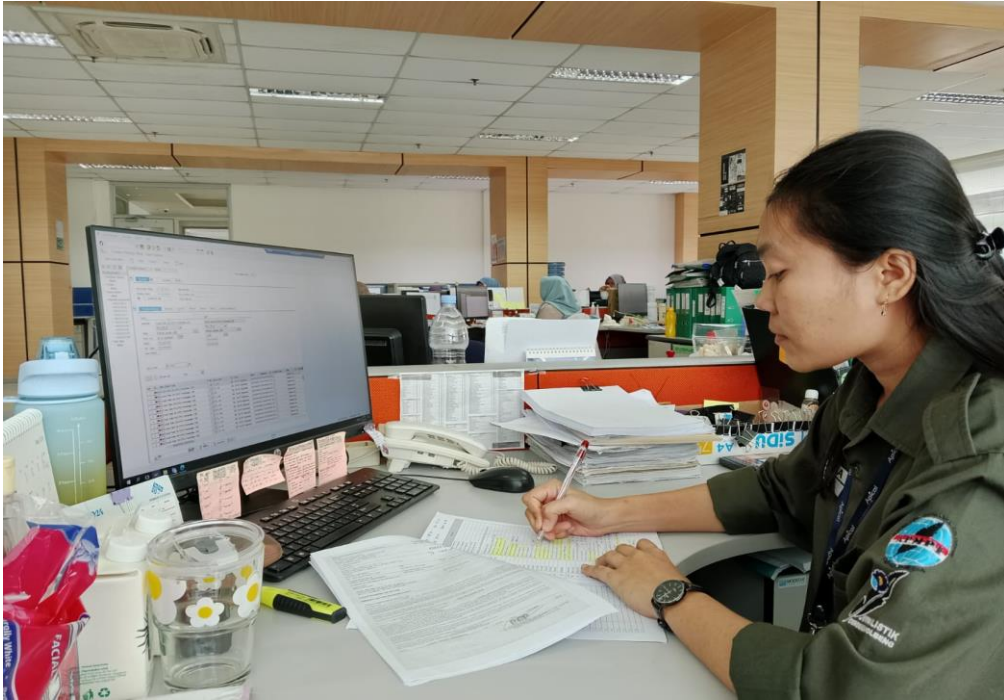
Source: *Process Data (2024)*

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)

5. Documentation on Tank Farm



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



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

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

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

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

Nomor : 4254/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

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

Dengan hormat,

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

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

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

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

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

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

Appendix 4: Appraisal form

Apical

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

Name : Devi Sinaga
Student Identify No. : 5404201277
Study Program : D-IV Administrasi Bisnis Internasional
Collage : State Polytechnic 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

Dumai, 31 Mei 2024

PT. SARI DUMAI SEJATI

Devi Yuliana, ST
Advisor of Job Training

Appendix 5: Certificate



Appendix 6 : List of Attendances

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY 2024 s/d. 31 - MEI - 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BEMOKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pempimbing
06-Feb-2024	Training Safety Induction		da.
07-Feb-2024	Pengurusan pengajuan permohonan form 3D MT. YANNE, produk : SRBDPKFA dan Pengajuan sampel MT. YANNE setelah form 3D disetujui oleh pihak BC	<i>[Signature]</i>	fer
09-Feb-2024	Pengurusan pengajuan permohonan form 3D MT RMI, produknya : RBDPE - Pengajuan sampel MT. RMI - Pengurusan pengajuan permohonan form 3D MT. FLOYEN dan kontainer MMS2710	<i>[Signature]</i>	dei
12-Feb-2024	- Pengurusan dokumen PEB MT. INTERMEZZO - Pengarsipan dokumen MT. TAKAGAIAXY dan RMI	<i>[Signature]</i>	dei
13-Feb-2024	- Pengarsipan dokumen MT. YANNE.	<i>[Signature]</i>	dei
15-Feb-2024	- Input 3D MT LOANNA, dan container - upload SAP BC-30 - Arsip dokumen NPE Kapal	<i>[Signature]</i>	fer
16-Feb-2024	- Input 3D MMS2710 VA240052E - Input 3D STEVA Convoy - Arsip NPE Kapal	<i>[Signature]</i>	dei
17-Feb-2024	- Aju sampel MT. Shotan, MT Steva Convoy, MT RMI, MT Alisha,		dei
19-Feb-2024	- Input PKB untuk pengajuan sampel - Input 3D MT. SC RingDuo - Input PKB MT. SC RingDuo - Aju sampel MT. SC RingDuo - Arsip NPE Kapal	<i>[Signature]</i>	fer
20-Feb-2024	- Input 3D MT Shoshun, produk RPL, PPO, RPKO. - Aju sampel untuk MT Shoshun.	<i>[Signature]</i>	dei
21-Feb-2024	- Membantu PKB MT. Pmrship - Membantu 3D MV Global Serenity Produk : PKS.	<i>[Signature]</i>	fer

Apical

Internal

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - FEBRUARY - 2024 s/d 31 - MEI - 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
22-Feb-2024	- Input form 3D MMSS 2710, produksinya, caprylic ACID 99%	<i>[Signature]</i>	<i>[Signature]</i>
23-Feb-2024	- Membuat form 3D MT. Bristol Trader, MT. Seawyns Rose, MT. Tien Thinh, Jenis produksinya RBDPL	<i>[Signature]</i>	<i>[Signature]</i>
24-Feb-2024	- Arsip dokumen PEB, MT seawyns Rose, MT. Tien Thinh, Bristol Trader	<i>[Signature]</i>	<i>[Signature]</i>
26-Feb-2024	- Membuat nota (nota pembetulan) atas Errongal B/L pada dokumen MMSS2710 - Input PEB MT. Bristol Trader - Input PEB Container MMSS2710 - Create payment MT. Bristol	<i>[Signature]</i>	<i>[Signature]</i>
27-Feb-2024	- Arsip Dokument PEB. Yang sudah selesai loading - input data truck dan tongkang	<i>[Signature]</i>	<i>[Signature]</i>
28-Feb-2024	- membuat PEB. Tien Thinh 26, Chen reudwing, Eva fiji - membuat form 3D container MMSS2710	<i>[Signature]</i>	<i>[Signature]</i>
29-Feb-2024	- membuat 3D MMSS2710, Refined Glycine	<i>[Signature]</i>	<i>[Signature]</i>
1-Mar-2024	- Input 3D MT Shoyu - Input 3D MMSS2710 - Input Dokumen impor BC-23 Kapal CNC Saturn.	<i>[Signature]</i>	<i>[Signature]</i>
2-Mar-2024	- Arsip NPE, semua kapal yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
4-Mar-2024	- Belajar Import System	<i>[Signature]</i>	<i>[Signature]</i>
5-Mar-2024	- membuat port meeting - membuat Rekap BC-23	<i>[Signature]</i>	<i>[Signature]</i>

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - FEBRUARY - 2024 s/d 31 - MEI - 2024

