

APPRENTICESHIP REPORT
PT. EKASAPTA PARAMITA ENERGI
BUTON STOCKPILE

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INTERNATIOANAL BUSINESS ADMINISTRATION STUDY
PROGRAM
BUSINESS ADMINSTRATION
DEPARTMENT STATE POLYTECHNIC OF
BENGGALIS BENGGALIS – RIAU
2024

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PT. EKASAPTA PARAMITA ENERGI
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Written as one of the conditions for completing Apprenticeship

SISKA ARIANI
5404201280


Bengkalis, May 31th, 2024

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Wassalamu'alaikum Wr. Wb.

Bengkalis, 31 May 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is the process of applying knowledge or competence from the world of education to the world of work in which the apprentice can understand the real work system of the professional world. The implementation of this Apprenticeship is a learning tool to increase knowledge, insight, and experience going directly into the world of work which is their respective field. This is very helpful for students in applying the knowledge that has been obtained in college in completing the work given or facing obstacles in carrying out Apprenticeships.

With the aim of producing graduates who are able to compete in the world of work, the Bengkalis State Polytechnic is one of the vocational campuses that educates students to create a competent soul in various fields and campuses that require students to take Apprenticeships to complete their studies. Bengkalis State Polytechnic carries out practical work programs that must be followed by all final semester students. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work.

The Department of Business Administration is one of the majors in the Bengkalis Polytechnic State. In 2016, this department opened a new study program, namely D4-International Business Administration. The D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the business world. Preparing students to be ready to be used in this field, the International Business Administration Study Program in semester 8 (eight) requires students to take part in Apprenticeships both in Government Agencies

and Private Agencies carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator gives students several choices or choices of practical work places. Then from some of these options the author is interested in doing an Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile.

PT. Ekasapta Paramit Energi Buton Stockpile is the best exporter of 2020 in the palm shell industry. The author does practical work in one of the branches, namely Stockpile Buton, which is located in Sungai Rawa, Kec. Sungai Apit, Kab. Siak, Riau. During the Apprenticeship the author was placed in the Administration Section. The Apprenticeship starts from 01 February 2024 to 31 May 2024.

1.2 Purpose of the Apprenticeship

The purpose of implementing the Apprenticeship for students at the Bengkalis State Polytechnic of the International Business Administration study program at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. To find out the job description during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile.
2. Knowing the place and time of work at PT. Ekasapta Paramita Energi Buton Stockpile.
3. To find the system and work procedures at PT. Ekasapta Paramita Energi Buton Stockpile.
4. To find out the obstacles and solutions during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile.

1.3 Significances of the Apprenticeship

The apprenticeship carried out has some benefits for several parties such as students, companies and the State Polytechnic fo Bengkalis.

1.3.1 Significances for Students

The significance of implementing the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile for students are as follows:

1. Students can develop work relationships and add experience to their resumes.
2. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
3. Students gain practical experience in applying theoretical/conceptual science according to their study program.
4. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

1.3.2 Significances for the Company

The significance of implementing the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile for the Company are as follows:

1. Apprenticeship is a link between the company and the campus.
2. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
3. Apprenticeship students are expected to help company employees in completing work, providing ideas and providing advice in solving problems.

1.3.3 Significances for State Polytechnic of Bengkalis

The significance of implementing the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile for State Polytechnic of Bengkalis are as follows:

1. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and PT. Ekasapta Paramita Energi Buton Stockpile.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
3. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Ekasapta Paramita Energi is build to focus on trading and exporting Palm Kernel Shell (PKS). PT. Ekasapta Paramita Energi have more than five years of experiences and they have very strong power for collecting PKS. Currently PT. Eksapta Paramita Energi are export PKS to Thailand and Japan Market from their stockpiles that located at Rumbai and Tanjung Buton Riau Province, Indonesia.

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PT. Ekasapta Paramita Energi has exported and supply more than 450.000 MT of palm kernel shells from 2018 – 2020 to Thailand and Japan Power Plant from Riau Province, Indonesia.

PT. Ekasapta Paramita Energi purchase and contract the palm kernel shells from more than 30 Mills in riau province to maintain the sustainability of supply to the customer, which is can collected more than 20.000 MT of palm kernel shells a month.

Tanjung buton Stockpile is located at sungai rawa, Siak regency. The distance to tanjungbuton port \pm 5 Km. The large area is 6 ha (60,000 m²) and already build and concreted 15,000 m² for warehouse and fresh PKS stockyard. The size of warehouse is 3,000 m² with capacity of 12,000 MT – 14,000 MT and the area stockpile for fresh / Unscreen PKS is 7,000 m².



Figure 2.1 TanjungButon Stockpile
Source: Tanjung Buton Stockpile

Rumbai Stockpile is located at Pekanbaru, Riau Province 15 minutes distance from Airport. Rumbai stockpile has capacity 40.000 MT of PKS on concreted floor and the distance to jetty is 200 m (barge only). PT. Ekasapta Paramita Energi-Rumbai Stockpile usually export PKS to Thailand from rumbai stockpile and transhipment is needed if want to load to mother vessels.



Figure 2.2 Rumbai Stockpile
Source: Rumbai Stockpile

2.2 Vision and Mission

2.2.1 Vision of PT. Ekasapta Paramita Energi

Vision is a big picture, the main goals and ideals of a company, institution, person, or organization in the future. The vision of PT. Ekasapta Paramita Energi is “To be the best palm kernel shell industry that can provide the growth in the domestic economy”.

2.2.2 Mission of PT. Ekasapta Paramita Energi

Mission PT. Ekasapta Paramita Energi is “Producing quality and environmentally friendly palm kernel shell products. Develop local natural resources to improve the regional and domestic economy by optimizing the human resources of the surrounding area”.

2.3 Kind of Business

Business is an activity carried out by individuals or organizations that involves the production, sale, purchase, or exchange of goods/services, with the aim of making a profit. Business has many types, such as Agricultural Business, Raw Material Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, and big or small Trading Business.

In the practical work activities carried out the type of business PT. Ekasapta Paramita Energi Buton Stockpile is an activity to accumulate palm kernel shells. Palm kernel shells are the remaining shell fragments after the palm kernels are removed and crushed in the palm oil mill. Palm kernel shells as a source of biomass become alternative energy when the price of coal rises and the supply is running low, of course, if processed properly, the smoke from the combustion can be made more environmentally friendly.

Activities carried out by PT. Ekasapta Paramita Energi Buton Stockpile is a build to focus on trading and exporting Palm Kernel Shell. With the process of receiving, weighing, unloading, transferring and exporting shells.

2.4 Organization Structure

The organizational structure of the company can be interpreted as a multilevel line (hierarchy) that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. The organizational structure of PT. Ekasapta Paramita Energi Buton Stockpile are as follows

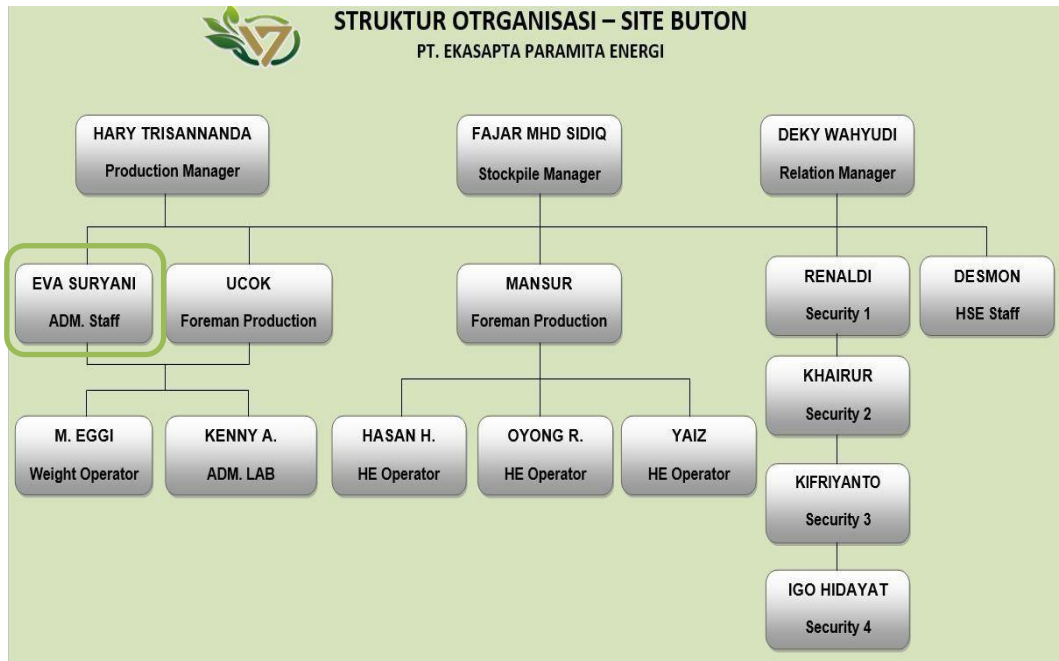


Figure 2.3 Organizational Structure
Source: Processed Data, 2024

1. Stockpile Manager Buton Stockpile

The Stockpile Manager has the duties and responsibilities to handle PT Ekasapta Paramita Energi Buton Stockpile, inspect each member's work in the field and manage the position of shell stock placement. The Stockpile Manager is assisted by several people who occupy each section, namely:

a. Foreman Production

Foreman Production has the responsibility of recording incoming shell moisture data from the supplier, calculating the number of buckets that enter the scener machine, and providing the tally calculation report.

b. Operator

Has the task of Check or Check tools every day for oil, potty, and diesel. Maintaining the cleanliness of heavy equipment, unloading every incoming shell car, helping to check the shells in the car truck, and all heavy equipment such as loaders and excavators are not allowed to do other work other than the shell unloading process.

2. Production Manager

The Production Manager is responsible for sending documentation for every job in the stockpile, and Check and documenting the shell disassembly car from the mill. The Production Manager is assisted by several people who occupy each section, namely:

a. Administration Staff

Administration Staff have the task of Check daily hauling reports, scanning and filing documents for every job in the stockpile, preparing vouchers for cash-out receipts, recaping employee absences and daily worker (THL) attendance, making reimbursement fee reports, making submission forms employee leave and overtime, make a request letter for diesel fuel and production screening.

b. Weight Operator

The Weight Operator has the task of receiving weighing receipts, weighing shell cars from incoming PKS/Suppliers, both full and empty scales, inputting daily weighing receipts data into the system, compiling weighing receipt data according to the palm oil mill (PKS) (sorted), ensuring the correct data input is correct and there are no input errors, makes a report on the import of shells in the daily shell entry form, reports to the admin if there is a discrepancy in the tonnage of the scales, and sends reports on the daily stock and total shells in the stockpile (group wa).

c. Administration Laboratory

The Administration Laboratory has the task of measuring the humidity of the shell sample of each shell car entering from the supplier and during loading or shell export activities, and returning the shell sample to stock taking after 3 months of storage.

