

**APPRENTICESHIP REPORT**  
**PT. APICAL KAO CHEMICALS**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**

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

**VALIDITY SHEET  
APPRENTICESHIP REPORT**

**PT. APICAL KAO CHEMICALS  
(Checking the Product Weighing Report)**

Written as one of the requirements for completing apprenticeship

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Bengkalis, May 31<sup>th</sup>, 2024

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This apprenticeship is one of the Bengkalis State Polytechnic programs, especially the Business Administration major, in which all Bengkalis State Polytechnic students must participate in applying new knowledge and experience to support the knowledge gained during lectures. It is hoped that this report will increase creativity and knowledge for both writers and readers. The author would like to express his gratitude to all parties who have helped in carrying out the apprenticeship and preparing this report well. On this occasion, the author would like to express his deepest gratitude to the interested parties, namely:

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Dumai, May 02, 2024

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# **BAB I**

## **INTRODUCTION**

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

Bengkalis State Polytechnic is a polytechnic located in Bengkalis, Riau, Indonesia. The Bengkalis State Polytechnic was founded by the Bengkalis Regency government in 2000 through the Gema Bahari Foundation, establishing a college with the name Bengkalis Shipping Polytechnic, which has three study programs, namely: marine electrical engineering, shipbuilding engineering, and ship mechanical engineering. Over time, the Bengkalis Shipping Polytechnic changed its name to the Bengkalis Polytechnic and is under the Bangun Insani Foundation (YBI) Bengkalis, with five (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In 2001, Bengkalis Polytechnic accepted its first batch of new students. In 2006, Bengkalis Polytechnic added two new study programs, namely Business English and Informatics Engineering.

In 2011 the Bengkalis State Polytechnic changed its status to a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Work Procedures of the Bengkalis State Polytechnic. Until finally the Bengkalis State Polytechnic officially became a State Polytechnic on December 26 2011 which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently Bengkalis State Polytechnic has 16 (sixteen) Study Programs consisting of 10 (ten) D3 Study Programs (three diplomas), namely the Marine Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical Engineering, Shipping Management Study Programs. Commerce, Business English, and Business Administration, as well as 6 (six) D4 Study Programs (fourth diploma) including Mechanical Production and Maintenance Engineering, International Business Administration, Public Financial Accounting,

Electrical Engineering, Road and Bridge Planning Engineering and Engineering Software, with a curriculum oriented towards the demands of a ready-to-use workforce, by implementing a program consisting of 40% theory and 60% practice. To date, it has produced graduates who have entered the world of work and are widely distributed throughout Indonesia, both in companies, even government and private agencies.

Bengkalis State Polytechnic is a vocational education institution that aims to equip its students with competent skills in various fields. This institution requires all final semester students to take part in the apprenticeship program. apprenticeship is a means for students to develop themselves before entering the world of work. Through this apprenticeship activity, students can significantly increase their readiness before entering the world of work and develop their competencies at Bengkalis State Polytechnic.

Field work practices are carried out after students have completed a minimum of four semesters and achieved full credits. This program lasts for four months. According to the information above, as a student of the Business Administration study program, the author must take part in apprenticeship during this period. The author has chosen PT. Sari Dumai Sejati is a place to undertake apprenticeship because the author wants to get the opportunity to apply the knowledge and concepts obtained during lectures into the world of work, and the author gets direct experience in applying knowledge and concepts according to his field of expertise.

During the apprenticeship, the author was assigned to the Apical Kao Chemical Company in the Supply Chain Management Department. The apprenticeship period is from February 6, 2024, to May 31, 2024. By carrying out apprenticeship, it is hoped that this will broaden the author's insight into various tasks that are carried out properly and correctly, and he will be able to face the real world of work with the experience he has. The aims and benefits of apprenticeship are as follows:

## **1.2 Purpose and Benefits Apprenticeship**

### 1.2.1 Purpose of the Apprenticeship

The objectives of this apprenticeship:

1. To find out the job description carried out in the Supply Chain Management department
2. To find out the Duties and Responsibilities of the Supply Chain Management department
3. To study the various documents produced during pra in the Supply Chain Management department
4. To get to know the hardware and software used in the Supply Chain Management department
5. To find out the obstacles and solutions faced while carrying out To study the various documents produced during apprenticeship in the Supply Chain Management department, in the Supply Chain Management department.

### 1.2.2 Benefits of Apprenticeship

The benefits of implementing the to study the various documents produced during apprenticeship in the Supply Chain Management department program at Bengkalis State Polytechnic are as follows:

1. Apprenticeship provides students with the opportunity to apply the theoretical knowledge they have learned in lectures to real work situations
2. As a comparison between the knowledge obtained by students and its application in the work environment
3. Gain experience in the world of work to improve yourself before being recruited into the world of work
4. Students can train a sense of responsibility and discipline in the world of work
5. Get the opportunity to get to know and operate various equipment used by companies, agencies and offices in carrying out actual work activities.

### **1.3 Significance of Apprenticeship**

Apprenticeship has significant benefits for several parties, including students, companies, and Bengkalis State Polytechnic. Significance of apprenticeship

#### **1. For Students**

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures in the real world of work. Through this activity, students can develop work relationships and gain experience. Apart from that, students also gain practical experience in applying theoretical or conceptual knowledge according to their study program. In this way, students have the opportunity to be able to analyze problems related to science applied in work according to their study program.

#### **2. For Company**

The benefits of implementing apprenticeship are also obtained by companies and agencies that receive apprenticeship students, such as: With collaboration between the world of education and the world of industry and companies, opportunities are created for academics and companies to get to know each other. This allows them to find alternative prospective employees who are known for their quality, dedication, and credibility. Apart from that, the company will also get labor assistance from students who do apprenticeship, so that the workload becomes a little lighter and the work process becomes easier. Thus, this collaboration also helps the company be known in academic circles and in the wider world of education.

#### **3. For Bengkalis State Polytechnic**

The benefits of carrying out apprenticeship obtained by Bengkalis State Polytechnic are: With good cooperation or relationships between the campus and the company where students do apprenticeship, Bengkalis State Polytechnic is able to improve the quality of its graduates through students' apprenticeship experience. Through this collaboration, Bengkalis State Polytechnic will also be better known in the industrial or business world. The collaboration that exists brings benefits to both parties, strengthening

connectivity between the worlds of education and industry, as well as strengthening the image of the institution in the eyes of industry stakeholders.

## **BAB II**

### **COMPANY PROFILE**

#### **2.1 Brief History of the Apical Group Company**

Apical Group is a group of companies from Royal Golden Eagle (RGE), also known as Raja Garuda Mas (RGM), that operates in the palm oil sector. Founded in 1973, RGE. 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 group companies, such as Asia Pacific Resources International Holding Holding Ltd. (APRIL) and Asia Symbol, which operate 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 the viscose fiber sector; 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, owns and controls the Indonesian spectrum, and owns and controls a broad spectrum of the palm oil business value chain, starting from obtaining raw materials (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, a biodiesel plant, a fatty acid separation plant, and a carnel 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 in Indonesia and China. Its operational activities are supported by efficient logistics channels, and it has its own infrastructure to send its products to various clients, from international trade agents to local industrial buyers.

## **2.2 History of PT Apical Kao Chemicals**

PT Apical Kao Chemicals is one of the companies that is part of the Apical Group, which is a pioneering company. Apart from PT Apical Kao Chemicals, there are still two companies that are members of the Apical Group, namely PT Sari Dumai Sejati and PT Sari Dumai Oleo, which are located on Jalan Raya Lubuk Gaung, Sungai Sembilan District, Dumai City, Riau.

PT Apical Kao Chemicals was formed as a result of a strategic agreement planned for January 2017. Collaboration between Kao Corporation and Apical Group began to be planned. Strategic discussions and planning were carried out to combine the resources and technology of both companies in a joint venture. In the formation of this company, it was agreed that Apical Group would hold 65% of the shares, while Kao Corporation would hold 35% of the shares. This structure is designed to leverage each company's strengths in producing high-quality chemical products.

PT Apical Kao Chemicals is known as a company operating in the oleochemicals sector with the basic ingredients SRBDPKFA (Splitted Refined Bleached Deodorized Palm Karnael Fatty Acid) and SRBDPSFA (Splitted Refined Bleached Deodorized Palm Stearin Fatty Acid). This company was founded in 2017 and is located on Jalan Raya Lubuk Gaung, Sungai Sembilan District, Dumai City, Riau, around 20 km ( $\pm 30$  minutes) from the center of Dumai City. The factory started operating on May 13, 2019, so every May 13 is celebrated as the birthday of PT Apical Kao Chemicals.

Since the beginning of planning and production, PT. Apical Kao Chemicals has been committed to becoming a leader in the chemical industry by utilizing advanced technology and sustainable practices. In addition, the Apical company has a logo that is characteristic of the products produced by the Apical company. The logo consists of two colors, namely the gold part of the water drop image and the Apical writing part, as shown in Figure 2.1 below:



**Figure 2.1 Apical Group Logo**  
*Source: PT. Sari Dumai Sejati 2024*

The meaning of the logo above is:

1. Green color : Symbolizes caring for the environment or supporting the environment
2. Gold color : Symbolizing business profits, the apical logo contains several meanings. The name Apical means top position, and Air Drop means a company that innovates.

