

**APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM**

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

APPROVAL SHEET

APPRENTICESHIP REPORT PT IMBANG TATA ALAM

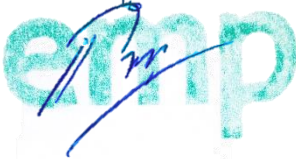
Written as one of the requirement to completed the Apprenticeship

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Kurau, June 01, 2024

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Praise and thank the author says for the presence of Allah SWT who has given His grace and gifts so that the author can finish writing this apprenticeship report. This apprenticeship report is prepared based on the implementation of apprenticeship that the author did at PT. Imbang Tata Alam on February 01 to May 31, 2024.

In the implementation of this apprenticeship the author seeks to gain knowledge, insight and skills regarding administration that has been obtained in collage and systems in the world of work as much as possible by utilizing the facilities provided by the company.

The author also express their gratitude to all employees of PT. Imbang Tata Alam who are very kind, friendly and accept the authors to join and have an opportunity to become one of the family members of PT. Imbang Tata Alam.

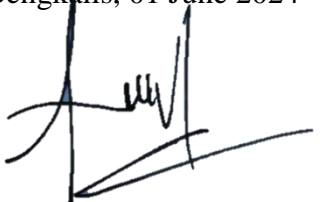
In compiling this Apprenticeship report, the author realize that without the guidance from various parties this Apprenticeship report cannot be completed in a specific time, so the authors want to thank all the those who have been involved and assisted the author. Related parties include:

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With the limited time and ability, the authors realize that in writing this report there are still many shortcomings. Therefore, the authors highly expect all suggestions and constructive critics as lessons for the future, hopefully this report can be useful for readers.

Bengkalis, 01 June 2024



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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is one of the State Polytechnic located in Bengkalis, Riau, Indonesia. State Polytechnic of Bengkalis is the first Polytechnic in Riau which was founded in 2000. Through the Gema Bahari foundation, its name for the first time was "Shipping Polytechnic of Bengkalis". On July 29, 2011, the Bengkalis Polytechnic officially became a PTN with the name State Polytechnic of Bengkalis through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Organizational Establishment and work procedures of the State Polytechnic of Bengkalis. On December 26, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Shipping Commerce Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Finance Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English For Business and Professional Communication and Software Engineering.

Apprenticeship is one of the requirements that must be met by every student. At this time the smooth flow of information between the world of industry and education is very important in order to create harmony between the two. Therefore, apprenticeship is a good place for students to interact directly with the industrial world.

Development knowledge possible all something becoming increasingly complex. This encourages the world of work to obtain human resources who has the ability superior to meet all the needs that exist in the world of work.

The need to obtain reliable human resources also makes companies more effective in recruiting workers. This is a natural thing considering that companies must get workers who have the ability to build their companies. This triggers students to prepare themselves as much as possible by improving their hard skills and soft skills during college in order to face competition in the world of work.

Therefore, to empower human resources in Indonesia, State Polytechnic of Bengkalis as one of the State Universities in Riau Province is expected to be able to produce quality graduates so they can compete in the world of work. To fulfill this hope, Bengkalis State Polytechnic created a program that can help graduates become quality graduates, namely the Apprenticeship program. By taking part in apprenticeship, students will gain direct assignment experience in the real world of work by practicing the theories they have learned.

Apprenticeship is a learning process by knowing directly the true scope of the world of work. Every student is required to go directly into the world of work in their respective fields so that each student is expected to be able to immediately apply the knowledge they have learned previously to the world of work. Apart from that, with apprenticeship students can increase their knowledge, skills and experience at work which can later be applied in the real world of work. To do apprenticeship, students must complete up to eight semesters of study and graduate in those semesters.

The International Business Administration Study Program hopes that with apprenticeship students can find out firsthand what the business world really is like, and can broaden the horizons of each student to be more skilled, responsive, and able to compete and be efficient in the future. Therefore, after completing apprenticeship, each student is required to make a work report when carrying out apprenticeship so that students can be accountable for the results obtained from apprenticeship.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out apprenticeship for a maximum of six months and a minimum of four months. The author chose PT. Imbang Tata Alam is one of the places to carry out apprenticeship activities for four months. During the apprenticeship (KP) the author got a place at the Camp Transport (dispatcher).

The implementation of this apprenticeship starts from 01 February 2024 to 31 May 2024. The implementation of this apprenticeship is expected to broaden the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purposes of the Apprenticeship

Apprenticeship activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. Providing opportunities for students to apply scientific theories/concepts according to their study program that they have learned in college in an organization/company.
2. Providing opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Providing students with the opportunity to analyze, study theories/concepts with the reality of implementing scientific knowledge and skills in an organization/company.
4. Testing the ability State Polytechnic of Bengkalis students (according to the related study program) in knowledge, skills and abilities in the application of knowledge and attitude/behavior of students in working.
5. Receiving feedback from the business world regarding students abilities and business needs for curriculum development and learning processes for Bengkalis Polytechnic (in accordance with the related study program).

1.3 Significances of the Apprenticeship

The benefits of carrying out apprenticeship are:

1.3.1 Significances for Student

1. Students have the opportunity to apply theoretical knowledge or concepts in the field in the real world of work.
2. Students gain practical experience in applying appropriate theoretical knowledge to their course of study.
3. Students have the opportunity to be able to analyze problems related to science applied in work according to their study program.
4. Students have the opportunity to work in teams consisting of several people who are able to provide ideas.

1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of apprenticeship for State Polytechnic of Bengkalis are:

1. Apprenticeship can strengthen cooperation and socialization between State Polytechnic of Bengkalis and PT. Imbang Tata Alam.
2. Apprenticeship can improve the competence State Polytechnic of Bengkalis graduates.

1.3.3 Significances for the Company

1. Apprenticeship is one of the liaisons between the company and the campus.
2. The company received assistance from students who did apprenticeship.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Imbang Tata Alam, has a working area in the Riau Archipelago, namely Pulau Padang and Tebing Tinggi. The area is included in the Riau Province and is located in the Malacca Strait. The Malacca Strait Block oil and gas concession (Malacca Strait) was originally (in 1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (July 2, 1971) its ownership changed hands to the Atlantic Rich Field Company (Arco) before then Hudbay Oil (Malacca Straits) Ltd. (a Canadian oil company) acquired this concession on March 1, 1978.

Operation of the Malacca Strait Block by hudbay oil (MS) Ltd. Continuing technical assistance from British Petroleum (BP) until then on May 13, 1991 the operator of the Malacca Strait Block changed hands to a foreign oil company from England named Lasmo Oil (Malacca Strait) Ltd.

In mid-1995, Far Eastern Hydrocarbons Ltd, Domiciled in Hong Kong, owned by the Bakre business group, controlled Resources Holding Incorporations, the holding company of Kondur Petroleum S.A and in the same year, when Lasmo Oil sold their shares in the Malacca Straits block, Kondur Petroleum S.A used this opportunity to take over all of Lasmo Oil's shares. The process of acquisition and change of operator from Lasmo Oil to Kondur Petroleum S.A was signed on October 12, 1995. Furthermore, in 2003 PT. Energi Mega Persada (EMP) took over the ownership of Resources Holding Incorporation of Kondur Petroleum S.A, also called EMP Malacca Strait S.A then in 2021 PT. Energi Mega Persada (EMP) announced that its subsidiary, called PT. Imbang Tata Alam (ITA), which is the operator and owner of 100% working interest in the Malacca Strait PSC (cooperation contract) block in Riau province.

Based on the legal entity, the word S.A in EMP Malacca Strait S.A stands for Societ Anonyme, which in French law means a partnership carried out with one of its members. S.A also means an association where the liability of all partners is limited. The term S.A is also used in England for a Chartered Company which means a company.

With joint stock where the shareholder, with the permission of a special law from parliament, is limited from the company's debt obligations exceeding the value of his shares or his liability for the company's debts is limited to the number of shares he owns in the company.

Based on the explanation above, the word S.A. can be equated with PT (Limited Company) in Indonesia. The Company's Operational History is as follows:

- | | |
|--------------------------------------|--------------------|
| 1. Kondur Petroleum S.A. | August 05, 1970 |
| 2. Pan Ocean Oil Corporation | March 21, 1971 |
| 3. Atlantik Richfield Indonesia | July 02, 1971 |
| 4. Highbay Oil (Malacca Strait) Ltd. | March 01, 1978 |
| 5. LASMO Oil (Malacca Strait) Ltd. | May 13, 1991 |
| 6. Kondur Petroleum S.A. | October 12, 1995 |
| 7. EMP Malacca Strait S.A. | February 16, 2003 |
| 8. PT. Imbang Tata Alam | September 10, 2021 |

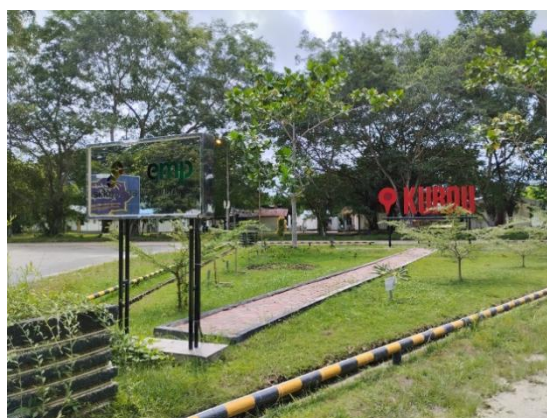


Figure 2.1 PT. Imbang Tata Alam
Source: Processed Data (2024)

As the parent company of a number of business units in the upstream oil and gas industry, Energi Mega Persada applies comprehensive expertise in the field of oil and gas, management and utilization of innovative, modern, safe and environmentally friendly reserves, drilling techniques and production technology in the exploration and production of oil and gas. natural gas in a working area covering an area of square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of large industries in East Java, Sumatra and Kalimantan. As one of the leading oil and gas exploration and production companies in Indonesia, Energi Mega Persada and all of its business units, have direct or indirect control over its business units, which consist of:

1. Operator Highlights

- A. Malacca Strait PSC (60.48%)
- B. Bentu PSC (100%)
- C. Korinci Baru PSC (100%)
- D. Gelam TAC (100% with Pertamina)
- E. Sangatta II CMB PSC (42%)
- F. Tabulako CMB PSC (70%)

2. Non-Operator

- A. Gebang JOBS PSC (50 %)
- B. Kagean PSC (50%)
- C. Offshore North West Java (ONWJ) PSC (18,73 %).

The following is an overview of the business units of PT. IMBANG TATA ALAM Company in Indonesia.



Figure 2.2 Company area of PT. IMBANG TATA ALAM in Indonesia
Source: PT. Imbang Tata Alam (2024)

PT. Imbang Tata Alam is the operator of the Malacca Straits Block (PT. Imbang Tata Alam), EMP has 60.49% participating rights in the block. The result was oil production of 10,000 BOPD (Barrel Oil per Day) in 2005. However, now the production is around 3,500 BOPD.

Currently PT. Imbang Tata Alam has five fields that have produced oil with the production capacity of each field as follows:

1. Lalang field (offshore).
2. Mengkapan field (offshore).
3. Melibur field (onshore).
4. Kurau field (onshore).
5. South Field (offshore and onshore).

2.2 Vision and Mission of PT. Imbang Tata Alam

2.2.1 Vision of PT. Imbang Tata Alam

PT. Imbang Tata Alam intends to be an outstanding, reliable, efficient, highly profitable, and independent company with a special focus on oil and gas exploration and production.

2.2.2 Mission of PT. Imbang Tata Alam

PT. Imbang Tata Alam as associate of the host countries will perform all the required activities in exploration, production, and development in oil and gas

assets in a safe, efficient, and reliable manner, and will optimize the assets values and maximize profitability in the best interest of all stakeholders".

2.3 Kind of Business

PT. Imbang Tata Alam is a subsidiary of PT. Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the targets of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe.

PT. Imbang Tata Alam is a multinational company engaged in drilling which is under the auspices of Pertamina. The oil produced by this company is still crude oil, after this crude oil is produced it will be processed by the Pertamina company so that it becomes ready to use oil (Finish Good). The oil field owned by EMP PT. Imbang Tata Alam namely Kurau Oil Field, Lalang Field. Mengkapan Field, Melibur Field, and South Field.

The process of production activities carried out by this company is an activity of taking oil from oil wells in areas that are areas of oil extraction activities in the Riau Province. The area of EMP PT. Imbang Tata Alam has several areas that produce oil including:

1. Kurau Oil Field, Kurau oil field was discovered in 1986, where the existing facilities in the area were operated starting in 1990.
2. The Lalang Field, Ladang Lalang Field is located offshore in the middle of the Lalang Strait and has been operational since April 1984. The Lalang Field has a central processing facility with two satellite platforms which are about 65 feet above the water.
3. The Mengkapan field is also located offshore and was discovered in 1981, the field was operational in 1986 and has two satellite platforms which produce oil with relatively high water and gas content.

4. Melibur Field, Melibur Field is located on the eastern part of Padang Island, and started production in 1986.
5. South Field, South Field produces a number of oil fields both on land and in the waters of Island Padang and Tebing Tinggi..

Oil produced by PT. Imbang Tata Alam is crude oil taken directly from oil wells. The process that is carried out first is taking oil from the well using a pump. The oil collection is then channeled to the oil collection point or Gathering Station. The flow of oil sent to the Gathering Station has three parts namely oil, water and gas. When this stream enters the Gathering Station, the first process that is carried out is the separation of gas and liquid..

The gas produced is then carried out the combustion process to be disposed of. Furthermore, the liquid consisting of oil and water is accommodated in a tank to be separated between water and oil with a different process. So that the pure oil will be at the top of the liquid and the oil will flow for the next process, namely collecting oil and calculating the oil that has been successfully produced. After that, the oil is channeled to Gandini (Oil Storage) which is in the middle of the sea to carry out the process of selling crude oil to Pertamina, then Pertamina will process and produce ready to use oil.

The water produced at the Gathering Station will then flow to the Water Cleaning Plant (WCP) in this section, the water will be processed to separate oil and water sent from the Gathering Station. This separation also uses the concept of difference in density so that later the water and oil will separate and then the oil produced will flow back to the Gathering Station to be processed from scratch again. The water that has been treated for separation is then flowed through the existing filter to remove the remaining oil in the water. Clean water is collected and then sent to a Water Injection Plant (WIP). Injection wells are used to increase oil production in existing wells..

Before the water produced by WCP enters the injection well, the water first enters the WIP to be able to adjust the specified water pressure so that it enters the

injection well. The process of oil production activities takes place at any time, so that in carrying out their work field officers work in 2 shifts, namely day and night to be able to supervise the oil production activities being carried out.

2.4 Organizational Structure

2.4.1 Structure PT. Imbang Tata Alam

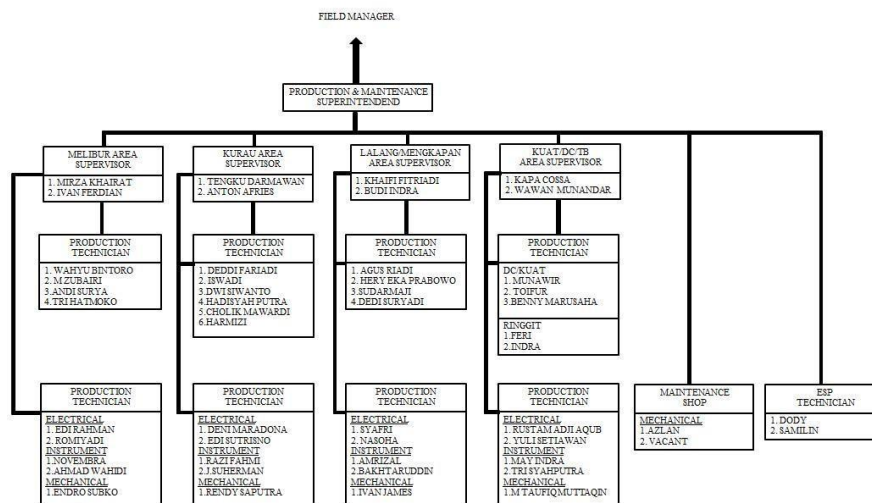


Figure 2.3 Company Organization Structure

Source: PT. Imbang Tata Alam (2024)

The functions and responsibilities of each division in PT. Imbang Tata Alam are as follows:

1. Production Manager (PM)

The Production Manager (PM) is responsible for the smooth production of crude oil with his duties of supervising and controlling oil wells and their equipment, and supervising the process of Plant Facilities (facilities for processing crude oil) and their activities as well as supervising and controlling the power generation systems placed in Process Plant Facilities.