Nama : DEVI SWAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
6 - Maret - 2024	- Membantu Rekapitulasi Time Sheet Setiap Kapal yang sudah selesai loading - membuat form 3D PT AKC, MTI, SHAKAI - membuat form 3D PT SDS, MMSS 2710	<i>[Signature]</i>	<i>[Signature]</i>
7 - Maret - 2024	- Membantu PEB (pembentahan ekspor barang) MMSS, MT (shakai) - membuat Rekapitulasi data kapal dan kontainer yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
8 - Maret - 2024	- Membantu Notul C Not (pembetulan) atas container MMSS 2710, Pembetulan tanggal dan nomor B/L - Arsip APB, Kapal yang sudah selesai	<i>[Signature]</i>	<i>[Signature]</i>
12 - Maret - 2024	- Membantu Rekapitulasi APB kapal yang sudah selesai loading - input 3D MT - AMWAS, PT SDS - membantu pengayaman sampel MT - AMWAS	<i>[Signature]</i>	<i>[Signature]</i>
13 - Maret - 2024	- mempelajari Materi BC-20 dan BC-27 - membantu rekapitulasi BC-40 (Tongkung) bulan September	<i>[Signature]</i>	<i>[Signature]</i>
14 - Maret - 2024	- membantu Rekapitulasi BC 40 (Tongkung) bulan oktober dan november	<i>[Signature]</i>	<i>[Signature]</i>
15 - Maret - 2024	- membantu Rekapitulasi BC 40 (Tongkung) bulan desember 2023 dan Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
16 - Maret - 2024	- membantu rekap dan download BC 27 (Truck) jenis PKE	<i>[Signature]</i>	<i>[Signature]</i>
18 - Maret - 2024	- membuat rekapitulasi dokumen pengeluran barang PT SDS february 2024 - membuat rekapitulasi pengeluaran PT AKC January dan february 2024	<i>[Signature]</i>	<i>[Signature]</i>
19 - Maret - 2024	- membuat rekapitulasi dokumen pengeluaran barang PT SDS oktober 2023	<i>[Signature]</i>	<i>[Signature]</i>

Apical

Internal

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - february 2024s/d... 31 - Mei - 2024.....

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
20 - Maret - 2024	- Membuat Rekapitan dokumen pengumuman PT SDS bulan November 2023	<i>[Signature]</i>	<i>[Signature]</i>
21 - Maret - 2024	- membuat rekapitan dokumen pengumuman dan download sppb, sppd, dok bulan desember 2023	<i>[Signature]</i>	<i>[Signature]</i>
22 - Maret - 2024	- membuat Rekapitan pemasukan barang PT SDS, jenis PK (palm kernel)	<i>[Signature]</i>	<i>[Signature]</i>
23 - Maret - 2024	- membuat rekapitan pemasukan bc.27 dan mendownload sppb, sppd, dok	<i>[Signature]</i>	<i>[Signature]</i>
25 - Maret - 2024	- Membuat Rekapitan pemasukan barang PT SDS Maret 2024 - Belajar Input dokumen bc 27 (dokumen pemberitahuan pemasukan barang asal tempat lain dalam daerah pabean)	<i>[Signature]</i>	<i>[Signature]</i>
26 - Maret - 2024	- membuat Rekapitan dokumen pengumuman (BC 27) PT AKC 2023 & 2024 - membuat Rekapitan dokumen inventori pengeluaran BC 40 Antar KB Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
27 - Maret - 2024	- Membuat Rekapitan pemasukan dan pengeluaran BC 40 PT SDS	<i>[Signature]</i>	<i>[Signature]</i>
28 - Maret - 2024	- Membuat rekapitan pemasukan BC.27 bulan maret - mendownload dokumen pengeluaran PT AKC 2023 - mendownload dokumen PT SDS februari 2024	<i>[Signature]</i>	<i>[Signature]</i>
30 - Maret - 2024	- membuat dokumen BC 27 pembelian dari PT AKC - download sppb, sppd, dok, pk BC-40 bulan 11 dan 12 - 2023	<i>[Signature]</i>	<i>[Signature]</i>

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - February 2024 s/d 31 - Mei - 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALU
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1 - Apr - 2024	- mendownload dokumen cfpb, cfpd, pk (palm kernel) Periode Februari 2024	<i>[Signature]</i>	<i>[Signature]</i>
02 - Apr - 2024	- membuat dokumen perbaikan atas pemasukan barang antar KB PT SDS periode Maret 2024, jenis RBDPKB, CPK, CPK - mendownload dokumen cfpb, Doc, SPPD, Pengeluaran PT SDS periode Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
03 - Apr - 2024	- membuat perbaikan dokumen Periode Maret 2024 - Peminjaman file PK (palm kernel) ke dalam nama perusahaan Ponsul	<i>[Signature]</i>	<i>[Signature]</i>
04 - Apr - 2024	- membuat dokumen perbaikan atas Peminjaman barang PT SDS Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
05 - Apr - 2024	- membuat dokumen perbaikan Pengeluaran barang PT SDS bulan Januari (Antar KB) - membuat dokumen perbaikan pengeluaran barang PT AKC periode Maret 2024 (Antar KB)	<i>[Signature]</i>	<i>[Signature]</i>
06 - Apr - 2024	- membuat perbaikan dokumen Laporan Pengeluaran barang antar KB PT SDS Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
08 - Apr - 2024	- membuat Rekapitulasi perbaikan dokumen Laporan pengeluaran Antar KB PT SDS periode Januari 2024	<i>[Signature]</i>	
09 - Apr - 2024	- membuat Rekapitulasi line sheet BC 27 Periode Maret 2024 - melakukan pengecekan kembali pada kelengkapan dokumen	<i>[Signature]</i>	<i>[Signature]</i>
12 - Apr - 2024	- melakukan pengecekan dokumen - melengkap dokumen pemasukan PT AKC Periode februari dan Januari	<i>[Signature]</i>	<i>[Signature]</i>
13 - Apr - 2024	- membuat Rekapitulasi pemasukan PK Periode Maret 2024	<i>[Signature]</i>	
15 - Apr - 2024	- membuat Rekapitulasi download BC-11 Jenis PK periode Maret 2024	<i>[Signature]</i>	
16 - Apr - 2024	- membuat perbaikan dokumen BC A1 Jenis PK Periode Maret 2024	<i>[Signature]</i>	

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - February - 2024 s/d 31 - Mei - 2024

Nama : DEVI SIANEA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
17-APR-2024	- Membunt Rekapan Discharge, Pemasukan barang PT SDS (BC 27) periode April 2024 - Membunt Rekapan download BC 40- Jenis PK	<i>[Signature]</i>	<i>[Signature]</i>
18-APR-2024	- Membunt Rekapan Pengeluaran BC 27 PT SDS Periode Januari 2023	<i>[Signature]</i>	<i>[Signature]</i>
19-APR-2024	- Penjelasan peta konsep arus kerja export Sales Dokumen	<i>[Signature]</i>	<i>[Signature]</i>
20-APR-2024	- Pengenalan SAP sistem - membunt SO, DO	<i>[Signature]</i>	<i>[Signature]</i>
22-APR-2024	- membunt Shipment cost, Shipment Doc. - membunt rekapan PGI	<i>[Signature]</i>	<i>[Signature]</i>
23-APR-2024	- membunt Billing Document - membunt rekapan PGI	<i>[Signature]</i>	<i>[Signature]</i>
24-APR-2024	- membuat Master data MMSS 2710 - Create SI - membunt VGM - membunt PL - membunt SO, DO, PT SDO - membunt SI, VGM PT SDO - membunt Data PEB PT SDO	<i>[Signature]</i>	<i>[Signature]</i>
25-APR-2024	- Membunt SO, DO, MV, MT-TG. Gemini PT. SDS - Membunt Rekapan PGI, MMSS 2710, PT. SDO	<i>[Signature]</i>	<i>[Signature]</i>
27-APR-2024	- Membuat Rekapan PGI MMSS 2710, PT. SDS - pengarsipan dokumen periode februari 2024, PT. SDO	<i>[Signature]</i>	<i>[Signature]</i>
29-APR-2024	- membunt Invoice MT. YUTONG PT. SDS - membunt Summary SAP PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
30-APR-2024	- membuat COO - membunt Rekapan SAP Summary PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - February 2024 s/d 31 - Mei 2024