### **2.3 Apical Group Vision and Mission**

Apical vision is to become a leading and sustainable world-scale vegetable oil company. Apical mission is:

1. Achievement Through Team Work  
We work together as a team that complements each other, is proactive, and help each other achieve common goals.
2. Passion  
We are passionate about what we do. We try to achieve the desired results in the shortest time with the best quality and lowest possible costs.
3. Integrity  
We stand by honesty and integrity, we say what we mean and mean what we do.
4. Care  
We treat our people with respect and dignity; we develop and train people so they reach their full potential; and we care for and value those around us based on their contributions.
5. Active Corporate Citizen



As good citizens, we actively manage social and environmental problems.

## 6. Leadership

We lead by example, we believe in taking ownership and have a can-do attitude when working towards our goals.

## 2.4 Kind of Business

PT Apical Kao Chemicals is known as a company engaged in the oleochemical sector with basic materials of SRBDPKFA (Splitted Refined Bleached Deodorized Palm Kernel Fatty Acid) and SRBDPSFA (Splitted Refined Bleached Deodorized Palm Stearin Fatty Acid). The products produced by the Apical Kao Chemicals company can be seen in the table below:

**Tabel 2.1 Produk PT Apical Kao Chemicals**

No	Finish Good	Bleding Product	By Product
1	C8 : Caprylic Acid C8-98%	Mixed Lauric Acid	Bottom Distillate
2	C10 : Capric Acid C10-98%	Mixed Fatty Acid	Heavy End
3	C12 : Lauric Acid C12-98%	Blended Fatty Acid	C6 Light End
4	C14 : Myristic Acid C14-98%	Oleic Acid	
5	C16 : Palmitic Acid C16-95%		
6	C18 : Stearic Acid C18-90%		
7	Oleic Acid		

Source: PT Apical Kao Chemicals 2024

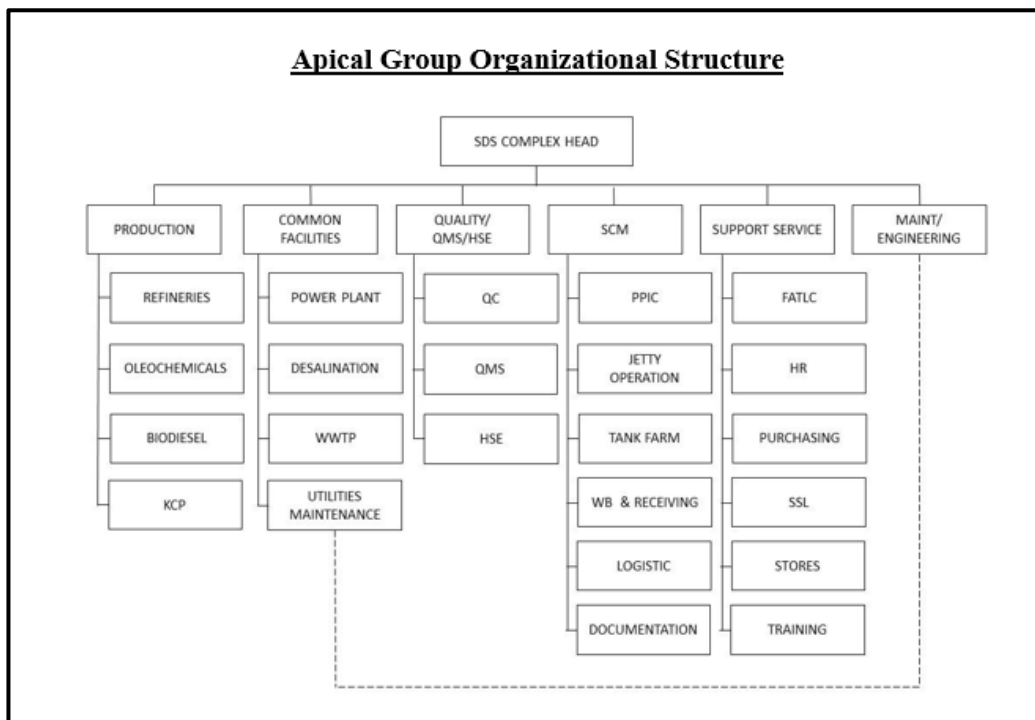
## 2.5 Organizational structure

### 2.5.1 Apical Group Organizational Structure

Apical Group is led by a complex head who supervises two general managers (GMs). The complex head has the task and authority to plan, organize, and evaluate ongoing activities as a whole. The general manager is assisted by department managers from each department under him, except for the common facilities, QC/QMAS/HSE, and maintenance/engineering sections.

In the refineries department, it is led by a production manager who is tasked with arranging work schedules and controlling factory production. The production manager is assisted by the superintendent and production supervisor, with the assistance of the former and operator, whose job it is to ensure production runs

smoothly. The superintendent and production supervisor are responsible for the running of activities in the factory and have the authority to determine the start and end of the production process and carry out monitoring activities on production work according to the standard. In their work, superintendents and supervisors collaborate with environmental supervisors, laboratory heads, mechanical heads, power plant heads, store heads, technical maintenance staff, and heads of security guards (security units). Below is the organizational structure of PT. Apical Group.



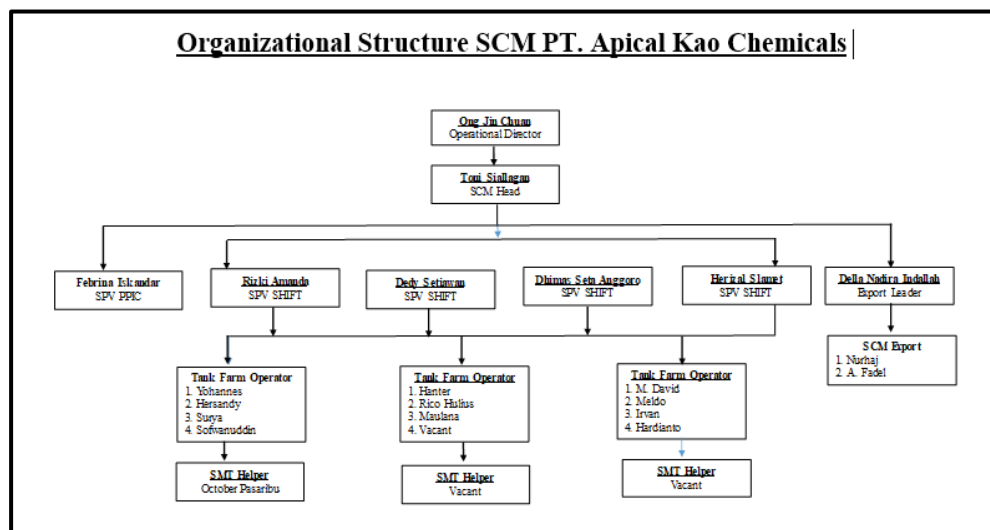
**Figure 2.2 Company Organizational Structure**

*Source: PT. Sari Dumai Sejati, 2024*

### 2.5.2 Organizational Structure SCM PT. Apical Kao Chemicals

The organizational structure of PT Apical Kao Chemicals in the Supply Chain Management department is led directly by a Head of SCM who is responsible for overseeing supply chain activities from raw material procurement to distribution of finished products to ensure operational efficiency and customer satisfaction. In this case, he is also assisted by a PPIC supervisor, who is responsible for production planning, inventory control, and ensuring that production runs according to the schedule and targets set. Apart from that, he is also assisted by four shift supervisors who are also tasked with monitoring team performance, resolving operational

problems, and reporting work results to superiors. In this case, he is also assisted by the tank farm operator, whose job it is to ensure production runs smoothly. Next, the Export Leader is responsible for all export activities, from shipping arrangements to fulfilling export documents. Ensure compliance with export regulations and coordinate international logistics to ensure products reach overseas customers on time. In this case, the export team also assists in all export activities, including document processing, logistics coordination, and communication with external parties to ensure a smooth export process. The SCM organizational structure can be seen in Figure 2.3 below:



**Figure 2.3 Organization Structure SCM**  
*Sumber : PT. Sari Dumai Sejati, 20242*

## 2.6 The Work Process

At PT Apical Kao Chemicals, employee work processes involve a systematic and integrated approach to ensure efficiency and high quality in every aspect of operations. Employees start their day with a briefing and a short meeting to discuss daily goals and update projects. Each department has clear standard procedures, from raw material management to product processing and quality control. Employees are involved in various stages of the process, including machine monitoring, product testing, and material handling, using advanced technology and following strict safety guidelines. They also participate in regular training to improve their skills and knowledge. Effective collaboration and communication between teams are key to completing tasks and achieving company goals. PT Apical

Kao Chemicals emphasizes the importance of integrity, innovation, and passion in every work process, ensuring that all employees contribute optimally to the success and growth of the company.