2. Maintenance Manager (MM)

Maintenance Manager (MM) is responsible for the smooth operation of supporting equipment for crude oil production and its facilities. The Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machines supporting crude oil production. Carry out repairs to

equipment and machinery supporting crude oil production and carry out maintenance and repairs to other important facilities such as air conditioners, freezers.

2.4.2 Organizational Structure of Support Division

FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

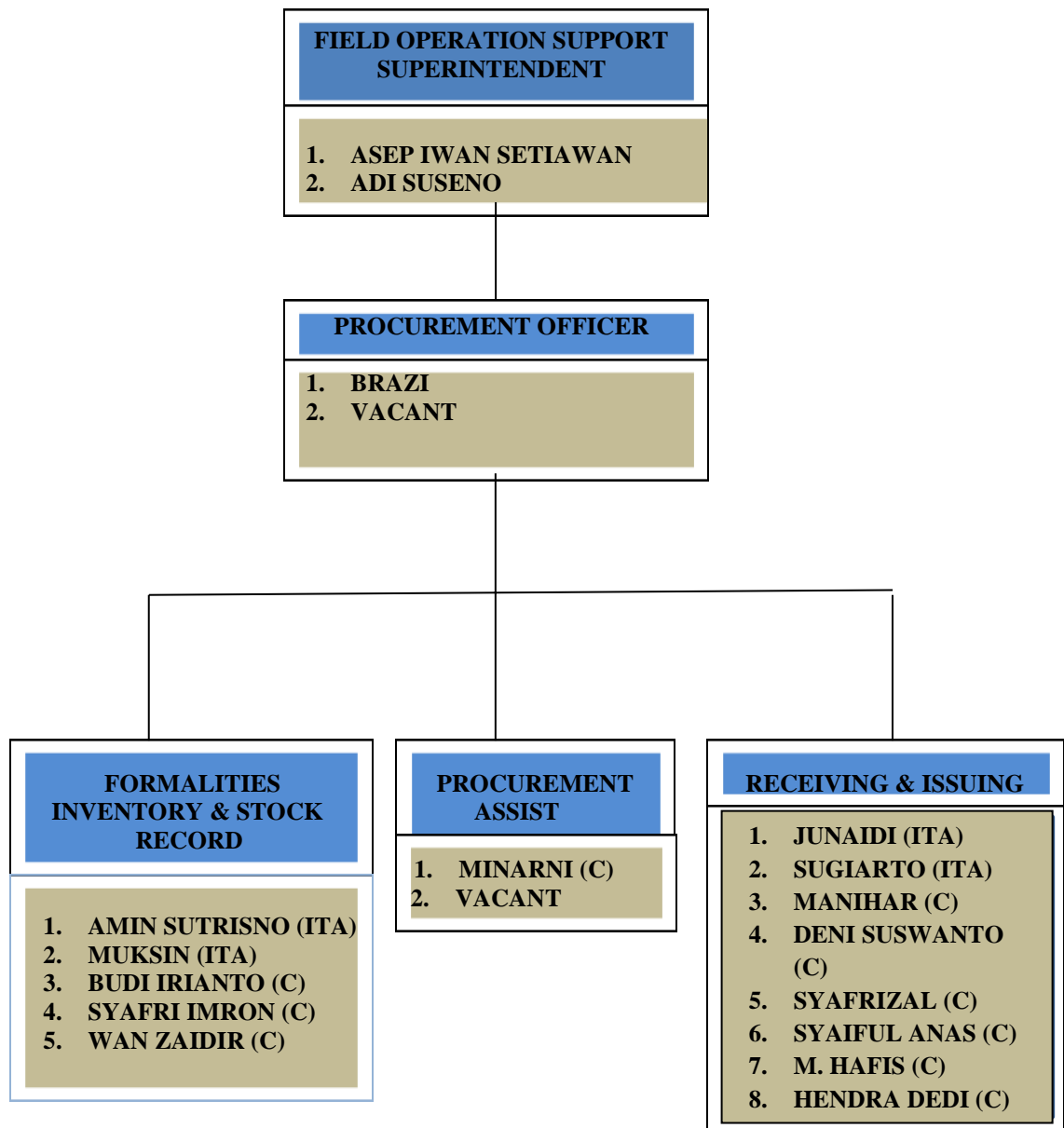


Figure 2.4 Support Division Organization Structure

Source: PT. Imbang Tata Alam (2024)

In all support manager areas, there are 4 sections of Material Services Support and in charge of 4 divisions which have their own duties and responsibilities. The functions and responsibilities of each Support Division at PT. Imbang Tata Alam, are as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for the smooth running of purchases made by PT. Imbang Tata Alam, its job is to carry out auctions for tenders, find vendors or suppliers, issue PO (Purchase Order) carry out all buying and selling matters related to administration.

2. Inventory Control & Stock Record Supervisor

Inventory Control & Stock Record Supervisor, as for the duties of this division, namely signing all approval correspondence, and supervising the recording of goods, and carrying out re-checks, both in Warehouses and computerized. Inventory Control & Stock Record Supervisor there are 2 parts that help him namely Field Inventory and Asset Assistant and Stock Record Assistant.

The duties of the Field Inventory and Asset Assistant division are assisting supervisors in carrying out their duties and activities, giving numbers on SPR (Small Purchase Requisition) sheets, giving vocabulary numbers on new items, checking goods in the middle of the year, checking goods per year.

The Stock Record Assistant is responsible for the inventory of goods and supervises the Material. His job is to help supervisors check materials in the field, carry out Warehouse checks in the middle of the year, enter or post inventory lists of goods into the provided stock card system, and archive SRR, MRR into the provided fields.

2.5 The Working Process

When placed in the Transport section of PT.Imbang Tata Alam, Transportation is the process of moving people or goods from one place to another. Transportation can be done in various ways, including using land vehicles (such as Cars, Buses, and Trains), Air (such as Airplanes), and sea (such as Ships). Transportation plays an important role in the economy and daily life,

enabling mobility and distribution of goods and services. Transportation usually involves several main stages and functions that aim to ensure the delivery of goods or passengers runs smoothly and efficiently. The following is the Transportation work process:

1. Planing and Scheduling
 - A. Determine delivery or travel schedules.
 - B. Arrange the route to be taken to achieve time and cost efficiency.
 - C. Calculate vehicle capacity and maximize space use.
2. Coordination and Communication
 - A. Communicate with clients or other departments to understand Transportation needs.
 - B. Inform drivers of schedules and ensure they understand the route they will take.
 - C. Coordinate with the logistics team to ensure goods are ready to be sent on time.
3. Fleet Management
 - A. Maintain and repair vehicles to ensure they are in good condition.
 - B. Monitor fuel usage and vehicle efficiency.
 - C. Conduct regular nspections and ensure compliance with safety regulations.
4. Freight and Delivery
 - A. Load goods into vchicles in a safe and efficient manner.
 - B. Tansport goods or passengers according to a predetermined plan.
 - C. Overcome obstacles on the road such as traffic or bad weather.
5. Tracking and Monitoring
 - A. Use GPS systems or other technology to track vehicle location.
 - B. Update delivery status to clients or management.
 - C. Identify and resolve problems that may arise during the trip.
6. Documentation and Reporting
 - A. Keep trip records, including delivery times, routes traveled and fuel usage.
 - B. Create performance reports for evaluation and process improvement.

- C. Manage legal documents such as travel documents, proof of delivery, and transportation permits.
7. Evaluation and Improvement
- A. Review performance and look for ways to improve efficiency.
 - B. Collect feedback from clients and staff to improve services.
 - C. Implement new technology or methods to improve operations.

2.6 Documents Used for Activity

There are several hardcopy and electronic documents used for activities during the apprenticeship, as follows:

1. Daily Report, daily report of vehicle usage data starting from use the fuel, lighting materials and operating hours.
2. Monthly Report, which is a report obtained from collecting Daily and Weekly Report.
3. Transmittal, which is a record of the address, name of the sender and recipient of letters, documents and packages that come and out at Kurau Camp.
4. TAR (Travel Request) is the record of crew exchange reports and crew departures for the next week.
5. SSR (Stores Stock Requisition) is a form submitted by a department which is proof that the department takes goods to the Field Warehouse, with this SSR the Field Warehouse can find out the number of remaining stock items.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In order to explore the apprenticeship experience that lasted for four months at PT. Imbang Tata Alam where the author was placed in the Transport field, the author would like to share a series of activities carried out during this period. The apprenticeship started on February 1 and ended on May 31, 2024.

During the apprenticeship period, the author was given various opportunities to engage in in-depth and meaningful tasks. This experience is not only a professional journey, but also a gateway to gain a lot of knowledge and enlightenment in the world of work.

To provide a more detailed and transparent report of the activities undertaken, the following is a summary of the weekly activities on which each completed task is based.

3.1.1 Field Transport Jobs

There were several jobs given in the Field Transport, namely:

1. Filling Document
2. Creating Daily and Monthly Report into Word and Excel
3. Writing TAR (Travel request) Report from email into the note book
4. Creating Transmittal
5. Delivering letters and packages
6. Requesting signature and company seal
7. Requesting office supplies at the Main Office
8. Answering phone calls
9. Writing SSR

3.2 System and Procedures

3.2.1 Field Transportation Job Description

The work procedures carried out in the Transportation Sector are as follows:

1. Archiving Documents

Archiving is the activity of archiving documents based on the type, name and date of the document in a safe storage place. The purpose of archiving is so that documents are not damaged or lost, besides that archiving will be faster and easier to find old documents if they are needed again. Documents that are usually archived in Field Transportation are usually in the form of daily records of vehicle use, delivery of letters and incoming and outgoing packages. The following is the application procedure:

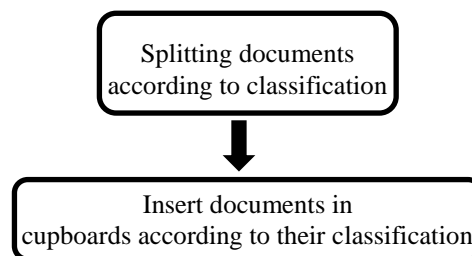


Figure 3.1 Document Archiving Work Procedures
Source: Processed Data, 2024



Figure 3.2 Archiving Folder
Source: Transport PT. Imbang Tata Alam

2. Creating Daily and Monthly Reports in Word and Excel

Daily and Monthly Reports contain data and information about routes, fuel consumption and the use of lighting and other electronic devices in vehicles that support the activities and movement of workers within the company for business trips, crew exchanges and goods delivery. The data for filling in the Daily and Monthly Reports is obtained from the captain who drives the vehicle. The activity of filling out the Daily Report is to find out the fuel consumption and operating

hours of the Tug Boat and Oil Barge every day, then from the Daily Report data a Monthly Report will be created. Filling out these reports is important to know the travel activities and daily use of each vehicle in the company. Following are several Daily and Monthly Report procedures:

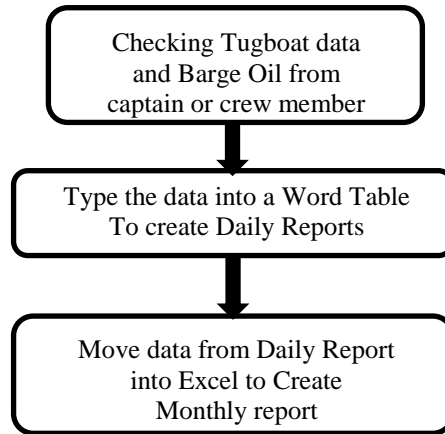


Figure 3.3 Work Procedure for Making Daily and Monthly Reports
Source: Processed Data, 2024

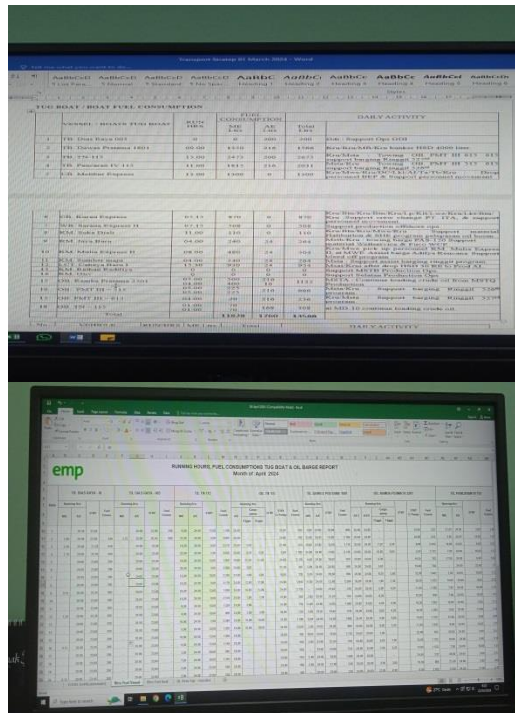


Figure 3.4 Daily and Monthly Reports
Source: Transport PT. Imbang Tata Alam

3. Writing a TAR (Travel Request) report from email into a notebooks

TAR or Travel Request is a list of names of crew members who travel in and out of Kurau Camp either for business trips or for crew exchange. Crew names were obtained from emails sent by Kurau Camp Radio and then recorded in a notebook used to record TAR. The data required to be filled in in the book included crew name, company, position, departure time, place of origin and destination. Recording TAR is very important to know who is coming in and out of the company and the names recorded mean they have received permission. Here is how the procedure works:

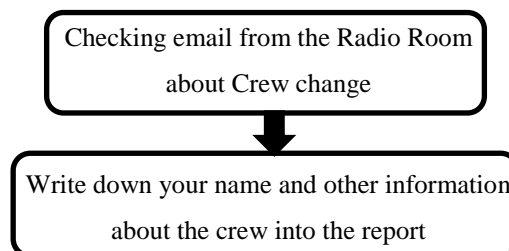


Figure 3.5 Work Procedure for Writing a Travel Request (TAR)
Source: Processed Data, 2024

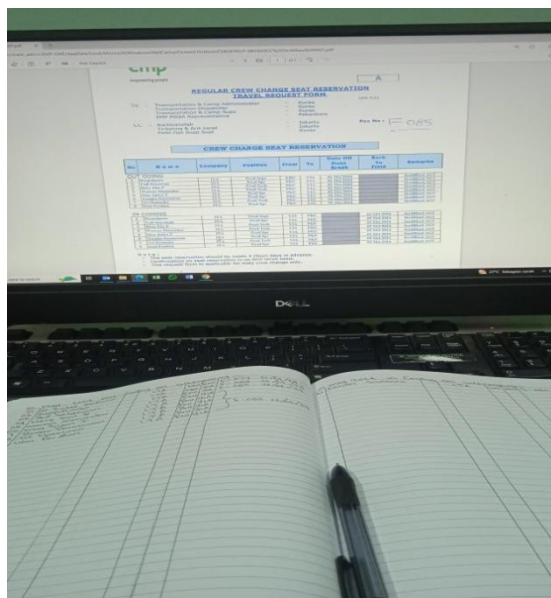


Figure 3.6 Travel Request (TAR)
Source: Transport PT. Imbang Tata Alam

4. Creating Transmittal

The activity of making a Transmittal is the activity of writing a list of names of senders and recipients of letters and packages that will be included in it mail bag. Moreover, the information about letters and packages to be sent has already been written in full on the Transmittal, so the Transmittal will be inserted into the mail bag along with the letter and package as proof that each shipment of goods has been known to the Transportation Sector. When all letters and packages have been sent, the mail bag will be returned and the inside part has been sent and signed by the recipient of the mail bag to be returned to Field Transport. Here are some procedures:

