

APPRENTICESHIP REPORT

**PT. INDAH KIAT PULP AND PAPER TBK-PERAWANG
MILL TUALANG WOOD**

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**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
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STATE POLYTECHNIC OF BENGKALIS
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VALIDITY SHEET
APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER TBK - PERAWANG MILL
OPERATION PORT DIVISION

Written as one of the conditions for completing Apprenticeship

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Perawang - Riau, June 28th, 2024

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Perawang Mill



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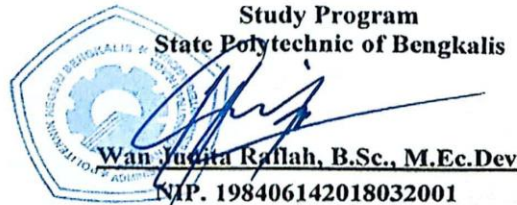
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TABLE OF CONTENT

COVER.....	i
APPRENTICESHIP REPORT.....	ii
ACKNOWLEDGEMENT.....	iii
TABLE OF CONTENT.....	v
LIST OF FIGURES.....	vii
LIST OF TABLES.....	viii
LIST OF APPENDICES.....	ix
CHAPTER I INTRODUCTION	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of Apprenticeship	5
1.3 Significances of the Apprenticeship.....	5
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	7
2.1 Company History	7
2.2 Vision and Mission.....	13
2.3 Kind of Business	14
2.4 Organizational Structure.....	14
2.5 The Working Process	15
2.6 Document Used for Activity	19
CHAPTER III SCOPE OF THE APPRENTICESHIP	22
3.1 Job Description.....	22
3.2 Systematic and Procedures.....	23
3.3 Place of Apprenticeship	34
3.4 Kind and Description of the Activity	34
3.5 Obstacles and Solutions.....	35
CHAPTER IV RESULT AND DISCUSSION	
4.1 Conclusion.....	36
4.2 Suggestion	37
REFERENCES	39

LIST OF FIGURE

Figure 2.1 PT Indah Kiat Pulp & Paper Tbk - Perawang Mill	7
Figure 2.2 The organization structure of Port Operation Unit	15
Figure 2.4 Employee and Contractor Coaching and Penalty Forms	19
Figure 2.5 Fire Extinguisher Inspection Letter.....	25
Figure 3.1 Occupational Health and Safety Training for new contractors of PT. Mitra Hijau Lestari.....	27
Figure 3.2 Activity of Supervising OHS Training at Sofia.COM Institution.....	35

LIST OF TABLE

Tabel 3.1 Check daily, weekly and monthly briefing reports for Port Operation Unit partners.....	24
Tabel 3.2 Coordinate risk assessment activities for all activities included in the Company's operations	25
Tabel 3.3 Provide training on Risk Assessment to the team that has been formed by the relevant Work Unit	26
Tabel 3.4 Filing of document reports.	27
Tabel 3.5 Responsible for managing the Operation Port Unit meeting room	28
Tabel 3.6 Make an inspection report	29
Tabel 3.7 HIARO socialization	30
Tabel 3.8 Check the condition of light fire extinguishers	31
Tabel 3.9 Provide PPE.....	32
Tabel 3.10 Making safety signs.....	33
Table 3.11 The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill.....	34

LIST OF APPENDIXS

Appendix 1: Apprenticeship Acceptance Letter.....	40
Appendix 2: Apprenticeship Statement Letter	41
Appendix 3: Company Appraisal Sheet	42
Appendix 4: Certificate	43
Appendix 5: Daily Activity	44
Appendix 6: Figure of Apprenticeship	65

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since necepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. State Polytechnic of Bengkalis has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering. Discussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering. D4 International Business Administration and D-4 Public Financial Accounting And until 2021, the State Polytrechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English for Communication.

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Until now, in 2024, State Polytechnic of Bengkalis has eight departments with twenty-one study programs, namely the marine engineering major (D2 welding and fabrication engineering study program, D3 marine engineering, and D4 marine architectural engineering). Department of Mechanical Engineering (D2 Manufacturing Mechanical Engineering, D3 Mechanical Engineering, and D4 Maintenance and Production Mechanical Engineering Study Program). Department of Electrical Engineering (D3 Electrical Engineering Study Program, D4 Electrical Engineering). Department of Civil Engineering (D3 Civil Engineering Study Program, D4 Road and Bridge Design Engineering) Department of Business Administration (D4 Digital Business, D4 International Business Administration,

D4 Public Financial Accounting). Department of Informatics Engineering (D2 Computer Network Administration study program, D3 Informatics Engineering, D4 Information Systems Security, D4 Software Engineering). Language Department (DIII English, D4 English for business and professional communication). Maritime Department (D3 Maritime Study Program, D4 Commercial Shipping Management). The D4 International Business Administration Study Program is led by Mrs. Wan Junita Raflah, B.Sc., M.Ec., Dev, which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work. The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months.

State Polytechnic of Bengkalis has collaborated with various agencies and companies in Indonesia and abroad. Based on this, as a student of the International Business Administration Study Program, I am required to carry out practical work

activities for a minimum of four months. I want to take advantage of this opportunity to apply the theoretical knowledge and concepts I have learned during my studies to real-world work situations.

I come from the International Business Administration Study Program and will carry out an internship at PT. Indah Kiat as an HSE (Health, Safety, and Environment) Officer in the Port Operations division. My choice for an internship at PT. Indah Kiat is based on several important considerations. PT. Indah Kiat is a well-known subsidiary of Sinarmas, one of the largest conglomerates in Indonesia, which has a good reputation in the pulp and paper industry. Choosing PT. Indah Kiat as an internship provides the opportunity to learn and work in a professional and reputable company environment. With diverse operations and sophisticated management, the company offers practitioners a rich and valuable experience.

As HSE Officer in Port Operations, I will be responsible for ensuring health, safety, and an optimal work environment. This position is very relevant to my studies in the field of International Business Administration, where risk management is an important aspect. In a complex industry such as port operations, risk management includes not only physical safety but also operational risk management and compliance with international regulations.

The International Business Administration Study Program emphasizes the importance of risk management in global business. By interning in the HSE Officer position, I can apply the risk management theories and concepts I have learned in a real context. Apart from that, this experience will enrich my understanding of how large companies like PT. Indah Kiat manage risk in high-risk operational environments while ensuring compliance with strict safety and environmental standards. This internship is expected to make a significant contribution in developing my skills in the field of risk management as well as increasing my competitiveness in the global job market.

I am very enthusiastic about this opportunity because PT. Indah Kiat is one of the leading companies in the pulp and paper industry with a good reputation for innovation and sustainability. I hope to learn a lot from the experienced professionals in this company, especially in the field of port operations, which is an

important aspect in the company's supply chain. Therefore, I chose PT. Indah Kiat as my practical work place. I will carry out this internship from February 5, 2024, to June 30, 2024.

1.2 Purpose of Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. Find out the job descriptions during practical work in Port Operation Unit.
2. Find out the documents and files produced during in Port Operation Unit.
3. Find out the practical workplace systems and procedures in Port Operation Unit.

1.3 Significances of the Apprenticeship

The apprenticeship carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Student

There are several benefits from the implementation of apprenticeship programs obtained by students, namely as follows:

- a. Students have the opportunity to apply theoretical knowledge and concepts obtained during lectures in the real world of work.
- b. Students can develop work relationships and gain experience their resume.
- c. Students gain practical experience in applying the critical/conceptual knowledge according to the study program.
- d. Students have the opportunity to be able to analyze problems related to the knowledge applied in work according to the study program.

2. For Companies

The benefits of implementing apprenticeship programs are also obtained by companies/institutions that accept apprenticeship students, such as:

- a. There is a collaboration between the world of education and the world

of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

- b. The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- c. The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

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

- a. There is good cooperation/relationship between the campus and the company where students do apprenticeship.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status. PT. IKPP (Indah Kiat Pulp & Paper) Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas - Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.



Figure 2.1 PT Indah Kiat Pulp & Paper Tbk - Perawang Mill
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

PT. Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jl. Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

PT. Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jannto (Yap Sui Kei). At that time he led the Blessing Group. In 1975, the Blessing Group, which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan, and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tangerang, West Java, and pulp mills in Central Java, Jambi, Riau, and seven other areas.

In 1976 it took care of permits for land acquisition, and arrangements for investment permits with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established with notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine process, technology, and production capacity. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane River.

A year later a trial production was carried out at the factory with satisfactory results. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to making the logo and motto: "Participate in building the country, educating the nation and preserving the environment".

Then the following year a second survey was carried out in Jambi and Riau Provinces ten times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data for 1975. In particular, the factory

location was in accordance with the source of raw materials, transportation and so on, a follow-up study was carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, was carried out land acquisition and licensing.

In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat Pulp & Paper Tbk - Perawang includes harvesting and logging, maintenance, and protection as well as sales of the following:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession with the aim of utilizing timber (Logs) for sale with the principles and principles of sustainable sustainability.
2. HTI (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area that will be converted to another within a maximum period of one year.