## **2.7 Document Used for Activity**

In the implementation of the apprenticeship, there are a number of documents needed to complete the work given. The names of the documents are as follows: Purchase Order (PO), Bill of Lading (BL), Stowage Plan, Packing List, Invoice, 3 Last Cargo (3LC), Export Notification (PEB), Export Service Note (NPE), Certificate of Origin (COO), Certificate of Analysis (COA), Shipping Instructions (SI), Order Confirmation, Cleanliness Certificate, Verified Gross Mass (VGM). For documentation of the tasks given to the author, the company does not allow the taking of documentation from the documents generated from each task because it is a company secret.

## **BAB III**

### **DESCRIPTION OF APPRENTICESHIP**

#### **3.1 Job Specifications**

In this chapter, activities will be described and explained while carrying out apprenticeship at PT. Apical Kao Chemicals (AKC) from Tuesday, June 6, 2024, to Friday, May 31, 2024, at PT. Apical Kao Chemicals.

During the apprenticeship, many opportunities are given to carry out work that is the responsibility of the Supply Chain Management department. As well as a lot of new knowledge and experience that can be gained in the world of work, especially in the field of administration. To provide clear and detailed reports of activities carried out, there is a weekly activity description to ensure each task can be reported clearly and comprehensively.

The field of work carried out by the author during apprenticeship at PT. Apical Kao Chemicals includes:

1. Create and print a product release instruction form.
2. Create and print labels for isotank shipments.
3. Archiving documents such as weigh slips and ship documents
4. Check weigh slip documents and complete incomplete forms.
5. Make adjustments between the receipt documents, the purchase order, and the goods received.
6. Make a complete list of local and export seals in the Folio book.
7. Arrange all documents into archive boxes.
8. Recod the number of employee overtime hours using excel

#### **3.2 Systematic and Procedure**

##### **3.2.1 Systematic**

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. Apical Kao Chemicals. In the factory, operational activities are both online and offline (manual) system processes. Apical Group has several subsidiary companies, one of which is PT. Apical Kao Chemicals. Apical Kao Chemicals Company operates in the oleochemicals (fatty acids) sector through a series of systematic and structured work stages. The process begins with the planning and procurement of raw materials. The needs analysis team identifies the quantity and type of raw materials needed based on production plans and market demand. Once the need is identified, the sourcing and purchasing teams work to secure supplies of key raw materials, such as Super Refined Bleached Deodorized Palm Kernel Fatty Acid (SRBDPKFA) and Super Bleached Refined Deodorized Palm Stearin Fatty Acid (SBRDPSFA), from trusted suppliers. The raw materials that have been purchased are then stored in appropriate conditions to ensure their quality is maintained until they are used in the production process.

The production process at Apical Kao Chemicals involves several main stages to ensure the high quality of the oleochemicals produced. The first stage is refining, where the raw materials are purified to remove impurities and unwanted components. Next, the bleaching stage is carried out using chemicals and special techniques to produce a product that is purer and more aesthetically pleasing. This process is followed by deodorization, in which the components that cause the odor are removed so that the final product has good sensory qualities. Apart from that, the blending stage is also carried out to mix various raw materials or semi-finished products to produce products with the specifications desired by the customer.

After production, finished products as well as blended products and by-products are produced. The finished product is then prepared for distribution, which includes appropriate packaging and labeling, including the preparation of shipping labels for isotanks if required. This distribution covers both local and export markets, with processes that ensure safety and compliance with international standards.

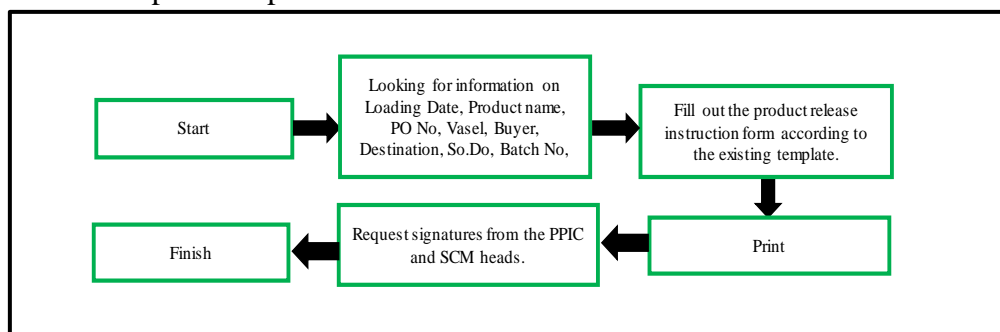
Supply chain management also plays an important role in ensuring operational efficiency and effectiveness. This includes inventory management,

delivery tracking, and quality assurance throughout the distribution process. By having a good documentation system, including a complete list of seals for local and export shipments, companies can ensure transparency and security at every stage of delivery. Additionally, data analysis and regular performance monitoring help in improving processes and meeting customer needs in a timely manner.

### 3.2.2 Procedure

In carrying out its activities, a company needs procedures to ensure that everything is done uniformly or in accordance with the standards set by the company. Procedures are a set of tasks involving many individuals in one or more departments, designed to ensure consistent treatment of frequently occurring transactions.

1. Create and print the product release instruction form.



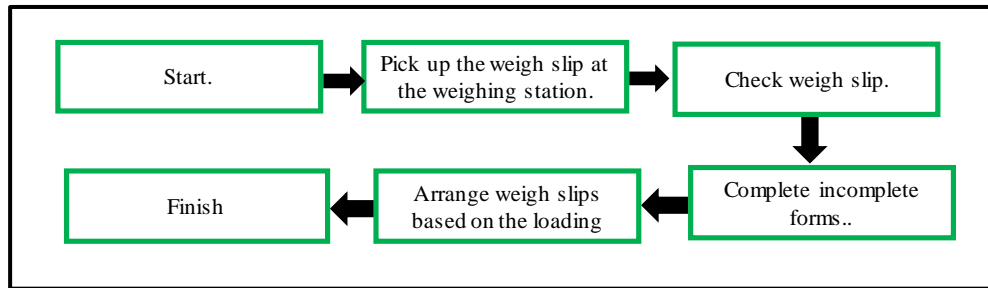
**Figure 2.4 Process of Creating a Product Release Instruction Form**

*Source: Processed Data 2024*

The purpose of creating and printing the Product Release Instruction form is to provide clear and structured documentation regarding product launches. This form ensures that all important information regarding product specifications, testing procedures, launch steps, and the responsibilities of each team is conveyed effectively. With the product release instruction form, explanations can be given in more detail and contextually, thereby minimizing misunderstandings and ensuring consistency of information across the teams involved. In addition, the product release instruction form functions as an official record that can be referred to again if problems occur or clarification is needed at a later date, increasing accountability in the launch process. This document also helps the team better plan and execute product launches, as well

as ensure that all necessary steps have been fulfilled in accordance with applicable standards and regulations. Thus, the product release instruction form plays an important role in supporting the preparation and implementation of product launches better and in accordance with the required compliance.

2. Checking weigh slips and filing weigh slips



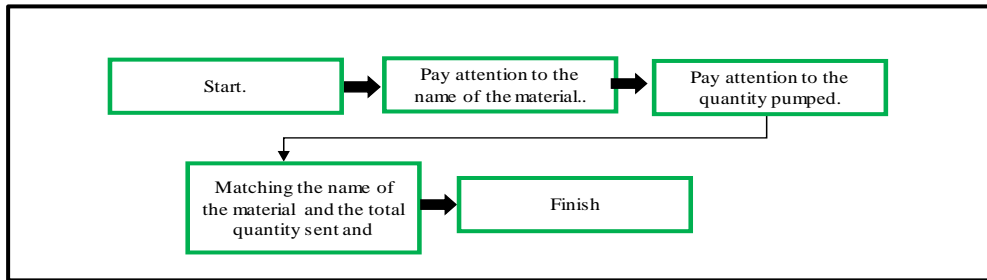
**Figure 2.5 Checking Weigh Slips and Filing Weigh Slips**

*Source: 2024 Process Data*

The process of checking weigh slips and archiving weigh slips at Apical Kao Chemicals involves strict verification and documentation steps to ensure the accuracy of weighing data. Each weigh slip is checked to ensure that the weight of the product sent is in accordance with the expected records and specifications. After verification, the weigh slip is neatly archived in the company's document management system, both in physical and digital form. This organized filing makes it easy to access and search for weigh slips for audit, tracking, and reporting purposes, as well as ensuring compliance with operational standards and applicable regulations.