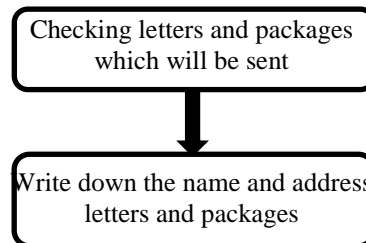


Figure 3.7 Working procedures for making Transmittal
Source: Processed Data, 2024

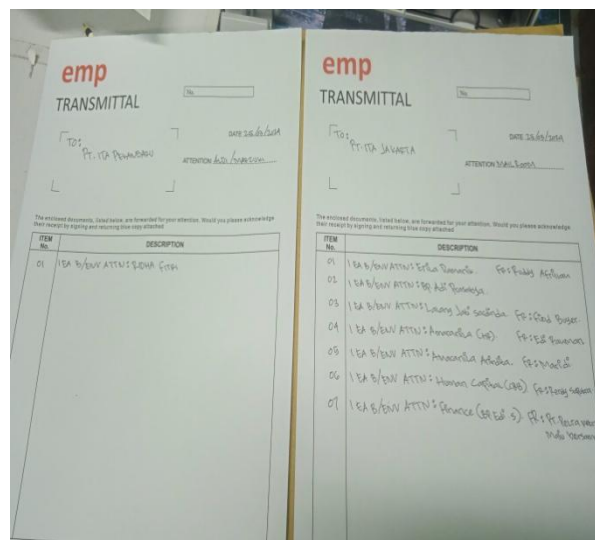


Figure 3.8 Transmittal
Source: Transport PT. Imbang Tata Alam

5. Delivering of letters and packages

Letter and package delivery activities begin with unpacking incoming mail bag and check Delivery to see if Incoming letters and packages correspond to the

report in Whether it is sent or not, once it is deemed appropriate, the letter and package will be will be sent to each recipient and there are also several recipients who will come and pick up the letter or package at Field Transport. After all letters and packages have been sent, then Delivery will be submitted thereby that they are not lost or bankrupt. Here's the procedure:

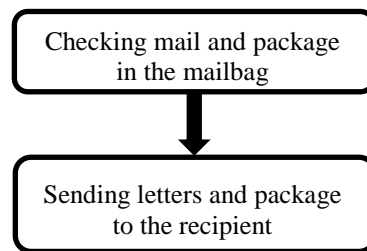


Figure 3.9 Delivering Work Procedures
Source: Processed Data, 2024



Figure 3.10 Incoming and outgoing mail
Source: Transport PT. Imbang Tata Alam

6. Request signature and company seal

A signature and stamp from the company is very important and required as strong evidence of the validity of letters and documents from company. The activity of requesting a signature is carried out directly to required by superiors or by placing the document on the table at the time the superior's room is empty or the documents can be given to the company secretary. Stamp companies are usually asked to the principal secretary office and can also be requested from the Field Warehouse.



Figure 3.11 Company Stamp
Source: Transport PT. Imbang Tata Alam

7. Requesting for office supplies at Head Office

Activities ask for tools such as stationery, paper, folders, envelopes and so on, this is done by meeting the secretary at the head office. That The stock of office equipment is in the secretary's room and you have to know to take it and authorized by the secretary. The secretary will record the name column that asks for tools, note what tools were taken, the amount taken and the date of collection of office equipment so that the data is clearer.

8. Answering office telephone calls

The writer was assigned to help answer incoming office telephone calls when the senior is not in the room or when the senior is busy. Incoming call the call is usually from the crew asking about the crew change and also about it crew departures, as well as calls from secretaries and crew from others field to ask about jobs.

9. SSR (Store Stock Report)

SSR or Store Stock Report is a form submitted by a department is proof that the department brought the goods to the Field Warehouse. With that SSR Field Warehouse crew can find out the amount of remaining stock.

3.3 Place of Apprenticeship

This apprenticeship activity was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, during the apprenticeship activities the author is placed in the Transport. apprenticeship Activities starting from February 01, 2024 to May 31, 2024.

Table 3.1 Apprenticeship Schedule

NO	Day	Working Hours	Agency
1	Monday to Friday	08:00 to 15:00	PT. Imbang Tata Alam
2	Saturday and Sunday	Holiday	Holiday

Source: Processed Data (2024)

3.4 Kind and Description of the Activity

The following are the activities carried out during the apprenticeship Process at PT. Imbang Tata Alam:

Table 3.2 Daily Activities 01 February 2024 to 02 February 2024

NO	Date and Time	Activity	Work Place
1	Thursday, 01 February 2024	1. Location Survey to PT. Imbang Tata Alam in Kurau and Orientation stage.	PR (Public Relation)
		2. Introduction to the Transport Division. 3. Archiving Daily record into a folder. 4. Making Monthly report.	Transport
2	Friday, 02 February 2024	1. Making Monthly report. 2. Making Daily report. 3. Filling out Monthly operational reports.	Transport

Source: Processed Data (2024)

Table 3.2 is the first week of apprenticeship activities. In the orientation stage, the author introduced himself and introduced safety guided by the public relations team and introduced the Transport section, because the author will be placed in the Transport (dispatcher), the author was guided and assigned to see and understand the Daily record and Monthly report.

Table 3.3 Daily Activities 05 February 2024 to 09 February 2024

NO	Date and Time	Activity	Work Place
1	Monday, 05 February 2024	1. Writing Tar radio room. 2. Delivering the letter to the Main office.	Transport

2	Tuesday, 06 February 2024	<ol style="list-style-type: none"> 1. Writing Tar radio room. 2. Archiving Vessel daily report. 3. Archiving Time sheet report. 4. Making Ship data report. 5. Making Transmittal. 	Transport
3	Wednesday, 07 February 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Writing Letter receipt book. 	Transport
4	Thursday, 08 February 2024	Isra Mi'raj	
5	Friday, 09 February 2024	Holiday	

Source: Processed Data (2024)

Table 3.3 is the second week of apprenticeship activities. The author understands and records (Tar radio room) the list of crew names entering and leaving Camp Kurau both for official trips and for crew exchanges, Archiving document, Making Transmittal, Monthly report, and Daily report.

Table 3.4. Daily Activities 12 February 2024 to 16 February 2024

NO	Day/Date	Activity	Work Place
1	Monday, 12 February 2024	Sick	
2	Tuesday, 13 February 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Time sheet barging. 4. Archiving Daily record. 5. Writing Tar radio room. 6. Making Transport program. 7. Making Monthly bill. 	Transport
3	Wednesday, 14 February 2024	Holiday	
4	Thursday, 15 February 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room. 4. Making Transport program and print. 5. Telephone. 6. Delivering the letter bto the Camp Clinic. 7. Delivering the letter to the Buyer. 	Transport
5	Friday, 16 February 2024	Sick	

Source: Processed Data (2024)

Table 3.4 is the third week of apprenticeship activities. The author inputs Daily reports into Monthly reports, archives documents into folders, records Tar radio room, making Transport program, and Delivering the letter.

Table 3.5 Daily Activities 19 February 2024 to 23 February 2024

NO	Date and Time	Activity	Work Place
1	Monday, 19 February 2024	1. Making Daily report. 2. Writing Tar radio room. 3. Making Transmittal.	Transport
2	Tuesday, 20 February 2024	1. Making Monthly report. 2. Making Daily report.	Transport
3	Wednesday, 21 February 2024	1. Writing Tar radio room. 2. Making Daily car checklist. 3. Archiving Daily record into a folder.	Transport
4	Thursday, 22 February 2024	1. Making Monthly report. 2. Making Daily report. 3. Archiving (SSR) into a folder. 4. Archiving Vessel daily report into a folder.	Transport
5	Friday, 23 February 2024	1. Making Daily report. 2. Writing Tar radio room.	Transport

Source: Processed Data (2024)

Table 3.5 is the fourth week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, archives documents into folders, and records Tar radio room.

Table 3.6 Daily Activities 26 February 2024 to 01 March 2024

NO	Date and Time	Activity	Work Place
1	Monday, 26 February 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room.	Transport
2	Tuesday, 27 February 2024	1. Making Transmittal. 2. Writing Tar radio room.	Transport
3	Wednesday, 28 February 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Making Transport program. 5. Archiving Daily record into a folder. 6. Packing letters.	Transport
4	Thursday, 29 February 2024	1. Archiving Daily record into a folder. 2. Writing Tar radio room. 3. Making Daily car checklist.	Transport

5	Friday, 01 March 2024	<ol style="list-style-type: none"> 1. Writing Tar radio room. 2. Making (SSR). 3. Stamp/cap Vessel daily report. 	Transport
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Source: Processed Data (2024)

Table 3.6 is the fifth week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, archives documents into folders, records Tar radio room, inputs SSR (Stores Stock Requisition) data, Stamp document.

Table 3.7 Daily Activities 04 March 2024 to 08 March 2024

NO	Date and Time	Activity	Work Place
1	Monday, 04 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Daily car checklist. 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 	Transport
2	Tuesday, 05 March 2024	Permission	Permission
3	Wednesday, 06 March 2024	1. Making Transmittal.	Transport
4	Thursday, 07 March 2024	1. Making Transmittal.	Transport
5	Friday, 08 March 2024	<ol style="list-style-type: none"> 1. Making Daily car checklist. 2. Stamp/cap Vessel daily report. 	Transport

Source: Processed Data (2024)

Table 3.7 is the Sixth week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, archives documents into folders, records Tar radio room, Stamp document, and inputs HSD Daily car.

Table 3.8 Daily Activities 11 March 2024 to 15 March 2024

NO	Date and Time	Activity	Work Place
1	Monday, 11 March 2024	Nyepi Day	
2	Tuesday, 12 March 2024	Holiday	
3	Wednesday, 13 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Daily car checklist. 4. Making (SSR). 5. Making Transmittal. 6. Creating addresses for mailing envelopes. 	Transport

4	Thursday, 14 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Telephone. 6. Creating addresses for mailing envelopes. 	Transport
5	Friday, 15 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Writing letter book. 	Transport

Source: Processed Data (2024)

Table 3.8 is the seventh week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Creating address for mailing envelopes, inputs SSR (Stores Stock Requisition) data.

Table 3.9 Daily Activities 18 March 2024 to 22 March 2024

NO	Date and Time	Activity	Work Place
1	Monday, 18 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 6. Making Daily car checklist. 7. Creating addresses for mailing envelopes. 	Transport
2	Tuesday, 19 March 2024	<ol style="list-style-type: none"> 1. Making Daily report. 2. Making Transmittal. 3. Writing Tar radio room. 4. Creating addresses for mailing envelopes. 	Transport
3	Wednesday, 20 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transport program. 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 6. Creating addresses for mailing envelopes. 	Transport
4	Thursday, 21 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room. 4. List of plane Tickets. 	Transport
5	Friday, 22 March 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Writing Tar radio room. 	Transport

Source: Processed Data (2024)

Table 3.9 is the eight week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Creating address for mailing envelopes, Archiving document into folders, Making list of plane tickets.

Table 3.10 Daily Activities 25 March 2024 to 29 March 2024

NO	Date and Time	Activity	Work Place
1	Monday, 25 March 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Making Daily car checklist. 5. Writing Tar radio room. 6. Archiving Daily record into a folder.	Transport
2	Tuesday, 26 March 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Making (SSR). 5. Writing Tar radio room. 6. Archiving Daily record into a folder. 7. Scan the letter.	
3	Wednesday, 27 March 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Archiving Transmittal into a folder. 6. Scan the letter. 7. Writing letter receipt book.	
4	Thursday, 28 March 2024	Sick	
5	Friday, 29 March 2024	Holiday	

Source: Processed Data (2024)

Table 3.10 is the nine week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Making Daily car checklist, Archiving Daily record into a folder, Writing letter receipt book.

Table 3.11 Daily Activities 01 April 2024 to 05 April 2024

NO	Date and Time	Activity	Work Place
1	Monday, 01 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Making Daily car checklist.	Transport

		5. Writing Tar radio room. 6. Creating addresses for mailing envelopes.	
2	Tuesday, 02 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room.	Transport
3	Wednesday, 03 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Archiving Daily record into a folder.	Transport
4	Thursday, 04 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room. 4. Writing letter receipt book.	Transport
5	Friday, 05 April 2024	Holiday	

Source: Processed Data (2024)

Table 3.11 is the ten week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Archiving Daily record into a folder, Creating addresses for mailing envelopes, Letter receipt book.

Table 3.12 Daily Activities 08 April 2024 to 12 April 2024

NO	Date and Time	Activity	Work Place
1	Monday, 08 April 2024	Holiday	
2	Tuesday, 09 April 2024	Holiday	
3	Wednesday, 10 April 2024	Eid Holiday	
4	Thursday, 11 April 2024	Eid Holiday	
5	Friday, 12 April 2024	Holiday	

Source: Processed Data (2024)

Table 3.12 is the eleven week of apprenticeship activities, Eid Holiday.

Table 3.13 Daily Activities 15 April 2024 to 19 April 2024

NO	Date and Time	Activity	Work Place
1	Monday, 15 April 2024	Holiday	
2	Tuesday, 16 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 6. Creating addresses for mailing envelopes.	Transport
3	Wednesday, 17 April 2024	1. Making Monthly report.	Transport

		<ol style="list-style-type: none"> 2. Making Daily report. 3. Making Transmittal. 4. Making Transport program. 5. Making Daily car checklist. 6. Writing Tar radio room. 7. Creating addresses for mailing envelopes. 	
4	Thursday, 18 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making (SSR). 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 	Transport
5	Friday, 19 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Archiving Daily record into a folder. 	Transport

Source: Processed Data (2024)

Table 3.13 is the twelve week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Archiving Daily record into a folder, Creating addresses for mailing envelopes, inputs SSR (Stors Stock Requisition) data.

Table 3.14 Daily Activities 22 April 2024 to 26 April 2024

NO	Date and Time	Activity	Work Place
1	Monday, 22 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 5. Letter receipt book. 	Transport
2	Tuesday, 23 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Daily car checklist. 4. Writing Tar radio room. 5. Archiving Transmittal into a folder. 	Transport
3	Wednesday, 24 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Writing Tar radio room. 	Transport
4	Thursday, 25 April 2024	<ol style="list-style-type: none"> 1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room. 4. Stempel/cap Vessel daily report. 5. Archiving Vessel daily 	Transport

		report into a folder.	
5	Friday, 26 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Daily car checklist.	Transport

Source: Processed Data (2024)

Table 3.14 is the thirteen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Making Daily car checklist, Archiving Vessel daily report into a folder, Stamp document.

Table 3.15 Daily Activities 29 April 2024 to 03 May 2024

NO	Date and Time	Activity	Work Place
1	Monday, 29 April 2024	1. Making Monthly report. 2. Making Transmittal 3. Writing Tar radio room.	Transport
2	Tuesday, 30 April 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal 4. Making Daily car checklist. 5. Writing Tar radio room. 6. Putting stamp on the letter.	Transport
3	Wednesday, 01 May 2024	Labor Day	
4	Thursday, 02 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room. 4. Archiving Time sheet into a folder.	Transport
5	Friday, 03 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room.	Transport

Source: Processed Data (2024)

Table 3.15 is the fourteen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Making Daily car checklist, Putting stamp on the letter, Archiving Time sheet into a folder.

Table 3.16 Daily Activities 06 May 2024 to 10 May 2024

NO	Date and Time	Activity	Work Place
1	Monday, 06 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room.	Transport
2	Tuesday, 07 May 2024	1. Making Transmittal. 2. Archiving Vessel daily record into a folder.	Transport

		3. Delivering letters to Buyer.	
3	Wednesday, 08 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Archiving Daily record into a folder.	Transport
4	Thursday, 09 May 2024	Jesus Christ Day	
5	Friday, 10 May 2024	Holiday	

Source: Processed Data (2024)

Table 3.16 is the fifteen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Archiving Daily record and Vessel daily record into a folder, Delivering letters to Buyer.