Nama : DEVI SIXAGA
Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
02-MEI-2024	- Membuat Rekapitulasi PBI PT SDO - Membuat - E-COO		
03-MEI-2024	- membuat draft dokumen, SI, PEB MT. global Alchemie, PT SDS - Membuat Health Certificated Phytosanitary Certificated PT.SDS		
04-MEI-2024	- Membuat SI, PEB, VGM, MT. Hakone Galaxy PT. SDS - Membuat data final SI, VGM, MMS2710 PT.SDS		
06-MEI-2024	- Membuat SO, DO, INVOICE, MT. Hakone Galaxy PT. SDS - Pengarsipan dokumen periode februari 2024		
07-MEI-2024	- membuat draft COO MT. UNILEY PT. SDS - Pengarsipan dokumen PEB dan NPE PT.SDO		
08-MEI-2024	- membuat rekapitulasi pajak PT. SDO periode APRIL 2024 - Meresap dokumen PT SDO		
10-MEI-2024	- scan dokumen PEB dan NPE PT SDO periode februari 2024 - membuat rekapitulasi dokumen final SDO		
11-MEI-2024	- scan dokumen PEB dan NPE PT.SDO periode April 2024 - pengarsipan dokumen PEB dan NPE periode April 2024		
13-MEI-2024	- Membuat SO, DO, INVOICE - Arsip NPE dan PEB - Meresap PBI		

Internal



















Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : ~~06 - February - 2024~~ s/d ~~31 - MEI - 2024~~

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
14 - MEI - 2024	- Membunt SO, DO, SI - Scan Invoice, Packing list - merelump NPE dan PEB bulanan		
15 - MEI - 2024	- Membunt SO, DO, MV - merelump NPE dan PEB		
16 - MEI 2024	- mengecek slip timbangan dibukting		
17 - MEI 2024	- observasi lapangan ke Jetty tongkang bersama team ber culeni		
18 - MEI - 2024	- observasi Lapangan ke Tank farm melihat proses Sounding minyak		
20 - MEI - 2024	- survey Ice Store AKC bersama team dokumen dan ber culeni		
21 - MEI - 2024	- Plan tour ke pembuatan wadah minyak (drigen) PT AKC		
22 - MEI - 2024	- membunt laporan KP, persiapan presentasi perusahaan		
24 - MEI - 2024	- merekap data tank farm dan Jetty operation PT SDS		

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - Januari 2024 s/d 31 - Mei 2024

Nama : DEVI SIMAGA
Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
25 - MEI - 2024	- merelung laporan tahunan tank farm dan Jetty operation PT SDO	<i>[Signature]</i>	<i>[Signature]</i>
27 - MEI - 2024	- observasi lapangan ke Jetty SA. MERCURY	<i>[Signature]</i>	<i>[Signature]</i>
28 - MEI - 2024	- observasi lapangan ke Jetty MT. URAYA	<i>[Signature]</i>	<i>[Signature]</i>
29 - MEI - 2024	- Diskusi laporan kerja praktek	<i>[Signature]</i>	<i>[Signature]</i>
30 - MEI - 2024	- Diskusi laporan kerja praktek	<i>[Signature]</i>	<i>[Signature]</i>
31 - MEI - 2024	Finalisasi Laporan	<i>[Signature]</i>	<i>[Signature]</i>


Appendix 7 List Daily Activities Of Apprenticeship

Daily Activities of Apprenticeship

Days: Tuesday – Saturday

Date : 06 -10 February 2024

Apical		Form No	SCS-L&D-FRM-05
		Issue No	: 1.0
		Effective Date	: 5 November 2020
Absensi Siswa/Mahasiswa Praktik Kerja Lapangan			
Periode : 06 - FEBRUARY 2024 s/d. 31 - MEI - 2024			
Nama		DEVI SINAGA	
Asal Sekolah/Univ		POLITEKNIK NEGERI BENGKALIS	
Departemen		SUPPLY Chain MANAGEMENT	
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
06-Feb-2024	Training SAFETY induction		da
07-Feb-2024	Pengurusan pengajuan permohonan form 3D MT. YANNE, produk: SRBDRKA dan Pengajuan sampel MT. YANNE setelah form 3D disetujui oleh pihak BC	Jawkes	fa
09-Feb-2024	- Pengurusan pengajuan permohonan form 3D MT. RMI, produknya: RBDPL - Pengajuan sampel MT. RMI - Pengurusan pengajuan permohonan form 3D MT. FLOYAL dan kontainer MMS2710	Jawkes	dei
12-Feb-2024	- Pengurusan dokumen PEB MT. INTERMEZZO - Pengarsipan dokumen MT. TAKAOGAIXY dan RMI	Jawkes	dei
15-Feb-2024	- Pengarsipan dokumen MT. YANNE.	Jawkes	dei
15-Feb-2024	- Input 3D MT. LOANNA, dan container - upload SAP BC-30 - Arsip dokumen NPE Kapal	Jawkes	fa
16-Feb-2024	- Input 3D MMS2710 V0240052E - Input 3D STELA Convoy - Arsip NPE Kapal	Jawkes	fa
17-Feb-2024	- Aju sampel MT. Shohun, MT. Stena Convoy, MT. RM2, MT. Alisha.	Jawkes	fa
19-Feb-2024	- Input PKB untuk pengajuan sampel - Input 3D MT. SC RingDuo - Input PKB MT. SC RingDuo - Aju sampel MT. SC RingDuo - Arsip NPE Kapal	Jawkes	fa
20-Feb-2024	- Input 3D MT. Shohun, produk RPL, PPO, RPKO. - Aju sampel untuk MT. Shohun.	Jawkes	fa
21-Feb-2024	- Membantu PKB MT. Partnership - Membantu form MV Global Serenity Produk: PK5.	Jawkes	fa

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.

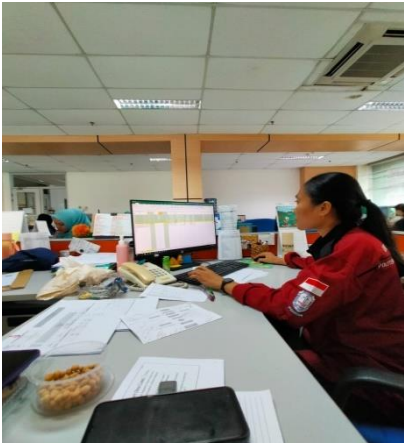
Days: Monday – Saturday
 Date: 12 – 17 February 2024

Apical Form No : SDS-LSD-FRM-05
 Issue No : 1.0
 Effective Date : 6 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY 2024 s/d 31 - MEI - 2024

Nama : **DEVI SINAGA**
 Asal Sekolah/Univ : **POLITEKNIK NEGERI BENGKALIS**
 Departemen : **SUPPLY CHAIN MANAGEMENT**