3. Relation manager

The relationship manager is responsible for building and maintaining good relations with the surrounding community, receiving suggestions and

resolving community complaints, interacting and maintaining good relationships with customers. The Production Manager is assisted by several people who occupy each section, namely:

a. HSE Staff

HSE Staff has the task of Check the stock taking inventory and the warehouse (personal protection equipment, and first aid kits).

b. Security

Security has the task of filling out the guest book for every guest or car that enters, checks every vehicle that comes in and out, every guest who enters must leave an identity card such as an ID card and sim, security must report to the manager for guests who want to visit the stockpile, and maintain security in the stockpile.

2.5 The Working Process

In this report, the author describes how the company's work processes. In Figure 2.4 the process flow of palm kernel shell piling at the of PT. Ekasapta Paramita Energi Buton Stockpile is as follows:

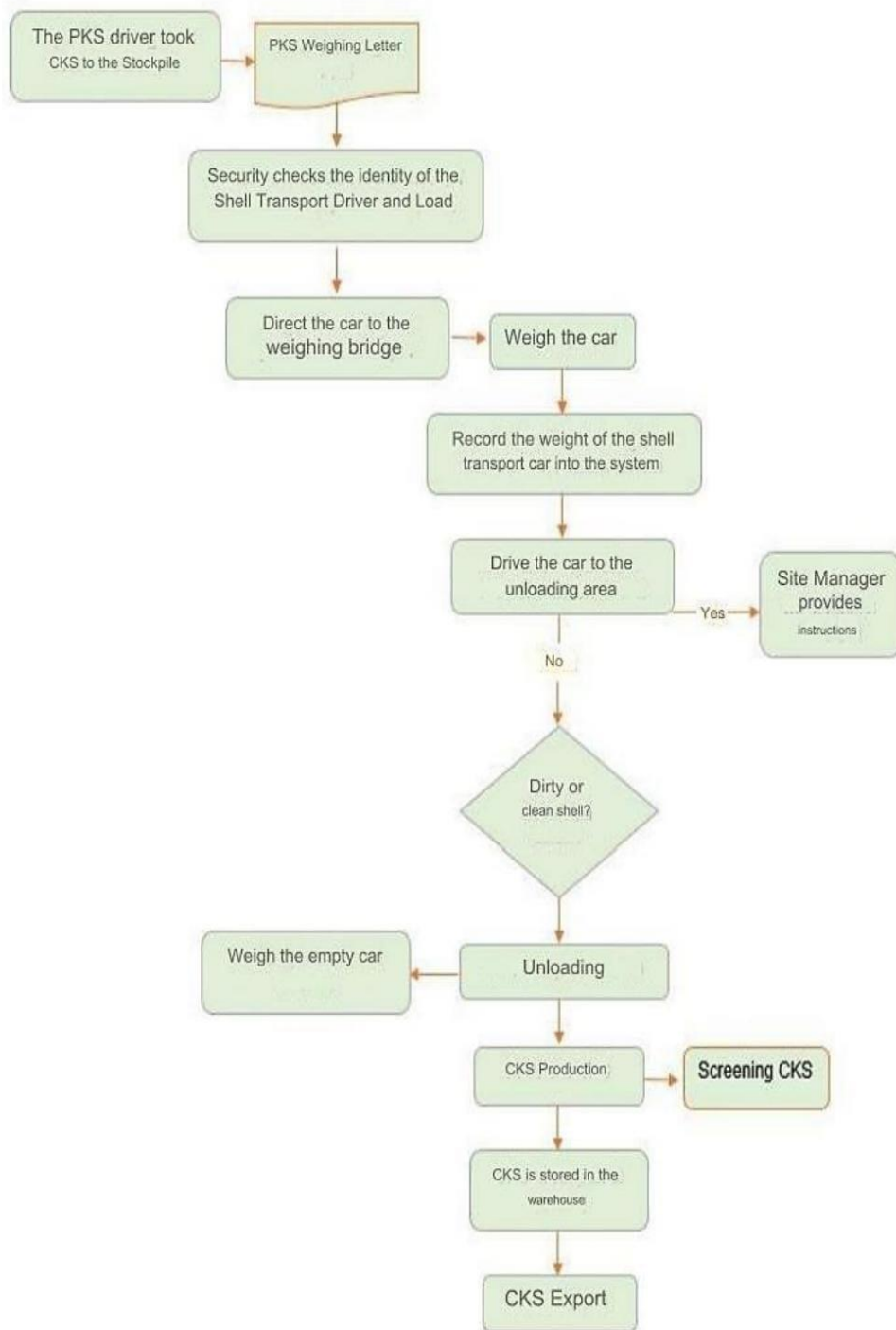


Figure 2.4 Process Flow of Palm Kernel Shell Piling at PT. Ekasapta Paramita Energi Buton Stockpile

Source: Processed Data, 2024

Figure 2.4 describes the palm kernel shell process flow at PT. Ekasapta Paramita Energi Buton Stockpile, namely the driver of the palm oil mill (PKS) delivered the palm oil shells (CKS) to the Buton stockpile and brought a weighing letter (PKS). Then the process of receiving the shells by security by Check the completeness of the travel certificate / certificate of scales to find out the origin of the shells. Check the identity of the driver and vehicle, as well as making notes in the guest book/entry report and the driver is required to leave his/her identity until the shell unloading activity is completed. Carry out inspections on car loads, if the cargo has problems, security must report it to the site manager and wait for instructions given by the site manager. And Directing the shell delivery car from the supplier to the weighbridge, according to the order of entry of the shell delivery car.

Weighing Process for Cars Shipping Loaded Shells at the Weighbridge, the Weighing Staff ensures that the weighing parameters are at zero (0), then the Scales Staff checks the travel certificate / certificate from the driver, directs the shell delivery car onto the Scales Bridge, and the driver is required to turn off the engine and check the results of the scales. The Scales Staff records the weight of the loaded car into the weighing system. And the Scales Staff sounds a siren/alarm as a sign that the weight of the loaded car has been weighed and the driver is directed to the unloading location.

The process of unloading the shells at the Stockpile, namely the foreman ensures that the loading and unloading area is safe and the driver must comply with the procedures that have been determined so that the loading and unloading process can run well, then directing the loaded shell delivery car to the location determined by the Site Manager. If the shell is in clean condition, then the unloading process will continue and if the shell is dirty, it will not proceed to the process of unloading the shell and reporting and coordinating to the Site Manager to check the condition of the shell, and write down the results of the inspection in the Minutes of Shell Inspection. If the shell condition is still within the tolerance limit, the Site Manager will instruct the foreman to continue the shell unloading process.

After the loading and unloading process for the shell is completed by the operator, then it goes to the weighing process after the foreman ensures that the shell delivery car is empty and then gives the QS stamp on the Shell Weighing Slip as a sign that the sampling process has been carried out. Next the shell delivery car goes to the Weighbridge to weigh the empty weight of the shell delivery car. The Scales Staff records the weight of the empty/unloaded shell shipping car into the weighing system, then prints a Weighing Letter containing information on the weight of the loaded unit when the shell delivery car enters the site. The unit weight is empty after the unloading process and the reduction figures are according to the report on the Shell Inspection (if any) then the Scales Letter is signed jointly by the Scales Staff and the shell delivery driver and then directed to security for the process out of the site.

Production screening of shells is carried out by foreman directing the operator to perform screening using a wheel loader, lifting palm kernel shells into a hopper conveyor, then the shells that have been completed in Production screening are transferred using a wheel loader and then stored in a warehouse that has been determined by the production staff. And after the results of the production screening of oil palm shells meet the predetermined targets, loading or exporting of oil palm shells will be carried out.

2.6 Document Used for Activity

In the implementation of Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, there are several documents needed to complete the work given. The documents are as follows:

1. Archives folder

The Archives folder is used to archive documents such as screening submission forms, tally production screening, petty cash receipts, and employee data.



Figure 2.5 Archives folder
Source: Pt. Ekasapta Pramita Energi

2. Map

Map is one of the office equipment that serves to store sheets of paper that will be more organized and protected. This is done so that documents consisting of sheets of paper are not scattered. This folder is used to enter shell data and employee reports.



Figure 2.6 Map
Source: Pt. Ekasapta Pramita Energi

3. Moisture data form

The moisture data form is used to record manual data according to incoming car information, moisture data such as transportation hygiene checks, oil palm shell cleanliness checks, and quality control details.