Table 3.17 Daily Activities 13 May 2024 to 17 May 2024

NO	Date and Time	Activity	Work Place
1	Monday, 13 May 2024	1. Making Daily report. 2. Making Transmittal. 3. Delivering letter to Secretary Main office.	Transport
2	Tuesday, 14 May 2024	1. Making Transmittal. 2. Writing Tar radio room. 3. Creating addresses for mailing envelopes.	Transport
3	Wednesday, 15 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Archiving Daily record into a folder.	Transport
4	Thursday, 16 May 2024	1. Making Monthly report. 2. Writing Tar radio room. 3. Creating addresses for mailing envelopes.	Transport
5	Friday, 17 May 2024	1. Making Daily report. 2. Making Daily car checklist. 3. Writing Tar radio room.	Transport

Source: Processed Data (2024)

Table 3.17 is the sixteen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Delivering letter to Secretary Main office, Creating addresses for mailing envelopes, Archiving Daily record into a folder, Making Daily car checklist.

Table 3.18 Daily Activities 20 May 2024 to 24 May 2024

NO	Date and Time	Activity	Work Place
1	Monday, 20 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal.	Transport
2	Tuesday, 21 May 2024	1. Making Monthly report. 2. Archiving Transmittal into a folder. 3. Creating addresses for mailing envelopes.	Transport
3	Wednesday, 22 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal.	Transport
4	Thursday, 23 May 2024	Waisak Day	
5	Friday, 24 May 2024	Holiday	

Source: Processed Data (2024)

Table 3.18 is the seventeen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent, records Tar radio room, Archiving Transmittal into a folder, Creating addresses for mailing envelopes.

Table 3.19 Daily Activities 27 May 2024 to 31 May 2024

NO	Date and Time	Activity	Work Place
1	Monday, 27 May 2024	1. Making Transport program. 2. Writing Tar radio room. 3. Delivering Document to the Main office.	Transport
2	Tuesday, 28 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room.	Transport
3	Wednesday, 29 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Writing Tar radio room	Transport
4	Thursday, 30 May 2024	1. Making Monthly report. 2. Making Daily car checklist. 3. Archiving Transmittal into a folder.	Transport
5	Friday, 31 May 2024	1. Making Monthly report. 2. Making Daily report. 3. Making Transmittal. 4. Eating together with (Transport team).	Transport

Source: Processed Data (2024)

Table 3.19 is the eighteen week of apprenticeship activities. The author inputs Daily reports into Monthly reports, records Transmittal letter to be sent,

records Tar radio room, Making Transport program, Delivering Document to the Main office, Making Daily car checklis, Archiving Transmittal into a folder, Eating together with (Transport team).

3.5 Obstacles and Solution

3.5.1 Obstacles

Constraints encountered during apprenticeship at PT. Imbang Tata Alam, especially in the Transport section, are as follows:

1. Constraints that occur on damaged or inadequate roads can slow down shipments and damage PT.Imbang Tata Alam Transportation.
2. Difficulty in organizing an efficient and timely mail and goods delivery schedule.
3. Technical constraints are damage to vehicles or other equipment used in Transportation.
4. Security and risk of theft or damage to goods during the shipping process.
5. Limitation in the use of technology or fleet management and shipment tracking.

3.5.2 Solution

The solution to facing problems at work during the implementation of apprenticeship at the PT.Imbang Tata Alam Transport is as follows:

1. Develop a connected and coordinated public Transportation network, to reduce congestion and pollution.
2. Development and adoption of driverless vehicles that can improve road safety and Transportation efficiency.
3. Services that utilize Application technology to facilitate users in accessing efficient and affordable Transportation.
4. Optimization of delivery routes and schedules using technology to improve efficiency and reduce operational costs.
5. Increase investment in Transportation infrastructure and seek alternative funding sources for sustainable Transportation projects.

CHAPTER IV

CONCLUSIONS AND SUGGESTION

4.1 Conclusions

From the explanation in the previous chapter, the description of activities during apprenticeship at PT. Imbang Tata Alam, the author will provide conclusions based on the results of the discussion of the chapter including:

1. There were some kinds of jobs done during the apprenticeship at the Field Transport: filling document, create Daily Report into Word, create Monthly Report into Excel, write TAR into the report book, create Transmittal, delivering letters and packages, request signature and company seal.
2. There are some documents used during an apprenticeship at Camp Transport: Delivery, Store Stock Request (SSR), Travel Request (TAR), Daily Report, Monthly Report.
3. All work procedures carried out during the apprenticeship Activities at PT. Imbang Tata Alam draw is carried out in accordance with the SOP provisions that apply at PT. Imbang Tata Alam.
4. This apprenticeship (KP) was carried out at PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Island Regency, Riau Province, the implementation of the apprenticeship (KP) is carried out for 4 months starting from February 01 , 2024 to May 31, 2024.
5. Kind and description of the activity that the author does in the Transport division PT. Imbang Tata Alam from 01 February to 31 May 2024, the first week of apprenticeship activities. At the orientation stage, the author introduces himself and introduces safety guided by the public relations team and introduces the Transport section because the writer will be placed in the Transport Dispatcher section, the second week of apprenticeship activities. The author understands and records (Tar radio room) the list of crew names entering and leaving Camp Kurau both for official trips and for crew

exchanges, Archiving document, Making Transmittal, Monthly report, and Daily report.

4.2 Suggestion

After doing apprenticeship PT. Imbang Tata Alam, there are several suggestions, namely:

4.2.1 Suggestion for PT. Imbang Tata Alam

After doing apprenticeship at PT. Imbang Tata Alam, there are several suggestions, namely:

1. To industry provide more work in several parts of the company so that students gain more experience and participate in various activities.
2. Industry is expected to treat apprentices fairly.
3. The industry is expected to really be able to carry out the rules that already exist and are made.

4.2.2 Suggestion for State Polytechnic of Bengkalis

The suggestion of apprenticeship for State Polytechnic of Bengkalis:

1. The campus is expected to be able to monitor the activities of students who are carrying out intensive apprenticeship so that any difficulties that arise can be resolved together.
2. Not too burdensome for students under the guidance of supervisors for apprenticeship reports on campus.
3. The campus needs to be serious about coordinating students who will be expelled from apprenticeship.
4. Given that adaptation is very important in the world of work, it is advisable that in carrying out apprenticeship you actively ask questions of employees and learn to read and understand their respective characters so that they can adapt and join in being part of them.
5. Given that PT. Imbang Tata Alam is a company that uses computers as a tool for work. It is hoped that younger siblings who will do apprenticeship (KP) will always deepen their knowledge of computers.

REFERENCES

Sejarah PT. Imbang Tata Alam, Energi Mega Persada Tbk – Empowering the community. (nd). <https://www.emp.id/>.

Sejarah Politeknik Negeri Bengkalis, <http://kemahasiswaan.polbeng.ac.id/>.konten-20160921165631.

APPENDICES

Appendix 1: Application Letter for Apprenticeship



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 4250/PL31/TU/2023
Hal : Permohonan Kerja Praktek (KP)

09 November 2023

**Yth. Pimpinan PT. Energi Mega Persada (EMP) Imbang Tata Alam
Kurau, Kecamatan Merbau, Kabupaten Kepulauan Meranti, Riau
di Lukit**

Dengan hormat,
Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan 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. Energi Mega Persada (EMP) Imbang Tata Alam 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	Jumiati	5404201262	D4 Administrasi Bisnis Internasional
2	Juli Filzawati	5404201279	D4 Administrasi Bisnis Internasional
3	Assofaini	5404201329	D4 Administrasi Bisnis Internasional
4	Zulfikar	5404201333	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 (081276484321)

Appendix 2: Application Reply Letter



No. 0218/HCS.MGR/410/12-23/E
Jakarta, 28 Desember 2023

Kepada Yth.
Wakil Direktur I
Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam, Bengkalis
Riau 28711

Hal : **Permohonan Izin Melaksanakan Kerja Praktik untuk Mahasiswa**

Menjawab surat no 4250/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Izin Melaksanakan Kerja Praktik untuk Mahasiswa D-IV Prodi Administrasi Bisnis Internasional Politeknik Negeri Bengkalis, dengan ini kami sampaikan bahwa mahasiswa tersebut dibawah ini dapat melaksanakan Kerja Praktik di Dept. Ops. ITA – EMP mulai 01 Februari 2024 – 30 April 2024.

No	Nama	NIM	Jurusan/ Fakultas	Penempatan
1	Jumiati	5404201262	Prodi Administrasi Bisnis Internasional	Operation PT. Imbang Tata Alam
2	Juli Filzawati	5404201276		
3	Assofaini	5404201329		
4	Zulfikar	5404201333		

Selama menjalankan kegiatan di perusahaan peserta wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP


Teguh Yulianto
Compensation & Benefit Div. Manager

Tembusan :
- Field Government & External Relation
- Field CSR & Land Matters

PT. Imbang Tata Alam

Bakrie Tower 27th - 32nd Floor
Rasuna Epicentrum

Jl. HR. Rasuna Said
Jakarta 12940
Indonesia

p +62 21 2994 1500
+62 21 2557 7000
f +62 21 2994 1110

Appendix 3: Company Appraisal Sheet

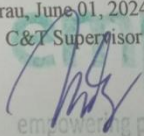
**EVALUATION RESULT FROM APPRENTICESHIP COMPANY
APPRAISAL PT. (EMP) IMBANG TATA ALAM**

Name : Assofaini
NIM : 5404201329
Study Program : D-IV International Business Administration State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	90
2	Responsibility	25%	95
3	Adjustment	10%	80
4	Work Result	30%	95
5	General Behavior	15%	90
Total (1+2+3+4+5)		100%	91,6

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

Note :
DURING THE INTERNSHIP ASSOFAINI WORKS VERY WELL AND IS ALWAYS SATISFYING.....

Kurau, June 01, 2024
C&T Supervisor

empowering people
Budi Maridi

Appendix 4: List of Apprenticeship Attendance Sheet

LIST PRESENT OF THE APPRENTICESHIP
PT. IMBANG TATA ALAM
Date : February 2024

Name : Assofaini
Nim : 5404201329
Dept : Transport

DATE	SIGNATURE
1	Assofaini
2	Assofaini
3	-
4	-
5	Assofaini
6	Assofaini
7	Assofaini
8	-
9	-
10	-
11	-
12	Sick
13	Assofaini
14	-
15	Assofaini

DATE	SIGNATURE
16	Sick
17	-
18	-
19	Assofaini
20	Assofaini
21	Assofaini
22	Assofaini
23	Assofaini
24	-
25	-
26	Assofaini
27	Assofaini
28	Assofaini
29	Assofaini

Kurau, 29 February 2024
C&T Supervisor


empowering people
Budi Maridi

**LIST PRESENT OF THE APPRENTICESHIP
PT. IMBANG TATA ALAM
Date : March 2024**

Name : Assofaini
Nim : 5404201329
Dept : Transport

DATE	SIGNATURE
1	Assf
2	-
3	-
4	Assf
5	Assf
6	Assf
7	Assf
8	Assf
9	-
10	-
11	-
12	-
13	Assf
14	Assf
15	Assf

DATE	SIGNATURE
16	-
17	-
18	Assf
19	Assf
20	Assf
21	Assf
22	Assf
23	-
24	-
25	Assf
26	Assf
27	Assf
28	Sick
29	-
30	-
31	-

Kurau, 27 March 2024
C&T Supervisor


empowering people
Budi Maridi

LIST PRESENT OF THE APPRENTICESHIP
PT. IMBANG TATA ALAM
Date : April 2024

Name : Assofaini
Nim : 5404201329
Dept : Transport

DATE	SIGNATURE
01	<i>Assofaini</i>
02	<i>Assofaini</i>
03	<i>Assofaini</i>
04	<i>Assofaini</i>
05	<i>Assofaini</i>
06	-
07	-
08	-
09	-
10	-
11	-
12	-
13	-
14	-
15	-

DATE	SIGNATURE
16	<i>Assofaini</i>
17	<i>Assofaini</i>
18	<i>Assofaini</i>
19	<i>Assofaini</i>
20	-
21	-
22	<i>Assofaini</i>
23	<i>Assofaini</i>
24	<i>Assofaini</i>
25	<i>Assofaini</i>
26	<i>Assofaini</i>
27	-
28	-
29	<i>Assofaini</i>
30	<i>Assofaini</i>

Kurau, 30 April 2024
C&T Supervisor


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Budi Maridi

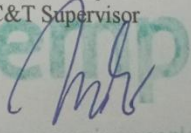
**LIST PRESENT OF THE APPRENTICESHIP
PT. IMBANG TATA ALAM
Date : May 2024**

Name : Assofaini
Nim : 5404201329
Dept : Transport

DATE	SIGNATURE
1	-
2	<i>Assofaini</i>
3	<i>Assofaini</i>
4	-
5	-
6	<i>Assofaini</i>
7	<i>Assofaini</i>
8	<i>Assofaini</i>
9	-
10	-
11	-
12	-
13	<i>Assofaini</i>
14	<i>Assofaini</i>
15	<i>Assofaini</i>

DATE	SIGNATURE
16	<i>Assofaini</i>
17	<i>Assofaini</i>
18	-
19	-
20	<i>Assofaini</i>
21	<i>Assofaini</i>
22	<i>Assofaini</i>
23	-
24	-
25	-
26	-
27	<i>Assofaini</i>
28	<i>Assofaini</i>
29	<i>Assofaini</i>
30	<i>Assofaini</i>
31	<i>Assofaini</i>

Kurau, 31 May 2024
C&T Supervisor


empowering people
Budi Maridi

Appendix 5: Apprenticeship Statement Letter



SURAT KETERANGAN

008/F.GPA/V/2024

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Assofaini
Tempat/Tgl. Lahir : Mengkirau / 18 April 2002
Alamat : Jl. Pelajar RT/RW 002/004 Desa Mengkirau, Kec.
Tasik Puteri Puyu, Kab. Kepulauan Meranti, Prov. Riau

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Imbang Tata Alam sejak tanggal 01 Februari 2024 sampai dengan 31 Mei 2024 sebagai tenaga Kerja Praktek (KP)

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Kurau, 03 Juni 2024

Budi Maridi
C&T Supervisor

Appendix 6: Daily Activities of Apprenticeship

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

Name : ASSOFAINI
Student Identity No : 5404201329
Apprenticeship Place : PT. Imbang Tata Alam
Advisor : Yanisha Dwi Astari, M.Hum

No.	Date and Time	Revision	Advisor Initials
1	27/7/2024	Perbaiki Chapte I, III Dan IV. Cover.	Y1
2	31/7/2024	Perbaiki Link Referensi, Daftar isi.	Y1
3	1/8/2024	Perbaiki Tata tulis Dan Halaman.	Y1
4	5/8/2024	Acc	Y1

Bengkalis, 05 Agustus 2024
Advisor







Yanisha Dwi Astari, M.Hum
NIP. 199301142022032010

Appendix 7: Daily Activities of Apprenticeship

DAILY ACTIVITIES PRACTICAL WORK (KP)

Day : Thursday
Date : 01 February 2024

No	Description Of Activities	Given Duty	Signature
1	Location survey to PT. EMP Imbang Tata Alam in Kurau and Orientation stage.	Siska Sri Wahyuni	
2	Briefing and introduction to the Transport Division.	Al Hamdani	
3	Archive (Daily record) into a folder.		
4	Making (Monthly report).		

No	Shop Drawing	Description
1		Location survey to PT. EMP Imbang Tata Alam in Kurau and Orientation stage.
2		Briefing and introduction to the Transport Division
3		Learn to compile and archive (Daily record).


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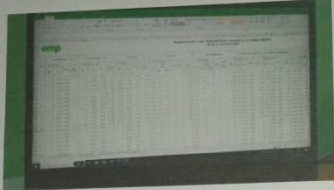
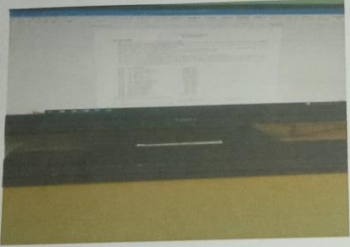



Learn to make (Monthly reports).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

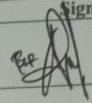
Day : Friday
Date : 02 February 2024



No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Fill out Monthly operational reports.		