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
06-Feb-2024	Training Safety Induction		fa
07-Feb-2024	Pengurusan pengajuan permohonan form 3D MT. YANAB, produk SABDPKFA dan Pengajuan sampel MT. YANAB setelah form 3D disetujui oleh pihak BC	<i>[Signature]</i>	fa
09-Feb-2024	Pengurusan pengajuan permohonan form 3D MT RMI, produknya: RBDPL - Pengajuan sampel MT. RMI - Pengurusan pengajuan permohonan form 3D MT. FLOVAL dan Container MMS2710	<i>[Signature]</i>	dei
12-Feb-2024	- Pengurusan dokumen PEB MT. INTERMEZZO - Pengarsipan dokumen MT. TAKAOEIAXY dan RMI	<i>[Signature]</i>	dei
15-Feb-2024	- Pengarsipan dokumen MT. YANAB.	<i>[Signature]</i>	dei
15-Feb-2024	- Input 3D MT LOANNA, dan container - upload SAP BC-30 - Arsip dokumen NPE Kapal	<i>[Signature]</i>	fa
16-Feb-2024	- Input 3D MMS2710 V0240052E - Input 3D STELA CONVOY - Arsip NPE Kapal	<i>[Signature]</i>	dei
17-Feb-2024	- Aju sampel MT. Shoshun, MT. Stena Convooy, MT. RMI, MT. Alisha.	<i>[Signature]</i>	dei
19-Feb-2024	- Input PKB untuk pengajuan sampel - Input 3D MT. SC RingDno - Input PKB MT. SC RingDno - Aju sampel MT. SC RingDno - Arsip NPE Kapal	<i>[Signature]</i>	fa
20-Feb-2024	- Input 3D MT Shoshun, produk RPL, PPO, RPKO. - Aju sampel untuk MT Shoshun.	<i>[Signature]</i>	fa
21-Feb-2024	- Membuat PKB MT. Starship - membuat f3D MV Global Serenity Produk: PKB.	<i>[Signature]</i>	fa

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

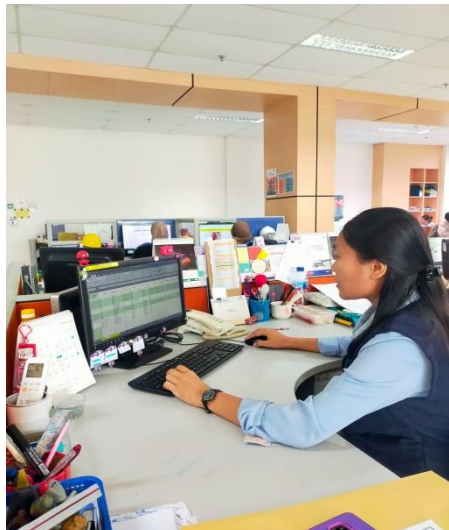
Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY 2024 s/d. 31 - MEI - 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALU
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
06-Feb-2024	Training Safety Induction		da.
07-Feb-2024	Pengurusan pengajuan permohonan form 3D MT. YANNE, produk SRBDPKFA dan Pengajuan sampel MT. YANNE setelah form 3D disetujui oleh pihak BC	Devil	fa.
09-Feb-2024	Pengurusan Pengajuan permohonan form 3D MT RMI, produknya RBDPL - Pengajuan sampel MT. RMI - Pengurusan pengajuan permohonan form 3D MT. FLOYER dan kontainer MMS2710	Devil	da. da.
12-Feb-2024	- Pengurusan dokumen PEB MT. INTERMEZZO - Pengarsipan dokumen MT. TAKOGALAXY dan RMI	Devil	da.
12-Feb-2024	- Pengarsipan dokumen MT. YANNE.	Devil	da.
15-Feb-2024	- Input 3D MT LOANNA, dan container - Upload SAP BC-30 - Arsip dokumen NPE Kapal	Devil	da.
16-Feb-2024	- Input 3D MMS2710 V0240052E - Input 3D STEMA Convoy - Arsip NPE Kapal	Devil	da. da.
17-Feb-2024	- Aju sampel MT. Chotun, MT Stema Convoy, MT RMI, MT Alisha.		
19-Feb-2024	- Input PKB untuk pengajuan sampel - Input 3D MT. SC RingDno - Input PKB MT. SC RingDno - Aju sampel MT. SC RingDno - Arsip NPE Kapal	Devil	fa.
20-Feb-2024	- Input 3D MT Shoshun, produk RPL, PPO, RPKO. - Aju sampel untuk MT Shoshun.	Devil	da.
21-Feb-2024	- Membantu PKB MT. Partnership - Membantu form MV Global Serenity Produk : PKB.	Devil	fa.

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


Internal

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY - 2024s/d... 31 - MARI - 2024.....

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
22-Feb-2024	- Input form 3D MMSS 2710, produksinya, caprylic ACID 99%	<i>[Signature]</i>	<i>[Signature]</i>
23-Feb-2024	- membuat form 3D MT. Bristol Trader, MT. Seawings Rose, MT. Tian Thank, Jenis produksinya RBDPL	<i>[Signature]</i>	<i>[Signature]</i>
24-Feb-2024	- Arsip dokumen PEB, MT Seawings Rose, MT. Tian Thank, Bristol Trader	<i>[Signature]</i>	<i>[Signature]</i>
26-Feb-2024	- membuat nota (nota pembelian) atas Emogal B/L pada dokumen MMSS2710 - Input PEB MT. Bristol Trader - Input PEB Container MMSS2710 - Create payment MT. Bristol	<i>[Signature]</i>	<i>[Signature]</i>
27-Feb-2024	- Arsip Dokumen PEB yang sudah selesai loading - input data truck dan bongkang	<i>[Signature]</i>	<i>[Signature]</i>
28-Feb-2024	- membuat Pkb, Tian Thank 26, dan retribusi eva pns - membuat form 3D container MMSS2710	<i>[Signature]</i>	<i>[Signature]</i>
29-Feb-2024	- membuat 3D MMSS2710, Refined caprylic	<i>[Signature]</i>	<i>[Signature]</i>
1-Mar-2024	- Input 3D MT Shoyu - Input 3D MMSS2710 - Input Dokumen impor BC-23 Kapal CNC Saturn	<i>[Signature]</i>	<i>[Signature]</i>
2-Mar-2024	- Arsip NPE, Lembar kapal yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
4-Mar-2024	- Belajar Import System	<i>[Signature]</i>	<i>[Signature]</i>
5-Mar-2024	- membuat port marketing - membuat Relapan BC.2.3	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1		This week in the document team, the author was assigned to create an archive NPE (Export Service Note) which has been validated by the customs team, and create a 3D form for the arrival of the next ship, which will carry out the loading process at PT. SDS.