Timber utilization permit is the right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later the physical construction of the phase I factory began in Riau Province. Simultaneously a loading and unloading facility was built, in the form of a special port where oceanic ships with a deadweight of more than 6,000 tons can dock, which is approximately 1.5 km from the factory location on the banks of the river Siak.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mill's Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to:

1. Raised two adopted children in Perawang, namely convection, and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate.
4. Received an award from the Minister of Women's Role as the best Nakerwan.
5. Development Company in Riau.
6. Publish a tips info magazine.
7. Established YPPI Kindergarten and Elementary Schools.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp mill (Bleached Kraft Pulp) was 75,000 per year, so the need for pulp for the paper mill in Tangerang did not need to be imported again, but is fulfilled by the supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year also began the construction of phase II Industrial Plantation Forest (HTI).

This year PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, and production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Mighty Knight the Great: 67%.
2. Chung Hwa Pulp Corp: 23%.
3. Yuen Fong Paper Manufacturing: 10 % .

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year also Pulp

production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory.

In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of the paper mill I was marked by the inauguration of the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

1. PT. Puri Nusa Eka Persada: 58.23%
2. Cung Hwa Pulp Corp: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Community: 13.09%

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991 which was marked by the inauguration of the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT. Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

1. PT. Puri Nusa Eka Persada: 54.39%
2. Cung Hwa Pulp Corporation: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Society: 16.93%

And the preparation process for the implementation of the foster father-adopted child program was carried out, which was a linkage program for the large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of phase II of the pulp mill began. The inauguration of adopted children is carried out regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing

convection, metal casting, traditional Siak weaving, metal stamps, and others.

And a year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1,300 tons per day where production trials were carried out at the end of the year. Besides that, PT. Indah Kiat Pulp & Paper also helped the government by accepting apprentices from Timor-Leste as many as 20 people based on the Department of Manpower Program. In 1994 the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high-quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of a phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the Republic of Indonesia and received an ISO 14001 certificate. At that time the company accepted 5 workers from East Timor. In 1998 the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started. PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry in the form of Forest Logging Rights (HPH) Groups:

1. PT. Arara Abadi, concession area +/- 265,000 Ha.
2. PT. Wira Karya Sakti, concession area +/- 220,000 Ha.
3. PT Mapala Rabda, concession area +/- 155,000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, concession area +/- 51,000 Ha.
5. PT. Murini Timber, concession area +/- 116,000 Ha

Broadly speaking, initially, PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that, the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat main business activities are in the cultural paper industry, pulp, and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photocopying paper, industrial paper such as packaging

paper which includes containerboard (liner board and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard, and colored paper.

The products made by this company not only meet the domestic market but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, the Middle East, Africa, Europe, and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out its respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

The vision of PT. Indah Kiat Pulp & Paper Tbk is to become the producer of pulp number one paper in the world with international standards in the 21st century, which is dedicated to providing the best for customers, shareholders, employees, and society.

2. Mission

One of the missions of PT. Indah Kiat Pulp & Paper Tbk as follows:

- a. Increase world market share.
- b. Using the latest technology in new product development and increasing factory efficiency.
- c. Improving human resources through training.
- d. Realizing a sustainable business commitment in all operational activities.

2.3 Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry of Pulp and Paper. The main business activities of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes. Container board (line board and corrugating medium, corrugated shipping, containers (Convection from containerboard), boxboards, food packaging, colored paper, and related chemical by products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of each company and also on the goals to be achieved. This is because the organizational form of a company from other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the company's main objectives that have been previously set can be achieved properly.

The organizational structure of Port Operation Unit at PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions of the functions, obligations, and responsibilities of each section in each field. The organizational structure of Port Operation at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. Below as follows:

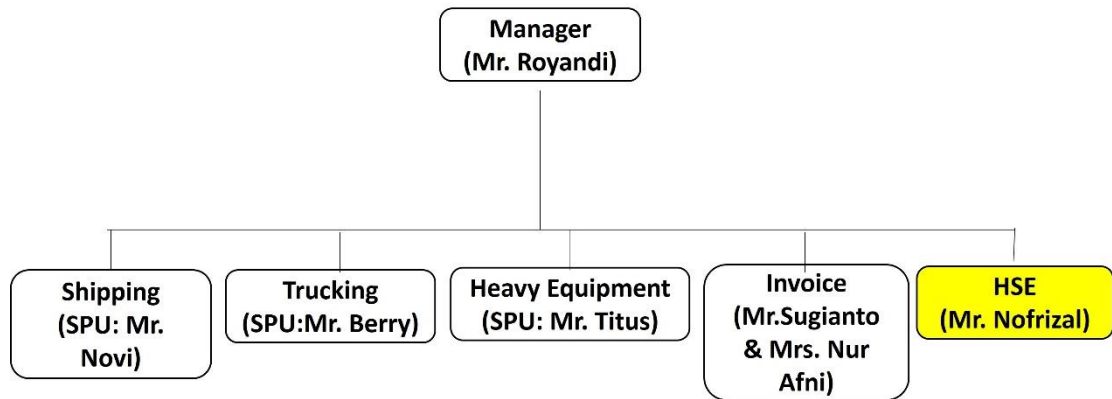


Figure 2.2 The organization structure of Port Operation Unit
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

As an HSE (Health, Safety, and Environment) Officer at the Port Operation of PT. Indah Kiat Pulp and Paper, your primary responsibility is to ensure the health, safety, and environmental standards are met and maintained. The role involves various tasks and responsibilities that contribute to the overall safety and efficiency of port operations. This document provides a detailed explanation of the working process, highlighting key areas of focus, procedures, and responsibilities. The Working Process of an HSE Officer at Port Operation:

1. Risk Assessment and Management

One of the primary tasks of an HSE Officer is to conduct thorough risk assessments to identify potential hazards within the port operations. This involves:

a. Identifying Hazards

Recognizing situations, processes, or materials that could cause harm.

b. Evaluating Risks

Determining the likelihood and severity of harm occurring from

identified hazards.

c. Implementing Control Measures

Establishing procedures to eliminate or mitigate risks, such as safety protocols, protective equipment, and training programs.

d. Monitoring and Reviewing

Continuously monitoring the effectiveness of control measures and making adjustments as necessary.

2. Compliance and Regulatory Requirements

Ensuring compliance with local, national, and international health, safety, and environmental regulations is critical. This includes:

a. Understanding Regulations

Staying updated with relevant HSE regulations and standards applicable to port operations.

b. Implementing Procedures

Developing and implementing procedures that comply with these regulations.

c. Conducting Audits

Performing regular audits to ensure adherence to established procedures and regulations.

d. Reporting

Preparing reports on compliance status and incidents to regulatory bodies as required.

3. Incident Management and Investigation

In the event of an incident, the HSE Officer plays a crucial role in managing the situation and investigating the cause. This process includes:

a. Immediate Response

Providing immediate assistance and coordinating with emergency response teams to manage the incident.

b. Incident Investigation

Conducting a detailed investigation to determine the root cause of the incident.

- c. Reporting
Documenting the incident and findings in a comprehensive report.
 - d. Corrective Actions
Implementing corrective actions to prevent recurrence and improving safety measures.
- 4. Training and Awareness Programs
Promoting a culture of safety and environmental responsibility among employees is essential. This involves:
 - a. Developing Training Programs
Creating and delivering training sessions on various HSE topics, such as hazard identification, emergency response, and safe work practices.
 - b. Conducting Workshops
Organizing workshops and seminars to enhance employees' knowledge and awareness of HSE issues.
 - c. Monitoring Competency
Assessing the effectiveness of training programs and ensuring employees understand and adhere to safety protocols.
- 5. Emergency Preparedness and Response
Being prepared for emergencies is a key aspect of the HSE Officer's role. This includes:
 - a. Emergency Planning
Developing and maintaining emergency response plans for various scenarios, such as fires, spills, and natural disasters.
 - b. Drills and Simulations
Conducting regular drills and simulations to test the effectiveness of emergency plans.
 - c. Coordination
Coordinating with local emergency services and other relevant agencies to ensure a prompt and effective response to emergencies.
- 6. Environmental Management
Ensuring that port operations have minimal impact on the environment is

another critical responsibility. This involves:

- a. Environmental Monitoring
Regularly monitoring environmental parameters, such as air and water quality, to ensure compliance with environmental standards.
- b. Waste Management
Implementing effective waste management practices to reduce, reuse, and recycle waste materials.
- c. Sustainability Initiatives
Promoting and implementing sustainability initiatives to minimize the environmental footprint of port operations.