No	Shop Drawing	Description
1		Making (Monthly report).
2		Learn to make (Daily report).
3		Learn to make (operational reports). Fill in the date, port of origin and destination.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

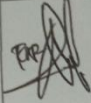
Day : Monday
Date : 05 February 2024

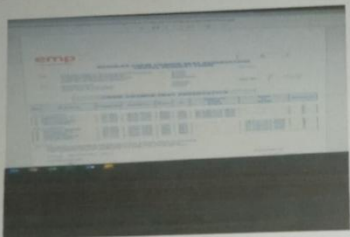

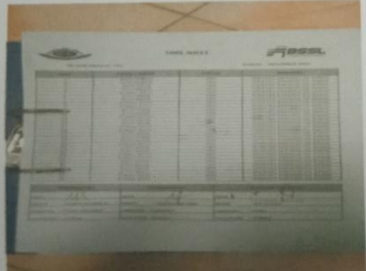
No	Description Of Activities	Given Duty	Signature
1	Writing (Tar radio room).	Supiah	
2	Chek mail bag and deliver mail to main office.		

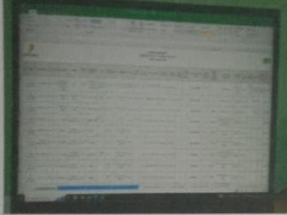
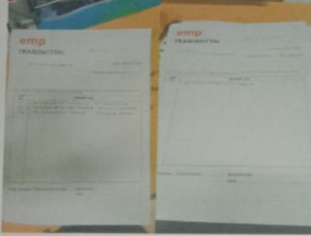
No	Shop Drawing	Description
1		Writing (Tar radio room).
2		Check the incoming mail bag and deliver the letter to the main office secretary.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 06 February 2024

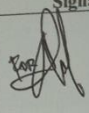
No	Description Of Activities	Given Duty	Signature
1	Writing (Tar radio room).	Supiah	
2	Archive (Vessel daily report) into a folder.		
3	Archive (Time sheet report) into a folder.		
4	Making (Ship data report).		
5	Making (Transmittal)		

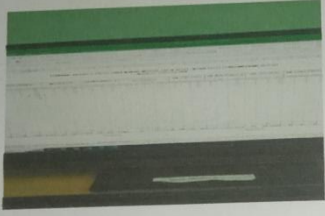
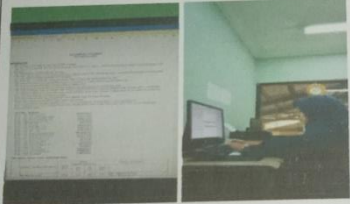
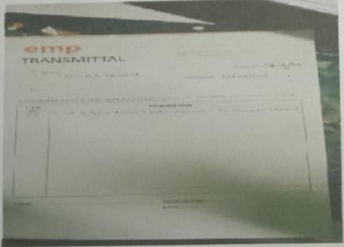
No	Shop Drawing	Description
1		Writing (Tar radio room).
2		Archive (Vessel daily report) into a folder.
3		Archive (Time sheet report) into a folder.

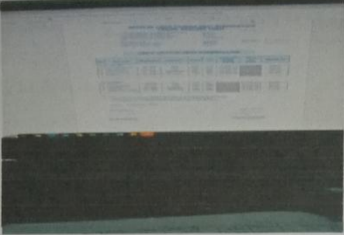
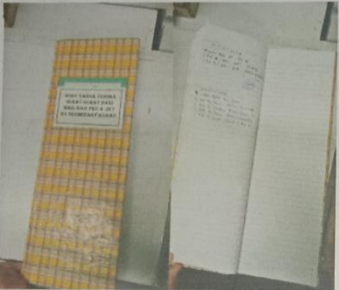
4		Making (Ship data report).
5		Making (Transmittal) Pekanbaru and Jakarta.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 07 February 2024

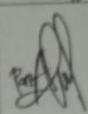
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Archive (Daily report) into a folder.		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Writing letter receipt book.		

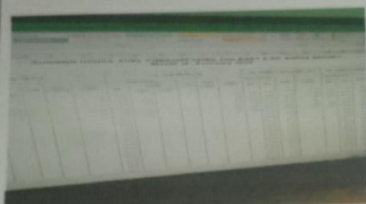
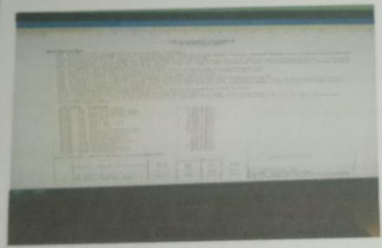
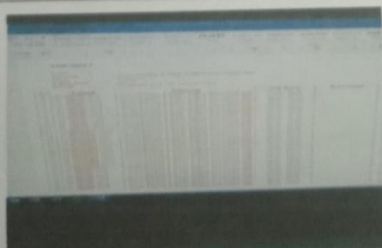
No	Shop Drawing	Description
1		Making (Monthly report).
2		Archive (Daily report) into a folder.
3		Making (Transmittal).

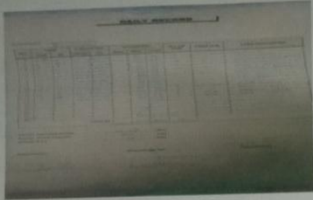
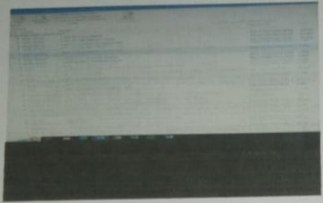

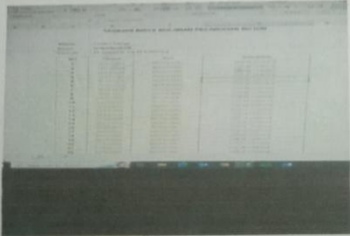
4		Writing (Tar radio room).
5		Writing letter receipt book.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 13 February 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Time sheet barging).		
4	Archive (Daily record) into a folder.		
5	Writing (Tar radio room).		
6	Making (Transport program).		
7	Making monthly bill.		


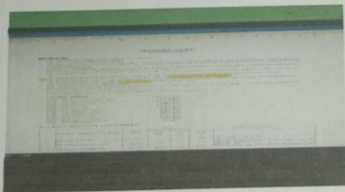
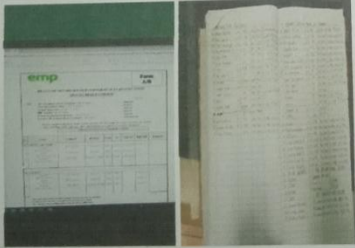
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Time sheet barging).





4		Archive (Daily record) into a folder.
5		Writing (Tar radio room).
6		Making (Transport program).
7		Making monthly bill.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 15 February 2024

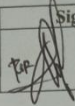
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Writing (Tar radio room).		
4	Making Transport program and print.		
5	Telephone		
6	Deliver the letter to the camp Clinic.		
7	Deliver the letter to the Buyer.		

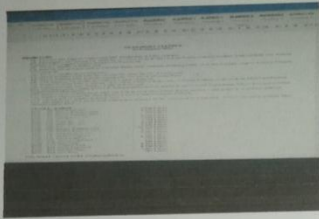
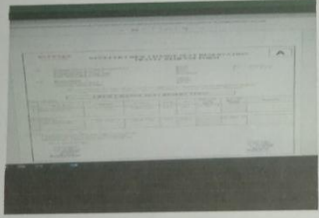
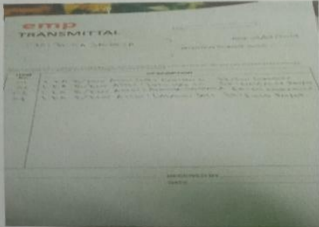
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

4		Making Transport program and print.
5		Telephone
6		Deliver the letter to the camp Clinic
7		Deliver the letter to the Buyer

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Monday
Date : 19 February 2024



No	Description Of Activities	Given Duty	Signature
1	Making (Daily report).	Supiah	
2	Writing (Tar radio room).		
3	Making (Transmittal).		

No	Shop Drawing	Description
1		Making (Daily report).
2		Writing (Tar radio room).
3		Making (Transmittal).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

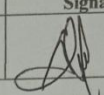
Day : Tuesday
Date : 20 February 2024

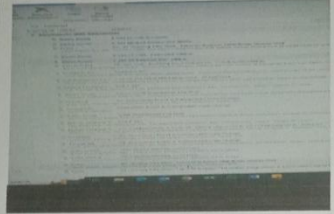
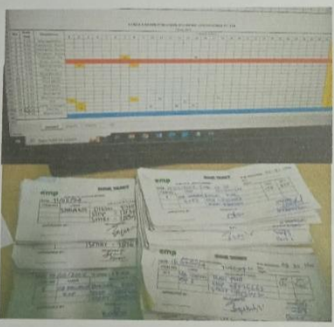
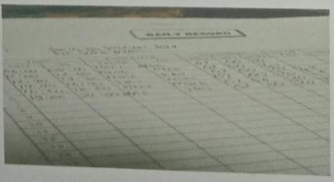
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		

No	Shop Drawing	Description
1.		Making (Monthly report).
2		Making (Daily report).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Wednesday
Date : 21 February 2024


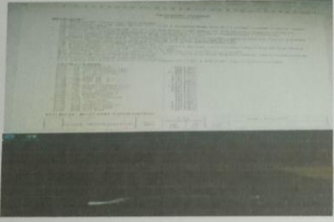

No	Description Of Activities	Given Duty	Signature
1	Making (Tar radio room).	Al Hamdani	
2	Making daily car checklist.		
3	Archive (Daily record) into a folder.		

No	Shop Drawing	Description
1		Making (Tar radio room).
2		Making daily car checklist.
3		Archive (Daily record) into a folder.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 22 February 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Archive (SSR) into a folder.		
4	Archive (Vesel Daily report) into a folder.		

No	Shop Drawing	Description
1		Making (Tar radio room).
2		Making (Daily report).
3		Archive Stores Stock Requisition (SSR) into a folder.


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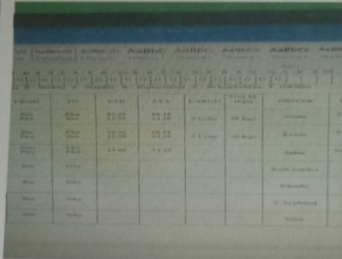
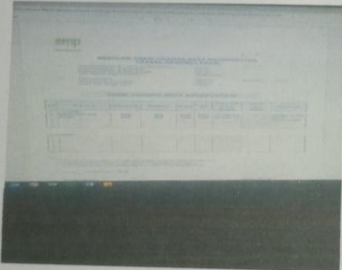


Archive (Vesel Daily report) into a folder.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

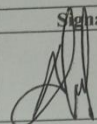
Day : Friday
Date : 23 February 2024

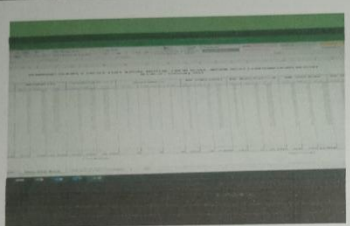
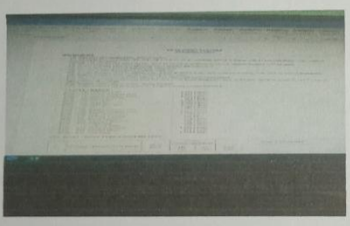
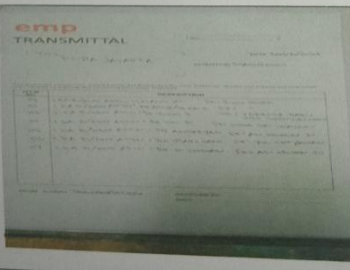
No	Description Of Activities	Given Duty	Signature
1	Making (Daily report).	Al Hamdani	
2	Writing (Tar radio room).		

No	Shop Drawing	Description
1		Making (Daily report).
2		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 26 February 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		


No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).


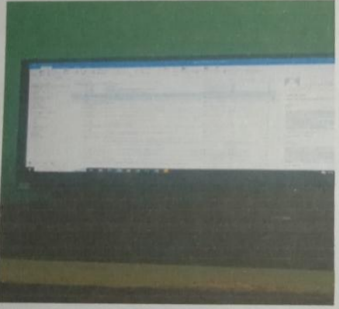
4

Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

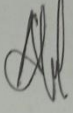
Day : Tuesday
Date : 27 February 2024

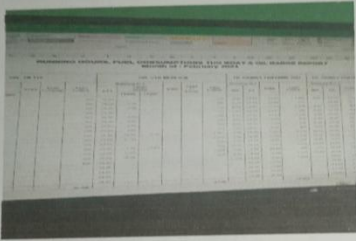
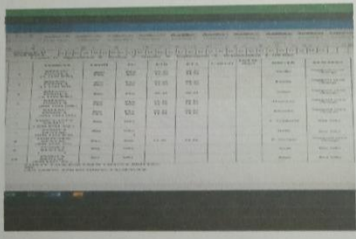
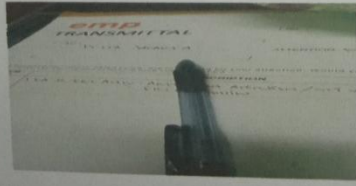
No	Description Of Activities	Given Duty	Signature
1	Making (Transmittal).	Al Hamdani	
2	Writing (Tar radio room).		


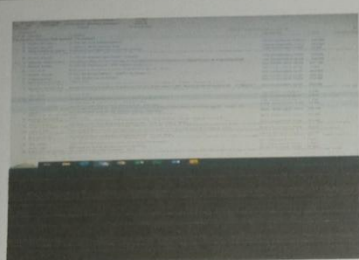
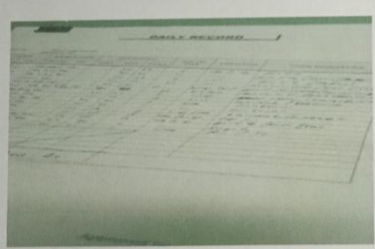
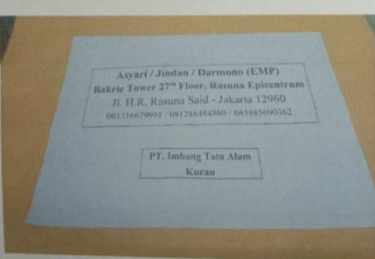
No	Shop Drawing	Description
1		Making (Transmittal).
2		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 28 February 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making (Transport program).		
5	Writing (Tar radio room).		
6	Archive (Daily record) into a folder.		
7	Packing letters.		

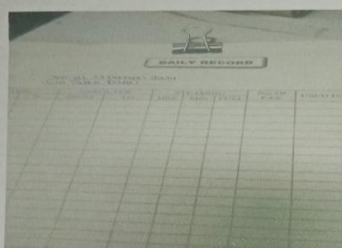

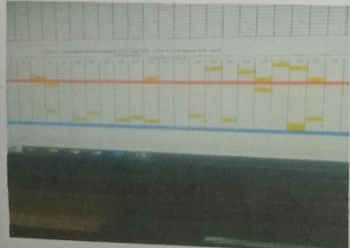
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

4		Making (Transport program).
5		Writing (Tar radio room).
6		Archive (Daily record) into a folder.
7		Creating addresses for mailing envelopes

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Thursday
Date : 29 February 2024

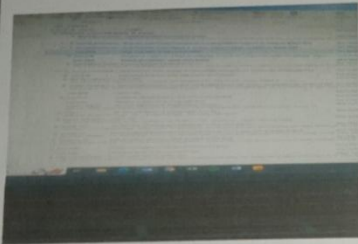


No	Description Of Activities	Given Duty	Signature
1	Archive (Daily record) into a folder.	Al Hamdani	
2	Writing (Tar radio room)		
3	Making daily car checklist.		