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

Internal

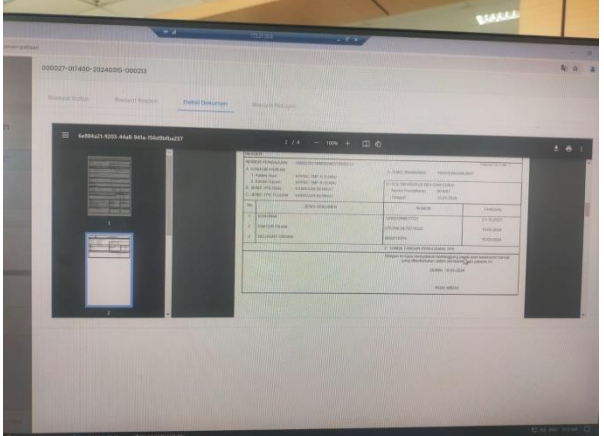
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Form No. : SDS-L&D-FRM-105
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY - 2024 s/d. 31 - MEI - 2024

Nama : DEVI CWAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BANGKALIS
 Departemen : Supply CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
6 - Maret - 2024	- membuat Rekapitan Time sheet setiap kapal yang sudah selesai loading - membuat form 3D PT AKC, MT, SHAKAI - membuat form 3D PT SDS, MMSS 2710	<i>[Signature]</i>	<i>[Signature]</i>
7 - Maret - 2024	- membuat PKB (pembentahan ekspor barang) MMSS, MT, SHAKAI - membuat Rekapitan data kapal dan Kontainer yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
8 - Maret - 2024	- membuat Notul C Nota pembetulan atas kontainer MMSS 2710, Pembetulan tanggal dan nomor B/L - Arsip XPE, Kapal yang sudah selesai	<i>[Signature]</i>	<i>[Signature]</i>
12 - Maret - 2024	- membuat rekapitan APB kapal yang sudah selesai loading - input 3D MT, AMWAS, PT SDS - membantu pengurusan sampel MT, AMWAS	<i>[Signature]</i>	<i>[Signature]</i>
13 - Maret - 2024	- mempelajari Motor BC 20 dan BC 27 - membantu rekapitan BC 40 (Tongking) bulan September	<i>[Signature]</i>	<i>[Signature]</i>
14 - Maret - 2024	- membantu Rekapitan BC 40 (Tongking) bulan oktober dan november	<i>[Signature]</i>	<i>[Signature]</i>
15 - Maret - 2024	- membantu Rekapitan BC 40 (Tongking) bulan desember 2023 dan Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
16 - Maret - 2024	- membantu Rekap dan download BC 27 (Tongking) jenis PKB	<i>[Signature]</i>	<i>[Signature]</i>
18 - Maret - 2024	- membuat rekapitan dokumen Pengeluaran barang PT SDS february 2024 - membuat rekapitan pengeluaran PT AKC January dan february 2024	<i>[Signature]</i>	<i>[Signature]</i>
19 - Maret - 2024	- membuat rekapitan dokumen Pengeluaran barang PT SDS oktober 2023	<i>[Signature]</i>	<i>[Signature]</i>

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

Internal

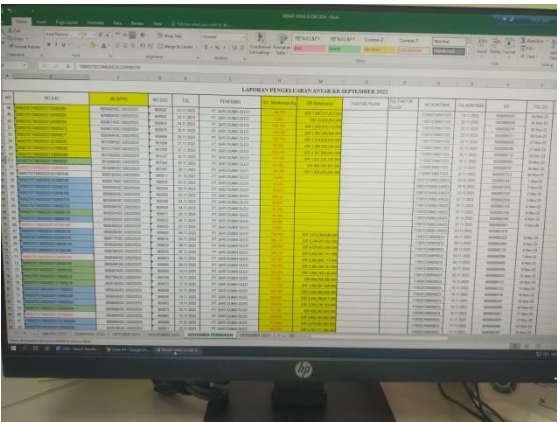
Apical

Form No. : SCS-L&D-FRM-1-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY - 2024s/d. 31 - MARCH - 2024.....

Nama : DEVI SUWAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
6 - Maret - 2024	- Membuat Rekapitan Time sheet setiap kapal yang sudah selesai loading - membuat form 3D PT AKC, MT. SHAKAI - membuat form 3D PT SDS, BMIS 2710	<i>[Signature]</i>	<i>[Signature]</i>
7 - Maret - 2024	- membuat PEB (pembentahan ekspor barang) MMS, MT Chokai - membuat Rekapitan data kapal dan kontainer yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
8 - Maret - 2024	- membuat Notul C Not- pembetulan atas container MMS 2710, pembetulan tanggal dan nomor B/L - Arsip APB, Kapal yang sudah selesai	<i>[Signature]</i>	<i>[Signature]</i>
12 - Maret - 2024	- membuat Rekapitan APB kapal yang sudah selesai loading - input 3D MT. AMWAS, PT SDS - membantu pengayaman sampel MT. AMWAS	<i>[Signature]</i>	<i>[Signature]</i>
13 - Maret - 2024	- mempelajari Materi BC-20 dan BC-27 - membantu rekapitan BC-10 (Tongking) bulan September	<i>[Signature]</i>	<i>[Signature]</i>
14 - Maret - 2024	- membantu Rekapitan BC 20 (Tongking) bulan October dan November	<i>[Signature]</i>	<i>[Signature]</i>
15 - Maret - 2024	- membantu Rekapitan BC 40 (Tongking) bulan Desember 2023 dan Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
16 - Maret - 2024	- membantu Rekap dan download BC 27 (Tongking) jenis PKE	<i>[Signature]</i>	<i>[Signature]</i>
18 - Maret - 2024	- membuat Rekapitan dokumen Pengeluaran barang PT SDS February 2024 - membuat Rekapitan pengeluaran PT AKC Januari dan February 2024	<i>[Signature]</i>	<i>[Signature]</i>
19 - Maret - 2024	- membuat Rekapitan dokumen Pengeluaran barang PT SDS October 2023	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1.		<p>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)</p>

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

Internal

Apical

Form No. : SCS-L&D-FRM-1-05
 Issue No. : 1.0
 Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 - FEBRUARY - 2024s/d. 31 - MEl - 2024.....

Nama : DEVI SUWAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
6 - Maret - 2024	- Membuat Rekapitan Time sheet setiap kapal yang sudah selesai loading - membuat form 3D PT AKC, MT. SHAKAI - membuat form 3D PT SDS, MMS 2710	<i>[Signature]</i>	<i>[Signature]</i>
7 - Maret - 2024	- membuat PEB (pembentahan ekspor barang) MMS, MT Chokai - membuat Rekapitan data kapal dan kontainer yang sudah selesai.	<i>[Signature]</i>	<i>[Signature]</i>
8 - Maret - 2024	- membuat Notul C Not- pembetulan atas container MMS 2710, pembetulan tanggal dan nomor B/L - Arsip APE, Kapal yang sudah selesai	<i>[Signature]</i>	<i>[Signature]</i>
12 - Maret - 2024	- Membuat Rekapitan APB kapm yang sudah selesai loading - input 3D MT. AMWAS, PT SDS - membantu pengayaman sampel MT. AMWAS	<i>[Signature]</i>	<i>[Signature]</i>
13 - Maret - 2024	- mempelajari Materi BC 20 dan BC 27 - membantu rekapitan BC 40 (Tongking) bulan September	<i>[Signature]</i>	<i>[Signature]</i>
14 - Maret - 2024	- membantu Rekapitan BC 20 (Tongking) bulan Oktober dan November	<i>[Signature]</i>	<i>[Signature]</i>
15 - Maret - 2024	- membantu Rekapitan BC 40 (Tongking) bulan Desember 2023 dan Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
16 - Maret - 2024	- membantu Rekap dan download BC 27 (Tongking) jenis PKE	<i>[Signature]</i>	<i>[Signature]</i>
18 - Maret - 2024	- membuat Rekapitan dokumen Pengeluaran barang PT SDS February 2024 - membuat Rekapitan pengeluaran PT AKC Januari dan February 2024	<i>[Signature]</i>	<i>[Signature]</i>
19 - Maret - 2024	- membuat Rekapitan dokumen Pengeluaran barang PT SDS Oktober 2023	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1.		<p>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</p>