7. Reporting and Documentation

Maintaining accurate records and documentation is essential for transparency and continuous improvement. This includes:

- a. Daily Logs
Keeping daily logs of safety inspections, incidents, and corrective actions taken.
- b. Monthly and Annual Reports
Preparing detailed monthly and annual reports on HSE performance, highlighting achievements, challenges, and areas for improvement.
- c. Documentation Management
Ensuring all HSE-related documents are up-to-date, easily accessible, and properly filed.

2.6 Document Used for Activity

In the implementation of Apprenticeship, there are several documents needed to complete the work given. The documents are as follows:

1. Training and fine forms for employees and contractors.

Indan Kiat
pulp and paper products
LGD DIVISION
PORT OPERATION UNIT

**FORM PEMBINAAN & PENALTY
KARYAWAN DAN KONTRAKTOR**

REVISI 02

PEMBINAAN DIBERIKAN KEPADA
 KARYAWAN
 KONTRAKTOR

TANGGAL PELAKSANAAN PEMBINAAN: 7/3/2024 TEMPAT: KANTOR OP.

JENIS KASUS:
 KERUSAKAN PULP (KE)
 KERUSAKAN CONTAINER (KE)
 KERUSAKAN PAPER (KE)
 KERUSAKAN SPARE PART (KE)
 KERUSAKAN ALAT (KE)
 DLL
 TIDAK DARI SPARE PART

PEMBINAAN DIBERIKAN KEPADA
 NAMA: SULIATWAN
 NIK/SAP: 17040370
 JABATAN: SAPIR
 SEKSI / KONTRAKTOR: PT. SBP

HAL INI BERTUJUAN UNTUK MENINGKATKAN KESADARAN, KETELITIAN DAN KEHATI-HATIAN DALAM MELAKUKAN KEGIATAN ATAU RUTINITAS PEKERJAAN UNTUK UPAYA MENCEGAH KEJADIAN YANG SERUPA, APABILA KEJADIAN YANG SERUPA TERJADI LAGI MAKA YANG BERSANGKUTAN DIPROSES KE I/R. MATERI PEMBINAAN YANG DIBERIKAN:

- Setiap pekerja wajib memakai safety jacket setiap memasuki Area Kerja
 - jika masuk Trubus penaty & gaudkan.

TANGGAPAN DARI PERSONIL YANG DIBERIKAN PEMBINAAN (DIISI OLEH YANG BERSANGKUTAN)
 Saya bersedia mengikuti peraturan yg berlaku di PT. KPP
 Saya tidak akan melanggar peraturan yg sama di a fds
 jika saya melanggar saya bersedia menerima sanksi yg di berikan

SANKSI BAGI KARYAWAN:
 PROSES TINGKAT SEKSI PROSES KE I/R CHANGE OPERATOR DLL

SANKSI BAGI KONTRAKTOR:
 DENDA KONTRAKTOR PENILAIAN KINERJA BULANAN DIBERIKAN D BLACK LIST OPERATOR DLL SP 2

KA (WA) UNIT: [Signature] 7/3/24
 PEMBINA/SHIFT LEADER: [Signature] 7/3/24
 YANG DIBERIKAN PEMBINAAN: [Signature] 7/3/2024

Figure 2.4 Employee and Contractor Coaching and Penalty Forms

Source: Processed Data 2024

Employee and contractor coaching and penalty forms are important tools that companies use to manage performance and regulatory compliance. Coaching forms aim to provide constructive feedback, identify areas of improvement, and develop development plans for employees and contractors, including details such as identity, coaching goals, performance

letter also includes a note on any necessary repair or replacement actions and the signature of the officer who conducted the inspection. The purpose of the fire extinguisher inspection letter is to ensure that all fire extinguishers are in a ready-to-use condition, in order to improve safety and minimize the risk of fire in the workplace or public facilities.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The practical work program is carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill for approximately six months starting from 05 February 2024 to 28 July 2024. During the apprenticeship process, I was placed in the port operation unit and held duties as an HSE officer (Health, Security, and Environmental) in the Port Operation Unit. There are several tasks during the internship at the Port Operation Unit, PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as follows:

1. Check daily, weekly and monthly briefing reports for Port Operation Unit partners.
2. Coordinate risk assessment activities for all activities included in the Company's operations.
3. Provide training on Risk Assessment the team that has been formed by the relevant Work Unit.
4. Filing of document reports.
5. Responsible for managing the Operation Port Unit meeting room.
6. Make an inspection report.
7. HIARO socialization (Hazard Identification, Assessment, and Risk Outline) Socialization for Port Operation Units.
8. Check the condition of light fire extinguishers every month on the 6th/month.
9. Provide Personal Protective Equipment (PPE) and make labels.
10. Making safety signs.

3.2 Systematic and Procedures

3.2.1 The Working System

Companies need a system to support company activities. In other words, a system is a series of procedures that are interrelated and together form a function that aims to achieve company goals.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is a system that is processed online and offline/manually. PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is a company operating in the industrial paper and pulp sector whose main raw materials are acacia wood and eucalyptus, which are produced by PT Arara Abadi in HTI (Industrial Plantation Forest), which is located not only in one area but spread across several areas of Riau Province.

Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java, and Banten Province, especially the Serang area. So that these separate areas can be connected to each other in their operational activities and in terms of data transmission, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special company application based on the internet LAN (Local Area Network), namely the Portal Application APP. Like online media, namely using email and Microsoft Teams. This can be seen from inputting and processing data using WPS Office.

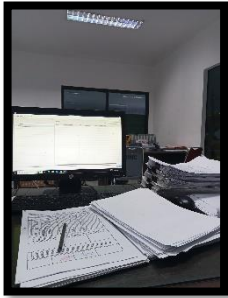
3.2.2 The Working Procedure

In carrying out work as a HSE Officer who manages partner employees who work around the Port Operation Unit. The Port Operation partner companies are: PT. Sarana Baja Perkasa, PT. Mitra Selaksa Lumbung, PT. Semesta Alam Kencana, PT. Siscanella James Kencana, PT. Temas Depot.

1. Check daily, weekly and monthly briefing reports for Port Operation Unit partners.

Reviewing daily, weekly and monthly briefing reports for Port Operations Unit partners is an important process that ensures effective communication, coordination and safety in the port area. Each daily briefing report includes the latest operational updates, identification of potential risks and work assignments for the day. The weekly report summarizes the week’s activities, evaluates operational performance and identifies recurring trends or issues and plans corrective actions if necessary. The monthly report, on the other hand, provides an in-depth analysis of the month’s operations, including achievement of objectives, key issues encountered and strategic planning for the following month.

Tabel 3.1 Check daily, weekly and monthly briefing reports for Port Operation Unit partners



No.	Check Briefing Report	Device	Output	Place
1	<p>The vendor from Port Operation submits the briefing report to the HSE Officer.</p> <p>↓</p> <p>Check briefing report.</p> <p>↓</p> <p>If the report is complete, it is approved and signed.</p> <p>↓</p> <p>If the report is incomplete, the report is rejected and the vendor is given a fine.</p>	Manual Document		Port Operation Office

Source: Processed Data 2024

2. Coordinate risk assessment activities for all activities included in the Company's operations.

Coordinating risk assessment activities for all activities involved in a company's operations is a crucial process that aims to identify, evaluate, and manage risks that may arise in various aspects of operations. This task involves preparing and conducting a comprehensive risk assessment that covers all activities, from the production process to distribution and customer service. This coordination includes collecting data on potential risks, analyzing the impact of risks on operations, and developing mitigation strategies to reduce the likelihood and impact of these risks




Table 3.2 Coordinate risk assessment activities for all activities included in the Company's operations

No.	Risk Assessment	Device	Output	Place
2	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Identify opportunities for improvement (OHS Opportunities).</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">identify conditions for improvement opportunities or states of improvement.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">If the report is complete, it is approved and signed.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">If the report is incomplete, the report is rejected and the vendor is given a fine.</div>	Manual Document	 	Port Operation Office

Source: Processed Data 2024

- Provide training on Risk Assessment to the team that has been formed by the relevant Work Unit.

Table 3.3 Provide training on Risk Assessment to the team that has been formed by the relevant Work Unit

No.	Check Briefing Report	Device	Output	Place
3	<p>New contractor workers or contractors who make mistakes must undergo safety induction.</p> <p>HSE officer provides safety induction training.</p> <p>After training, the vendor contractor signs an OHS commitment letter.</p> <p>Then, the contractor submits the driving license and Operator Permission Letter.</p> <p>Checking the illegality of operator permits via the website: teman k3.</p> <p>Vendor contractors whose operator permits are not legal will be subject to sanctions or will be required to make a statement.</p>	<p>Document, Website: https://temank3.kemnaker.go.id/</p>	  	<p>Port Operation Office and Meeting Room</p>

Processed Data 2024

In July 2024, for new Company partners who work together with the Port Operation Unit. Then training was formed on K3 for new contractors, namely from PT. Mitra Hijau Lestari.