No	Shop Drawing	Description
1		Archive (Daily record) into a folder.
2		Writing (Tar radio room)
3		Making daily car checklist.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

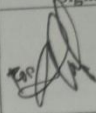
Day : Friday
Date : 01 March 2024

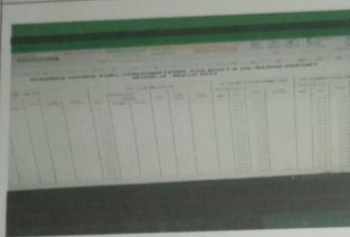
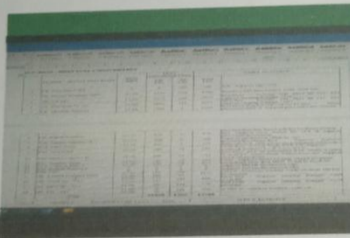
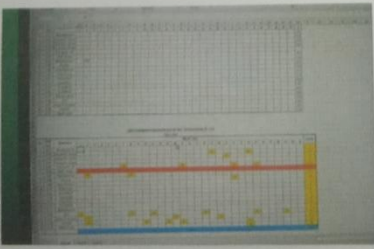
No	Description Of Activities	Given Duty	Signature
1	Writing (Tar radio room).	Supiah	
2	Making (SSR).		
3	Stamp/cap (Vessel daily report).		

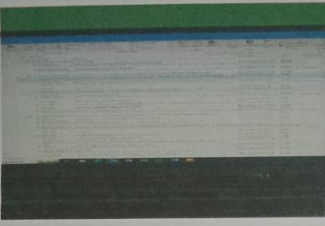
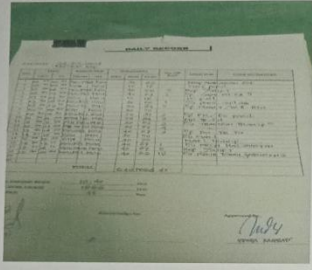
No	Shop Drawing	Description
1		Writing (Tar radio room).
2		Making Stores Stock Requisition (SSR).
3		Stamp/cap (Vessel daily report).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 04 March 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report)		
3	Making daily car checklist.		
4	Writing (Tar radio room).		
5	Archive (Daily record).		


No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report)
3		Making daily car checklist.

4		Writing (Tar radio room).
5		Archive (Daily record).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Wednesday
Date : 06 March 2024

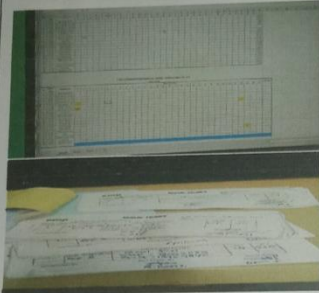

No	Description Of Activities	Given Duty	Signature
1	Making (Transmittal)	Supiah	

No	Shop Drawing	Description
1		Making (Transmittal) Jakarta and Pekanbaru.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Friday
Date : 08 March 2024


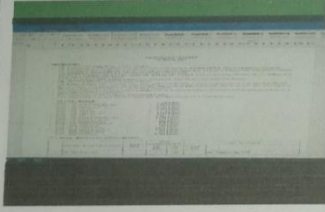
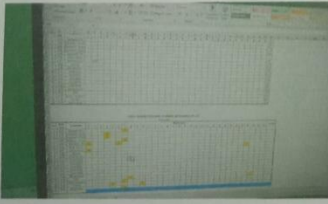
No	Description Of Activities	Given Duty	Signature
1	Makin daily car checklist	Al Hamdani	
2	Stamp/cap (Vessel daily report).		




No	Shop Drawing	Description
1		Makin daily car checklist
2		Stamp/cap (Vessel daily report).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 13 March 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report)	Al Hamdani	
2	Making (Daily report)		
3	Making daily car checklist.		
4	Making (SSR)		
5	Making (Transmittal)		
6	Creating addresses for mailing envelopes		

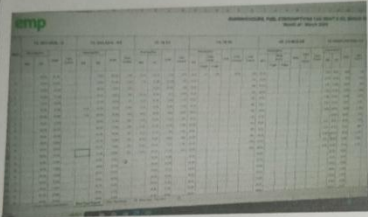
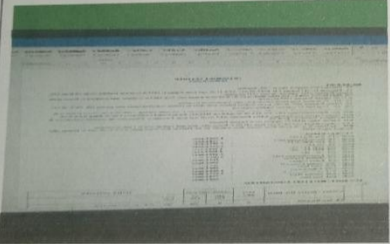
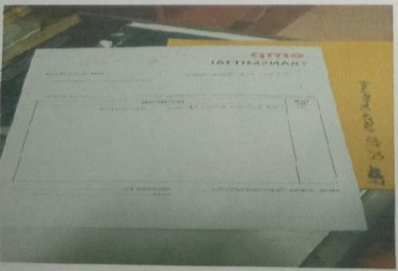
No	Shop Drawing	Description
1		Making (Monthly report)
2		Making (Daily report)
3		Making daily car checklist.




4		Making Stores Stock Requisition (SSR)
5		Making (Transmittal).
6		Creating addresses for mailing envelopes.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 14 March 2024

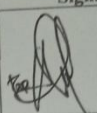
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal)		
4	Writing (Tar radio room).		
5	Telephone		
6	Creating addresses for mailin envelopes		


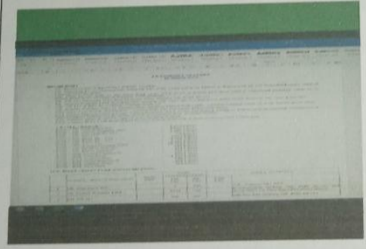

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal)

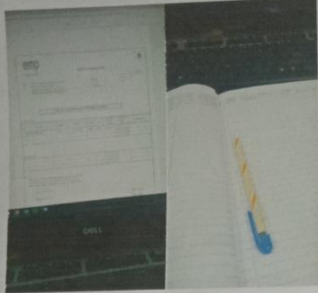
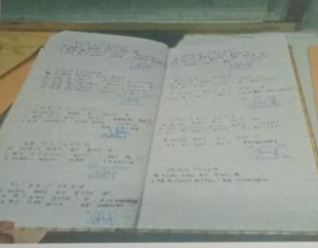
4		Writing (Tar radio room).
5		Telephone
6		Creating addresses for mailin envelopes

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Friday
Date : 15 March 2024

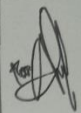
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Writing letter book.		

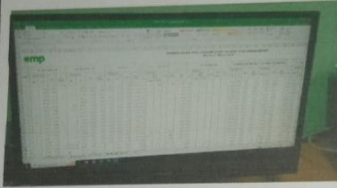
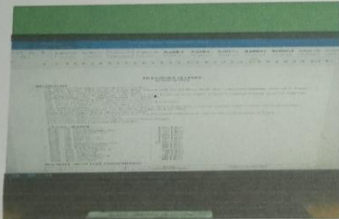
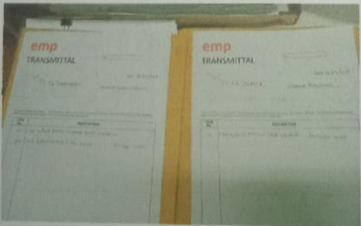
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

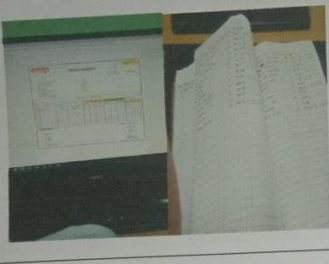
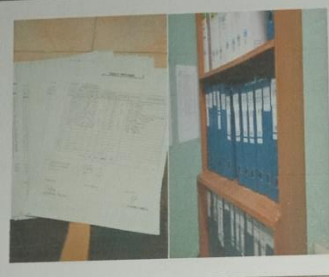
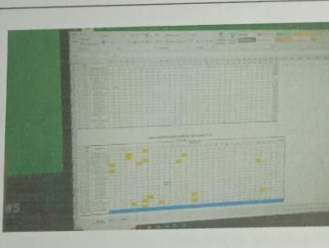
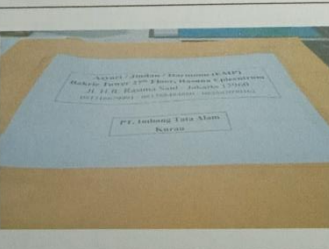
4		Writing (Tar radio room).
5		Writing letter book

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 18 March 2024

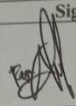
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Archive (Daily record) into a folder.		
6	Making daily car checklist		
7	Creating addresses or mailing envelopes.		

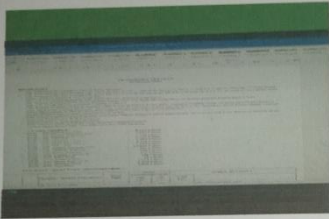

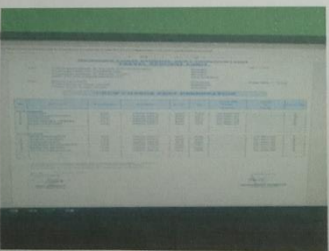
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

4		Writing (Tar radio room).
5		Archive (Daily record) into a folder.
6		Making daily car checklist
7		Creating addresses or mailing envelopes

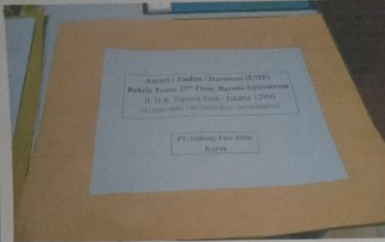
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 19 March 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Daily report).	Supiah	
2	Making (Transmittal).		
3	Writing (Tar radio room).		
4	Creating addresses for mailing envelopes		

No	Shop Drawing	Description
1		Making (Daily report).
2		Making (Transmittal).
3		Writing (Tar radio room).


4


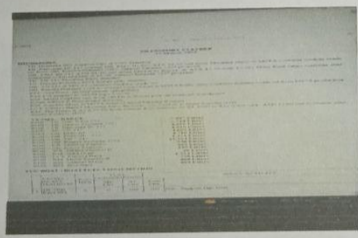
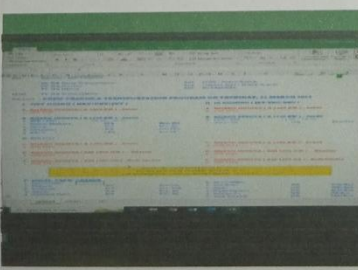


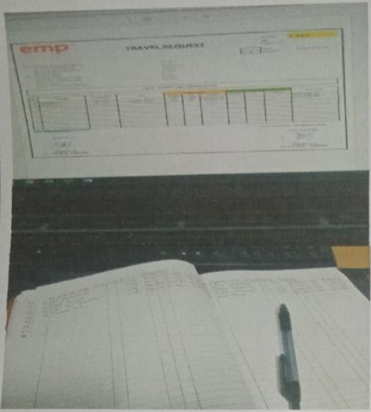
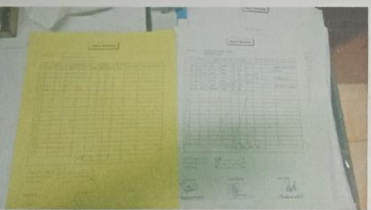

Creating addresses for mailing envelopes

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 20 March 2024

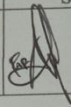
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report)		
3	Making (Transport program).		
4	Writing (Tar radio room).		
5	Archive (Daily record) into a folder		
6	Creating addresses for mailing envelopes		

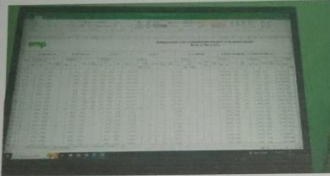

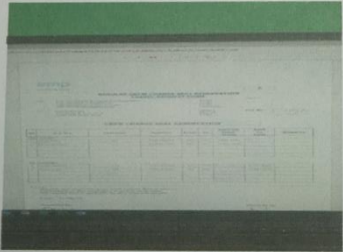
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report)
3		Making (Transport program).

4		Writing (Tar radio room).
5		Archive (Daily record) into a folder
6		Creating addresses for mailing envelopes

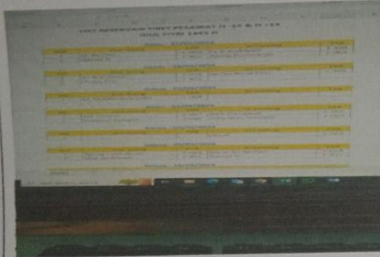
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 21 March 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Writing (Tar radio room)		
4	List of plane tickets		

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room)

4




The image shows a screenshot of a flight ticket list on a computer screen. The list is organized into several rows, each representing a different flight. The rows are highlighted in yellow. The columns in the list include flight details such as flight number, origin, destination, departure time, and price. The text is small and difficult to read, but the structure is clear.

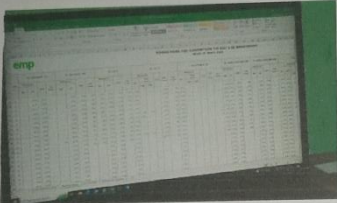
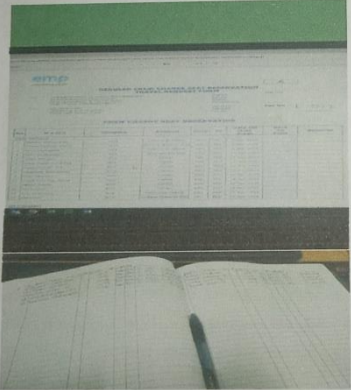
Flight Number	Origin	Destination	Departure Time	Price
[Illegible]	[Illegible]	[Illegible]	[Illegible]	[Illegible]
[Illegible]	[Illegible]	[Illegible]	[Illegible]	[Illegible]
[Illegible]	[Illegible]	[Illegible]	[Illegible]	[Illegible]
[Illegible]	[Illegible]	[Illegible]	[Illegible]	[Illegible]
[Illegible]	[Illegible]	[Illegible]	[Illegible]	[Illegible]

List of plane tickets

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**


Day : Friday
Date : 22 March 2024

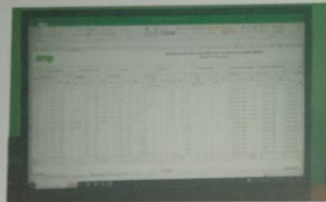


No	Description Of Activities	Given Duty	Signature
1	Makin (Monthly report).	Al Hamdani	
2	Writing (Tar radio room).		

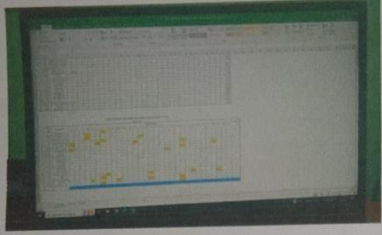
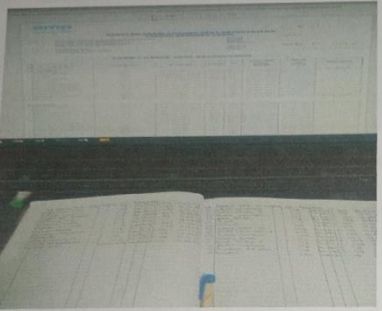
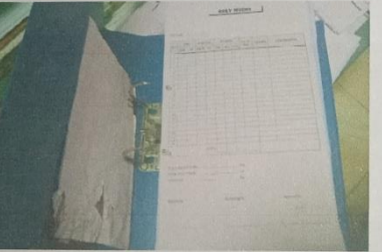
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 25 March 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making daily car checklist		
5	Writing (Tar radio room).		
6	Archive (Daily record) into a folder.		

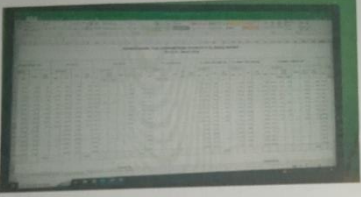
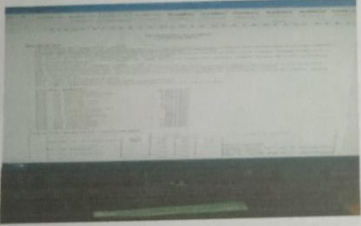
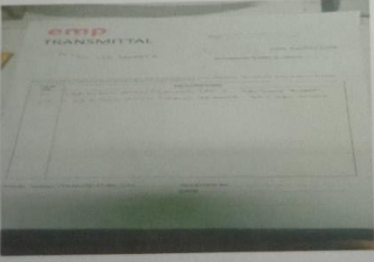
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

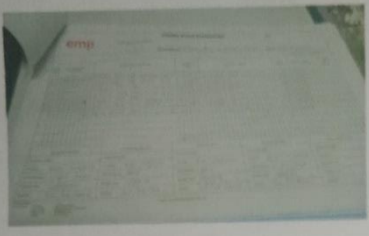


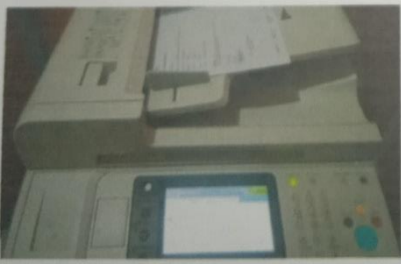
4		Making daily car checklist
5		Writing (Tar radio room).
6		Archive (Daily record) into a folder

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 26 March 2024

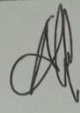
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making (SSR)		
5	Writing (Tar radio room).		
6	Archive (Daily record) into a folder.		
7	Scan the letter.		