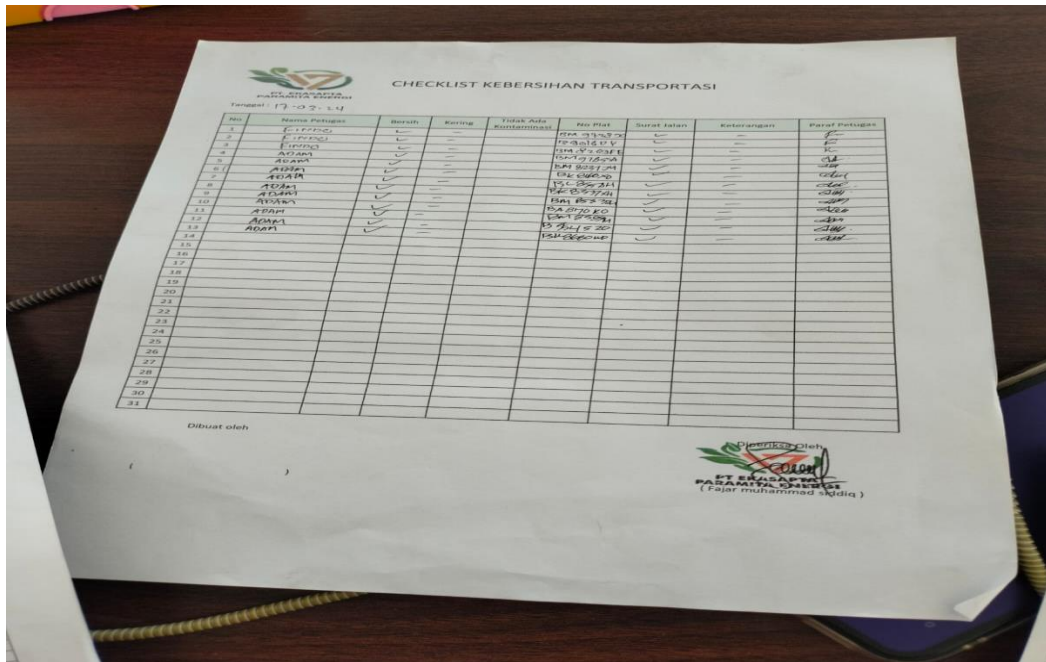


Figure 2.7 Moisture data from
Source: Pt. Ekasapta Pramita Energi

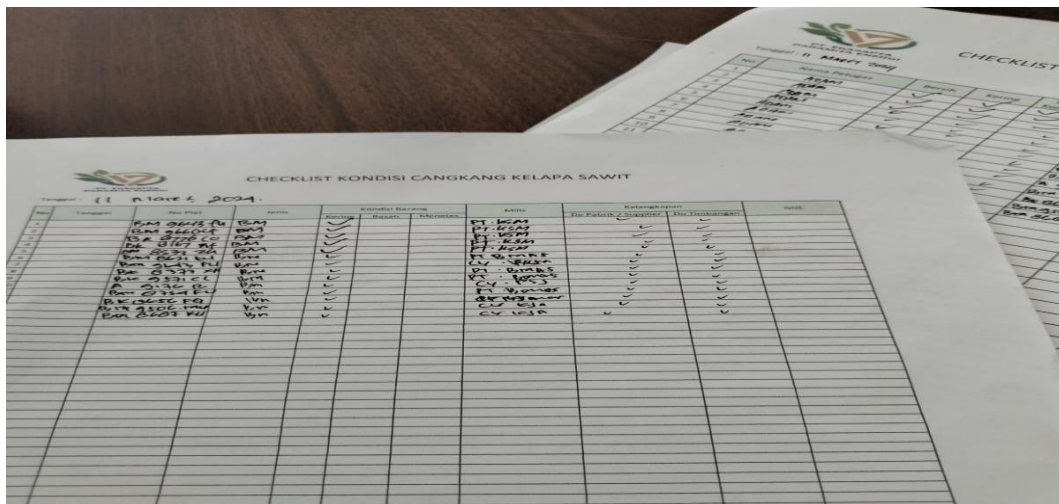


Figure 2.8 Moisture data from
Source: Pt. Ekasapta Pramita Energi

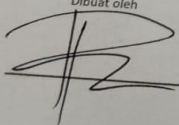
4. Daily hauling report

The daily hauling report is used as a shell car entry report in the daily shell entry form to find out the results of the shell car weighing. The information in the daily hauling report must comply with the Palm Shell Weighing Slip and Letter of Sending Palm kernel shellor weighing letter.

Detail Quality Control Hauling Periode Maret 2024

Tanggal : 13-03-24
Lokasi : PT. EPE.

No	PKS/Supplier	Plat Kendaraan	AVG Moisture	Jenis Barang	Status	Kondisi Umum			Kontaminasi	Quantity (MT)
						Basah	Kering	Terpal		
1	PT. BMAS	B 9269 TW	25.9	Cangkang	-	-	-	-	29.320	
2	PT. BMAS	BE 8411 FI	24.6	Cangkang	-	-	-	-	26.950	
3	PT. BMAS	BM 874 ZDP	20.3	Cangkang	-	-	-	-	25.210	
4	PT. WEP	BM 915 DO	-	Cangkang	GGL	-	-	-	32.040	
5	PT. RSI	BM 977 JG	28.6	Cangkang	GGL	-	-	-	21.100	
6	PT. KSM	BM 8897 FD	19.0	Cangkang	GGL	-	-	-	32.250	
7	PT. BMAS	BM 8814 EU	18.7	Cangkang	GGL	-	-	-	26.960	
8	CV. EJA	BA 8821 EU	19.5	Cangkang	-	-	-	-	22.810	
9	PT. RSI	BM 8830 FU	26.1	Cangkang	GGL	-	-	-	33.500	
10	PT. BMAS	BM 8404 DU	24.7	Cangkang	-	-	-	-	29.960	
11	PT. RSI	BM 8467 FU	27.0	Cangkang	GGL	-	-	-	33.590	
12	PT. RSI	BM 8497 FU	28.1	Cangkang	GGL	-	-	-	34.520	
13	PT. BMAS	A 5190 B	26.7	Cangkang	-	-	-	-	17.550	
14	PT. BMAS	BE 8850 FA	26.2	Cangkang	GGL	-	-	-	26.530	
15	CV. KJA	BE 8809 CO	27.1	Cangkang	-	-	-	-	30.560	
16	CV. EJA	BM 8807 LH	27.2	Cangkang	-	-	-	-	32.600	
17	PT. GSP	BM 8881 DO	27.2	Cangkang	GGL	-	-	-	30.430	
18	CV. EJA	BM 8057 UO	-	Cangkang	-	-	-	-	32.760	
19	PT. BMAS	A 9177 B	28.0	Cangkang	GGL	-	-	-	19.150	
20	PT. KSM	BM 9083 FU	29.0	Cangkang	GGL	-	-	-	35.140	
21	PT. BMAS	B 9042 FGB	28.2	Cangkang	-	-	-	-	27.110	
22	PT. RSI	BM 8999 LA	25.0	Cangkang	GGL	-	-	-	33.780	
23	PT. RSI	BM 8943 FU	24.9	Cangkang	GGL	-	-	-	30.220	
24	PT. RSI	BM 9729 DO	28.9	Cangkang	GGL	-	-	-	29.980	
25	PT. RSI	BM 9155 DO	26.5	Cangkang	GGL	-	-	-	31.070	
26	PT. GSP	BM 9051 NU	29.7	Cangkang	GGL	-	-	-	32.750	
27	PT. WEP	BM 9152 DO	27.0	Cangkang	GGL	-	-	-	36.570	
28	PT. KSM	BE 8141 CA	28.6	Cangkang	GGL	-	-	-	33.940	
29	PT. ATM	BM 8065 AQ	21.5	Cangkang	GGL	-	-	-		
30										

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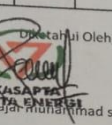
Dipertahului Oleh, 
PT. EKASAPTA PARAMITA ENERGI
Fajar Nurulhidaid Shidiq

Figure 2.9 Daily hauling report
Source: Pt. Ekasapta Pramita Energi

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship Program is held at PT. Ekasapta Paramita Energi Buton Stockpile for 4 month, starting from February 01, 2024 to May 31, 2024. During the Apprenticeship, the author was plac in the Administration Section. There are several tasks during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, which are as follows:

1. Check daily hauling report
2. Measuring palm kernel shell moisture
3. Scan Documents
4. Archive Documents
5. Preparing for loading requirements
6. Document Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter.
7. Prepare vouchers for cash-out receipts.
8. Weighing incoming goods and outcoming goods.

3.2 Systems and Procedures

The systems and procedures that the writers used while working at PT. Ekasapta Paramita Energi Buton Stockpile is as following:

1. Check daily hauling report
Check the daily hauling report, namely Check and sorting the daily incoming cars according to the hauling report that has been made by the weight operator, the things to pay attention to are the car plate number, contract number, company name and remaining incoming shell contacts.



Figure 3.1 Check daily hauling report
Source: Pt. Ekasapta Pramita Energi

2. Measuring palm kernel shell moisture

Measuring palm kernel shell moisture is to find out how much water is in the palm kernel shell in order to make it easier to write samples. Sampling to measure humidity is carried out when the PKS car enters and loads or exports the palm kernel shell. It is done as proof of wet or dry palm kernel shell. The palm kernel shell sample will be stored for 3 (three) months as evidence if there is a palm kernel shell humidity check, after which the sample will be returned to the stock taking in the warehouse.



Figure 3.2 Measuring palm kernel shell moisture
Source: Pt. Ekasapta Pramita Energi

3. Scan Documents

Done to leave data in the office and as a report document that will be sent by administrative staff to the head office in the form of a soft file.

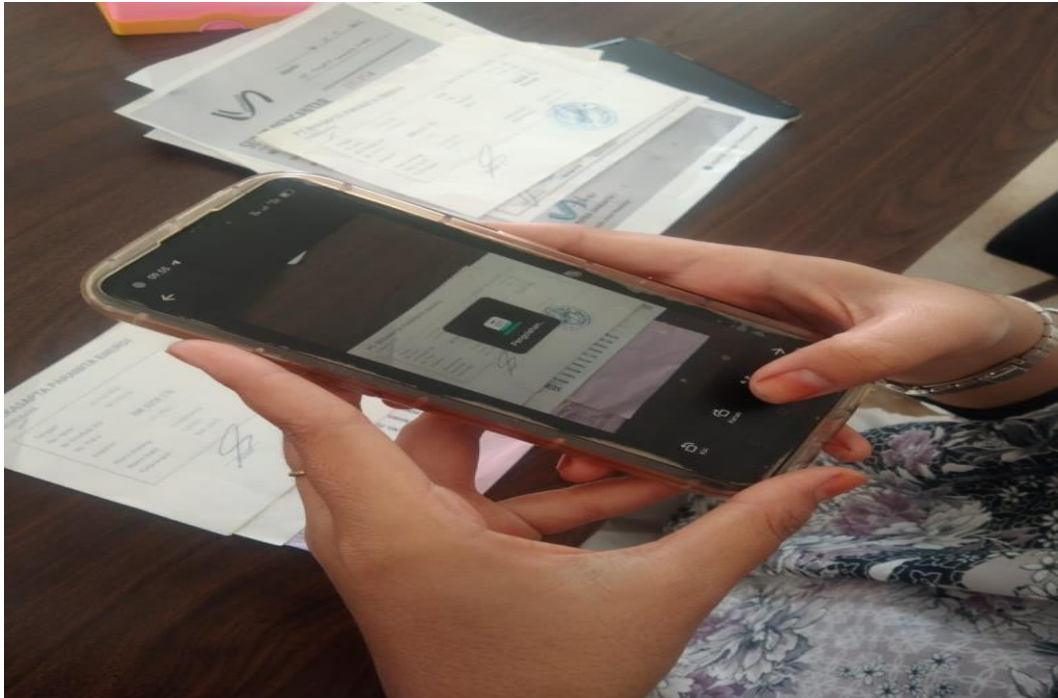


Figure 3.3 Scan document

Source: Pt. Ekasapta Pramita Energi

4. Archive Documents

Save data according to the folder name provided, the document is arranged in year and month order to make it easier for employees to find or need. The archived documents are employee absences and THL (daily workers), employee leave forms, overtime application forms, incoming letters, outgoing letters, warehouse stock opnames, moisture data, reimbursement expense reports, tally production screening, production screening submission letters, and others.