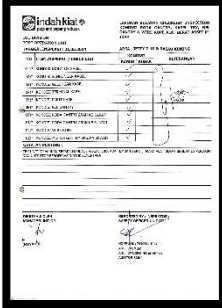

Figure 3.1 Occupational Health and Safety Training for new contractors of PT. Mitra Hijau Lestari

Source: Processed Data 2024

4. Filing of document reports.

This activity involves document archiving, the stages of which are as follows:





Tabel 3.4 Filing of document reports

No.	Filing of document reports	Device	Output	Place
4	<p>The foreman from the partner company submits a report to the Safety</p> <p>↓</p> <p>Checking the completeness of the submitted reports.</p> <p>↓</p> <p>If complete, an audit is carried out and the documents are archived according to the document folder.</p> <p>↓</p> <p>If it is not complete, the report will not be accepted and the work partner will make corrections to the report.</p>	Manual, Portal APP	 	Meeting Room Office

Source: Processed Data 2024

5. Responsible for managing the Operation Port Unit meeting room.

Tabel 3.5 Responsible for managing the Operation Port Unit meeting room

No.	Management in Meeting Room	Device	Output	Place
5	<p>Given responsibility for operating the meeting room.</p> <p>↓</p> <p>Perform cleaning tasks and organize meeting rooms.</p> <p>↓</p> <p>Coordinating meeting rooms such as: making meeting schedules, completing document archives and repainting document archive cabinets, and making labels on document archives.</p>	Room	   	Port Operation Office

Source: Processed Data 2024


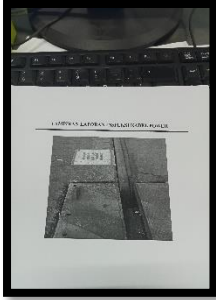
Responsible for managing the Operation Port Unit meeting room means ensuring that the meeting room is always ready for use by maintaining the cleanliness and maintenance of equipment, arranging usage schedules, providing necessary facilities, and ensuring the safety and health of the

room. In addition, it involves managing related documents and coordinating with the team for smooth operations.

6. Make an inspection report

An inspection report is an official document that records the results of an inspection or assessment of an object, location, or process to ensure compliance with certain standards or regulations. This report is usually prepared by an inspector or authorized officer after conducting an inspection.

Tabel 3.6 Make an inspection report

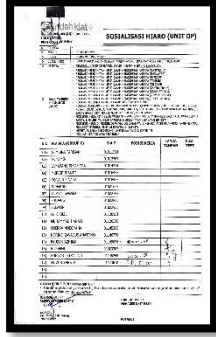
No.	InspektionReport	Device	Output	Place
6	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Field documentation regarding equipment checks.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Create an inspection report to state that the equipment is still suitable for use.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">If there is damage, a report must be submitted for repair.</div>	WPS Office	 	Port Operation Office

7. HIARO socialization (Hazard Identification, Assessment, and Risk Outline) Socialization for Port Operation Units.

HIARO socialization is an important process aimed at increasing awareness and understanding of hazard identification, risk assessment, and risk outlining in the port operational environment. This program includes

training and information for employees and partners on methods for identifying potential hazards in the workplace, assessing the risks associated with those hazards, and developing a comprehensive risk outline.

Tabel 3.7 HIARO socialization

No.	HIARO Socialization	Device	Output	Place
7	<p>Hiaro socialization is carried out at the end of each month</p> <p>↓</p> <p>HSE creates HIARO socialization attendance list format</p> <p>↓</p> <p>Then socialize about the dangers to employees at Port Operations.</p> <p>↓</p> <p>Then socialize about the dangers to employees at Port Operations.</p> <p>↓</p> <p>Employees at Port Operations fill out the HIARO socialization attendance.</p>	Manual Document		Port Operation Office, Shift Office, Workshop.



Source: Processed Data 2024

8. Check the condition of light fire extinguishers every month on the 6th/month.

Checking the condition of portable fire extinguishers every month on the 6th is an important routine action to ensure the readiness and effectiveness of fire extinguishers in dealing with fires. This process involves a thorough inspection of various aspects of the fire extinguisher, such as cylinder pressure, content level, physical condition, and expiration date. In addition,

officers will also check the previous inspection label and ensure that the fire extinguisher is properly placed and easily accessible in an emergency. By conducting this monthly inspection consistently, companies can ensure that all fire extinguishers are in a ready-to-use condition, which is very important for maintaining safety and minimizing the risk of losses due to fire.




Tabel 3.8 Check the condition of light fire extinguishers

No.	Checking Light Fire Extinguishers	Output	Place
8	<div data-bbox="501 698 810 786" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Checking the condition of the equipment in</div> <div style="text-align: center;">↓</div> <div data-bbox="501 837 810 925" style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Perform tool cleaning</div> <div style="text-align: center;">↓</div> <div data-bbox="501 976 810 1104" style="border: 1px solid black; padding: 5px;">Signing the tool catalog that the tool is still suitable for use</div>	 	<ul style="list-style-type: none"> - Port Operation Office - Shift Office - Workshop Bengkel.

Source: Processed Data 2024

9. Provide Personal Protective Equipment (PPE) and make labels. Providing PPE and labeling it is crucial for workplace safety. This involves procuring appropriate equipment like helmets, gloves, and masks, and creating clear labels with usage instructions, hazard warnings, and technical specifications. Proper PPE and informative labels ensure employee protection and effective use, reducing injury risks and enhancing safety.


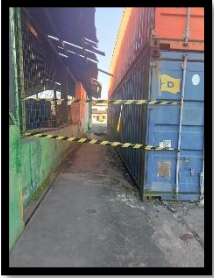
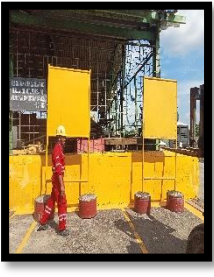

Tabel 3.9 Provide PPE

No.	Provide PPE	Device	Output	Place
9	<p>Submitting PPE needs to the material party of PT. Indah KIat Pulp and Paper.</p> <p>↓</p> <p>After getting approval, pick up PPE at the material warehouse.</p> <p>↓</p> <p>Once taken, the PPE is labeled and handed over to the personnel who need it.</p>	Manual Document	  	Port Operation Office, Material Workshop.

Source: Processed Data 2024

10. Making safety signs.

Tabel 3.10 Making safety signs

No.	Making Safety Signs	Device	Output	Place
10	<p>Determine locations that require safety signs</p> <p>↓</p> <p>Then, prepare the materials needed to make safety signs.</p> <p>↓</p> <p>Make safety signs such as: assembling points, ambulance stations, dock embankments, dock yellow lines, daily labels, stop line containers and safety lines.</p> <p>↓</p> <p>Documenting the work</p>	Manual Document	   	Port Operation Office, Material Workshop, Jetty 1-4, Jetty 5-6, Jetty 7-10.

Source: Processed Data 2024

3.3 Place of Apprenticeship

Job Training activities carried out at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill Factory located on Jl. Raya Minas Perawang KM. 26, Pinang Sebatang

Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work, the author was placed in the Port Operation as HSE officer. The following are company provisions regarding the schedule or time for carrying out practical work as

follows:

Table 3.11. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No.	Day	Working Hours	Break
1	Monday to Thursday	07.00 – 17.00 WIB	11.00 – 13.00 WIB
2	Friday	07.00 – 17.00 WIB	11.30 – 13.30 WIB
3.	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mil

3.4 Kind and Description of the Activity

During the internship, the author carried out several routine activities while being placed at Port Operation. At Port Operation, the author was given the task and responsibility to assist employees in their work. Routine activities during the internship were carried out every week for 5 months. An explanation of each routine activity has been attached in attachment 5, namely daily activities. The daily activity attachment explains the routine activities and additional activities outside the job desk that the author participated in during the internship process.

As explained above, in addition to routine activities carried out during the internship, there are also additional activities carried out. These additional activities are activities that are outside the job desk while at Port Operation. Usually, these additional activities are activities held by the company to strengthen working relationships between employees.

The additional activities that the author participated in during the internship at PT Indah Kiat Pulp and Paper are: *Supervising OHS Training at Sofia.COM*

Institution.

Sofia.com is an institution founded by a Safety Officer at Port Operation PT. Indah Kiat and Paper. The institution is located in his home and has the main task of providing training on work safety at heights to contractors. With this training, it is hoped that contractors can understand and apply the right safety procedures when working at heights, so as to reduce the risk of work accidents. This institution is also committed to increasing awareness and knowledge about the importance of work safety in the industrial environment, especially in the context of work involving heights. The training provided covers various aspects, from the use of personal protective equipment (PPE), safe work techniques, to handling emergencies.



Figure 3.2 Activity of Supervising OHS Training at Sofia.COM Institution
Source: Processed Data 2024

3.5 Obstacles and Solutions

3.5.1 Obstacles

There is no change in admin staff, so if there is an urgent need, someone must replace the admin to take care of the materials.