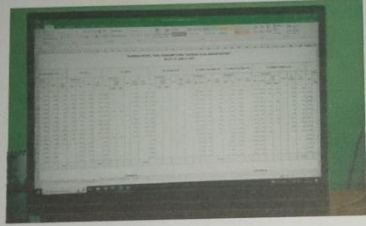
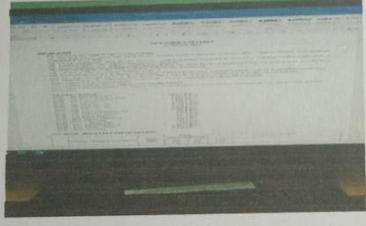
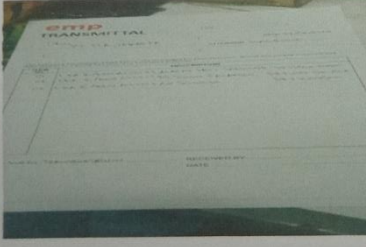
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

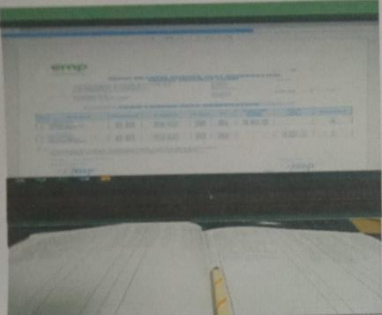
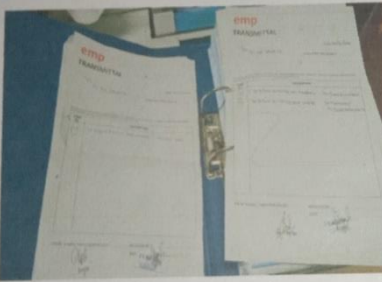
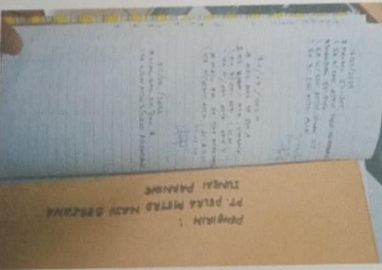
4		Making (SSR)
5		Writing (Tar radio room).
6		Archive (Daily record) into a folder.
7		Scan the letter

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 27 March 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Archive (Transmittal) into a folder.		
6	Scan the letter.		
7	Writing letter receipt book		



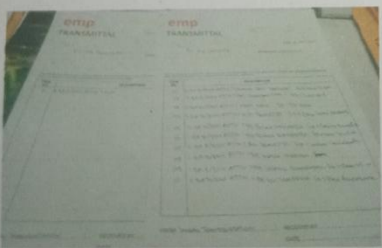
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).


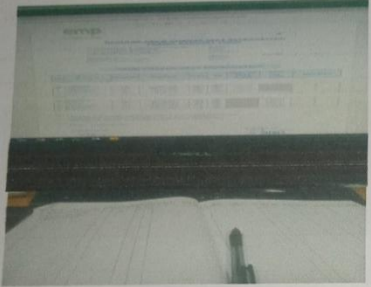

4		Writing (Tar radio room).
5		Archive (Transmittal) into a folder.
6		Writing letter receipt book

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 01 April 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making daily car checklist.		
5	Writing (Tar radio room).		
6	Creating addresses for mailing envelopes.		



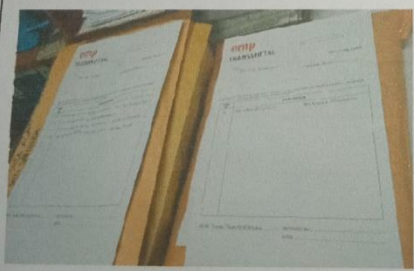
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

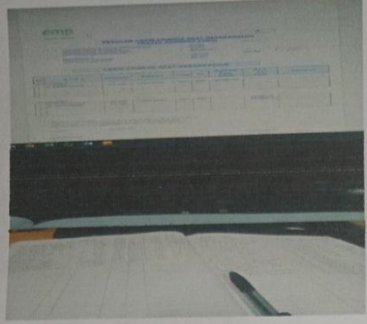
4		Making daily car checklist.
5		Writing (Tar radio room).
6		Creating addresses for mailing envelopes

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 02 April 2024

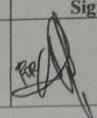
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		



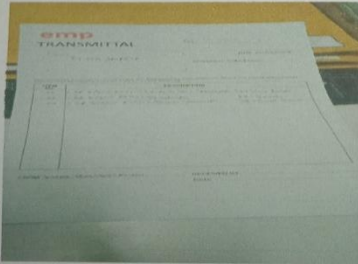
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

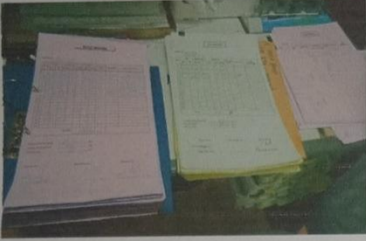
4		Writing (Tar radio room).
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**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 03 April 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Archive (Daily record) into a folder.		


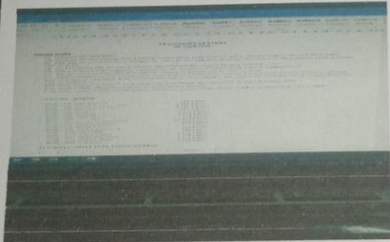
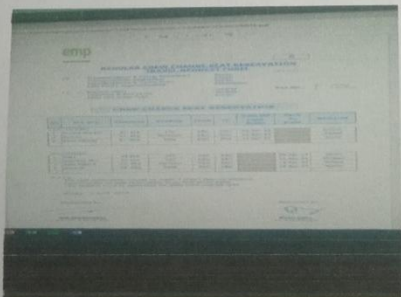
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

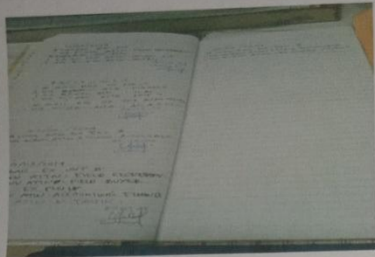
4		Archive (Daily record) into a folder
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**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 04 April 2024

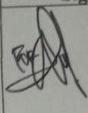
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Writing (Tar radio room).		
4	Letter receipt book		


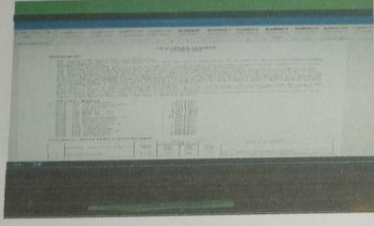
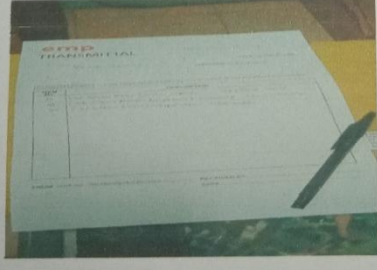
No	Shop Drawing	Description
1		Makin (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

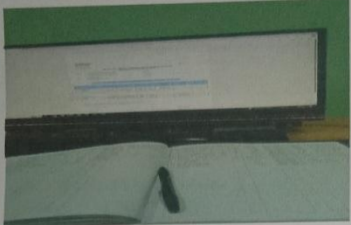
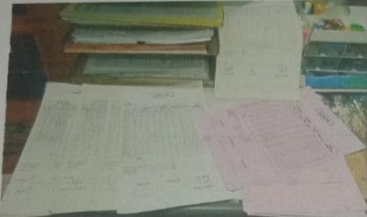
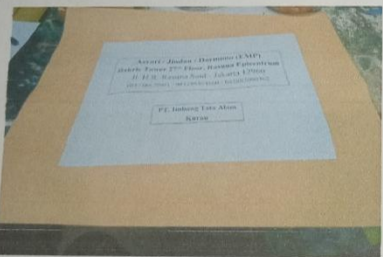
4		Letter receipt book
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**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 16 April 2024

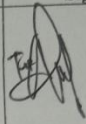
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Archive (Daily record) into a folder		
6	Creating addresses for mailing envelopes		


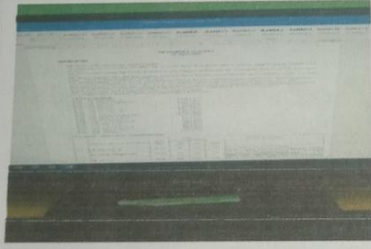
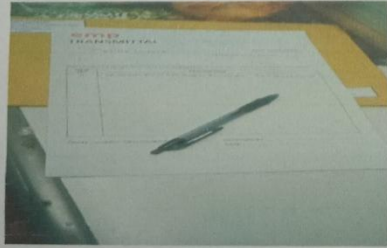
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).



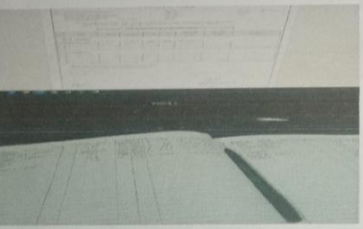

4		Writing (Tar radio room).
5		Archive (Daily record) into a folder
6		Creating addresses for mailing envelopes

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 17 April 2024

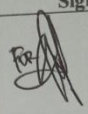
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making (Transport program).		
5	Making daily car checklist.		
6	Writing (Tar radio room).		
7	Creating addresses for mailing envelopes		

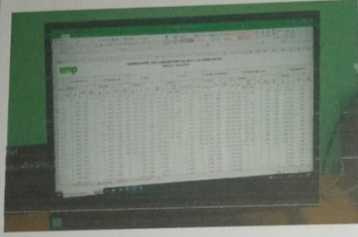
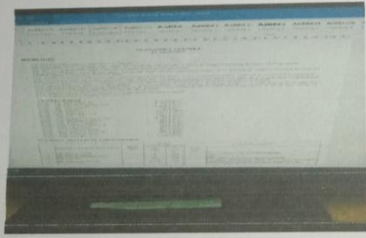

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

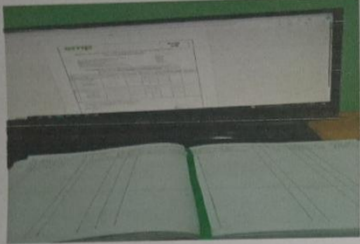
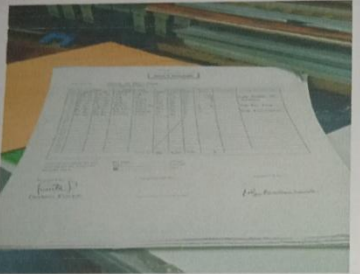
4		Making (Transport program).
5		Making daily car checklist.
6		Writing (Tar radio room).
7		Creating addresses for mailing envelopes

DAILY ACTIVITIES PRACTICAL WORK (KP)

Day : Thursday
Date : 18 April 2024

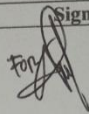
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (SSR).		
4	Writing (Tar radio room).		
5	Arcive (Daily record) into a folder.		

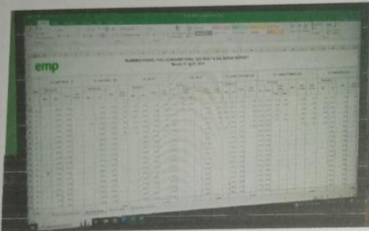

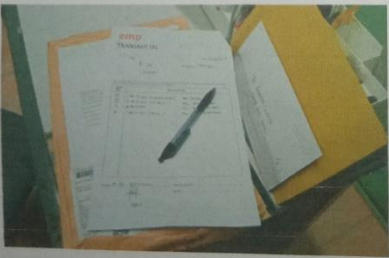
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making Stores Stock Requisition (SSR).

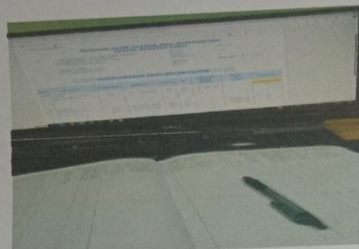
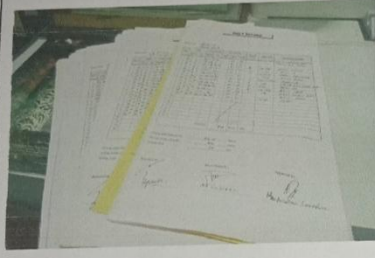
4		Writing (Tar radio room).
5		Archive (Daily record) into a folder

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Friday
Date : 19 April 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Arcive (Daily record) into a folder.		



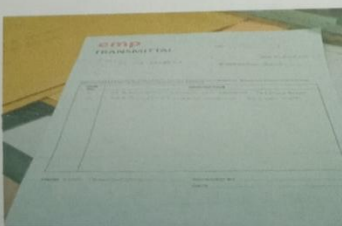
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).


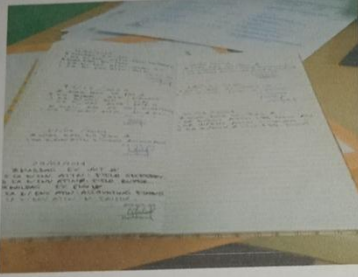
4		Writing (Tar radio room).
5		Arcive (Daily record) into a folder

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday
Date : 22 April 2024

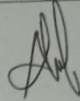
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Writing (Tar radio room).		
5	Letter receipt book		

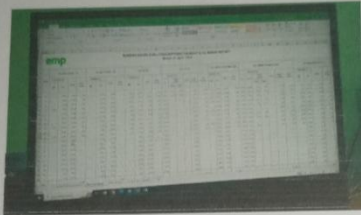
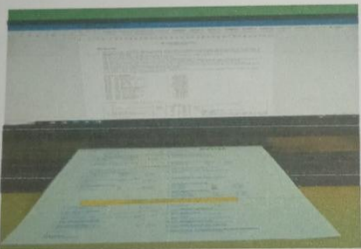
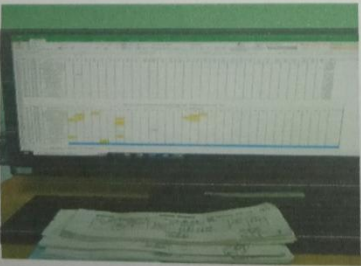
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

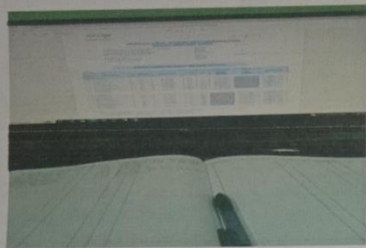
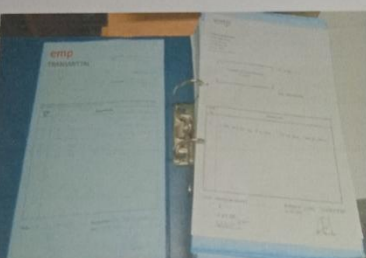
4		Writing (Tar radio room).
5		Letter receipt book

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 23 April 2024

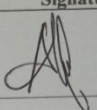
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making daily car checklist		
4	Writing (Tar radio room).		
5	Archive (Transmittal) into a folder.		