Figure 3.4 Archived documents
Source: Pt. Ekasapta Pramita Energi

5. Preparing for loading requirements

Prepare from absences of THL (daily work), from taking personal protective equipment, serial numbers of loading cars that have been inserted into glass plastic, personal protective equipment (helmets, vests, gloves, and flashlights), and palm kernel shell sampling equipment.



Figure 3.5 Preparing for loading requirements
Source: Pt. Ekasapta Pramita Energi

6. Document Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter.

Taking pictures using employee cellphones for daily reports to the head office in addition to daily hauling reports, Palm Shell Weighing Slips and Letters of Sending Palm Kernel Shell or Weighing Letters to find out how many cars came in and proof as letters of travel from PKS (palm palm mills).

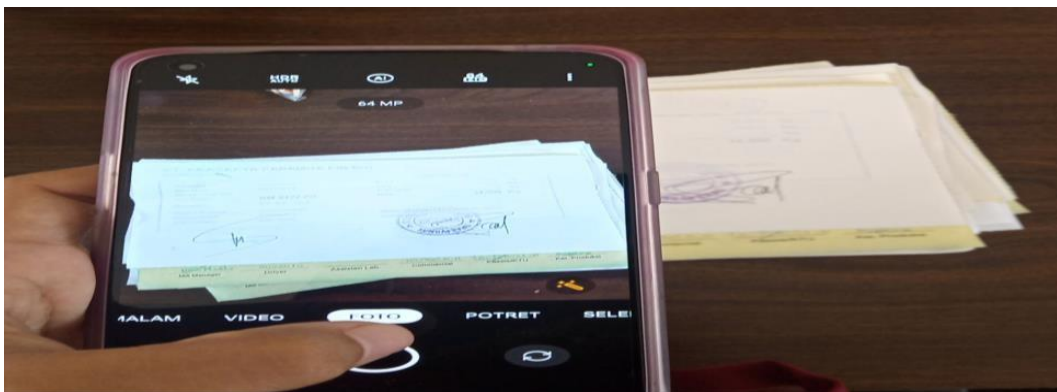


Figure 3.6 Document Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter

Source: Pt. Ekasapta Pramita Energi

7. Prepare vouchers for cash-out receipts.

Attaching a receipt or cash note as evidence of petty cash from disbursements for 1 (one) month.

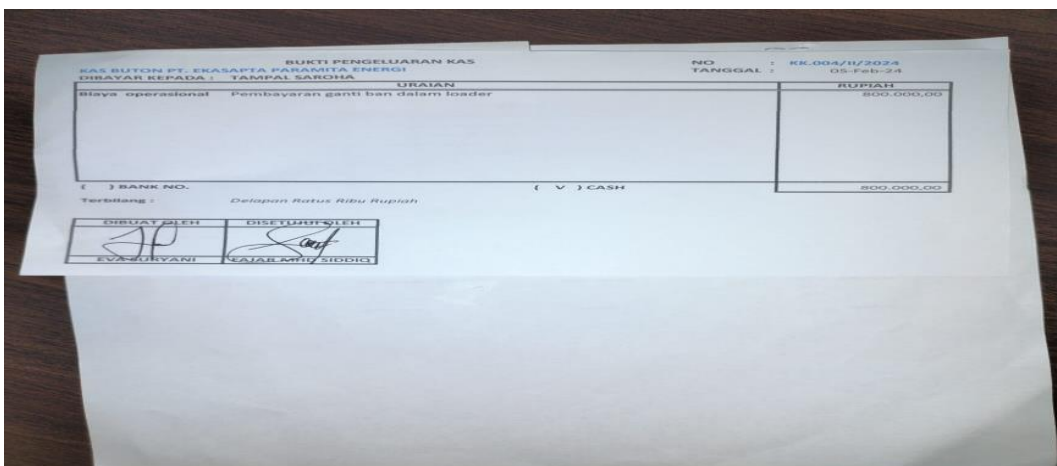


Figure 3.7 Prepare vouchers for cash-out receipts

Source: Pt. Ekasapta Pramita Energi

8. Weighing incoming goods and outgoing goods.

Learn to carry out the activity of weighing incoming palm kernel shells from suppliers and printing palm shell weighing slip and letter of sending palm kernel shell or weighing letter evidence from the company.



Figure 3.8 Weighing incoming goods and outgoing goods
Source: Processed Data, 2024

3.3 Place and Time of Apprenticeship

Practical work is carried out after students fulfill semester VIII, while Apprenticeship activities are carried out at PT. Ekasapta Paramita Energi Buton Stockpile which is located in Sungai Rawa Village, Buton District, Siak Regency, Riau Province. During the Apprenticeship the author is placed in the Administration Section. Apprenticeship activities last for approximately 4 (four) months starting on February 02, 2024 until May 31, 2024. With entry conditions from 08.00 to 17.00 WIB for Monday – Saturday.

3.4 Kind and Description of the Activity

Activities that have been carried out during the implementation of the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile especially in the Administration Section for the first week, can be seen in the following table:

Table 3.1 Activities of the first week from February 01, 2024 to February 03, 2024

No	Date and Time	Description of activities	Place
1.	Thursday, February 01, 2024	<ol style="list-style-type: none"> 1. Introduction to Office Staff 2. Direction by Staff 3. Make Thl and security attendance 4. Check PT EPE loading land DO 5. Print employee attendance, THL, Security, and data loading 	Administration Room
2.	Friday, February 02, 2024	Sick	
3.	Saturday, February 03, 2024	<ol style="list-style-type: none"> 1. Check the soil 1. Record the cleanliness transportation checklist 	Administration Room

Source: *Processed Data, 2024*

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the Second week, can be seen in the following table:

Table 3.2 Activities of the second week from February 05, 2024 to February 10, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 05, 2024	<ol style="list-style-type: none"> 1. Check the soil 2. Record the cleanliness transportation checklist 	Administration Room
2.	Tuesday, February 06, 2024	<ol style="list-style-type: none"> 1. Stick the car number 2. Enter car data and body condition 3. Print car data and body condition 	Administration Room
3.	Wednesday, February 07, 2024	<ol style="list-style-type: none"> 1. Check the MV loading tally. APPOLO STELA 2. Record the shell condition checklist and transportation cleanliness 3. Make depreciation news 	Administration Room

No	Date and Time	Description of activities	Place
4.	Thursday, February 08, 2024	Isra Miraj	
5.	Friday, February 09, 2024	<ol style="list-style-type: none"> 1. Mengeprint nmor lambung mobil dan data loading MV. LORETTA 2. Memasukan nmor lambung mobil kedalam kertas 3. Menscan absensi thl Upah loading MV.APPOLO STELA 4. 4. Menscan KTP pekerja d PT.Eka Sapta 	Administration Room
6.	Saturday, February 10, 2024	lunar New Year	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the third week, can be seen in the following table:

Table 3.3 activities of the third week from February 12, 2024 to February 17, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 12, 2024	<ol style="list-style-type: none"> 1. Check shell transportation conditions 2. Mutual cooperation 	Administration Room
2.	Tuesday, February 13, 2024	<ol style="list-style-type: none"> 1. Make news of diesel oil events 2. Make proof of receipt of diesel fuel 3. Scan the minutes of solar receipt and proof of diesel receipt 	Administration Room
3.	Wednesday, February 14, 2024	Election day	
4.	Thursday, February 15, 2024	Premission	

No	Date and Time	Description of activities	Place
5.	Friday , February 16, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Archive news documents about shell cutting events 	Administration Room
6.	Saturday, February 17, 2024	<ol style="list-style-type: none"> 1. Mutual cooperation 	Administration Room
7.	Sunday, February 18, 2024	<ol style="list-style-type: none"> 1. Weighing the MV loading shell. LORETTA 2. Stick the car number 3. Record the loading tally 	Weighing room

Source: *Processed Data, 2024*

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fourth week, can be seen in the following table:

Table 3.4 activities of the fourth week from February 19, 2024 to February 24, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 19, 2024	<ol style="list-style-type: none"> 1. Weighing the MV loading goods. LORETTA 2. Write the loading tally 3. Check the MV balance. LORETTA 	Weighing room
2.	Tuesday, February 20, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Scan the employee's KTP document 3. Check the shell do 	Administration Room
3.	Wednesday, February 21 th , 2024	<ol style="list-style-type: none"> 1. Record the shell cleanliness transportation checklist 2. Check the loading of MV.AYANA SMILE 3. Print news about shell cutting and shrinkage 	Administration Room

No	Date and Time	Description of activities	Place
		4. Make news about the handover of goods to be weighed.	
4.	Thursday, February 22, 2024	<ol style="list-style-type: none"> 1. Write down the shell transportation cleanliness checklist 2. Check do 3. Filing shell cutting 	Administration Room
5.	Friday , February 23, 2024	<ol style="list-style-type: none"> 1. Write down the shell transportation cleanliness checklist 2. Scan THL wages loading MV.LORETA and AYANA SMILE 3. Check the loading process 	Administration Room
6.	Saturday, February 24 th , 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Make news of receipt of diesel fuel and create proof of receipt of diesel fuel 3. Scan the THL loading wages for MV. LORETTA AND MV. AYANA SMILE 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fifth week, can be seen in the following table:

Table 3.5 activities of the fifth week from February 26, 2024 to March 02, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 26, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Archive depreciation minutes 3. Scan THL wage receipts 4. Enter the car hull number into the 	Administration Room

No	Date and Time	Description of activities	Place
		paper	
2.	Tuesday, February 27, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Make attendance for staff, employees and security 3. Scan the screening improvement wage quintation 	Administration Room
3.	Wednesday, February 28, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Scan the employee's KTP 3. Create a car body report 4. Note the incoming car 	Administration Room
4.	Thursday, February 29, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Make attendance for staff, employees and security 3. scan the screening improvement wage quintation 	Administration Room
5.	Friday , March 01, 2024	<ol style="list-style-type: none"> 1. Mutual cooperation 2. Record the condition of the palm shells 3. Take PPE 4. Industrial port visits 	Administration Room
6.	Saturday, March 02, 2024	<ol style="list-style-type: none"> 1. Check the Atlantic T Subaki loading scale 2. Record the transportation cleanliness checklist 3. Archive news about Acra depreciation 4. Scan the incoming car 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the sixth week, can be seen in the following table:

Table 3.6 activities of the sixth week from March 04, 2024 to March 09, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 04, 2024	<ol style="list-style-type: none"> 1. Note the shell cleanliness checklist 2. Archive depreciation minutes 3. Check the loading process 4. Scan to weigh incoming goods 	Administration Room
2.	Tuesday, March 05, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive Acra shell shrinkage news 	Administration Room
3.	Wednesday, March 06, 2024	<ol style="list-style-type: none"> 1. Record the shell cleanliness checklist 2. Archive depreciation minutes 	Administration Room
4.	Thursday, March 07, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Check the loading process 3. Archive depreciation minutes 	Administration Room
5.	Friday , March 08, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Check the loading balance 3. Archive depreciation minutes 4. Create news about the handover of goods at the weighing scale 	Administration Room
6.	Saturday, March 09, 2024	leave (change date 8)	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the seventh week, can be seen in the following table:

Table 3.7 activities of the seventh week from March 11, 2024 to March 16, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 11, 2024	Nyepi holy day	
2.	Tuesday, March 12, 2024	Ramadan	
3.	Wednesday, March 13, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive news about Acra depreciation. 3. Archive cash reports 	Administration Room
4.	Thursday, March 14, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive the minutes of deductions 3. Archive Hauling reports 	Administration Room
5.	Friday, March 15, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive Acra cutting news 3. Scan the THL report 	Administration Room
6.	Saturday, March 16, 2024	<ol style="list-style-type: none"> 1. Record transportation condition checklists 2. Make minutes of solar receipt and proof of receipt of diesel 3. Archive the minutes of deductions 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eighth week, can be seen in the following table:

Table 3.8 activities of the eighth week from March 18, 2024 to March 23, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 18, 2024	<ol style="list-style-type: none"> 1. Record transportation cleanliness checks 2. Archive the canagakang cutting event report 	Administration Room
2.	Tuesday, March 19, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Archive news of shell cutting events 	Administration Room
3.	Wednesday, March 20, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive the minutes of deductions 	Administration Room
4.	Thursday, March 21, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive the minutes of deductions 	Administration Room
5.	Friday , March 22 th , 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Scan Do shell in 3. Create loading data for MV Apolloo First 4. 4. Print loading data 5. Enter the car hull number onto the paper 6. Archive minutes of deductions/depreciation 	Administration Room
6.	Saturday, March 23 th , 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive news about Acra depreciation 3. Scans the incoming shell DO 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the ninth week, can be seen in the following table:

Table 3.9 activities of the ninth week from March 25, 2024 to March 31, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 25, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive depreciation minutes 	Administration Room
2.	Tuesday, March 26, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive minutes of deductions 	Administration Room
3.	Wednesday, March 27, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm shells 2. Scan the incoming goods 3. Event cutting news archive 	Administration Room
4.	Thursday, March 28, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm shells 2. Archive minutes of deductions 	Administration Room
5.	Friday , March 29, 2024	Jesus Christ	
6.	Saturday, March 30, 2024	<ol style="list-style-type: none"> 1. Shell return 2. Prepare APBD 3. Write a shell condition checklist 4. Archive news about Acra depreciation 5. Scan DO of incoming goods 6. Make a car loading report 	Administration Room
7.	Sunday, March 31, 2024	<ol style="list-style-type: none"> 1. Create car body reports 2. Make an event report in the direction of receiving and 3. Write a shell condition checklist 4. Archive depreciation minutes a 5. Check the loading goods scales 6. Create and print THL and security employee attendance 7. Print car data 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the tenth week, can be seen in the following table:

Table 3.10 activities of the tenth week from April 01, 2024 to April 06, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 01, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Print a transportation cleanliness checklist and a shell condition checklist 3. Check the loading goods scales 4. Make a schedule for overtime activities 5. Make overtime activity reports 6. Print overtime activities and overtime reports 	Administration Room
2.	Tuesday, April 02, 2024	Sick	
3.	Wednesday, April 03, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm oil shells 2. Archive shell production shrinkage 	Administration Room
4.	Thursday, April 04, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive minutes of deductions and depreciation 3. Receive APBD returns 4. Create and print minutes of deductions and depreciation 	Administration Room
5.	Friday , April 05, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm oil shells 2. File depreciation 	Administration Room
6.	Saturday, April 06, 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eleventh week, can be seen in the following table:

Table 3.11 activities of the eleventh week from April 08, 2024 to April 13, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 08, 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 09, 2024	Eid Al-fitr Holidays	
3.	Wednesday, April 10, 2024	Eid Al-fitr Holidays	
4.	Thursday, April 11, 2024	Eid Al-fitr Holidays	
5.	Friday , April 12, 2024	Eid Al-fitr Holidays	
6.	Saturday, April 13, 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the twelfth week, can be seen in the following table:

Table 3.12 activities of the twelfth week from April 15, 2024 to April 20, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 15, 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 16, 2024	Permission	
3.	Wednesday, April 17, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Weighing incoming and outgoing goods 3. Archive employee absences 	Administration Room

No	Date and Time	Description of activities	Place
4.	Thursday, April 18, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm shells 2. Archive depreciation minutes 	Administration Room
5.	Friday , April 19, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive cutting event news 	Administration Room
6.	Saturday, April 20, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive cutting event news 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the thirteenth week, can be seen in the following table:

Table 3.13 activities of the thirteenth week from April 22, 2024 to April 27, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 22, 2024	<ol style="list-style-type: none"> 1. write a transportation cleanliness checklist 2. archive cutting pickle news 	Administration Room
2.	Tuesday, April 23, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Weigh the water content 3. Create incoming goods data 	Administration Room
3.	Wednesday, April 24, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Archive minutes of reduction and depreciation 	Administration Room
4.	Thursday, April 25, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Make a report on pomtongn and depreciation 4. Consider palm shell moisturizer 	Weighing Room

No	Date and Time	Description of activities	Place
5.	Friday , April 26, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Make depreciation minutes 4. Consider palm shell moisturizer 	weighing room
6.	Saturday, April 27, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a shell condition checklist 3. Archive depreciation minutes 	weighing room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fourteenth week, can be seen in the following table:

Table 3.14 activities of the fourteenth week from April 29, 2024 to May 04, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 29, 2024	<ol style="list-style-type: none"> 1. Check medicines 2. Check pk3 and apar 3. Weighing incoming and outgoing goods 4. Charging pk3 	Administration Room
2.	Tuesday, April 30, 2024	Permission	
3.	Wednesday, May 01, 2024	International Labor Day	
4.	Thursday, May 02, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist is also Check the condition of the shell 2. Archive minutes of depreciation and deductions 	Administration Room

No	Date and Time	Description of activities	Place
5.	Friday , May 03, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist is also Check the condition of the shell 2. Archive minutes of depreciation and deductions 	Administration Room
6.	Saturday, May 04, 2024	Permission	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the fifteenth week, can be seen in the following table:

Table 3.15 activities of the fifteenth week from May 06, 2024 to May 11, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 06, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive depreciation minutes 3. Scan the incoming goods 	Administration Room
2.	Tuesday, May 07, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive depreciation minutes 3. Print employee certificates 	Administration Room
3.	Wednesday, May 08, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive the minutes of deductions 	Administration Room
4.	Thursday, May 09, 2024	Ascension Day of Jesus	
5.	Friday , May 10, 2024	Permission	Administration Room
6.	Saturday, May 11, 2024	<ol style="list-style-type: none"> 1. Archive Acra news 2. Write a transportation cleanliness checklist 	Administration Room

No	Date and Time	Description of activities	Place
		3. Write a screening tally 4. Print the cutting minutes	

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the sixteenth week, can be seen in the following table:

Table 3.16 activities of the sixteenth week from May 13, 2024 to May 18, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 13, 2024	1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles	Administration Room
2.	Tuesday, May 14, 2024	1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles 3. Scan the incoming goods	Administration Room
3.	Wednesday, May 15, 2024	1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles 3. Scan the cash report for April 4. Scan the request 5. fund 6. Create food quintes for EPE employees	Administration Room
4.	Thursday, May 16, 2024	1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions	Administration Room

No	Date and Time	Description of activities	Place
5.	Friday , May 17, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Administration Room
6.	Saturday, May 18, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Administration Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the seventeenth week, can be seen in the following table:

Table 3.17 activities of the seventeenth week from May 20, 2024 to May 25, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 20, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Administration Room
2.	Tuesday, May 21 th , 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 3. Create a loading report 4. Make the car hull number and print the hull number 5. Create employee absences and print them 6. Create purchase quantitation 	Administration Room

No	Date and Time	Description of activities	Place
3.	Wednesday, May 22 th , 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 	Administration Room
4.	Thursday, May 23 th , 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. Write the loading tally 	Weighing Room
5.	Friday , May 24, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scanning the incoming goods 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. 5Check incoming and outgoing goods 	Weighing Room
6.	Saturday, May 25, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. Check incoming and outgoing goods 	Weighing Room

Source: Processed Data, 2024

Activities that have been carried out during the Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Section for the eighteenth week, can be seen in the following table :

Table 3.18 activities of the eighteenth week from May 27, 2024 to May 31, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 27, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 3. Write the THL loading MV uph receipt. Bayani 	Administration Room
2.	Tuesday, May 28, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 	Administration Room
3.	Wednesday, May 29, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 	Administration Room
4.	Thursday, May 30, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a shell condition checklist 	Administration Room
5.	Friday , May 31, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a shell condition checklist 	Administration Room

Source: Processed Data, 2024

3.5 Obstacle and Solution

Constraints that the author got while doing an Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile is the first is a narrow table space. So that the author is a little difficult to make some work that requires a lot of documents in the table, there is also some space in the table to write some stuff there.

So, for the solution we hope in the next period. When there are new students who will do an Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile. They will provide more space for students to more easily do their work. And give more space to put things from the company.

BAB V

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing of the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, the following conclusions can be drawn:

1. There are several types of work during the apprenticeship program, namely:
 - a. Check daily hauling report
 - b. Measuring oil palm shell moisture
 - c. Scan documents
 - d. Archive documents
 - e. Preparing for loading requirements
 - f. Document palm shell weighing slip and letter of sending palm kernel shell or weighing letter.
 - g. Prepare vouchers for cash-out receipts.
 - h. Weighing incoming goods and outgoing goods.
2. In carrying out this Apprenticeship, the author does Apprenticeship at one of the regional-owned companies in Riau, namely PT. Ekasapta Paramita Energi Buton Stockpile which lasts for 4 (four) months, from February 02st, 2024 to May 31th, 2024.
3. Then in this Apprenticeship the author also understands how the systems and procedures apply, such as in the process of measuring palm kernel shell moisture, Check the daily hauling report, preparing for loading requirements and document palm shell weighing slip and letter of sending palm kernel shell or weighing letter.