3.5.2 Solutions

Implement a more flexible working hours system for admins so they can manage their time better and still be able to meet urgent needs if needed.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In carrying out internship activities in the Port Operation Unit, the author gained a lot of real knowledge in applying it knowledge gained in lectures, so that it can be utilized optimally in its delivery out Internship. Internships are a means for students to get to know each other the real world of work and getting to know the environment and work conditions that students will face after graduating from college. Based on the Internship report description you can conclude that there are several theories and practices that have been taught during the lectures applied during the Internship period. Theory and internship used are computer applications, document management, professional ethics, filing, risk management, leadership, hazard management etc. The following is a conclusion of the work done to date apprenticeship:

1. In carrying out an internship at PT. Indah Kiat Pulp and Paper, the author is placed in the Poert Operation Division. During the internship, the author has carried out several activities related to the job desk at Port Operations, especially as an HSE Officer, including: Check daily, weekly and monthly briefing reports for Port Operation Unit partners, Coordinate risk assessment activities for all activities included in the Company's operations , Provide training on Risk Assessment the team that has been formed by the relevant Work Unit, Filing of document reports, Responsible for managing the Operation Port Unit meeting room, Make an inspection report, HIARO socialization (Hazard Identification, Assessment, and Risk Outline) Socialization for Port Operation Units, Check the condition of light fire extinguishers every month on the 6th/month, Provide Personal Protective Equipment (PPE) and make labels, Making safety signs.
2. During the internship, the author recorded briefing reports, inspection reports and hazard identification reports at the Port Operation Unit.
3. In carrying out its operational activities to facilitate employees, the Port

Operation Unit has used an internet-based system to facilitate work online, both using applications and manual systems. One of the online systems that has been used is SAP, Portal APP, then the WPS Office office application, email, and Microsoft Teams. While the manual system is the provision of receipt stamps on invoice sheets and others. The work procedures in the Port Operation Unit are structured and orderly. Each employee and admin has their own duties and responsibilities. However, every activity in the Port Operation Unit will go through the previous admin section to be checked, verified, processed and will be forwarded to the manager to request approval and validation.

4.2 Suggestion

After doing Apprenticeship at PT. Indah Kiat Pulp and paper, there are several suggestions, namely:

4.2.1 For Students

1. Looking for information about the company and the correct steps to apply for an internship at the target company.
2. Have sufficient basic knowledge and skills and work diligently to get maximum results.
3. Able to adapt and communicate well with colleagues in the work environment.

4.2.2 For Collage

1. Provide detailed explanations to both students and companies regarding the provisions for implementing internship activities.
2. Providing convenience for administrative matters on campus while students carry out internship activities.
3. Expanding the network of collaboration programs between universities and companies so that more students find it easier to find internships.

4.2.3 For Company

1. It would be better if the company can provide office computers that can be used for interns so that interns can work directly on the computers provided, and can maintain the security of company data.
2. Organize regular check-ins or virtual meetings between the university coordinators and the company's internship supervisors to address any administrative issues promptly and ensure smooth communication
3. Engage in joint research projects, workshops, and seminars with universities to strengthen the relationship and demonstrate the company's commitment to supporting education and student development.

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Working and Employee Cooperative.

Suhendra, S. (2022). PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Accepting Incoming Proposals and Event Organizer.

Andriyani, R. (2022). PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Tualang Wood Working and Employee Cooperative.

Appendix 1: Apprenticeship Acceptance Letter



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

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 4260/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper
Jl. Raya Minas, Perawang, Pinang Sebatang, Kab. Siak, Riau 28685
di Siak

Dengan hormat,


Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Indah Kiat Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 30 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Annisa Zhahara Husni	5404201338	D4 Administrasi Bisnis Internasional
2	Arief Fadilah	5404201314	D4 Administrasi Bisnis Internasional
3	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional
4	Era Dahnia	5404201287	D4 Administrasi Bisnis Internasional
5	Faszrul	5404201335	D4 Administrasi Bisnis Internasional
6	Putri Ratna Sari	5404201308	D4 Administrasi Bisnis Internasional
7	Syirwan Hadi	5404201325	D4 Administrasi Bisnis Internasional
8	Rizki Rahmad	5404201283	D4 Administrasi Bisnis Internasional
9	Siti Aisyah	5404201286	D4 Administrasi Bisnis Internasional
10	Rahmat Sabani	5404201316	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur I


Armada, ST., MT
NIP.197906172014041001

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

Appendix 2: Apprenticeship Statement Letter



SURAT KETERANGAN 051/SKV-PA/IKPP/VI/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama : Riski Rahmad
NIM/NIS : 5404201283
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
Asal Sekolah : Politeknik Negeri Bengkalis
Waktu : 05 Februari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 05 Februari s/d 28 Juni 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 28 Juni 2024
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk. Perawang

Awadi, SE.,ME
Public Affair Head

PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor, JL. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Appendix 3: Company Appraisal Sheet

**EVALUATION RESULTS FROM A JOB TRAINING
COMPANY APRAISAL
PT.INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Name : Riski Rahmad
 NIM : 5404201283
 Study Program : International Business Administration
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Percentage	Score
1.	Discipline	20%	18%
2.	Responsibility	25%	25%
3.	Adjustment/Adaptation	10%	9%
4.	Work result	30%	30%
5.	Behavior in General	15%	15%
	Number of Ratings (1+2+3+4+5)	100%	97%

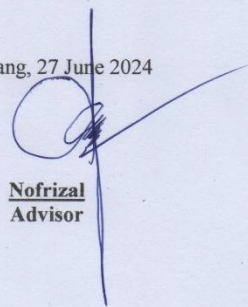
Information :

Score : Criteria
 81 - 100 : Special ✓
 71 - 80 : Very well
 66 - 70 : Good
 61 - 65 : Pretty good
 56 - 60 : Enough

Notes :

.....
Sangat baik. Segera jadi HSE yang baik

Perawang, 27 June 2024



Nofrizal
 Advisor










Appendix 4: Certificate



Appendix 5: Daily Activity

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK










Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 05 - 09 Februari 2024
 Penempatan Unit : Port Operation
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 05 Februari 2024	- Kegiatan Safety Induction oleh Pak wawan - Pembagian Safety Helmet warna kuning untuk PKL - Pembagian lembar monitoring	Kantor HUMAS PT. Indah Kiat Pulp and Paper		
2.	Saasa, 06 Februari 2024	- Penempatan di lokasi Kantor Port operation dan berkenalan diri - Pengecekan racun API (APER) setiap bulan - Melakukan tanda tangan sebagai Pengawas operasional pada lembar pemerik saan alat berat	- Public Relation Office - Kantor Port operation		
3.	Rabu, 07 Februari 2024	- Pemerik saan APER di Kantor Shift dan bengkel alat berat - Pengecekan Lembar daftar Hadir untuk mitra kerja OP	- Kantor Shift - Bengkel alat berat		
4.	Kamis, 08 Februari 2024	Tanggal Merati Isra' mi'raj Nabi Muhammad SAW	-		
5.	Jum'at, 09 Februari 2024	- Training K3 - Pengecekan Lembar daftar Hadir untuk mitra kerja OP - Membantu Pekerjaan Bapak Nofrizal selaku Kepala Unit OP	- Ruang Meeting Unit OP - Kantor Unit OP		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 12-16 Februari 2024
 Penempatan Unit : Operation Port Office
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 12 Februari 2024	<ul style="list-style-type: none"> - Mengunjungi dan mengawasi pekerjaan Container di dermaga 7-10 dan dermaga 4-6 - Meeting training K3 dengan PT. Sarana Baja Perkasa. - Pengambilan APD. - Pengecekan Berkas Laporan Briefing 	<ul style="list-style-type: none"> - Dermaga 4-6 dan dermaga 7-10 - Kantor Meeting OP - Shows Safety dan Gudang Material - OP office 		
2.	Selasa, 13 Februari 2024	<ul style="list-style-type: none"> - Memanajemen dokumen dan pengarsipan. - Melanjutkan tanda tangan di laporan mingguan perusahaan mitra kerja. - Pengecekan Berkas Laporan Briefing 	<ul style="list-style-type: none"> - Ruang Meeting Kantor OP - OP office - OP Office 		
3.	Rabu, 14 Februari 2024	Libur : Tanggal Pemilu 2024	-		
4.	Kamis, 15 Februari 2024	<ul style="list-style-type: none"> - Menginput data "Heavy Equipment Controlling List" - Melanjutkan tanda tangan di laporan mingguan mitra kerja - Pengecekan Berkas laporan briefing. 	- OP office		
5.	Jumat, 16 Februari 2024	<ul style="list-style-type: none"> - Meeting K3 Koordinasi Kerja terkait sinkronisasi SIO operator dengan klm. - Melanjutkan tanda tangan di laporan mingguan mitra kerja - Pengecekan berkas laporan briefing 	OP office		