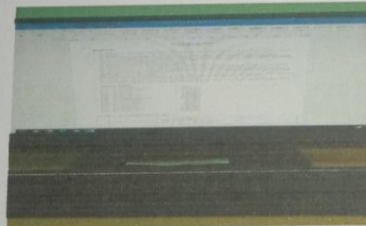
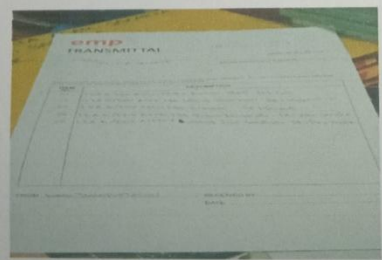
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making daily car checklist

4		Writing (Tar radio room).
5		Archive (Transmittal) into a folder

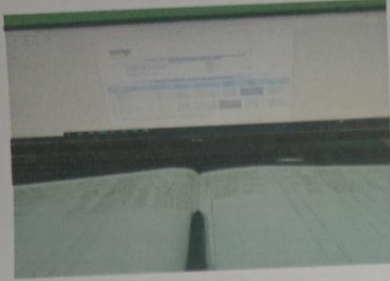
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday
Date : 24 April 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal)		
4	Writing (Tar radio room).		

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal)

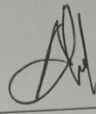
4

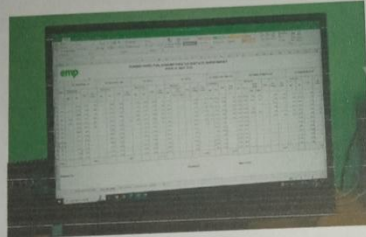
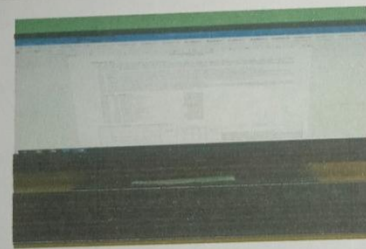
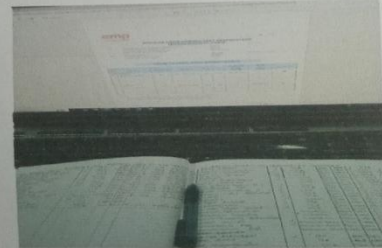




Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday
Date : 25 April 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Writing (Tar radio room).		
4	Stempel/cap (Vessel daily report).		
5	Archive (Vessel daily report) into a folder.		

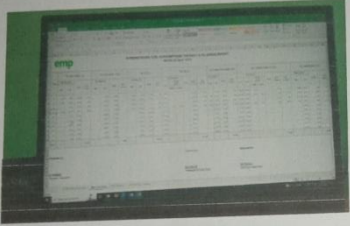
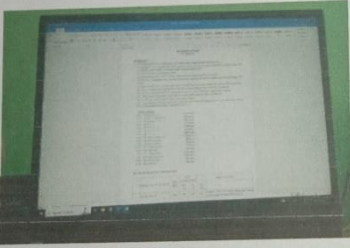
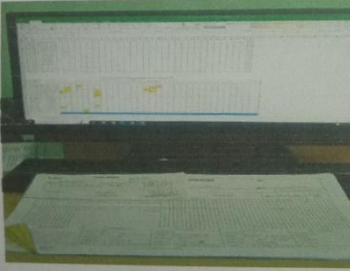
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

4		Stempel/cap (Vessel daily report).
5		Archive (Vessel daily report) into a folder

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

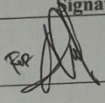
Day : Friday
Date : 26 April 2024

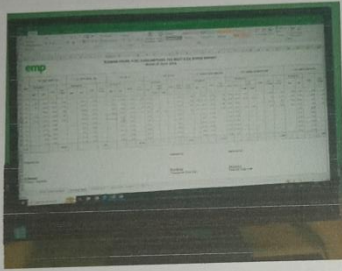
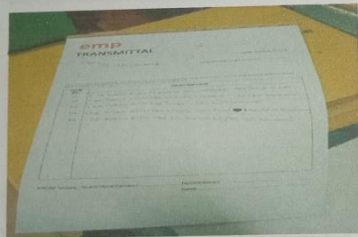
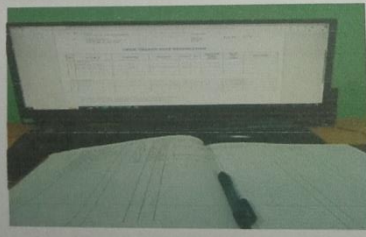
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making daily car checklist		

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making daily car checklist

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

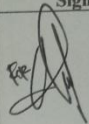
Day : Monday
Date : 29 April 2024

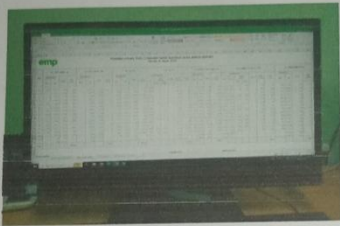
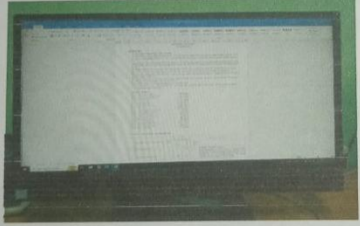
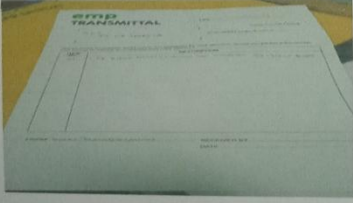
No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Transmittal).		
3	Writing (Tar radio room).		

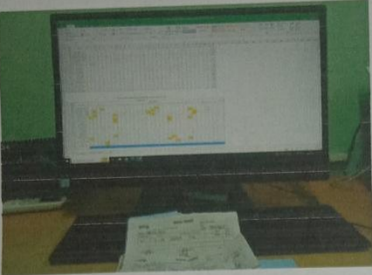
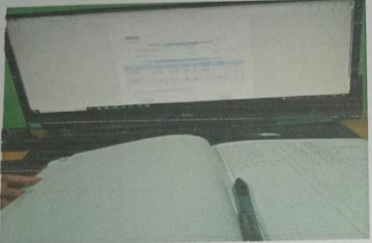

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Transmittal).
3		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday
Date : 30 April 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Making daily car checklist		
5	Writing (Tar radio room).		
6	Stempel/cap letter		


No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).


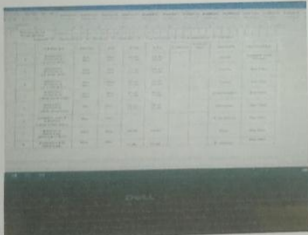
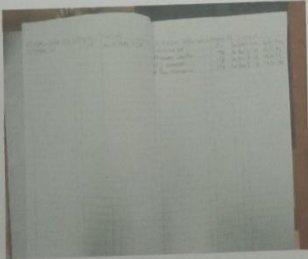
4		Making daily car checklist
5		Writing (Tar radio room).
6		Stempel/cap letter

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday

Date : 06 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Writing (Tar radio room).		

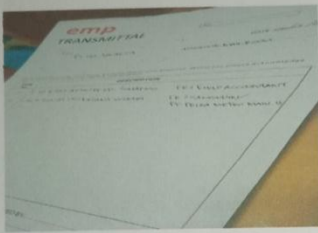


No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday

Date : 07 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Transmittal).	Al Hamdani	
2	Archive (Vessel daily report) into a folder.		
3	Deliver letters to buyer		

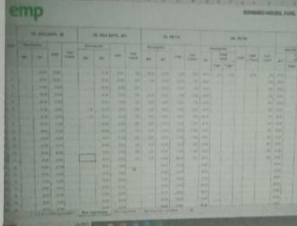
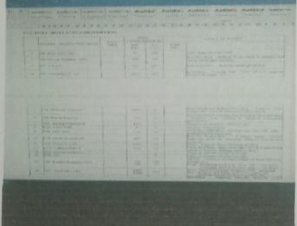

No	Shop Drawing	Description
1		Making (Transmittal).
2		Archive (Vessel daily report) into a folder.
3		Deliver letters to buyer

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday

Date : 08 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Archive (Daily record).		

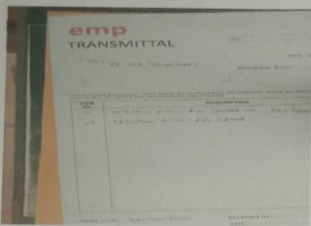
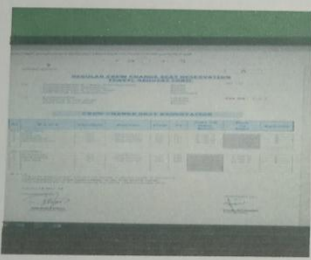

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Archive (Daily record).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday

Date : 14 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Transmittal).	Al Hamdani	
2	Writing (Tar radio room).		
3	Creating addresses for mailing envelopes.		

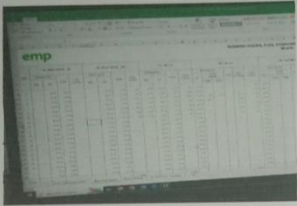
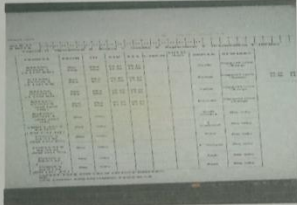

No	Shop Drawing	Description
1		Making (Transmittal).
2		Writing (Tar radio room).
3		Creating addresses for mailing envelopes.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday

Date : 15 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Archive (Daily record) into a folder.		


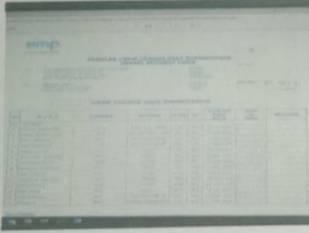

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Archive (Daily record) into a folder.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday

Date : 16 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Writing (Tar radio room).		
3	Creating addresses for mailing envelopes.		


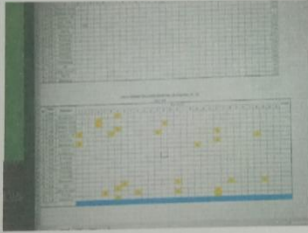
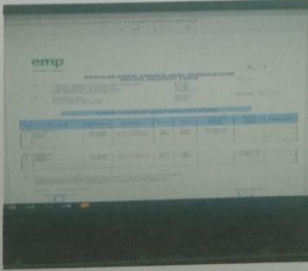
No	Shop Drawing	Description
1		Making (Monthly report).
2		Writing (Tar radio room).
3		Creating addresses for mailing envelopes.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Friday

Date : 17 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Daily report).	Al Hamdani	
2	Making daily car checklist		
3	Writing (Tar raadio room).		

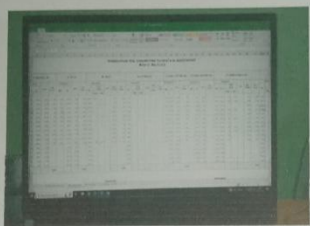

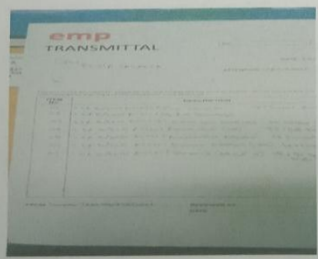
No	Shop Drawing	Description
1		Making (Daily report).
2		Making daily car checklist
3		Writing (Tar raadio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday

Date : 20 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		

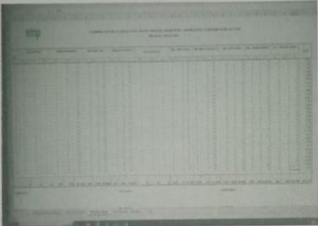


No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday

Date : 21 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Archive (Transmittal) into a folder.		
3	Creating addresses for mailing envelopes.		


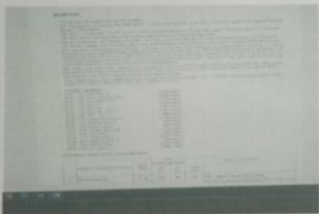

No	Shop Drawing	Description
1		Making (Monthly report).
2		Archive (Transmittal) into a folder.
3		Creating addresses for mailing envelopes.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Wednesday

Date : 22 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Supiah	
2	Making (Daily report).		
3	Making (Transmittal).		


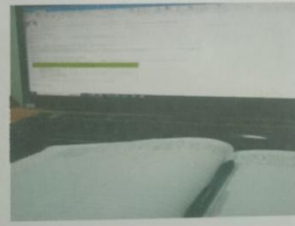
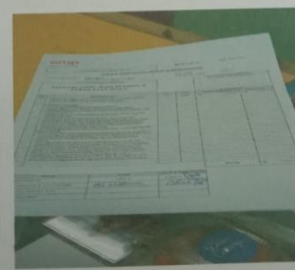
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday

Date : 27 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Transport program).	Al Hamdani	
2	Writing (Tar radio room).		
3	Deliver document to the Main office.		

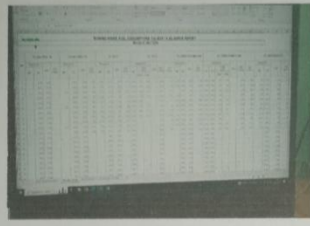
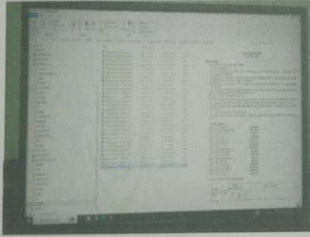

No	Shop Drawing	Description
1		Making (Transport program).
2		Writing (Tar radio room).
3		Deliver document to the Main office.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Tuesday

Date : 28 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Writing (Tar radio room).		


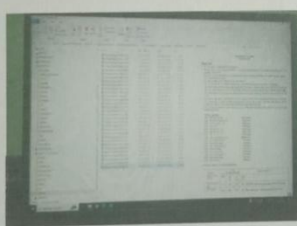
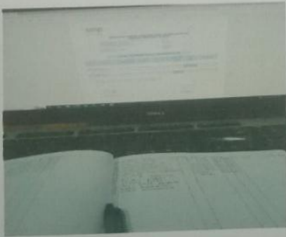
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Wednesday

Date : 29 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Writing (Tar radio room).		


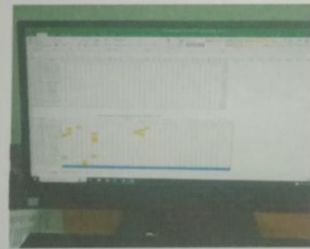
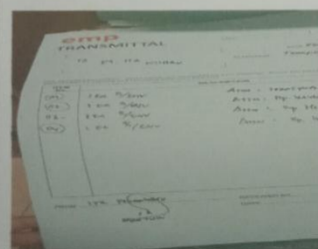
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Writing (Tar radio room).

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Thursday

Date : 30 May 2024


No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making daily car checklist.		
3	Archive (Transmittal) into a folder.		

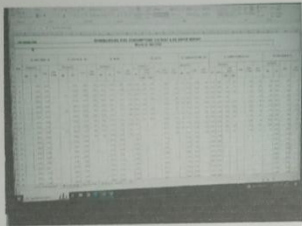
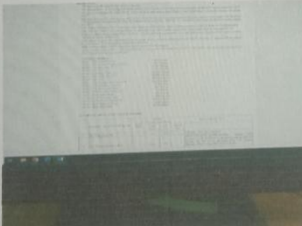
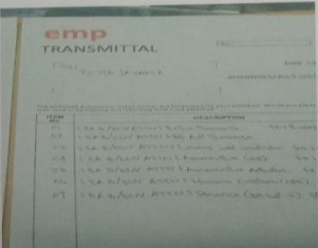
No	Shop Drawing	Description
1		Making (Monthly report).
2		Making daily car checklist.
3		Archive (Transmittal) into a folder.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Friday

Date : 31 May 2024

No	Description Of Activities	Given Duty	Signature
1	Making (Monthly report).	Al Hamdani	
2	Making (Daily report).		
3	Making (Transmittal).		
4	Eating together with (Transport team).		

No	Shop Drawing	Description
1		Making (Monthly report).
2		Making (Daily report).
3		Making (Transmittal).

4



Eating together with (Transport team).