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

Internal

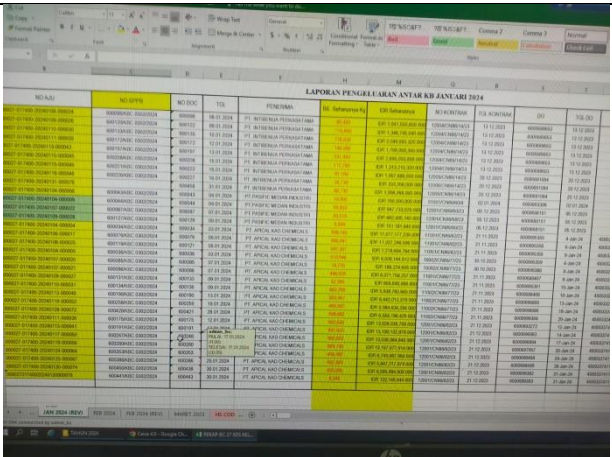
Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - FEBRUARY 2024 s/d. 31 - MARI - 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : SUPPLY CHAIN MANAGEMENT

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
20 - Maret - 2024	- Membuat Rekapitulasi dokumen pengeluran PT SDS bulan November 2023	<i>[Signature]</i>	<i>[Signature]</i>
21 - Maret - 2024	- membuat rekapitulasi dokumen pengeluaran dan download GPPB, SPPD, DOC bulan Desember 2023	<i>[Signature]</i>	<i>[Signature]</i>
22 - Maret - 2024	- membuat Rekapitulasi pemasukan barang PT SDS - Jenis PK (Palmi Kernel)	<i>[Signature]</i>	<i>[Signature]</i>
23 - Maret - 2024	- membuat rekapitulasi pemasukan bc 27 dan mendownload GPPB, SPPD, DOC	<i>[Signature]</i>	<i>[Signature]</i>
25 - Maret - 2024	- membuat rekapitulasi pemasukan barang PT SDS Maret 2024 - Belajar Input dokumen bc 27 (dokumen pemberitahuan pemasukan barang asal kumpul lain dalam daerah pabean)	<i>[Signature]</i>	<i>[Signature]</i>
26 - Maret - 2024	- membuat rekapitulasi dokumen pengeluaran (BC 27) PT AKC 2023 B 2024 - membuat rekapitulasi dokumen inventori pengeluaran BC 40 akhir KB Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
27 - Maret - 2024	- membuat rekapitulasi pemasukan dan pengeluaran BC 40 PT SDS	<i>[Signature]</i>	<i>[Signature]</i>
28 - Maret - 2024	- membuat rekapitulasi pemasukan BC 27 bulan Maret - mendownload dokumen pengeluaran PT AKC 2023 - mendownload dokumen PT SDS februari 2024	<i>[Signature]</i>	<i>[Signature]</i>
30 - Maret - 2024	- membuat dokumen BC 27 pembelian dari PT AKC - download GPPB, SPPD, DOC, PK BC 40 bulan II dan 12 - 2023	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1.		<p>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.</p>

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

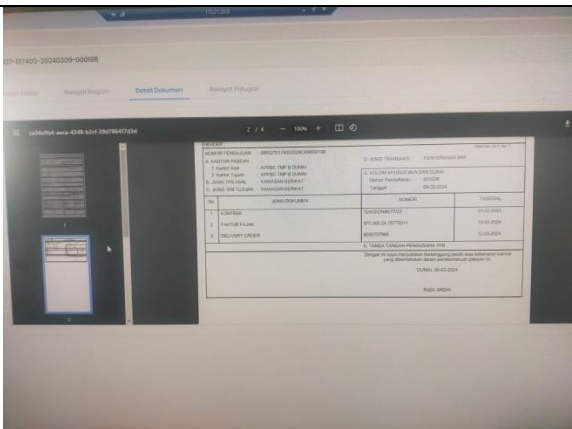
Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06- february .2024s/d. 31- MEI -2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALU
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1- Apr- 2024	- mendownload dokumen CPPB, CPPD, PK (print kernel) Periode Februari 2024	<i>Dev</i>	<i>Vi</i>
02- Apr- 2024	- membuat dokumen perbaikan atas pemasangan barang Antnr KB PT SDS periode Maret 2024, jenis RBDPKU, CPK, CPK - mendownload dokumen CPPB, Doc, CPPD, Pengeluaran PT SDS periode Januari 2024	<i>Dev</i>	<i>Vi</i>
03- Apr- 2024	- membuat perbaikan dokumen Periode Maret 2024 - Peninjauan foto PK (print kernel) ke dalam Nama Pemasangan Pemasul	<i>Dev</i>	<i>Vi</i>
04- Apr- 2024	- membuat dokumen perbaikan atas Pemasukan barang PT SDS Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
05- Apr- 2024	- membuat dokumen perbaikan Pengeluaran barang PT SDS bulan Januari (Antnr KB) - membuat dokumen perbaikan pengeluaran barang PT SDS periode Maret 2024 (Antnr KB)	<i>Dev</i>	<i>Vi</i>
06- Apr- 2024	- membuat perbaikan dokumen Laporan Pengeluaran barang Antnr KB PT SDS Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
08- Apr- 2024	- membuat Rekapitulasi perbaikan dokumen Laporan pengeluaran Antnr KB PT SDS periode Januari 2024	<i>Dev</i>	<i>Vi</i>
09- Apr- 2024	- membuat Rekapitulasi Alinea Sheet BC 27 Periode Maret 2024 - melakukan pengecekan kembali pada kelengkapan dokumen	<i>Dev</i>	<i>Vi</i>
12- Apr- 2024	- melakukan pengecekan dokumen checklist dokumen pemasangan PT AKC Periode februari dan Januari	<i>Dev</i>	<i>Vi</i>
13- Apr- 2024	- membuat Rekapitulasi Pemasukan PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
15- Apr- 2024	- membuat Rekapitulasi download BC-11 Jenis PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
16- Apr- 2024	- membuat perbaikan dokumen BC A1 Jenis PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>

No.	Activities	Description
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

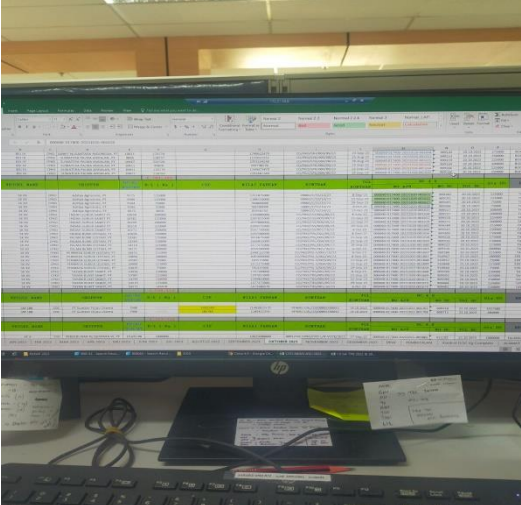
Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - february 2024s/d. 31 - Mei - 2024.....