Constraints that the author got while doing an Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile is the first desk space for narrow. So the author is a little difficult to make some work that

requires a lot of documents in the table, there is also some space in the table for the author to put some stuff there. So, for the solution we hope in the next period. When there are new students who will do an Apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile. They will provide a wider space for students to do their assignments more easily.

4.2 Suggestion

After doing of the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, there are several suggestions, namely:

1. Suggestion for Students are the author also provides suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always patient and obedient and must learn to manage all assigned work.
2. Suggestion for State Polytechnic of Bengkalis are the suggestion for the Bengkalis State Polytechnic is to hold a this Apprenticeship can be used as an evaluation, and should be awarded to students before carrying out the Apprenticeship in accordance with their field or course materials according to the Apprentice Company. And the person concerned will take the student who will do practical work on the first day of admission, and pick him up again when the student has finished doing practical work.

3. Suggestion for Institution are after the author runs an Apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton. There are some suggestions for better companies, namely the company completes equipment in terms of filing to make it easier for interns to carry out the work they have been given, and when the company assigns tasks that have great responsibility and high risk for Intern students to be supervised, guided and taught Steps.

REFERENCES

Santos, Firman. 2021. *PT. Ekasapta Paramita Energi*(<https://www.epe-corp.com/about-us/>). accessed on June 22th, 2024.

Ben-Hador, B. (2024). The practice of manager as coach (MAC): unequal power relations and their effect on feelings toward the organization. *Human Resource Development Quarterly*, 35(1), 67-88.

APPENDICES

Appendix 1 : Apprenticeship Reply Letter



**PT. EKASAPTA
PARAMITA ENERGI**

Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

PEMBERITAHUAN ATAS PERMOHONAN

Nomor : 004/EPE-SP//2024

Tanggal : 23 Januari 2024

Kepada Yth.

POLITEKNIK NEGERI BENGKALIS

Bengkalis

Jl. Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Up. Pemimpin

Dengan Hormat,

Berdasarkan surat Nomor 4258/PL31/TU/2023 Tanggal 09 November 2023 perihal permohonan KP Kepada mahasiswa di lampiran surat, Bersama ini kami sampaikan bahwa mahasiswa tersebut di atas dapat kami terima untuk melakukan KP di stockpile kami di Desa Sungai Rawa terhitung sejak 01 Februari sd 31 Mei 2024

Demikian yang dapat kami sampaikan . Atas perhatian dan kerja samanya kami ucapkan terima kasih


Hormat Kami,

PT. Ekasapta Paramita Energi



Phili Stanlee
Direktur

Appendix 2 : Apprenticeship Statement Letter


**PT. EKASAPTA
PARAMITA ENERGI**
Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

SURAT KETERANGAN
004/OPS/EPE-PKU/VI/2024

Yang bertanda tangan dibawah ini menerangkan bahwa :


Nama : Siska Ariani
Nim : 5404201280
Program studi : Administrasi Bisnis internasional
Jurusan : Administrasi Niaga
Politeknik Negeri Bengkalis

Telah melakukan aktivitas praktek kerja (magang) di perusahaan kami selama 4 (empat) bulan terhitung 01 Februari sd 31 Mei 2024

Saudari Nabela telah melaksanakan tugas dan tanggung jawab dengan baik selama magang di perusahaan kami, yang bersangkutan juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.

Demikian surat keterangan ini dibuat dan dapat dipergunakan sebagaimana mestinya , Terima Kasih.

Pekanbaru, 01 Juni 2024
Hormat Kami,
PT. Ekasapata Paramita Energi


Jimy
CEO

Cc : Arsip

Appendix 3 : Apprenticeship Assesment Sheet

**EVALUATION RESULTS FORM JOB TRAINING
COMPANY APPRAISAL
PT. EKASAPTA PARAMITA ENERGI – STOCKPILE BUTON**

Name : Siska Ariani
 NIM : 5404201280
 Study program : D4 - International Business Administration
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Weight	Scores
1	Discipline	20%	19 %
2	Responsibility	25%	23 %
3	Adjustment Adaption	10%	10 %
4	Work result	30%	28 %
5	Behavior in General	15%	15 %
Number of Ratings (1+2+3+4+5)		100%	35 %

Explanation:

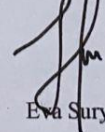
Score : Criteria
 81 - 100 : Excellence
 71 - 80 : Very Good
 66 - 70 : Good
 61 - 65 : Good Enough
 56 - 60 : Enough

Notes:

College students will get many benefits when doing internship activities. They will gain practical work experience, improve their skills, gain new insights, and even gain job potential in the future.


Sungai Rawa, May 31th, 2024

Advisor



Eva Suryani


Appendix 4 : List of Apprenticeship Attendance Sheet

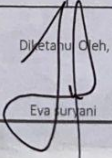


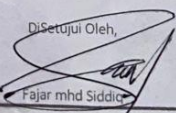
**ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE FEBRUARI 2024**

NAMA : SISKA ARIANI
 POSISI :

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Feb-24	Thursday	08.00 wib.	17.00 wib.	Siska		
02-Feb-24	Friday	08.00 wib.	16.00 wib.	Siska		
03-Feb-24	Saturday	-	-	-		SABTU.
04-Feb-24	Sunday	L	I	B	U	K.
05-Feb-24	Monday	08.00 wib.	16.00 wib.	Siska		
06-Feb-24	Tuesday	07.00 wib.	18.00 wib.	Siska		loading
07-Feb-24	Wednesday	07.00	18.00 wib.	Siska		loading
08-Feb-24	Thursday	L	I	B	U	K.
09-Feb-24	Friday	08.00 wib.	14.00 wib.	Siska		
10-Feb-24	Saturday	L	I	B	U	K.
11-Feb-24	Sunday	L	I	B	U	K.
12-Feb-24	Monday	08.00 wib.	16.00 wib.	Siska		
13-Feb-24	Tuesday	08.00 wib.				
14-Feb-24	Wednesday	L	I	B	U	RC
15-Feb-24	Thursday	I	2	I	M	lin.
16-Feb-24	Friday	08.00	16.00 wib.	Siska		
17-Feb-24	Saturday	08.00	16.00 wib.	Siska		
18-Feb-24	Sunday	08.00 wib.	18.00 wib.	Siska		loading
19-Feb-24	Monday	08.00 wib.	18.00 wib.	Siska		loading
20-Feb-24	Tuesday	07.00 wib.	18.00 wib.	Siska		loading
21-Feb-24	Wednesday	07.00 wib.	18.00 wib.	Siska		loading
22-Feb-24	Thursday	07.00 wib.	16.00 wib.	Siska		loading
23-Feb-24	Friday	08.00 wib.	16.00 wib.	Siska		
24-Feb-24	Saturday	08.00 wib.	13.00 wib.	Siska		
25-Feb-24	Sunday	L	I	B	U	K.
26-Feb-24	Monday	08.00 wib.	17.00 wib.	Siska		
27-Feb-24	Tuesday	08.00 wib.	17.00 wib.	Siska		
28-Feb-24	Wednesday	08.00 wib.	17.00 wib.	Siska		
29-Feb-24	Thursday	08.00 wib.	17.00 wib.	Siska		
01-Mar-24	Friday					
02-Mar-24	Saturday					

Dibuat Oleh,

Siska A

Diketahui Oleh,

Eva Nurjani

Disetujui Oleh,

Fajar mhd Siddiq



ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MARET 2024

NAMA : SISKA ARIANI
POSISI : MAGANG

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Mar-24	Friday	08.00 wib	17.00 wib	Siska		
02-Mar-24	Saturday	08.00 wib	17.00 wib	Siska		
03-Mar-24	Sunday	L	l	B	u	R
04-Mar-24	Monday	08.00 wib	17.00 wib	Siska		
05-Mar-24	Tuesday	08.00 wib	17.00 wib	Siska		
06-Mar-24	Wednesday	07.00 wib	18.00 wib	Siska		loading
07-Mar-24	Thursday	07.00 wib	18.00 wib	Siska		loading
08-Mar-24	Friday	07.00 wib	17.00 wib	Siska		loading
09-Mar-24	Saturday	08.00 wib	17.00 wib	l	H	
10-Mar-24	Sunday	L	l	B	u	R
11-Mar-24	Monday	L	l	B	u	R
12-Mar-24	Tuesday	L	l	B	u	R
13-Mar-24	Wednesday	08.00 wib	16.00 wib	Siska		
14-Mar-24	Thursday	08.00 wib	16.00 wib	Siska		
15-Mar-24	Friday	08.00 wib	16.00 wib	Siska		
16-Mar-24	Saturday	08.00 wib	16.00 wib	Siska		
17-Mar-24	Sunday	L	l	B	u	R
18-Mar-24	Monday	08.00 wib	16.00 wib	Siska		
19-Mar-24	Tuesday	08.00 wib	16.00 wib	Siska		
20-Mar-24	Wednesday	08.00 wib	16.00 wib	Siska		
21-Mar-24	Thursday	08.00 wib	16.00 wib	Siska		
22-Mar-24	Friday	08.00 wib	16.00 wib	Siska		
23-Mar-24	Saturday	08.00 wib	16.00 wib	Siska		
24-Mar-24	Sunday	L	l	B	u	R
25-Mar-24	Monday	08.00 wib	16.00 wib	Siska		
26-Mar-24	Tuesday	08.00 wib	16.00 wib	Siska		
27-Mar-24	Wednesday	08.00 wib	16.00 wib	Siska		
28-Mar-24	Thursday	08.00 wib	16.00 wib	Siska		
29-Mar-24	Friday	L	l	B	u	R
30-Mar-24	Saturday	08.00	18.00	Siska		loading
31-Mar-24	Sunday	07.00	18.00	Siska		loading

Dibuat Oleh,

Siska Ariani
Siska Ariani

Diketahui Oleh,

Eva Sunani

Disetujui Oleh,

[Signature]



ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE APRIL 2024

NAMA : SISKI ARIANI
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Apr-24	Monday	07:30 wib	16:00 wib	Siska		loading
02-Apr-24	Tuesday	-	-	-	-	sakit
03-Apr-24	Wednesday	08:00 wib	16:00 wib	Siska		
04-Apr-24	Thursday	08:00 wib	16:00 wib	Siska		
05-Apr-24	Friday	08:00 wib	16:00 wib	Siska		
06-Apr-24	Saturday	L	1	B	U	R
07-Apr-24	Sunday	L	1	B	U	R
08-Apr-24	Monday	L	1	B	U	R
09-Apr-24	Tuesday	L	1	B	U	R
10-Apr-24	Wednesday	L	1	B	U	R
11-Apr-24	Thursday	L	1	B	U	R
12-Apr-24	Friday	L	1	B	U	R
13-Apr-24	Saturday	L	1	B	U	R
14-Apr-24	Sunday	L	1	B	U	R
15-Apr-24	Monday	L	1	B	U	R
16-Apr-24	Tuesday	-	-	-	-	izin
17-Apr-24	Wednesday	08:00 wib	16:00 wib	Siska		
18-Apr-24	Thursday	08:00 wib	16:00 wib	Siska		
19-Apr-24	Friday	08:00 wib	16:00 wib	Siska		
20-Apr-24	Saturday	08:00 wib	16:00 wib	Siska		
21-Apr-24	Sunday	L	1	B	U	R
22-Apr-24	Monday	08:00 wib	16:00 wib	Siska		
23-Apr-24	Tuesday	08:00 wib	16:00 wib	Siska		
24-Apr-24	Wednesday	08:00 wib	16:00 wib	Siska		
25-Apr-24	Thursday	08:00 wib	16:00 wib	Siska		
26-Apr-24	Friday	08:00 wib	16:00 wib	Siska		
27-Apr-24	Saturday	08:00 wib	16:00 wib	Siska		
28-Apr-24	Sunday	L	1	B	U	R
29-Apr-24	Monday	08:00 wib	16:00 wib	Siska		
30-Apr-24	Tuesday	1	2	1	N	
01-May-24	Wednesday	L				

Dibuat Oleh,

Siska
Siska Ariani

Diketahui Oleh,

Eva M. Yanti

Dibetujui Oleh,

Fajar mhd Siska



**ABSENSI MAHASISWA MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MEI 2024**

NAMA : SISKA ARIANI
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-May-24	Wednesday	L	1	B	u	k.
02-May-24	Thursday	08.00 WIB	16.00 WIB	Siska		
03-May-24	Friday	08.00 WIB	16.00 WIB	Siska		
04-May-24	Saturday	1	2	1	7	
05-May-24	Sunday	L	1	B	u	R.
06-May-24	Monday	08.00 WIB	16.00 WIB	Siska		
07-May-24	Tuesday	08.00 WIB	12.00 WIB	Siska		
08-May-24	Wednesday	08.00 WIB	16.00 WIB	Siska		
09-May-24	Thursday	L	1	B	u	K.
10-May-24	Friday	1	2	1	2.	
11-May-24	Saturday	08.00 WIB	16.00 WIB	Siska		
12-May-24	Sunday	L	1	B	u	k.
13-May-24	Monday	08.00 WIB	16.00 WIB	Siska		
14-May-24	Tuesday	08.00 WIB	16.00 WIB	Siska		
15-May-24	Wednesday	08.00 WIB	16.00 WIB	Siska		
16-May-24	Thursday	08.00 WIB	16.00 WIB	Siska		
17-May-24	Friday	08.00 WIB	16.00 WIB	Siska		
18-May-24	Saturday	08.00 WIB	16.00 WIB	Siska		
19-May-24	Sunday	L	1	B	u	L
20-May-24	Monday	08.00 WIB	16.00 WIB	Siska		
21-May-24	Tuesday	08.00 WIB	16.00 WIB	Siska		
22-May-24	Wednesday	08.00 WIB	16.00 WIB	Siska		
23-May-24	Thursday	07.00 WIB	18.00 WIB	Siska		loading
24-May-24	Friday	07.00 WIB	18.00 WIB	Siska		loading
25-May-24	Saturday	07.00 WIB	18.00 WIB	Siska		loading
26-May-24	Sunday	L	1	B	u	R.
27-May-24	Monday	08.00 WIB	16.00 WIB	Siska		
28-May-24	Tuesday	08.00 WIB	16.00 WIB	Siska		
29-May-24	Wednesday	08.00 WIB	16.00 WIB	Siska		
30-May-24	Thursday	08.00 WIB	16.00 WIB	Siska		
31-May-24	Friday	08.00 WIB	16.00 WIB	Siska		

Dibuat Oleh,

SISKA A

Diketahui Oleh,

Eva Suryani

Ditetapkan Oleh,

Fajar Mhd Siddiq

Appendix 5 : Apprenticeship Certificate



Appendix 6 : Apprenticeship Revision List

REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Siska Ariani
 Student Identity Number : 5404201280
 Apprenticeship Place : Pt. Ekasapta Paramita Energi Buton Stockpile
 Advisor : Armita Novriana Rambe, M.Hum

No.	Date and Time	Revision	Advisor Initials
	17-07-2024	IMPROVE Spelling, Spacing	ARN
	25-07-2024.	The words in the position must use the verb one.	ARN
	31-07-2024.	ACC	ARN

Bengkalis July , 2024
 Advisor



Armita Novriana Rambe, M.Hum
 NIP. 198911302022032008




Appendix 7 : Daily Activity

DAILY ACTIVITIES OF THE JOB TRAINING

Name : Siska Ariani

Nim : 5404201280

Activities of the first week from February 01, 2024 to February 03, 2024





No	Date and Time	Description of activities	Task Assignor	Signature
1.	Thursday, February 01, 2024	<ol style="list-style-type: none"> 1. Introduction to Office Staff 2. Direction by Staff 3. Make Thl and security attendance 4. Check PT EPE loading land DO 5. Print employee attendance, THL, Security, and data loading 	Eva Suryani S.E	
2.	Friday, February 02, 2024	<ol style="list-style-type: none"> 1. Check the soil 2. Record the cleanliness transportation checklist 	Eva Suryani S.E	
3.	Saturday, February 03, 2024	Sick		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280







Activities of the second week from February 05, 2024 to February 10, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, February 05, 2024	<ol style="list-style-type: none"> 1. Check the soil 2. Record the cleanliness transportation checklist 	Eva Suryani S.E	
2.	Tuesday, February 06, 2024	<ol style="list-style-type: none"> 1. Stick the car number 2. Enter car data and body condition 3. Print car data and body condition 	Eva Suryani S.E	
3.	Wednesday, February 07, 2024	<ol style="list-style-type: none"> 1. Check the MV loading tally. APPOLO STELA 2. Record the shell condition checklist and transportation cleanliness 3. Make depreciation news 	Eva Suryani S.E	
4.	Thursday, February 08, 2024	Isra Miraj		
5.	Friday, February 09, 2024	<ol style="list-style-type: none"> 1. Mengeprint nmor lambung mobil dan data loading MV. LORETTA 2. Memasukan nmor lambung mobil kedalam kertas 3. Menscan absensi thl Upah loading MV.APPOLO STELA 4. Menscan KTP pekerja d PT.Eka Sapta 	Eva Suryani S.E	
6.	Saturday, February 10, 2024	lunar New Year		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani
Nim : 5404201280







Activities of the fourth week from February 19, 2024 to February 24, 2024

No	Date and Time	Description of activities	TaskAssignor	Signature
1.	Monday, February 19, 2024	<ol style="list-style-type: none"> 1. Weighing the MV loading goods. LORETTA 2. Write the loading tally 3. Check the MV balance. LORETTA 	Eva Suryani S.E	
2.	Tuesday, February 20, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Scan the employee's KTP document 3. Check the shell do 	Eva Suryani S.E	
3.	Wednesday, February 21 st , 2024	<ol style="list-style-type: none"> 1. Record the shell cleanliness transportation checklist 2. Check the loading of MV.AYANA SMILE 3. Print news about shell cutting and shrinkage 4. Make news about the handover of goods to be weighed. 	Eva Suryani S.E	
4.	Thursday, February 22, 2024	<ol style="list-style-type: none"> 1. Write down the shell transportation cleanliness checklist 2. Check do 3. Filing shell cutting 	Eva Suryani S.E	
5.	Friday , February 23, 2024	<ol style="list-style-type: none"> 1. Write down the shell transportation cleanliness checklist 2. Scan THL wages loading MV.LORETA and AYANA SMILE 3. Check the loading process 	Eva Suryani S.E	
6.	Saturday, February 24 th , 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Make news of receipt of diesel fuel and create proof of receipt of diesel fuel 3. Scan the THL loading wages for MV. LORETTA AND MV. AYANA SMILE 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani
Nim : 5404201280

Activities of the fifth week from February 26, 2024 to March 02, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, February 26, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Archive depreciation minutes 3. Scan THL wage receipts 4. Enter the car hull number into the paper 	Eva Suryani S.E	
2.	Tuesday, February 27, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Make attendance for staff, employees and security 3. Scan the screening improvement wage quintation 	Eva Suryani S.E	
3.	Wednesday, February 28, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Scan the employee's KTP 3. Create a car body report 4. Note the incoming car 	Eva Suryani S.E	
4.	Thursday, February 29, 2024	<ol style="list-style-type: none"> 1. Record the checklist for the condition of palm shells 2. Make attendance for staff, employees and security 3. scan the screening improvement wage quintation 	Eva Suryani S.E	
5.	Friday . March 01, 2024	<ol style="list-style-type: none"> 1. Mutual cooperation 2. Record the condition of the palm shells 3. Take PPE 4. Industrial port visits 	Eva Suryani S.E	
6.	Saturday, March 02, 2024	<ol style="list-style-type: none"> 1. Check the Atlantic T Subaki loading scale 2. Record the transportation cleanliness checklist 3. Archive news about Acra depreciation 4. Scan the incoming car 	Eva Suryani S.E	






Note By Industrial Coach

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the sixth week from March 04, 2024 to March 09, 2024





No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, March 04, 2024	<ol style="list-style-type: none"> 1. Note the shell cleanliness checklist 2. Archive depreciation minutes 3. Check the loading process 4. Scan to weigh incoming goods 	Eva Suryani S.E	
2.	Tuesday, March 05, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive Acra shell shrinkage news 	Eva Suryani S.E	
3.	Wednesday, March 06, 2024	<ol style="list-style-type: none"> 1. Record the shell cleanliness checklist 2. Archive depreciation minutes 	Eva Suryani S.E	
4.	Thursday, March 07, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Check the loading process 3. Archive depreciation minutes 	Eva Suryani S.E	
5.	Friday, March 08, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Check the loading balance 3. Archive depreciation minutes 4. Create news about the handover of goods at the weighing scale 	Eva Suryani S.E	
6.	Saturday, March 09, 2024	leave (change date 8)		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the seventh week from March 11, 2024 to March 16, 2024