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PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 19-23 Februari 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 19 Februari 2024	- Training K3 dengan PT. SAK - Pengarsipan dokumen di - Belajar memahami jenis-jenis truk - pengecekan lembar briefing	- Ruang meeting Operation port - Ruang meeting Operation port - Operation port office - OP office		
2.	Selasa, 20 Februari 2024	- Training K3 dengan PT. SJK - Menunjungi dan menyerahkan dokumen - Penginputan data curah hujan - Melanjutkan ttd di laporan mingguan mitra kerja	- Ruang meeting OP - MHE office - OP office		
3.	Rabu, 21 Februari 2024	- Pengecekan berkas laporan briefing mitra kerja - Ttd laporan mingguan - Belajar dan memahami sistem kerja dermaga dan perserakan container - Mengambil life buoy	- OP office - OP office - Jetty 1-4, jetty 5-6, Jetty 7-10 - Workshop Bengkel		
4.	Kamis, 22 Februari 2024	- Belajar menggunakan Application Portal dan APE Logon - Pengecekan berkas laporan briefing mitra kerja - Belajar tentang "List of prospective orders"	OP office		
5.	Jum'at, 23 Februari 2024	- Pengecekan laporan briefing mitra kerja. - Telah menyelesaikan tanda tangan laporan mingguan mitra kerja periode Januari-Februari	OP office		

Catatan
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Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 26 Februari - 01 Maret 2024
 Penempatan Unit : Operation port Unit
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 26 Februari 2024	1. Mengaudit Heavy Equipment Counting List 2. Pembinaan dan pihak PT.TD (ternis Penyusunan container minggu 5 tier) 3. pengecekan Laporan briefing	Operation port Office		
2.	Selasa, 27 Februari 2024	1. pengecekan laporan briefing dan laporan mingguan 2. Dokumentasi kelompok OP dalam lomba perayaan Klati K3	1. Operation port Office 2. Lapangan PT. Atarabadi		
3.	Rabu, 28 Februari 2024	Pengecekan laporan briefing dan laporan mingguan mitra kerja OP (Lanjutan)	Operation port Office		
4.	Kamis, 29 Februari 2024	1. pengecekan laporan briefing mitra kerja OP 2. Membuat safety Line 3. Pembinaan K3 PT. MSL dan PT. SPE tentang Pelanggaran Height rist dan bekerja tanpa permit	1. Operation port Office 2. Bengkel workshop 3. Operation port Office		
5.	Jumat, 01 Maret 2024	1. pengecekan laporan briefing mitra kerja OP 2. Pengarsipan dokumen	1. Operation port Office 2. Meeting Room OP		

Catatan
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MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : Riski Rahmad
 Lembaga Pendidikan : Poltknit Negeri Bengkulu
 Jurusan/Prodi : Administrasi Niaga / D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 04-08 Maret 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 04 Maret 2024	1. Pengecekan Laporan briefing mitra kerja OP 2. Membalut kotak dan label untuk penempatan laporan briefing 3. Belajar menggunakan SAP	Operation Port Office		
2.	Selasa, 05 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengarsipan dokumen 3. Pengecekan Laporan mingguan mitra kerja OP	1. Operation Port Office 2. Meeting Room OP		
3.	Rabu, 06 Maret 2024	1. Audit Heavy Equipment List Contralling 2. Pengecekan Laporan briefing mitra kerja OP dan APAT 3. Training K-3 Driver Trailer PT. SBP	Operation Port Office		
4.	Kamis, 07 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Kelas bersama Pak jasmadi tentang istilah dalam Administrasi Pengapalan 3. Dokumentasi karyawan PT. SBP kena Penalty	1. Operation Port Office 2. Meeting Room OP 3. Operation port Office		
5.	Jumat, 08 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Mengawasi container, (Service Elemen Electrolyte) dari barang ditukr ninggan barang masuk container, tujuan China	1. Operation Port Office 2. Jetty 7-10		

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MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Riski Rahmad
 Lembaga Pendidikan : Paiteknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / 04 Administrasi Bisnis Internasional
 Tanggal Praktek : 11-15 Maret 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur-Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 11 Maret 2024	Cuti, Hari Raya Nyepi	-		
2.	Selasa, 12 Maret 2024	1. Pengecekan Laporan briefing dan laporan mingguan mitra kerja OP 2. Pengarsipan dokumen 3. Mengambil toner	1. Operation Port Office 2. Meeting Room OP 3. Gedung Hjay		
3.	Rabu, 13 Maret 2024	1. Pengecekan laporan briefing dan laporan mingguan (Lanjutan) 2. Pengarsipan dokumen	1. OP office 2. Meeting room OP		
4.	Kamis, 14 Maret 2024	Cuti, sakit	-		
5.	Jumat, 15 Maret 2024	Cuti, sakit	-		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

VK	

PERMOHONAN MENINGGALKAN TEMPAT KERJA PRAKTEK

Dengan hormat,
 Saya yang bertanda tangan di bawah ini :

Nama : Riski Rahmad
 Jenis Kelamin : Laki - laki
 Tempat/Tgl Lahir : Pekanbaru, 23 April 2023
 No Handphone : 081265300392
 Asal Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan : Administrasi Niaga / Administrasi Bisnis Internasional
 Unit Kerja Praktek : Operaton post Divisi : Officer

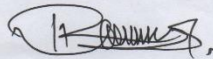
Bermaksud ingin mengajukan permohonan meninggalkan tempat Kerja Praktek Selama2.....
 Hari terhitung sejak Tanggal 14-15 Maret 2024
 Karena Demam

Demikian surat permohonan ini saya ajukan, atas kebijaksanaan Bapak/Ibu saya ucapkan terimakasih.

Disetujui oleh:
 Pembimbing Kerja Praktek



Perawang, 16. Maret2024
 Hormat saya,













Riski Rahmad
 (Nama lengkap dan Tanda Tangan)

Mengetahui,
 Kord. Kerja Praktek Public Relation
 PT. Indah Kiat Pulp and Paper Tbk, Perawang



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
Nama : Risci Rahmat
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 18-22 Maret 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 18 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengecekan Apar (Lanjutan) 3. Sosialisasi/Pembinaan E-3 untuk Peserta PKL	1. Operation Port Office 2. Bengkel Workshop 3. Operation Port Office		
2.	Selasa, 19 Maret 2024	1. Pengecekan laporan briefing dan laporan mingguan mitra kerja OP 2. Laporan inspeksi kabel Power 3. Pengantaran dokumen 4. Pengarsipan dokumen 5. Pembinaan E3	1. OP Office 2. OP Office 3. MHE office dan Industrial Relation office 4. Meeting room OP 5. OP office		
3.	Rabu, 20 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengarsipan dokumen	1. OP Office 2. Meeting Room OP		
4.	Kamis, 21 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengantaran dokumen dan kunjungan dan dokumentasi 3. Pengecekan dan dokumentasi kerusakan jalan darat	1. OP Office 2. MHE Office; Pulp maintenance Division. 3. Jetty 5-6		
5.	Jumat, 22 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pelembaban dan Pembersihan rak APP jaket pelampung 3. Meeting E3 (uji ritak/uji tarik Rantai) 4. Pengarsipan dokumen	1. OP Office 2. Meeting Room OP 3. IHS Office 4. Meeting Room Office		

Catatan
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









Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bangkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 25-29 Maret 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 25 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Membuat pengumuman K3 di sisi container yang berisi equipment K3 oil boom	1. OP Office 2. Jetty 1-4		
2.	Selasa, 26 Maret 2024	1. Pengecekan laporan briefing dan laporan mingguan mitra kerja OP 2. Pembinaan K3 PT. SAK 3. Sosialisasi Hiaro (unit OP) 4. Pengarsipan dokumen	1. OP office 2. OP office 3. Shift office 4. Meeting Room OP		
3.	Rabu, 27. Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pembinaan pelanggaran K3 3. Dokumentasi dan membantu penjelasan tempat alat pelam Pung	1. Operation port Office 2. Operation port Office 3. Jett 7-10		
4.	Kamis, 28 Maret 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengarsipan dokumen 3. Sosialisasi Hiaro (lanjutan)	1. Operation port Office 2. Meeting room OP 3. Shift Office		
5.	Jumat, 29 Maret 2024	Cuti, Hari Wafat Isa Al Masih	-		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Riski Rahmad
 Lembaga Pendidikan : Poltrenik Negeri Bengkulu
 Jurusan/Prodi : Administrasi Niaga/D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 01-05 April 2024
 Penempatan Unit : Operation port
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 01 April 2024	1. Pengeseran laporan briefing mitra kerja OP 2. Mengambil mouse 3. Membantu dalam pembinaaan K-3 dan buat kursi dan meja.	1. OP Office 2. Gedung Hijau 3. OP Office		
2.	Selasa, 02 April 2024	1. Pengeseran laporan briefing mitra kerja OP dan laporan mingguan 2. Pengarsipan dokumen	1. Operation port Office 2. Meeting room OP		
3.	Rabu, 03 April 2024	1. Pengeseran laporan briefing mitra kerja OP 2. Pengarsipan dokumen	1. Operation port Office 2. Meeting room OP		
4.	Kamis, 04 April 2024	1. Pengeseran laporan briefing mitra kerja OP 2. Pengarsipan dokumen (lanjutan)	1. Operation port Office 2. Meeting room OP		
5.	Jumat, 05 April 2024	1. Pengeseran laporan briefing mitra kerja OP 2. Pengarsipan dokumen 3. Pengeseran APAR	1. Operation port Office 2. Meeting room OP 3. OP office, bengkel workshop, Shift Office		