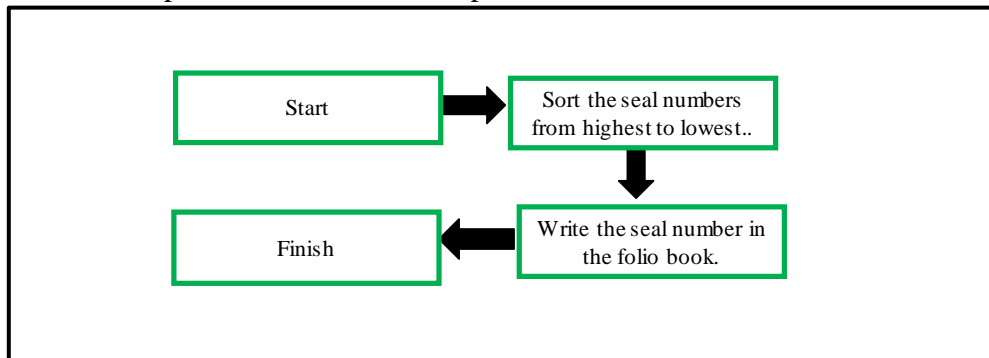
3. Match Between Receiving Documents, Purchase Orders and Good Received



**Figure 2.6 Receiving Process with PO and Goods Received**  
Source: 2024 Process Data

The process of making adjustments between receipt documents, purchase orders (POs), and goods received at Apical Kao Chemicals involves checking and verification steps to ensure consistency and accuracy. Each item received is thoroughly inspected against the PO issued, matching the quantity, specifications, and condition of the item to the details stated in the receiving document. If discrepancies or non-conformities are found, the necessary investigations and corrections are immediately carried out, including communication with the supplier for resolution. This process ensures that all goods received are as ordered and meet company quality standards, as well as helping to maintain inventory accuracy and operational efficiency.

4. Make a complete list of local and export seals in the Folio book.

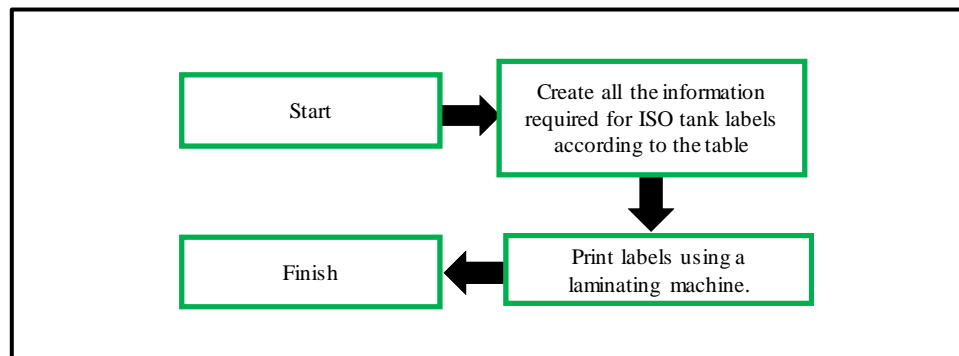


**Figure 2.7 Complete List of Local and Exported Seals in the Folio Book**  
Source: 2024 Process Data

Creating a complete list of local and export seals in a folio book on Apical Kao Chemicals is an important process that involves recording each seal used for local and export shipments. Each seal is recorded in detail, including the seal number, date of use, and shipping-related information. This

process ensures transparency and security in the supply chain, facilitates tracking and verification during transit, and meets regulatory compliance requirements. Regular filing in a folio book also allows easy access for audits and investigations if problems occur during delivery, thereby maintaining the integrity and reliability of the company's logistics system.

5. Create and print labels for ISO tank shipping.



**Figure 2.8 Preparing and Printing labels for Isotank Shipping.**

*Source: 2024 Process Data*

Preparing and printing labels for isotank shipping at Apical Kao Chemicals involves several important steps to ensure accuracy and compliance with shipping standards. The process begins by gathering the necessary information, including the isotank number, material type, sender and recipient information, and any special instructions or safety warnings. Once all the data is collected, the information is entered into the appropriate label template. The labels are then checked to ensure accuracy before being printed using a high-quality printer. Once printed, the labels are affixed to the isotank in a clear and easily visible location, ensuring that all parties involved in the supply chain can identify and handle the shipment correctly.

### **3.3 Apprenticeship Location**

#### **3.3.1 Schedule and Time for apprenticeship**

Fieldwork practice activities are carried out at PT. Apical Kao Chemicals from February 6, 2024, to May 31, 2024. The author is placed in supply chain management. The following are the company's provisions regarding the apprenticeship schedule:

**Table 3.1 Apprenticeship Schedule**

No	Day	Working Hours	Break
1.	Monday-Friday	08:00 – 17:00 WIB	12:00 – 13:30 WIB
2.	Saturday	08:00 – 12:00	-
3.	Sunday	-	-

Source: Processed Data 2024

### 3.3.2 Apprenticeship Agenda Report

Description of work carried out during field work practice starting from February 6, 2024, to May 31, 2024, at PT. Apical Kao Chemicals in the Supply Chain Management department. Details of the activities can be seen in the following table:

**Table 3.2 Apprenticeship Report 06 February–10 February 2024**

No	Date/Time	Activity	Location
1.	Tuesday February 06 2024	a. Fill out the data form for prospective Field Work Practice (PKL) participants. b. Introduction to the scope of the company c. Material about safety induction d. Placement	Training Center (TC) room, PT. Sari Dumai Sejati and PT. Apical Kao Chemicals
2.	Wednesday February 07 2024	a. Archiving ship documents b. Scan shipping instructions	PT. Apical Kao Chemicals
3.	Thursday February 08 2024	Commemorating Isra'Miraj Day	-
4.	Friday February 09 2024	Archiving ship documents	PT. Apical Kao Chemicals
5.	Saturday February 10 2024	Lunar New Year	-

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.3 Apprenticeship Report 12 February–17 February 2024**

No	Day/Time	Activity	Location
1.	Monday February 12 2024	a. Visit to Sari Dumai Oleo b. Archiving ship documents	PT. Sari Dumai Oleo PT. Apical Kao Chemicals
2.	Tuesday February 13 2024	a. Record the local seal number. b. Make the local seal number in the folio book.	PT. Apical Kao Chemicals
3.	Wednesday February 14 2024	National holiday	PT. Apical Kao Chemicals
4.	Thursday February 15 2024	a. Archiving ship documents b. Scan the transfer report.	PT. Apical Kao Chemicals

5.	Friday February 16 2024	a. Check the stock of office stationery in the warehouse and make a summary in Word.	PT. Apical Kao Chemicals
6.	Saturday February 17 2024	a. Check the weighing slip. b. Fill out the ISO tank inspection report.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.4 Apprenticeship Report 19 February-24 February 2024**

No	Day/Time	Activity	Location
1.	Monday February 19 2024	a. Check the weigh slip again. b. Fill out the loading material report. c. Fill out the isotank inspection report.	PT. Apical Kao Chemicals
2.	Tuesday February 20 2024	a. Record the export seal number. b. Create an export seal number in the folio book.	PT. Apical Kao Chemicals
3.	Wednesday February 21 2024	a. Record the export seal number. b. Create an export seal number in the folio book	PT. Apical Kao Chemicals
4.	Thursday February 22 2024	Archiving ship documents	PT. Apical Kao Chemicals
5.	Friday February 23 2024	a. Checking the weigh slip again. b. Filing the weigh slip	PT. Apical Kao Chemicals
6.	Friday February 24 2024	Recap Monthly Report Purchase Orders 2022	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.5 Apprenticeship Report 26 February-02 March 2024**

No	Day/Time	Activity	Location
1.	Monday February 26 2024	Sick	-
2.	Tuesday February 27 2024	Recap Monthly Report Purchase Orders 2022	PT. Apical Kao Chemicals
3.	Wednesday February 28 2024	Recap Monthly Report Purchase Orders 2021	PT. Apical Kao Chemicals
4.	Thursday February 29 2024	Archiving ship documents	PT. Apical Kao Chemicals

5.	Friday March 01 2024	a. Check the weigh slip again. b. Fill out the ISO tank inspection report.	PT. Apical Kao Chemicals
6.	Saturday March 02 2024	a. Check the weigh slip again. b. Fill out the isotank inspection report. c. Fill out the loading material report.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.6 Apprenticeship Report 04 March-09 March 2024**

No	Day/Time	Activity	Location
1.	Monday March 04 2024	Sick	-
2.	Tuesday March 05 2024	Sick	-
3.	Wednesday March 06 2024	Sick	-
4.	Thursday March 07 2024	Sick	-
5.	Friday March 08 2024	Sick	-
6.	Saturday March 09 2024	Sick	-

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.7 Apprenticeship Report 11 March-16 March 2024**

No	Day/Time	Activity	Location
1.	Monday March 11 2024	New Year's Holy Day of Silence 1946 scale	-
2.	Tuesday March 12 2024	Archiving ship documents	PT. Apical Kao Chemicals
3.	Wednesday March 13 2024	a. Check the weigh slip. b. Fill out the ISO tank inspection report. c. Fill out the loading material report.	PT. Apical Kao Chemicals
4.	Thursday March 14 2024	a. Print and scan Shipping Instructions Commodities Oleic Acid b. Print and Scan Stowage c. Print and scan a report of previous cargo.	PT. Apical Kao Chemicals

5.	Friday March 15 2024	a. Print and scan Shipping Instructions Commodities Oleic Acid b. Print and Scan Stowage c. Print and scan a report of previous cargo.	PT. Apical Kao Chemicals
6.	Sarurday March 16 2024	a. Archiving ship documents b. Scan work visit verification	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field appeteranship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.8 Apprenticeship Report 18 March-23 March 2024**