No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, March 11, 2024	Nyepi holy day		
2.	Tuesday, March 12, 2024	Ramadan		
3.	Wednesday, March 13, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive news about Acra depreciation. 3. Archive cash reports 	Eva Suryani S.E	
4.	Thursday, March 14, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive the minutes of deductions 3. Archive Hauling reports 	Eva Suryani S.E	
5.	Friday, March 15, 2024	<ol style="list-style-type: none"> 1. Record the transportation condition checklist 2. Archive Acra cutting news 3. Scan the THL report 	Eva Suryani S.E	
6.	Saturday, March 16, 2024	<ol style="list-style-type: none"> 1. Record transportation condition checklists 2. Make minutes of solar receipt and proof of receipt of diesel 3. Archive the minutes of deductions 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the eighth week from March 18, 2024 to March 23, 2024








No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, March 18, 2024	<ol style="list-style-type: none"> 1. Record transportation cleanliness checks 2. Archive the canagakang cutting event report 	Eva Suryani S.E	
2.	Tuesday, March 19, 2024	<ol style="list-style-type: none"> 1. Write down the transportation cleanliness checklist 2. Archive news of shell cutting events 	Eva Suryani S.E	
3.	Wednesday, March 20, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive the minutes of deductions 	Eva Suryani S.E	
4.	Thursday, March 21, 2024	<ol style="list-style-type: none"> 1. Note the transportation cleanliness checklist 2. Archive the minutes of deductions 	Eva Suryani S.E	
5.	Friday, March 22 th , 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Scan Do shell in 3. Create loading data for MV Apolloo First 4. Print loading data 5. Enter the car hull number onto the paper 6. Archive minutes of deductions/depreciation 	Eva Suryani S.E	
6.	Saturday, March 23 th , 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive news about Acra depreciation 3. Scans the incoming shell DO 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the ninth week from March 25, 2024 to March 31, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, March 25, 2024	1. Write a shell condition checklist 2. Archive depreciation minutes	Eva Suryani S.E	
2.	Tuesday, March 26, 2024	1. Write a shell condition checklist 2. Archive minutes of deductions	Eva Suryani S.E	
3.	Wednesday, March 27, 2024	1. Write a checklist for the condition of palm shells 2. Scan the incoming goods 3. Event cutting news archive	Eva Suryani S.E	
4.	Thursday, March 28, 2024	1. Write a checklist for the condition of palm shells 2. Archive minutes of deductions	Eva Suryani S.E	
5.	Friday, March 29, 2024	Jesus Christ	Eva Suryani S.E	
6.	Saturday, March 30, 2024	1. Shell return 2. Prepare APBD 3. Write a shell condition checklist 4. Archive news about Acra depreciation 5. Scan DO of incoming goods 6. Make a car loading report	Eva Suryani S.E	
7.	Sunday, March 31, 2024	1. Create car body reports 2. Make an event report in the direction of receiving and 3. Write a shell condition checklist 4. Archive depreciation minutes a 5. Check the loading goods scales 6. Create and print THL and security employee attendance 7. Print car data	Eva Suryani S.E	





Note By Industrial Coach

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the tenth week from April 01, 2024 to April 06, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, April 01, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Print a transportation cleanliness checklist and a shell condition checklist 3. Check the loading goods scales 4. Make a schedule for overtime activities 5. Make overtime activity reports 6. Print overtime activities and overtime reports 	Eva Suryani S.E	
2.	Tuesday, April 02, 2024	Sick		
3.	Wednesday, April 03, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm oil shells 2. Archive shell production shrinkage 	Eva Suryani S.E	
4.	Thursday, April 04, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Archive minutes of deductions and depreciation 3. Receive APBD returns 4. Create and print minutes of deductions and depreciation 	Eva Suryani S.E	
5.	Friday, April 05, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm oil shells 2. File depreciation 	Eva Suryani S.E	
6.	Saturday, April 06, 2024	Eid Al-fitr Holidays		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the eleventh week from April 08, 2024 to April 13, 2024





No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, April 08, 2024	Eid Al-fitr Holidays		
2.	Tuesday, April 09, 2024	Eid Al-fitr Holidays		
3.	Wednesday, April 10, 2024	Eid Al-fitr Holidays		
4.	Thursday, April 11, 2024	Eid Al-fitr Holidays		
5.	Friday, April 12, 2024	Eid Al-fitr Holidays		
6.	Saturday, April 13, 2024	Eid Al-fitr Holidays		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280







Activities of the twelfth week from April 15, 2024 to April 20, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, April 15, 2024	Eid Al-fitr Holidays		
2.	Tuesday, April 16, 2024	Permission		
3.	Wednesday, April 17, 2024	<ol style="list-style-type: none"> 1. Write a shell condition checklist 2. Weighing incoming and outgoing goods 3. Archive employee absences 	Eva Suryani S.E	
4.	Thursday, April 18, 2024	<ol style="list-style-type: none"> 1. Write a checklist for the condition of palm shells 2. Archive depreciation minutes 	Eva Suryani S.E	
5.	Friday, April 19, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive cutting event news 	Eva Suryani S.E	
6.	Saturday, April 20, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive cutting event news 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani
Nim : 5404201280




Activities of the thirteenth week from April 22, 2024 to April 27, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, April 22, 2024	<ol style="list-style-type: none"> 1. write a transportation cleanliness checklist 2. archive cutting pickle news 	Eva Suryani S.E	
2.	Tuesday, April 23, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Weigh the water content 3. Create incoming goods data 	Eva Suryani S.E	
3.	Wednesday, April 24, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Archive minutes of reduction and depreciation 	Eva Suryani S.E	
4.	Thursday, April 25, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Make a report on pomtongn and depreciation 4. Consider palm shell moisturizer 	Eva Suryani S.E	
5.	Friday , April 26, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a transportation cleanliness checklist 3. Make depreciation minutes 4. Consider palm shell moisturizer 	Eva Suryani S.E	
6.	Saturday, April 27, 2024	<ol style="list-style-type: none"> 1. Weighing incoming goods 2. Write a shell condition checklist 3. Archive depreciation minutes 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani
Nim : 5404201280






Activities of the fourteenth week from April 29, 2024 to May 04, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, April 29, 2024	<ol style="list-style-type: none"> 1. Check medicines 2. Check pk3 and apar 3. Weighing incoming and outgoing goods 4. Charging pk3 	Eva Suryani S.E	
2.	Tuesday, April 30, 2024	Permission		
3.	Wednesday, May 01, 2024	International Labor Day		
4.	Thursday, May 02, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist is also Check the condition of the shell 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
5.	Friday, May 03, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist is also Check the condition of the shell 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
6.	Saturday, May 04, 2024	Permission		
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani
Nim : 5404201280

Activities of the fifteenth week from May 06, 2024 to May 11, 2024







No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, May 06, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive depreciation minutes 3. Scan the incoming goods 	Eva Suryani S.E	
2.	Tuesday, May 07, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive depreciation minutes 3. Print employee certificates 	Eva Suryani S.E	
3.	Wednesday, May 08, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Archive the minutes of deductions 	Eva Suryani S.E	
4.	Thursday, May 09, 2024	Ascension Day of Jesus		
5.	Friday, May 10, 2024	Permission	Eva Suryani S.E	
6.	Saturday, May 11, 2024	<ol style="list-style-type: none"> 1. Archive Acra news 2. Write a transportation cleanliness checklist 3. Write a screening tally 4. Print the cutting minutes 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the sixteenth week from May 13, 2024 to May 18, 2024








No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, May 13, 2024	<ol style="list-style-type: none"> 1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles 	Eva Suryani S.E	
2.	Tuesday, May 14, 2024	<ol style="list-style-type: none"> 1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles 3. Scan the incoming goods 	Eva Suryani S.E	
3.	Wednesday, May 15, 2024	<ol style="list-style-type: none"> 1. Write a checklist for transportation cleanliness and shell condition 2. Archive news of shrinkage and cutting pickles 3. Scan the cash report for April 4. Scan the request 5. fund 6. Create food quintes for EPE employees 	Eva Suryani S.E	
4.	Thursday, May 16, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
5.	Friday, May 17, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
6.	Saturday, May 18, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
Note By Industrial Coach				

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Arlani

Nim : 5404201280

Activities of the seventeenth week from May 20, 2024 to May 25, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, May 20, 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 	Eva Suryani S.E	
2.	Tuesday, May 21 st , 2024	<ol style="list-style-type: none"> 1. Write a checklist for shell condition and transportation cleanliness 2. Archive minutes of depreciation and deductions 3. Create a loading report 4. Make the car hull number and print the hull number 5. Create employee absences and print them 6. Create purchase quantitation 	Eva Suryani S.E	
3.	Wednesday, May 22 nd , 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 	Eva Suryani S.E	
4.	Thursday, May 23 rd , 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. Write the loading tally 	Eva Suryani S.E	
5.	Friday, May 24, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scanning the incoming goods 	Eva Suryani S.E	
		<ol style="list-style-type: none"> 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. Check incoming and outgoing goods 		
6.	Saturday, May 25, 2024	<ol style="list-style-type: none"> 1. Write a transportation cleanliness checklist 2. Scan the incoming goods 3. Archive event minutes 4. Weighing incoming and outgoing goods 5. Check incoming and outgoing goods 	Eva Suryani S.E	






Note By Industrial Coach

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Name : Siska Ariani

Nim : 5404201280

Activities of the eighteenth week from May 27, 2024 to May 31, 2024

No	Date and Time	Description of activities	Task Assignor	Signature
1.	Monday, May 27, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 3. Write the THL loading MV uph receipt. Bayani 	Eva Suryani S.E	
2.	Tuesday, May 28, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 	Eva Suryani S.E	
3.	Wednesday, May 29, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a transportation cleanliness checklist 	Eva Suryani S.E	
4.	Thursday, May 30, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a shell condition checklist 	Eva Suryani S.E	
5.	Friday, May 31, 2024	<ol style="list-style-type: none"> 1. Archive depreciation deductions minutes 2. Write a shell condition checklist 	Eva Suryani S.E	
Note By Industrial Coach				