Catatan
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VK	

PERMOHONAN MENINGGALKAN TEMPAT KERJA PRAKTEK

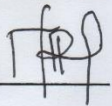
Dengan hormat,
 Saya yang bertanda tangan di bawah ini :

Nama : Riski Rahmad
 Jenis Kelamin : Laki-laki
 Tempat/Tgl Lahir : Pekanbaru, 23 April 2001
 No Handphone : 081265300392
 Asal Lembaga Pendidikan : Paltelkrik Negeri Bengkalis
 Jurusan : Administrasi Niaga
 Unit Kerja Praktek : Port operation Divisi : Officer

Bermaksud ingin mengajukan permohonan meninggalkan tempat Kerja Praktek Selama 5 hari
 Hari terhitung sejak Tanggal 08-13 April 2024
 Karena Cuti lebaran / Hari Raya Idul Fitri

Demikian surat permohonan ini saya ajukan, atas kebijaksanaan Bapak/Ibu saya ucapkan terimakasih.

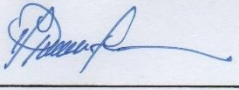
Disetujui oleh:
 Pembimbing Kerja Praktek



Perawang, 5 April 2024
 Hormat saya,


Riski Rahmad
 (Nama lengkap dan Tanda Tangan)

Mengetahui,
 Kord. Kerja Praktek Public Relation
 PT. Indah Kiat Pulp and Paper Tbk, Perawang



VK

PERMOHONAN MENINGGALKAN TEMPAT KERJA PRAKTEK

Dengan hormat,
Saya yang bertanda tangan di bawah ini :

Nama : Riski Rahmad
Jenis Kelamin : Laki-laki
Tempat/Tgl Lahir : Pekanbaru, 23 April 2001
No Handphone : 081265300392
Asal Lembaga Pendidikan : Politeknik Negeri Bengkalis
Jurusan : Administrasi Niaga / Administrasi Bisnis Internasional
Unit Kerja Praktek : Operation Port Divisi : Officer

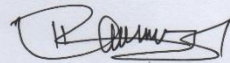
Bermaksud ingin mengajukan permohonan meninggalkan tempat Kerja Praktek Selama 5
Hari terhitung sejak Tanggal 15-19 April 2024
Karena Mengaga Ibu yang sedang sakit di rumah sakit dan masih di
Kampung halaman (Mondaiting Natal)

Demikian surat permohonan ini saya ajukan, atas kebijaksanaan Bapak/Ibu saya ucapkan terimakasih.

Disetujui oleh:
Pembimbing Kerja Praktek



Perawang, 20 April 2024
Hormat saya,













Riski Rahmad
(Nama lengkap dan Tanda Tangan)

Mengetahui,
Kord. Kerja Praktek Public Relation
PT. Indah Kiat Pulp and Paper Tbk, Perawang



MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : Riski Rahmad
 Lembaga Pendidikan : Poltetknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Di Administrasi Bisnis Internasional
 Tanggal Praktek : 22-26 April 2024
 Penempatan Unit : Operation port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 22 April 2024	1. Pengecekan laporan briefing dan mingguan (selama cuti) 2. Pengarsipan dokumen 3. Pengambilan cat kuning dan peralatan	1. Operation port Office 2. Meeting room OP 3. Gudang material IKPP		
2.	Selasa, 23 April 2024	1. Pengecekan laporan briefing dan mingguan (Lanjutan) 2. Pengambilan cat. 3. Melakukan pembuatan nomor utk pelabelan boat safety (no. 6-10)	1. Operation Port Office 2. Gudang material IKPP 3. Operation port Office		
3.	Rabu, 24 April 2024	1. Pengecekan laporan briefing dan mingguan mitra kerja OP (Lanjutan) 2. Pengecekan garis batas stop container 3. Membuat ceklist nomor (11-15)	1. Operation Port Office 2. Jetty 7-10 3. Operation port Office		
4.	Kamis, 25 April 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Kegiatan pengecekan assem bling point, ambulance station, langgul dermaga, yellow line dermaga, persiapan external audit iso 9001, iso 14001, iso 14001	1. Operation Port Office 2. Jetty 7-10, bengkel Workshop		
5.	Jumat, 26 April 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengambilan cat 3. Dokumentasi rapat OP 4. Pengarsipan dokumen	1. Operation Port Office OP 2. Gudang material IKPP 3. Meeting room OP 4. Meeting room OP		

Catatan
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Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/ D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 29 April - 03 Mei 2024
 Penempatan Unit : Operation port Unit
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 29 April 2024	1. pengecekan laporan briefing 2. kegiatan membuat label APD khusus emergency penanganan tumpahan kimia 3. Kegiatan pengecekan dan pembenahan assembling port dan ambulance station	1. Operation Port Office 2. Belakang kantor OP 3. Depan bengkel workshop		
2.	Selasa, 30 April 2024	1. pengecekan laporan briefing dan mingguan 2. Lanjutan membuat label APD khusus emergency Penanganan tumpahan kimia 3. Audit Inbulk Summary Report	1. Operation Port Office 2. Belakang Kantor OP 3. Operation port office		
3.	Rabu, 01 Mei 2024	1. pengecekan laporan briefing dan mingguan (Lanjutan) 2. Pengarsipan dokumen 3. Audit Inbulk summary Report	1. Operation Port Office 2. Meeting room OP 3. Operation port Office		
4.	Kamis, 02 Mei 2024	1. Kegiatan pengecekan assembling Point dan ambulance Station. 2. pengecekan laporan briefing dan mingguan (Lanjutan) 3. pengarsipan dokumen	1. Bengkel workshop 2. Operation port Office 3. Meeting room Office		
5.	Jumat, 03 Mei 2024	1. pengecekan laporan briefing mitra kerja OP. 2. Audit Heavy Equipment Controlling List 3. Pembuatan label Perhatian 4. Membantu mengambil papan untuk proyek safety officer	1. Operation Port Office 2. Operation port Office 3. operation port office 4. Gudang Kayu IktP Pakan (EQ OPS OP)		

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

Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 6-10 Mei 2024
 Penempatan Unit : Operation Port
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 06 Mei 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Pengecekan APAR setiap 1 kali/bulan 3. Laporan safety induction/pemrosesan wood chip selama 2 hari 4. Pengarsipan dokumen	1. OP office 2. OP office, workshop Bengkel, Shift office 3. Meeting Room OP 4. Meeting room OP		
2.	Seksa, 07 Mei 2024	1. Pengecekan laporan briefing dan laporan mingguan mitra kerja OP. 2. Pengarsipan dokumen	1. op office 2. Meeting Room OP		
3.	Rabu, 08 Mei 2024	1. Pengecekan laporan briefing 2. Pembinaan K3: driver melanggar Probetkn area CY 3. Pembinaan K3: Driver Parkir Sembarangan 4. Pengarsipan dokumen (lanjutan)	OP office		
4.	Kamis, 09 Mei 2024	Tanggal Merah Hari Kenakatan Isa Al.Masih	-		
5.	Jum'at, 10 Mei 2024	1. Pengecekan lemari arsip dokumen 2. Pengecekan laporan briefing dan mingguan (Lanjutan) 3. Pengarsipan dokumen	OP office		

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MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / D4 Administrasi Bisnis Internasional
 Tanggal Praktek : 13-17 Mei 2024
 Penempatan Unit : Operation Port
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 13 Mei 2024	1. Pengecekan laporan briefing mitra kerja OP. 2. Pengarsipan dokumen	1. OP office 2. Meeting Room OP		
2.	Selasa, 14 Mei 2024	1. Pengecekan laporan briefing dan mingguan mitra kerja OP 2. Pengecatan Kuning tanggul dermaga 3. Audit data "Transportation Cockpit" / FO	1. OP office 2. Jetty 7-10 3. OP office		
3.	Rabu, 15 Mei 2024	1. Pengecekan laporan briefing 2. Pemberian label Peringatan di tanggul dermaga. 3. Pembuatan label dokumen arsip. 4. Audit data "Transportation Cockpit / FO"	1. OP office 2. Jetty 7-10 3-4. OP office		
4.	Kamis, 16 Mei 2024	1. Pembuatan yellow line assembling point. 2. Memberi label dan arsip dokumen 3. Lanjutan audit "Transportation Cockpit / FO" 4. Pengecekan laporan briefing	1. Depan workshop Bengke) 2. Meeting Room OP 3. OP office 4. OP office		
5.	Jumat, 17 Mei 2024	1. Pembuatan yellow line assembling point dan stopping. 2. Pemberian label dan arsip dokumen. 3. Audit "Transportation Cockpit/FO" tanggal 10-13 Mei 2024 4. Melakukan pengawasan penempatan di pinggir dermaga 5. Pengecekan laporan briefing	1. Jetty 7-10 2. Meeting Room OP 3. OP office 4. Jetty 1-4 5. OP office		