No	Day/Time	Activity	Location
1.	Monday March 18 2024	a. Matching raw material reports b. Scan the transfer report.	PT. Apical Kao Chemicals
2.	Tuesday March 19 2024	a. Check the weigh slip. b. Scan shipping instructions	PT. Apical Kao Chemicals
3.	Wednesday March 20 2024	a. Make a summary of the number of employee overtime hours (Excel). b. Print labels for isotank shipments.	PT. Apical Kao Chemicals
4.	Thursday March 21 2024	a. Check the weight slip. b. Fill out the ISO tank inspection report. c. Fill out the loading material report.	PT. Apical Kao Chemicals
5.	Friday March 22 2024	Matching the transfer of crude fatty acids in receiving inbound material	PT. Apical Kao Chemicals
6.	Sarurday March 23 2024	a. Archiving ship documents b. Record the number of employee overtime hours (in Excel).	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field appeteranship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.9 Apprenticeship Report 25 March-30 March-2024**

No	Day/Time	Activity	Location
1.	Monday March 25 2024	a. Check the weigh slip. b. Fill out the loading material report. c. Scan shipping documents.	PT. Apical Kao Chemicals

2.	Tuesday March 26 2024	a. Matching raw materials b. Print shipping documents. c. Print labels for isotank shipments.	PT. Apical Kao Chemicals
3.	Wednesday March 27 2024	a. Check the weigh slip. b. Fill out the loading material report.	PT. Apical Kao Chemicals
4.	Thursday March 28 2024	Make a summary of the number of employee overtime hours.	PT. Apical Kao Chemicals
5.	Friday March 29 2024	Help prepare invoices and sales contracts.	PT. Apical Kao Chemicals
6.	Saturday March 30 2024	a. Check the weigh slip. b. Fill out the loading material report. c. Recap the weigh slip for March 2024. d. Create and print labels for isotank shipments.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.10 Apprenticeship Report 01 April 06-April-2024**

No	Day/Time	Kegiatan	Lokasi
1.	Monday April 01 2024	a. Create and print labels for ISO tank shipments. b. Archiving ship documents	PT. Apical Kao Chemicals
2.	Tuesday April 02 2024	Help prepare invoices and sales contracts.	PT. Apical Kao Chemicals
3.	Wednesday April 03 2024	Count and distribute cleaning equipment, office stationery, and rations.	PT. Apical Kao Chemicals
4.	Thursday April 04 2024	Check the weigh slip and complete any incomplete forms.	PT. Apical Kao Chemicals
5.	Friday April 05 2024	a. Isotank and Flexibag recap (local sales) b. Record the number of employee overtime hours.	PT. Apical Kao Chemicals
6.	Saturday April 06 2024	Make adjustments between the purchase order receipt document and the goods received.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.11 Apprenticeship Report 08 April-13 April 2024**

No	Date/Time	Activity	Location
1.	Monday April 08 2024	Print and scan Shipping instructions for the commodities oleic acid, stearic acid, stowage, and report of previous cargo	PT. Apical Kao Chemicals
2.	Tuesday April 09 2024	Eid Idul Fitri	-
3.	Wednesday April 10 2024	Eid Idul Fitri	-
4.	Thursday April 11 2024	Eid Idul Fitri	-
5.	Friday April 12 2024	Eid Idul Fitri	-
6.	Sarurday April 13 2024	a. Matching raw material reports b. Create and print labels for isotank shipments.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field appeteranship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.12 Apprenticeship Report April 15-20-2024**

No	Day/Time	Activity	Location
1.	Monday April 15 2024	Archiving ship documents	PT. Apical Kao Chemicals
2.	Tuesday April 16 2024	a. Check the weight slip. b. Fill out the ISO tank inspection report. c. Fill out the loading material report.	PT. Apical Kao Chemicals
3.	Wednesday April 17 2024	a. Filing of February and March weigh slips b. Check the weigh slip.	PT. Apical Kao Chemicals
4.	Thursday April 18 2024	Archiving ship documents	PT. Apical Kao Chemicals
5.	Friday April 19 2024	Study the concept of international trade.	PT. Apical Kao Chemicals
6.	Sarurday April 20 2024	Study the selling rate and buying rate.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field appeteranship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:



**Table 3.13: Apprenticeship Report 22 April-27 April 2024**

No	Date/Time	Activity	Location
1.	Monday April 22 2024	Sick	-
2.	Tuesday April 23 2024	a. Matching raw material reports b. Scan the transfer report. c. Scan shipping instructions	PT. Apical Kao Chemicals
3.	Wednesday April 24 2024	a. Matching raw material reports b. Archiving ship documents	PT. Apical Kao Chemicals
4.	Thursday April 25 2024	a. Check the weigh slip. b. Fill out the loading material report. c. Fill out the isotank inspection report.	PT. Apical Kao Chemicals
5.	Friday April 26 2024	a. Archiving ship documents b. Matching raw material reports	PT. Apical Kao Chemicals
6.	Saturday April 27 2024	a. Matching raw material reports b. Scan the transfer report. c. Scan the raw material audit report.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.14 Apprenticeship Report 29 April-04 May 2024**

No	Day/Time	Activity	Location
1.	Monday April 29 2024	Study National Single Windows	PT. Apical Kao Chemicals
2.	Tuesday April 30 2024	Check the weigh slip.	PT. Apical Kao Chemicals
3.	Wednesday May 01 2024	International Labor Day	-
4.	Thursday May 02 2024	a. Study Customs Facilities b. Scan the certificate of manufacturing. c. Scan shipping documents	PT. Apical Kao Chemicals
5.	Friday May 03 2024	Check the weigh slip.	PT. Apical Kao Chemicals
6.	Saturday May 04 2024	Sick	-

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.15 Apprenticeship Report, 06 May-11May 2024**

No	Day/Date	Activity	Location
1.	Monday May 06 2024	a. Archiving ship documents b. Recap monthly report 2023 (export and local) c. Record of employee overtime hours	PT. Apical Kao Chemicals
2.	Tuesday May 07 2024	a. Recap iso tank and Flexibag (local sales) b. Scan work visit verification c. Scan the self-certification expense claim form.	PT. Apical Kao Chemicals
3.	Wednesday May 08 2024	a. Scan shipping instructions for commodities: oleic acid, stearic acid, and lauric acid. b. Print Stowage c. Report of privilege	PT. Apical Kao Chemicals
4.	Thursday May 09 2024	Ascension of Jesus Christ	-
5.	Friday May 10 2024	a. Archiving sales contracts b. Archiving ship documents	PT. Apical Kao Chemicals
6.	Saturday May 11 2024	a. Check the weigh slip b. Scan the weigh slip	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.16 Apprenticeship Report 13 May-18 May 2024**

No	Day/Date	Activity	Location
1.	Monday May 13 2024	a. Create and print labels for isotank shipments. b. Study the release of imported goods for use. c. Match the approval letter for the release of goods with the documents at the place of release. storage from a bonded place to another bonded storage place	PT. Apical Kao Chemicals
2.	Tuesday May 14 2024	Sick	-
3.	Wednesday May 15 2024	a. Check the weigh slip. b. Create and print labels for isotank shipments.	PT. Apical Kao Chemicals
4.	Thursday May 16 2024	a. Archiving ship documents b. Filing proof of request for use of goods	PT. Apical Kao Chemicals
5.	Friday May 17 2024	Count and distribute cleaning tools and stationery in rations.	PT. Apical Kao Chemicals

6.	Saturday May 18 2024	Print and make labels for ISO tank shipments.	PT. Apical Kao Chemicals
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Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.17 Apprenticeship Report 20 May-25 May 2024**

No	Day/Date	Activity	Location
1.	Monday May 20 2024	a. Archiving ship documents: Export service note and Goods Export Notification b. Assist in preparations for the 5-year accident-free celebration.	PT. Apical Kao Chemicals
2.	Tuesday May 21 2024	a. Archiving ship documents: Goods Export Notification b. Check the weigh slip. c. Assist in preparations for the 5-year accident-free celebration.	PT. Apical Kao Chemicals
3.	Wednesday May 22 2024	Assist in preparations for the 5-year accident-free celebration.	PT. Apical Kao Chemicals
4.	Thursday May 23 2024	Vesak Day	-
5.	Friday May 24 2024	Check the weigh slip	PT. Apical Kao Chemicals
6.	Saturday May 25 2024	Input weighing data, such as creating a contract and entering DO, PO, and product batch.	PT. Apical Kao Chemicals

Source: Processed Data 2024

The agenda of activities or work that the author has carried out during the field apprenticeship at PT. Apical Kao Chemicals in the Supply Chain Management department is as follows:

**Table 3.18 Apprenticeship Report 27 May-31 May 2024**

No	Day/Date	Activity	Location
1.	Monday May 27 2024	a. Check the weigh slip. b. Filing of Export Service Notes and Goods Export Notifications	PT. Apical Kao Chemicals
2.	Tuesday May 28 2024	a. Check the weigh slip. b. Inputting weighing data, such as creating a contract and entering DO, PO, and product batch.	PT. Apical Kao Chemicals

3.	Wednesday May 29 2024	Sick	PT. Apical Kao Chemicals
4.	Thursday May 30 2024	a. Check the weigh slip. b. Inputting weighing data, such as creating a contract and entering DO, PO, and product batch.	PT. Apical Kao Chemicals
5.	Saturday May 25 2024	Check the weigh slip	PT. Apical Kao Chemicals

Source: *Processed Data 2024*

### **3.4 Obstacles and Solutions Faced During Apprenticeship**

#### **3.4.1 Obstacles faced during apprenticeship**

The obstacles faced during practical field work in the Supply Chain Management department are as follows:

1. When checking the weigh slip, there are often no product release instructions
2. When printing stickers using a printing machine, jams often occur such as the sticker breaking.
3. Suddenly the software cannot be operated.