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALU
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1 - Apr - 2024	- mendownload dokumen cfpb, cfpd, PK (palm kernel) Periode Februari 2024	<i>Dev</i>	<i>Vi</i>
02 - Apr - 2024	- membuat dokumen perbaikan atas pemasukan barang Antur KB PT SDS periode Maret 2024, jenis RBDPEU, CPA, CPO - mendownload dokumen cfpb, Doc, cfpd, Pengeluaran PT SDS periode Januari 2024	<i>Dev</i>	<i>Vi</i>
03 - Apr - 2024	- membuat Perbilan dokumen Periode Maret 2024 - Peninjauan file PK (palm kernel) ke dalam Nama Perusahaan Perbilan	<i>Dev</i>	<i>Vi</i>
04 - Apr - 2024	- membuat dokumen perbaikan atas Perbilan barang PT SDS Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
05 - Apr - 2024	- membuat dokumen perbaikan Pengeluaran barang PT SDS bulan Januari (Antur KB) - membuat dokumen perbaikan pengeluaran barang PT AKC periode Maret 2024 (Antur KB)	<i>Dev</i>	<i>Vi</i>
06 - Apr - 2024	- membuat Perbilan dokumen Laporan Pengeluaran barang Antur KB PT SDS Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
08 - Apr - 2024	- membuat Rekapitan perbaikan dokumen laporan pengeluaran Antur KB PT SDS periode Januari 2024	<i>Dev</i>	<i>Vi</i>
09 - Apr - 2024	- membuat Rekapitan time sheet BC 27 Periode Maret 2024 - melakukan pengecekan kembali pada kelengkapan dokumen	<i>Dev</i>	<i>Vi</i>
12 - Apr - 2024	- melakukan pengecekan dokumen material dokumen pemasukan PT AKC Periode februari dan Januari	<i>Dev</i>	<i>Vi</i>
13 - Apr - 2024	- membuat Rekapitan pemasukan PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
15 - Apr - 2024	- membuat Rekapitan download BC-11 Jenis PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>
16 - Apr - 2024	- membuat perbaikan dokumen BC A1 Jenis PK Periode Maret 2024	<i>Dev</i>	<i>Vi</i>

No.	Activities	Description
1.		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

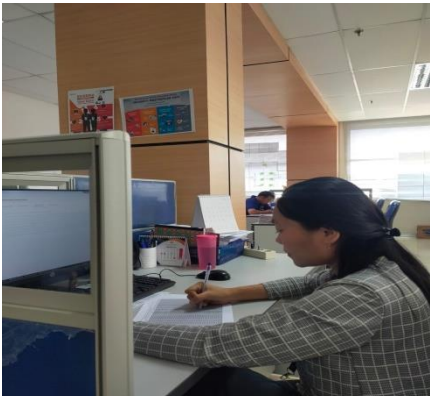
Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
Periode : 06 - February 2024 s/d 31 - Mei - 2024

Nama : DEVI SINAGA
Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALU
Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1 - Apr - 2024	- mendownload dokumen GPPB, GPPD, PK (palm kernel) Periode Februari 2024	<i>[Signature]</i>	<i>[Signature]</i>
02 - Apr - 2024	- membuat dokumen perbaikan atas pemasukan barang Antnr KB PT SDS periode Maret 2024, jenis RBDPKU, CPK, CPO - mendownload dokumen GPPB, Doc, GPPD, Pengeluaran PT SDS periode Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
03 - Apr - 2024	- membuat perbaikan dokumen Periode Maret 2024 - meminjal file PK (palm kernel) ke dalam Nama Pemasukan Revisi	<i>[Signature]</i>	<i>[Signature]</i>
04 - Apr - 2024	- membuat dokumen perbaikan atas Revisi barang PT SDS Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
05 - Apr - 2024	- membuat dokumen perbaikan Pengeluaran barang PT SDS bulan Januari (Antnr KB) - membuat dokumen perbaikan pengeluaran barang PT SDS periode Maret 2024 (Antnr KB)	<i>[Signature]</i>	<i>[Signature]</i>
06 - Apr - 2024	- membuat perbaikan dokumen Laporan Pengeluaran barang Antnr KB PT SDS Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
08 - Apr - 2024	- membuat Revisi perbaikan dokumen Laporan pengeluaran Antnr KB PT SDS periode Januari 2024	<i>[Signature]</i>	<i>[Signature]</i>
09 - Apr - 2024	- membuat Revisi Alinea Sheet BC 27 Periode Maret 2024 - melakukan pengecekan kembali pada kelengkapan dokumen	<i>[Signature]</i>	<i>[Signature]</i>
12 - Apr - 2024	- melakukan pengecekan dokumen - mengecek dokumen pemasukan PT AKC Periode februari dan Januari	<i>[Signature]</i>	<i>[Signature]</i>
13 - Apr - 2024	- membuat Revisi pemasukan PK Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
15 - Apr - 2024	- membuat Revisi download BC-11 Jenis PK Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>
16 - Apr - 2024	- membuat perbaikan dokumen BC 41 Jenis PK Periode Maret 2024	<i>[Signature]</i>	<i>[Signature]</i>

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

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06-Februari-2024 s/d 31-Mei-2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BELUKALIC
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
17-Apr-2024	- membuat Rekapitan Disclaim, pemasukan barang PT SDS (bc 27) periode April 2024 - membuat Rekapitan download bc 40- jenis PK	<i>[Signature]</i>	<i>[Signature]</i>
18-Apr-2024	- membuat Rekapitan Pengeluaran BC 27 PT SDS Periode Januari 2023	<i>[Signature]</i>	<i>[Signature]</i>
19-Apr-2024	- Pengenalan peta konsep alur kerja export Sales Dokumen	<i>[Signature]</i>	<i>[Signature]</i>
20-Apr-2024	- Pengenalan SAP Sistem - membuat SO, DO	<i>[Signature]</i>	<i>[Signature]</i>
22-Apr-2024	- membuat Shipment cost, Shipment Doc. - membuat rekapitan PGI	<i>[Signature]</i>	<i>[Signature]</i>
23-Apr-2024	- membuat Billing Document - membuat Rekapitan PGI	<i>[Signature]</i>	<i>[Signature]</i>
24-Apr-2024	- membuat Master data MMSS2710 - membuat SI - membuat VGM - membuat PL - membuat SO, DO, PT SDS - membuat SI, VGM PT SDS - membuat Data PEB PT SDS	<i>[Signature]</i>	<i>[Signature]</i>
25-Apr-2024	- membuat SO, DO, INV, MT-TG. Gemini PT. SDS - membuat Rekapitan PGI, MMSS2710, PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
27-Apr-2024	- membuat Rekapitan PGI MMSS2710, PT. SDS - pengarsipan dokumen periode Februari 2024. PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
29-Apr-2024	- membuat Invoice MT. Yu Tong PT. SDS - membuat Summary SAP PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
30-Apr-2024	- membuat COO - membuat Rekapitan SAP Summary PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>

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. SDS and also make SAP Summary

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

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - Februari - 2024 s/d 31 - Mei - 2024

Nama : DEVI SINAIA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
17-Apr-2024	- Membuat Rekapitan Disclaim, Pemasukan barang PT SDS (Bc 27) periode April 2024 - Membuat Rekapitan download Bc 40- Jenis PK	<i>[Signature]</i>	<i>[Signature]</i>
18-Apr-2024	- Membuat Rekapitan Pengeluaran Bc 27 PT SDS Periode Januari 2023	<i>[Signature]</i>	<i>[Signature]</i>
19-Apr-2024	- Pengenalan peta konsep alur kerja export Sales Dokumen	<i>[Signature]</i>	<i>[Signature]</i>
20-Apr-2024	- Pengenalan SAP sistem - membuat SO, DO	<i>[Signature]</i>	<i>[Signature]</i>
22-Apr-2024	- membuat Shipment cost, shipment Doc. - membuat rekapitan PGI	<i>[Signature]</i>	<i>[Signature]</i>
23-Apr-2024	- membuat Billing Document - membuat rekapitan PGI	<i>[Signature]</i>	<i>[Signature]</i>
24-Apr-2024	- membuat Master data MMSS2710 - membuat SI - membuat VGM - membuat PL - membuat SO, DO, PT SDO - membuat SI, VGM PT SDO - membuat Data-PEB PT SDO	<i>[Signature]</i>	<i>[Signature]</i>
25-Apr-2024	- Membuat SO, DO, MV, MT, TG, Gemini PT-SDS - membuat Rekapitan PGI, MMSS 2710, PT-SDO	<i>[Signature]</i>	<i>[Signature]</i>
27-Apr-2024	- Membuat Rekapitan PGI MMSS2710, PT-SDS - pengarsipan dokumen periode februari 2024, PT-SDO	<i>[Signature]</i>	<i>[Signature]</i>
29-Apr-2024	- membuat INVOICE MT, YU Tong PT-SDS - membuat Summary SAP PT-SDS	<i>[Signature]</i>	<i>[Signature]</i>
30-Apr-2024	- membuat COO - membuat Rekapitan SAP Summary PT-SDS	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Descriptions
1.		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


Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 - February 2024 s/d 31 - Mei 2024

Nama : DEVI LISIAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI DENGLAH
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
02 - MEI - 2024	Membuat Rekapitulasi PT SDO Membuat - E-COO	<i>[Signature]</i>	<i>[Signature]</i>
03 - MEI - 2024	membuat draft dokumen, SI, PEB MT. Global Neptune, PT CDS Membuat Health Certificated Phytosanitary Certificated PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
04 - MEI - 2024	Membuat SI, PEB, VGM, MT. Hakone Galaxy PT. CDS Membuat data finis SI, VGM, MM52710 PT. SDS	<i>[Signature]</i>	<i>[Signature]</i>
06 - MEI - 2024	Membuat SO, DO, INVOICE, MT. Hakone Galaxy PT. CDS Pengarsipan dokumen periode Februari 2024	<i>[Signature]</i>	<i>[Signature]</i>
07 - MEI - 2024	Membuat draft COO MT. unity PT. SDS Pengarsipan dokumen PEB dan NPE PT SDO	<i>[Signature]</i>	<i>[Signature]</i>
08 - MEI - 2024	Membuat rekapitulasi pajak PT. SDO Periode APRIL 2024 Merekapitulasi dokumen PT SDO	<i>[Signature]</i>	<i>[Signature]</i>
10 - MEI - 2024	scan dokumen PEB dan NPE PT SDO periode februari 2024 membuat rekapitulasi dokumen finis SDO	<i>[Signature]</i>	<i>[Signature]</i>
11 - MEI - 2024	scan dokumen PEB dan NPE PT SDO periode APRIL 2024 pengarsipan dokumen PEB dan NPE periode APRIL 2024	<i>[Signature]</i>	<i>[Signature]</i>
13 - MEI - 2024	Membuat SO, DO, INVOICE Arsip NPE dan PEB Merekapitulasi PGI	<i>[Signature]</i>	<i>[Signature]</i>

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 May 2024

Apical

Form No. : 000
Issue No. : 1.0
Effective Date : 5 November 2020

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
Periode : 06 - February 2024 s/d 31 - Mei 2024

Nama : DEVI SIKLAGA
Asal Sekolah/Univ : POLITEKNIK NEGERI DEAHKABE
Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
02 - MEI - 2024	Membuat Rekapitulasi PT SDO Membuat E-COO	[Signature]	[Signature]
03 - MEI - 2024	Membuat draft dokumen, SI, PEB MT- global Mephine, PT SDS Membuat Health Certificated Phytosanitary Certificated PT. SDS	[Signature]	[Signature]
04 - MEI - 2024	Membuat SI, PEB, VGM, MT- Hakone Galaxy PT. SDS Membuat data final SI, VGM, MMS2710 PT. SDS	[Signature]	[Signature]
06 - MEI - 2024	Membuat SO, DO, INVOICE, MT- Hakone Galaxy PT. SDS Pengerjaan dokumen periode Februari 2024	[Signature]	[Signature]
07 - MEI - 2024	Membuat draft COO MT- unity PT. SDS Pengerjaan dokumen PEB dan NPE PT SDO	[Signature]	[Signature]
08 - MEI - 2024	Membuat rekapitulasi Pajak PT. SDO Periode April 2024 Merekap dokumen PT SDO	[Signature]	[Signature]
10 - MEI - 2024	Scan dokumen PEB dan NPE PT SDO periode Februari 2024 Membuat rekapitulasi dokumen final SDO	[Signature]	[Signature]
11 - MEI - 2024	Scan dokumen PEB dan NPE PT SDO periode April 2024 Pengerjaan dokumen PEB dan NPE periode April 2024	[Signature]	[Signature]
12 - MEI - 2024	Membuat SO, DO, invoice Arsip NPE dan PEB Merekap PGI	[Signature]	[Signature]

No.	Activities	Descriptions
1.		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

Internal


Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan
 Periode : 06 February 2024 s/d 31 Mei 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
14-MEI-2024	- Membunt SO, DO, si - scan invoice, packing list - merelap NPE dan PEB bulanan	<i>[Signature]</i>	<i>[Signature]</i>
15-MEI-2024	- Membunt SO, DO, MV - merelap NPE dan PEB	<i>[Signature]</i>	<i>[Signature]</i>
16-MEI-2024	- mengecek slip timbang dibuking	<i>[Signature]</i>	<i>[Signature]</i>
17-MEI-2024	- observasi lapangan ke Jetty tongkang bersama team bea cukai	<i>[Signature]</i>	<i>[Signature]</i>
18-MEI-2024	- observasi lapangan ke Tank farm melihat proses Sounding minyak	<i>[Signature]</i>	<i>[Signature]</i>
20-MEI-2024	- survey Ice Store AKC bersama team dokumen dan bea cukai	<i>[Signature]</i>	<i>[Signature]</i>
21-MEI-2024	- Plan tour ke pembuatan Wadah minyak (drigen) PT AKC	<i>[Signature]</i>	<i>[Signature]</i>
22-MEI-2024	- membunt laporan KP, persiapan presentasi Revisi tahun	<i>[Signature]</i>	<i>[Signature]</i>
24-MEI-2024	- Merelap data tank farm dan Jetty operation PT SDS	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1.		<p>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.</p>

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

INTERNAL

Apical

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

Absensi Siswa/Mahasiswa Praktik Kerja Lapangan

Periode : 06 Januari 2024 s/d 31 Mei 2024

Nama : DEVI SINAGA
 Asal Sekolah/Univ : POLITEKNIK NEGERI BENGKALIS
 Departemen : Supply Chain Management

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
25 - MEI - 2024	- merulung laporan tahunan tank farm dan Jetty operation PT SDS	<i>[Signature]</i>	<i>[Signature]</i>
27 - MEI - 2024	- observasi lapangan ke Jetty SA. MERCURY	<i>[Signature]</i>	<i>[Signature]</i>
28 - MEI - 2024	- observasi lapangan ke Jetty MT. UIAYA	<i>[Signature]</i>	<i>[Signature]</i>
29 - MEI - 2024	- Diskusi laporan kerja praktek	<i>[Signature]</i>	<i>[Signature]</i>
30 - MEI - 2024	- Diskusi laporan kerja praktek	<i>[Signature]</i>	<i>[Signature]</i>
31 - MEI - 2024	Finalisasi Laporan	<i>[Signature]</i>	<i>[Signature]</i>

No.	Activities	Description
1.		<p>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.</p>