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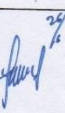

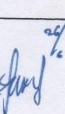

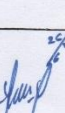

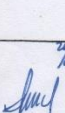
Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 20 - 24 Mei 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 20 Mei 2024	1. Pengecekan laporan briefing mitra kerja 2. Pengauditan "Heavy Equipment Controlling List" 3. Audit Transportation cockpit 4. Membuat lembur utk tgl 19/05/2024	OP office		
2.	Selasa, 21 Mei 2024	1. Pengecekan laporan briefing dan laporan mingguan mitra kerja. 2. Audit "Heavy Equipment Controlling List"	OP office		
3.	Rabu, 22 Mei 2024	1. Pengecekan laporan briefing dan mingguan (lanjutan) 2. Audit "Heavy Equipment Controlling List" (lanjutan)	OP office		
4.	Kamis, 23 Mei 2024	Tanggal Merah Hari Raya Waisak	—		
5.	Jum'at, 24 Mei 2024	1. Pengecekan laporan briefing dan mingguan 2. Audit "Transportation Cockpit"	OP office		

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







Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 27 - 31 Mei
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afri

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 27 Mei 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Audit "Transportation Cockpit" untuk tanggal 16 - 23 Mei 2024.	OP office		 27/5/24
2.	Selasa, 28 Mei 2024.	1. Pengecekan laporan briefing dan mingguan mitra kerja OP 2. Membersihkan Banner sertifikasi dan Poster "no smoking" 3. Mengecek kelegalan ISO reach Stacker mitra kerja OP	OP office		 28/5/24
3.	Rabu, 29 Mei 2024	1. Pengecekan laporan briefing 2. Pengarsipan dokumen 3. Pengecekan laporan briefing Operation port 4. Meeting bersama Auditor IKPP 5. Auditor cek oil catcher	1. OP office 2. Meeting Room 3. OP office 4. Meeting Room 5. Jetty 1-4		 29/5/24
4.	Kamis, 30 Mei 2024	1. Pengecekan laporan briefing mitra kerja OP 2. Audit "Heavy Equipment Controlling List" 3. Audit "Transportation Cockpit" 4. Pengecekan SIO dan Pelebaran Operator crane PT. SBP	1. OP office 2. OP office 3. OP office 4. Jetty 7-10		 30/5/24
5.	Jumat, 31 Mei 2024	1. Pengecekan laporan briefing 2. Pengarsipan dokumen 3. Scan proposal Export - Wood Demurrage/Dispatch 4. Pembinaan KS terhadap PT. SBP	OP office		 31/5/24

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







Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 03-07 Juni 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 03 Juni 2024	1. Pengecekan laporan briefing mitra Kerja op 2. Pengarsipan dokumen	1. OP office		
2.	Selasa, 04 Juni 2024	1. Pengecekan laporan briefing dan mingguan mitra kerja op 2. Pengarsipan dokumen 3. Audit Transportation Cockpit	OP office		
3.	Rabu, 05 Juni 2024	Sakit	-		
4.	Kamis, 06 Juni 2024	1. Pengecekan laporan briefing dan laporan mingguan mitra Kerja op 2. Pengarsipan dokumen 3. Pengecekan Kondisi APAR (diat-urakan 1x/bulan)	1. OP office 2. OP office 3. OP office, Work-Shop Bengkel dan Shift office		
5.	Jumat, 07 Juni 2024	1. Pengecekan laporan bre-fing mitra kerja OP. 2. Pengarsipan dokumen 3. Audit data di MS. Excel	OP office		

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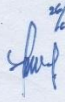

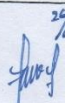




Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 10-14 Juni 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 10 Juni 2024	1. Pengecekan laporan briefing mitra Kerja OP 2. Pengarsipan dokumen 3. Print Berita Acara Serah Terima	OP Office		
2.	Selasa, 11 Juni 2024	1. Pengecekan laporan briefing 2. Pengecatan yellow lemari arsip dokumen 3. Audit "Transportation Cockpit" / FO	OP Office		
3.	Rabu, 12 Juni 2024	1. Pengecekan laporan briefing mitra Kerja OP 2. Membersihkan bekas pengecatan lemari arsip 3. Jetty tour	1. OP office 2. OP Office 3. Jetty 1-4, jetty 5-6, jetty 7-10, dan Basau kuning		
4.	Kamis, 13 Juni 2024	1. Pengecekan dokumen arsip 2. Pengecekan laporan briefing mitra Kerja OP 3. Membuat wallpaper kaca 4. Audit FO Paper Local	OP office		
5.	Jumat, 14 Juni 2024	1. Pengecekan laporan briefing mitra Kerja OP 2. Mengaudit FO Paper Local 3. Pengarsipan dokumen 4. Print dokumen loading list	OP office		

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MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Riski Rahmad
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / DA Administrasi Bisnis Internasional
 Tanggal Praktek : 17 - 21 Juni 2024
 Penempatan Unit : Operation Port Unit
 Koord. Lapangan : Nur Afni

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 17 Juni 2024	TANGGAL MERAH Hari Raya Idul Adha	-		
2.	Selasa, 18 Juni 2024	1. Pengarsipan dokumen 2. Pengecekan laporan briefing mitra Kerja OP 3. Pengecekan kecelakaan Truk PT. SAK di sungai	1. OP office 2. OP office 3. Pelabuhan		 26/24
3.	Rabu, 19 Juni 2024	1. Pengecekan dan Pengarsipan dokumen, laporan briefing 2. Technical meeting PT. MHL	1. OP office 2. Meeting Room		 26/24
4.	Kamis, 20 Juni 2024	1. Pengecekan dan dokumentasi limbah wood chip di pipa air 2. Pengecekan laporan briefing 3. cek Kelengkapan ISO Kontraktor di laman teman K3 4. Internal induction PT. MHL	1. Jetty 1-4 2. OP office 3. Meeting Room 4. Meeting Room		 26/24
5.	Jum'at, 21 Juni 2024	1. Cek limbah wood chip di Pipa air 2. Gotong Royong di Pelabuhan 3. Membuat Safety line 4. Training K3 Driver PT. SBP 5. Pengecekan laporan briefing	1. Jetty 1-4 2. Jetty 1-4 3. Jetty 1-4 4. Meeting Room 5. OP office		 26/24

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Appendix 6: Figure of Apprenticeship

1. Safety Induction



2. Training OHS for employee and contractor



3. Checking light fire extinguishers



4. Archive document management



5. Create violation fines for contractors and employees



6. Taking PPE at the material warehouse



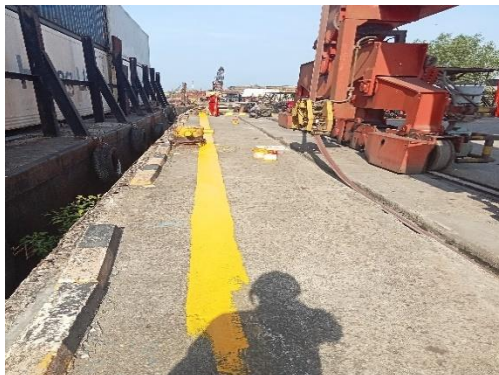
7. Meeting with Safety Officer at the Safety office



8. Procurement of PPE

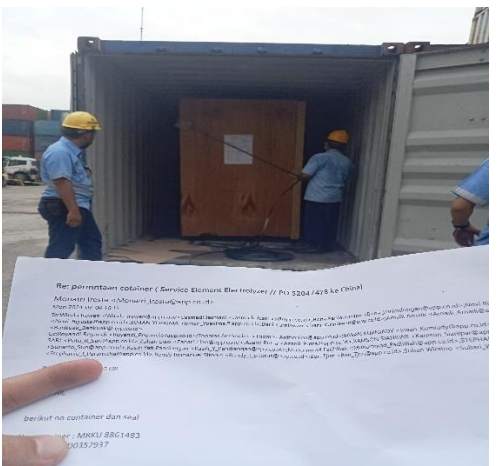


9. Making warning and safety lines, assembling points, yellow lines, dock embankments, ambulance stations, and stop containers





10. Container transportation of goods check



11. OHS coaching



12. Checking Operator License



13. Apprenticeship Graduation Ceremony



14. Photo with the head of invoice staff and HSE Officer



15. Internship plaque