#### **3.4.2 Solution**

There are several obstacles experienced by the author while carrying out apprenticeship, but the solutions that the author implemented are:

1. First, the author tried looking for a weighing place if he still couldn't find the form, he asked the Apical Kao Chemicals admin to make the form.
2. Notify the head of SCM that the sticker printing machine is damaged and try printing the sticker using a laminating machine.
3. Try to tell the mentor that the software cannot be operated

## **BAB IV**

### **CONCLUSIONS AND SUGGESTION**

#### **4.1 Conclusions**

While undergoing the apprenticeship Program in the supply chain management department, the author gained practical knowledge in applying the concepts learned during lectures so that they can be applied optimally during apprenticeship. The apprenticeship Program acts as a means for students to get to know the real world of work as well as understand the environment and working conditions they will face after graduating.

Based on the job training report, it can be concluded that several theories and practices taught during lectures are applied during job training. Applied theory and practice include computer applications, inventory management, and archiving. The following are the conclusions drawn from the work carried out during on-the-job training:

1. The job description carried out in the Supply Chain Management department is creating product release instruction forms, archiving documents such as weigh slips, ship documents, and proof of requests for use of goods, as well as adjusting raw material receipt documents and managing local and export seals. Other tasks include making a summary of the number of employee overtime hours and a summary of monthly purchase order reports using Excel. In addition, the work carried out includes arranging all documents into archive boxes, ensuring all documents are stored neatly and easily accessible.
2. The expected target of the work specifications carried out in the Supply Chain Management department is to ensure accuracy and order in archiving weigh slip documents, ship documents, and evidence of requests for use of goods, as well as ensuring conformity between raw material receipt documents and purchase orders. Apart from that, the management of local and export seals aims to support smooth logistics operations. Making a summary of the number

of employee overtime hours and a monthly report summary of purchase orders using Excel is expected to increase the efficiency of monitoring and reporting. Organizing all documents into archive boxes neatly and easily accessible aims to make it easier to search and manage documents, as well as support better administration within the department.

3. Some of the documents that the author produced during the apprenticeship are the product release instruction form and the weighing slip. The second document aims to improve efficiency and accuracy in the process of sending products to the destination location. The Product Release Instruction Form ensures that every step of the product release is carried out according to procedure to maintain quality and meet standards, while the Weigh Slip facilitates recording and tracking the weight of products sold, which is essential for controlling inventory and reducing errors. These two documents are expected to optimize the company's operations so that the company's goals can be achieved more effectively and efficiently.
4. Software and hardware used during apprenticeship in the Supply Chain Management department include Microsoft Word and Microsoft Excel, while hardware includes monitors, mice and printers.
5. The equipment used during apprenticeship activities is a printing machine (printer) and a laminating machine. The equipment used during apprenticeship activities is: pen, pencil, ruler, eraser, scissors, paper clips, stapler, highlighter, perforator, calculator, bantex, and paper glue.
6. During the apprenticeship in the Supply Chain Management department, the author faced several major obstacles. First, there were often no product release instructions when checking the weighing slip. Second, the sticker printing machine is often jammed, such as with broken stickers. Third, the software suddenly could not be operated. To overcome these obstacles, the author implemented several solutions. When the weighing form could not be found, the author looked for another weighing place, and if it still could not be found, the author asked the Apical Kao Chemicals admin to create a new form. When the sticker printing machine was broken, the author immediately informed the

head of SCM and tried to print stickers using a laminating machine. Finally, the author informed the mentor about the problem of the software not being able to be operated. By implementing these solutions, the author was able to complete the assigned tasks despite facing various obstacles.

#### 4.2 Suggestion

After completing apprenticeship the company PT. Apical Kao Chemicals in the Supply Chain Management Department has several suggestions, namely:

1. Suggestions for author to be more careful and concentrated in their writing. Get used to reading first before acting, think realistically and rationally, and carry out tasks in accordance with the directions or orders given by the employee concerned. Apart from that, if the author is entrusted with passwords or account access for company employees to carry out daily activities, then it is important to maintain trust and inform the mentor if there are problems or password changes. This is because company data is confidential, so it is very important to be careful and understand. when entering and applying data.
2. Suggestions for Student he author also provides suggestions that may be useful for students who will carry out apprenticeship activities in 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 work
3. Suggestions for Company to agencies that the relationship between employees and students who do apprenticeship is always maintained in order to create good cooperation and provide opportunities for students to be able to do apprenticeship at PT. Apical Kao Chemicals
4. Suggestions for Institution the author hopes that in the future, the campus will pay more attention to the apprenticeship programs held, especially those directly related to industry. The apprenticeship Program must have standard regulations and a clear system so that it can be more focused in the future.

## REFERENCE

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<http://www.apicalgroup.com/id/bisnis-kami/>



## APPENDICES

### Appendix 1: Appeternship 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](mailto:polbeng@polbeng.ac.id)

Nomor : 4254/PL31/TU/2023 . 09 November 2023  
Hal : Permohonan Kerja Praktek (KP)

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

Dengan hormat,

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

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

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

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

An. Direktur,  
Wakil Direktur I

**Armada, ST., MT**  
NIP.197906172014041001

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

**Appendix 2: Apprenticeship approval reply 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 Assessment Sheet**

**HASIL PENILAIAN KERJA PRAKTIK  
PT APICAL KAO CHEMICALS  
DEPARTEMEN SUPPLY CHAIN MANAGEMENT**

Nama : Anggita Estiningtias  
NIM : 5404201281  
Program Studi : Administrasi Bisnis Internasional

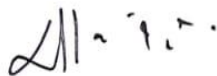
No	Aspek Penilaian	Persentase	Skor
1.	Disiplin	20%	88
2.	Tanggung Jawab	25%	90
3.	Penyesuaian/Adaptasi	10%	98
4.	Hasil Kerja	30%	89
5.	Perilaku Secara Umum	15%	93
Total Jumlah (1+2+3+4+5)			91,6

Penjelasan

Skor : Kriteria  
81 – 100 : Keunggulan  
71 – 80 : Sangat Bagus  
66 – 70 : Bagus  
61 – 65 : Cukup Baik  
56 – 60 : Cukup  
Catatan :

Lebih berani dalam mengutarakan apa yang ingin diketahui dan dipelajari, ~~dan~~ <sup>karena sebenarnya</sup> Anggi memiliki kemampuan public speaking yang sangat baik, cepat tanggap dan ligat dalam bekerja. Ini merupakan keunggulan yang baik yang sangat dibutuhkan di dunia kerja saat ini.

Dumai, 31 Mei 2024



Della Nadira Indallah  
Pembimbing Kerja Praktik

**Appendix 4: Apprenticeship Certificate**



**Appendix 5: Daily Activities of Apprenticeship**

Day : Tuesday-Saturday

Date : 06 February – 9 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 : 6 - Februari - 2024 ..... s/d 31 - Mei - 2024 .....

Nama : Anggita Estiningtias  
Asal Sekolah/Univ : Politeknik Negeri Bengkalis  
Departemen : Supply Chain Management







Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
6-Februari-2024	- Mengisi Formlir data Calon - Peserta PKL / Magang . - Perkenalan mengenai lingkup perusahaan . - Materi tentang Safety Induction - Penempatan tempat magang .	<i>Eclief</i>	<i>M-9</i>
7-Februari-2024	- pengarsipan dokumen kapal . - Scan Shipping Instruction	<i>Eclief</i>	<i>M-9</i>
9-Februari-2024	- pengarsipan dokumen kapal	<i>Eclief</i>	<i>M-9</i>





Documentation	Explanation
	As for one of the activities from February 6 to February 9, namely on the first day, all interns received an orientation that was held at the Technical Center. Some of the things conveyed include the company profile, work safety, regulations during the apprenticeship, and signing the apprenticeship contract.

Day : Monday - Saturday

Date : 12 February – 17 February 2024


12 - Februari - 2024	- Kunjungan ke Sari Dumai Oreo - Pengarsipan dokumen kapal.		
13 - Februari - 2024	- Merekap nomor seal lokal - Membuat nomor seal lokal - dibuku folio		
14 - Februari - 2024	- Merekap nomor seal lokal - Membuat nomor seal lokal - dibuku folio.		
15 - Februari - 2024	- Scan report transfer - pengarsipan dokumen kapal.		
16 - Februari - 2024	- Memeriksa Stok barang gudang		
17 - Februari - 2024	- Mengisi Iso Tank Inspection Report - Meriksa ulang sup timbang		

Documentation	Explanation
 	One of the activities from February 12 to February 17 was creating and recapping local and export seal data into a folio book.

Day : Monday - Saturday

Date : 19 February – 24 February 2024

19-Februari-2024	- Periksa Ulang slip timbang - Mengisi loading material report - Mengisi ISO TANK inspection report	<i>Eceef</i>	<i>ahm</i>
20-Februari-2024	- Merekap nomor seal ekspor - Membuat nomor seal ekspor dibuku folio	<i>Eceef</i>	<i>ahm</i>
21-Februari-2024	- Merekap nomor seal ekspor - Membuat nomor seal ekspor pada buku folio.	<i>Eceef</i>	<i>ahm</i>
22-Februari-2024	- pengarsipan dokumen kapal.	<i>Eceef</i>	<i>ahm</i>
23-Februari-2024	- Memeriksa Ulang slip timbang - Pengarsipan slip timbang	<i>Eceef</i>	<i>ahm</i>
24-Februari-2024	- Merekap monthly report 2022 purchase order	<i>Eceef</i>	<i>ahm</i>

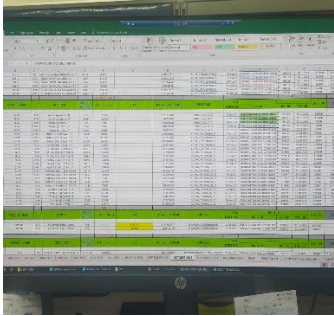
Documentation	Explanation
	<p>Creating and compiling local and export seal data into a folio book was one of the tasks carried out between February 19 and February 24. Write down the quantity of seals that emerge in addition to that.</p>

Day : Monday - Saturday

Date : 26 February – 02 March 2024

26-Februari-2024	Izin Sakut	-	<i>ahm</i>
27-Februari-2024	- Merekap monthly report 2022 Purchase order	<i>Eceef</i>	<i>ahm</i>
28-Februari-2024	- Merekap monthly report 2021 purchase order	<i>Eceef</i>	<i>ahm</i>
29-Februari-2024	Pengarsipan dokumen kapal.	<i>Eceef</i>	<i>ahm</i>

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1-Maret-2024	- Memeriksa Siip timbang - Mengisi Kotank inspection report	<i>Eceef</i>	<i>Alm</i>
2-Maret-2024	- Memeriksa Siip timbang. - Mengisi Isotank inspection report - Mengisi loading material report	<i>Eceef</i>	<i>Alm</i>

Documentation	Explanation
	The task completed between February 26 and March 2 was to summarize the annual sales report using the Excel application.

Day : Monday - Saturday

Date : 04 March – 09 March 2024


4-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>
5-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>
6-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>
7-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>
8-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>
9-Maret-2024	Sakit	<i>Eceef</i>	<i>Alm</i>

Day : Monday - Saturday

Date : 11 March - 16 March 2024

11-Maret-2024	Hari Suci Nyepi Tahun Baru Saka 1946	<i>Eceef</i>	<i>Alm</i>
12-Maret-2024	- Pengarsipan dokumen kapal	<i>Eceef</i>	<i>Alm</i>
13-Maret-2024	- Memeriksa Siip timbang - Mengisi Kotank inspection report - Mengisi loading material report	<i>Eceef</i>	<i>Alm</i>
14-Maret-2024	- Print shipping instruction Commodities : Oleic Acid . - Print Stowage - Report of previous Cargo.	<i>Eceef</i>	<i>Alm</i>
15-Maret-2024	- Print shipping instruction Commodities : Lauric Acid Crs 98% - Print Stowage - Report of previous Cargo	<i>Eceef</i>	<i>Alm</i>
16-Maret-2024	- pengarsipan dokumen kapal - Scan Work Visit Verifikasi - tion	<i>Eceef</i>	<i>Alm</i>

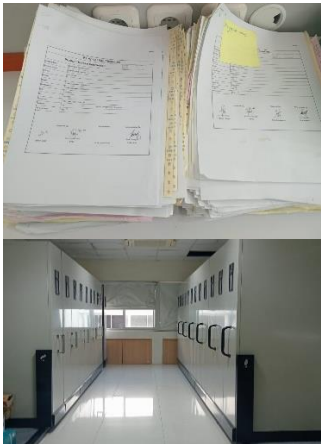


Documentation	Explanation
	<p>Among the things that were done between March 11 and March 16 were printing, scanning, and file preparation assistance.</p>

Day : Monday - Saturday

Date : 18 March - 23 March 2024

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
18 - Maret - 2024	- Mencocokkan report raw material - Scan report transfer	<i>Eceef</i>	<i>Alho</i>
19 - Maret - 2024	- Scan shipping instructions Commodities Stearic Acid Cis. - Memeriksa slip timbang	<i>Eceef</i>	<i>Alho</i>
20 - Maret - 2024	- Membuat rekapan Jumlah Jam - Lembur karyawan (Excel) - Mengetik label untuk shipment ke tank.	<i>Eceef</i>	<i>Alho</i>
21 - Maret - 2024	- Memeriksa slip timbang - Mengisi ISO Tank inspection report - Mengisi Loading material report	<i>Eceef</i>	<i>Alho</i>
22 - Maret - 2024	- Mencocokkan transfer Crude fatty Acid ke receiving material - inbound.	<i>Eceef</i>	<i>Alho</i>
23 - Maret - 2024	- Pengarsipan dokumen kapal - Mererap Jumlah Jam lembur - Karyawan.	<i>Eceef</i>	<i>Alho</i>

Documentation	Explanation
	<p>A task completed between February 26 and March 2 involved reviewing weigh slips and organizing them in a filing cabinet.</p>



Day : Monday - Saturday

Date : 25 March - 30 March 2024

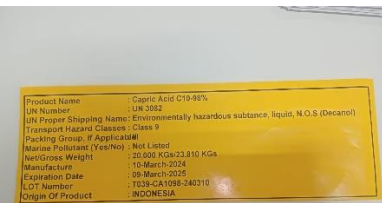
25-Maret-2024	- Scan Shipping document - Memeriksa slip timbang. - Mengisi loading material report	<i>Eddy</i>	<i>Alho</i>
26-Maret-2024	- Mencocokkan report raw material - Print shipping document. - Mencetak label untuk shipment isotank	<i>Eddy</i>	<i>Alho</i>
27-Maret-2024	- Memeriksa slip timbang - Mengisi loading material report.	<i>Eddy</i>	<i>Alho</i>
28-Maret-2024	- Membuat rekapan jumlah jam-Lambur karyawan (word)	<i>Eddy</i>	<i>Alho</i>
29-Maret-2024	- Membantu prepare invoice dan-Sales contract.	<i>Eddy</i>	<i>Alho</i>
30-Maret	- Memeriksa slip timbang - Mengisi loading material report - Merekap slip timbang bulan Maret 2024. - Membuat danmencetak label untuk Shipment isotank.		

Documentation	Explanation
	<p>One of the activities carried out from March 25 to March 30 was matching raw material reports, or the process of adjusting receipt documents, purchase orders (PO), and goods received at Apical Kao Chemicals, involving checking and verification to ensure consistency and accuracy. The goods received are checked based on the PO, matching the quantity, specifications, and condition of the goods. If there is a discrepancy, an investigation and correction are carried out, including communication with the supplier. This process ensures goods meet orders and company quality standards, as well as maintaining inventory accuracy and operational efficiency.</p>

Day : Monday - Saturday

Date : 01 April - 06 April 2024


Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
1-April-2024	- Membuat dan mencetak label untuk shipment isotank. - Persiapan dokumen kapal	<i>Eceef</i>	<i>Am</i>
2-April-2024	- Membantu prepare invoice dan sales contract.	<i>Eceef</i>	<i>Am</i>
3-April-2024	- Menghitung dan mendistribusikan alat cleaning, alat tulis kantor dan ransum.	<i>Eceef</i>	<i>Am</i>
4-April-2024	- Memeriksa slip timbang dan melengkapi form yg belum lengkap.	<i>Eceef</i>	<i>Am</i>
5-April-2024	- Pakaian isotank & flexi bag (local sales). - Menetapkan jumlah jam lembur - karyawan.	<i>Eceef</i>	<i>Am</i>
6-April-2024	- Melakukan penyesuaian antara - dokumen penerimaan po dengan barang yg diterima.	<i>Eceef</i>	<i>Am</i>

Documentation	Explanation
	One of the tasks completed from April 1 to April 6 was making and printing labels for isotank shipping using a laminating machine.

Day : Monday - Saturday

Date : 08 April - 13 April 2024



8-April-2024	Print dan scan Shipping Instruction Commodities oleic acid, stearic acid, Stowage dan report of previous cargo	<i>Eceef</i>	<i>Am</i>
9-April-2024	Hari Raya Idul Fitri	-	
10-April-2024	Hari Raya Idul Fitri	-	
11-April-2024	Hari Raya Idul Fitri	-	
12-April-2024	Hari Raya Idul Fitri	-	
13-April-2024	- Mencocokkan report raw material - Scan report transfer - membuat dan mencetak label untuk shipment isotank.	<i>Eceef</i>	<i>Am</i>

Documentation	Explanation
	<p>Among the things that were done between April 08 and April 13 were printing, scanning, and file preparation assistance.</p>

Day : Monday - Saturday

Date : 15 April – 20 April 2024

Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
15-April-2024	- pengarsipan dokumen kapal.		
16-April-2024	- Mengecek slip timbang - Mengisi loading material report - Mengisi ISO Tank inspection report		
17-April-2024	- pengarsipan slip timbang februari - Maret. - Cek slip timbang		
18-April-2024	- Pengarsipan dokumen kapal.		
19-April-2024	- Mempelajari konsep perdagangan internasional.		
20-April-2024	- Mempelajari kurs jual dan beli.		


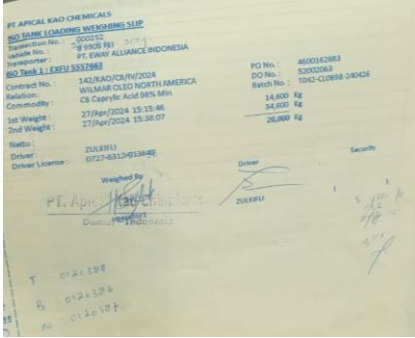
Documentation	Explanation
 	<p>The activity carried out between April 15 and April 20 was archiving ship documents, which aims to make it easier to find documents if needed.</p>



Day : Monday - Saturday

Date : 22 April – 27 April 2024


22-April-2024	- Sarit	<i>Eccelf</i>	<i>Amo</i>
23-April-2024	- Mencocokkan report raw material - Scan report transfer - Scan shipping instructions	<i>Eccelf</i>	<i>Amo</i>
24-April-2024	- Mencocokkan report raw material - pengarsipan dokumen kapal	<i>Eccelf</i>	<i>Amo</i>
25-April-2024	- Cek Slip timbang - Mengisi loading material report - Mengisi ISO TANK inspection report	<i>Eccelf</i>	<i>Amo</i>
26-April-2024	- pengarsipan dokumen kapal - mencocokkan report raw material	<i>Eccelf</i>	<i>Amo</i>
27-April-2024	- Mencocokkan report raw material - Scan report transfer - Scan report audit raw material.	<i>Eccelf</i>	<i>Amo</i>

Documentation	Explanation
 	<p>One of the activities carried out from April 22 to April 27 was checking weigh slips and completing product release instruction forms, such as filling out material loading reports and filling out isotank inspection reports.</p>

Day : Monday - Saturday

Date : 29 April – 04 May 2024


29 - April - 2024	- Mempelajari National Single - Windows.	<i>Eccaf</i>	<i>Am</i>
30 - April - 2024	- Memeriksa Sijip timbang	<i>Eccaf</i>	<i>Am</i>
1 - Mei - 2024	Hari Buruh Internasional	<i>Eccaf</i>	<i>Am</i>
2 - Mei - 2024	- Mempelajari Fasilitas Kepabeanan - Scan Certificate of manufacturing - Scan Shipping document IBC code Chapter 16.	<i>Eccaf</i>	<i>Am</i>
3 - Mei - 2024	- Cek Sijip timbang	<i>Eccaf</i>	<i>Am</i>
4 - Mei - 2024	- Izin Sakit		

Documentation	Explanation
	<p>The activities carried out between April 29 and May 4 were studying national single windows and studying customs facilities with mentors.</p>

Day : Monday - Saturday











Date : 06 May – 11 May 2024

6 - Mei - 2024	- Pengarsipan dokumen kapal - Rekapitulasi monthly report 2023 (Eksport dan lokal). - Rekapitulasi jam lembur karyawan.	<i>Eccaf</i>	<i>Am</i>
7 - Mei - 2024	- Rekapitulasi Isotank & Flexibag (Local Sales). - Scan Work Visit Verification - Scan Self certification - Expense claim form.	<i>Eccaf</i>	<i>Am</i>
8 - Mei - 2024	- Print Shipping Instruction Commodities: Oleic Acid, Stearic Acid CB - 90%, Lauric Acid C12 - Print Stowage - Report of previous cargo	<i>Eccaf</i>	<i>Am</i>
9 - Mei - 2024	- Kenakuran ka AI - Masih	<i>Eccaf</i>	<i>Am</i>
10 - Mei - 2024	- Pengarsipan Sales Contract Produk Lauric Acid C12 - 98% - pengarsipan dokumen kapal	<i>Eccaf</i>	<i>Am</i>
11 - Mei - 2024	- Memeriksa Sijip timbang - Scan Sijip timbang	<i>Eccaf</i>	<i>Am</i>


Documentation	Explanation
	<p>The activity carried out from March 6 to May 11 was archiving documents that would be included in the bantek.</p>

Day : Monday - Saturday

Date : 13 May – 18 May 2024

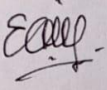
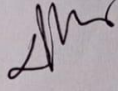
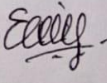
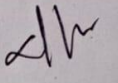
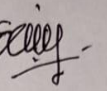
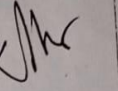
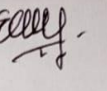
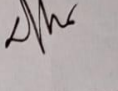
Hari/Tanggal	Kegiatan	Paraf Peserta PKL	Paraf Pembimbing
13 - Mei - 2024	<ul style="list-style-type: none"> <li>- Membuat dan mencetak label Untuk Shipment isotank.</li> <li>- Mempelajari pengeluaran barang impor untuk diproses.</li> <li>- Mencocokkan surat persetujuan pengeluaran barang dg dokumen pengeluaran tempat penimbunan berikat re tempat penimbunan berikat lainnya.</li> </ul>		
14 - Mei - 2024	- Izin Sakit.	-	-
15 - Mei - 2024	<ul style="list-style-type: none"> <li>- Memeriksa Slip timbang</li> <li>- Membuat dan mencetak label Untuk Shipment isotank.</li> </ul>		
16 - Mei - 2024	<ul style="list-style-type: none"> <li>- pengarsipan dokumen kapal</li> <li>- pengarsipan buku permintaan pemakaian barang.</li> </ul>		
17 - Mei - 2024	- Menghitung dan mendistribusikan alat cleaning, alat tulis dan ransum.		
18 - Mei - 2024	- Membuat dan mencetak label Untuk Shipment isotank.		

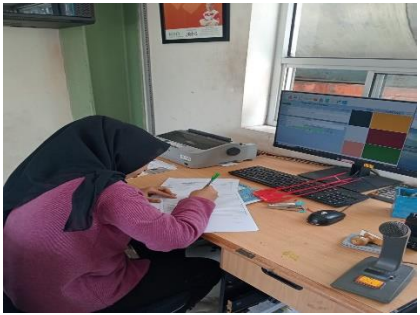


Documentation	Explanation
	<p>The activities carried out by the author between May 13 and May 18 were checking weigh slips and creating product release instruction forms.</p>

Day : Monday - Saturday

Date : 20 May – 25 May 2024


20 - May - 2024	<ul style="list-style-type: none"> <li>- Persiapan dokumen kapal :</li> <li>- Nota pelayaran ekspor (NPE)</li> <li>- Pembritahuan ekspor barang (PEB)</li> <li>- Membantu dalam persiapan peraxian 5 tahun bebas accident.</li> </ul>		
22 - May - 2024	<ul style="list-style-type: none"> <li>- Membantu dalam persiapan peraxian 5 tahun bebas accident</li> </ul>		
23 - May - 2024	Hari Raya Waisak 2568		
24 - May - 2024	<ul style="list-style-type: none"> <li>- Memeriksa slip timbang</li> <li>- Melakukan pengecekan isotank ketika baru turun.</li> <li>- Membuat dan mencetak label untuk shipment isotank.</li> </ul>		
25 - May - 2024	<ul style="list-style-type: none"> <li>- Menginput data timbangan seperti membuat kontrak dan memasukkan DO, PO dan Batch produk tersebut.</li> </ul>		

Documentation	Explanation
	<p>The activities carried out by the author between May 20 and May 25 were inputting weighing data, such as making contracts and entering Do, Po, and Product Batch. .</p>

Day : Monday - Saturday

Date : 27 May - 31 May 2024

27-May-2024	- Memeriksa Slip timbang - Menginput data timbangan Seperti membuat kontrak dan memasukkan DO, PO dan batch produk tersebut.	<i>Eceef</i>	<i>zhs</i>
28-May-2024	- Memeriksa slip timbang - Pengarsipan Nota pelayanan Ekspor (NPE). - pemberitahuan Ekspor Barang (PEB).	<i>Eceef</i>	<i>zhs</i>
29-May-2024	Izin Sakit	<i>Eceef</i>	<i>Amr</i>
30-May-2024	- Memeriksa slip timbang. - Membuat dan mencetak label untuk shipmen isotank. - scan shipping instruction.	<i>Eceef</i>	<i>zhs</i>
31-May-2024	- Memeriksa Slip timbang - Menginput data timbangan seperti membuat dan kontrak dan memasukkan DO, PO dan Batch produk tersebut.	<i>Eceef</i>	<i>zhs</i>

Documentation	Explanation
	<p>The activity that the author carried out in the picture to the side was to help in preparations for the 5-year event free from incidents as well as celebrate the anniversary of the Apical Kao Chemicals company.</p>



Appendix 6 Photo with PT. Apical Kao Chemicals





