

APPRENTICESHIP REPORT

PT. INDOFOOD CBP SUKSES MAKMUR TBK PEKANBARU

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2024

VALIDITY SHEET

**APPRENTICESHIP REPORT
PT. INDOFOOD CBP SUKSES MAKMUR TBK PEKANBARU**

Written as one of the Requirement for Completing of the Apprenticeship Report

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In the implementation of this practical work, the author seeks to gain knowledge, insights and skills regarding administration the have been obtained in the collage and system in the world of work as much as possible by utilizing the facilities provided by the company.

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The Author realizes the this Internship Report is far from perfect. Therefore, the author hopes for constructive criticism and suggestions to improve the perfection of this report in the future. Hopefully this report is useful for all of us.

Pekanbaru August 21, 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The development of science and technology is increasingly fast, which is then followed by the need for human resources who can master adequate science and technology also. It is intended that the development of science and technology can be accompanied by mastery of science and technology by these human resources. The prosecution of adequate and reliable expertise in their respective fields is useful for obtaining competitive customized jobs in order to achieve the desired goals.

While it has adequate expertise, it will give birth to human data sources (HR) that are ready to use both in terms of science, morals, attitudes and other criteria that support. Human Resources (HR) expertise can be channeled through trainings organized by government and private institutions that aim to improve skills in order to become qualified and reliable HR and can become professional individuals in carrying out their duties. The reliability of human resources can be channeled through four things, namely through knowledge, skills, attitudes and habits. With the fulfillment of these four things, it is hoped that it can produce quality resources both in the business world and the world of education as implemented by the Bengkalis State Polytechnic Education Institution.

Field Apprenticeship (KP) or Apprenticeship is one of the requirements that every student must fulfill. At this time the smooth flow of information between the industrial world and the world of education is very important in order to create harmony between the two. Therefore, Apprenticeship is a good place for students to interact directly with the industrial world.

Field Apprenticeship is a learning process by knowing directly scope of the real world of work. Each student is required to go directly into the world of work which is their respective fields, to each student is expected to be able to directly apply the knowledge they have learned before into the world of work. In addition,

with Apprenticeship, students can add to their knowledge, skills, and experience at work which can later be applied in the real world of work. To do Apprenticeship, students must complete their studies up to eight semesters and graduate in that semester.

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

The Author chose PT Indofood CBP Sukses Makmur Tbk Pekanbaru as one of the places to carry out Apprenticeship activities for four months. During the implementation of Apprenticeship (KP) the Author got a place in the Human Resource & Development Department (HRD).The implementation of this Apprenticeship starts from March 01 to June 30, 2024. This Apprenticeship is also expected to broaden the Author's knowledge about various good and correct task implementation and to be able to face the real world of work with the experience gained. Apprenticeship is one of the activities for Bengkalis State Polytechnic students in completing their assignments. In order to achieve the expected results, it is necessary to know the objectives and benefits of holding the Apprenticeship. The objectives and benefits of Apprenticeship are as follows:

1.2 Purpose of the Apprenticeship

Partical work activities for Bengkalis State Polytechnic students in the International Business Administration study program have the following objectives:

- 1) Describe the job description during practical work.
- 2) Know the place and time of practical work.
- 3) To explain practical workplace systems and procedures.
- 4) To find out the obstacles and Solutions during practical work.

1.3 Significances of the Apprenticeship

The practical work carried out is very useful for several parties such as students, companies and Bengkalis State Polytechnic.

1. For Students :

There are several benefits from the implementation of the practical work program obtained by students, namely as follows:

- a. Students can develop working relationships and add experience to their resume.
- b. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- c. Students gain practical experience in applying theoretical/conceptual knowledge in accordance with their study program.
- d. Have the opportunity to be able to analyze problems related to the knowledge applied in the world of work in accordance with their study program.

2. For the Company

The benefits of implementing the practical work program are also obtained by companies / institutions the accept practical work students will receive labor assistance from students who do practical work to the work becomes a little lighter and easier.

3. For Politeknik Negeri Bengkalis

There are several benefits from the implementation of the practical work program obtained Bengkalis State Polytechnic, which is as follows:

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

organizations/companies on the abilities of students who take part in practical work in the world of work.

- e. Politeknik Negeri Bengkalis receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 History of PT. Indofood CBP Sukses Makmur Tbk Branch Pekanbaru



Figure 2.1 Standing At The Receptionist
Source: Personal Documentation

PT. Indofood CBP Sukses Makmur Tbk Pekanbaru is one of the leading noodle and ready-to-eat food companies in Indonesia. The company is an amalgamation of several Salim Group companies that were managed separately. Salim Group launched its first instant noodle product, Sarimi, in 1982. The Salim Group subsequently launched other foods in 1985, snacks in 1990 and food flavoring products in 1991 and developed and developed as a division of the Group's Branded Consumer Products (CBP) Group. For this reason, the company was named Indofood CBP and its products are actually commercial products that are sold to consumers in the form of finished products in 1994. PT. Indofood CBP Sukses Makmur Tbk Pekanbaru.

The company was officially established on September 2, 2009 by separating itself from the existing food industry as well as existing beverages. According to the company's budget, CBP consists of manufacturing, trading, transportation and noodle management, cooked food, biscuits, snacks snacks, specialty foods, processed foods and non-alcoholic beverages.

The various brands produced by PT. Indofood CBP Sukses Makmur Tbk Pekanbaru include Indomie, Sakura, and Pop Mie, among others. The company also produces milk, food flavoring, and specialty foods which include pregnant women's food, baby food, and nursing mothers. PT Indofood CBP Sukses Makmur Tbk Pekanbaru also expects packaging business such as flexible packaging. Its main brands include Indomie, Supermi, Sarimi, Indomilk, and Cap Enak (Karimah et al., 2023)

According to Riska Sri Rahayu (2023) PT Indofood CBP Sukses Makmur Tbk Pekanbaru established in 1971, PT Indofood CBP Sukses Makmur Tbk announced its intention to create halal and high-quality food products. The company always prioritizes freshness, hygiene, nutritional value, taste, usability, safety, and halalness to ensure consistently high quality products. By exporting instant noodles to various ASEAN countries, the Middle East, Hong Kong, Taiwan, China, the Netherlands, the UK, Germany, Australia, and countries in Africa and other regions towards the end of 1980, PT.other regions towards the end of 1980, PT Indofood CBP Sukses Makmur Tbk began to gain a place in the global market.

PT Indofood CBP Sukses Makmur Tbk Pekanbaru merged several of its companies in 1994, and changed its name to PT Indofood CBP Sukses Makmur Tbk, Pekanbaru a company that specializes in producing instant noodles. Indofood's largest division, instant noodles, has factories in 15 cities, including Medan, Pekanbaru, Palembang, Tangerang, Lampung, Pontianak, Manado, Semarang, Surabaya, Banjarmasin, Makassar, Cibitung, Jakarta, Bandung, and Jambi. Solo, Bali, and Kendari only have branches, not factories. In order for customers to obtain fresh products and for government programs to benefit from the equal distribution of local labor, the goods produced must be distributed to all

areas around the city where the factory is located. All aspects of the production of the fifteen factories, including raw materials, process variables, technology and equipment, labour, and end products, are well standardized. SGS has confirmed the standardization applied at each of these plants, including PT Indofood CBP Sukses Makmur Tbk, through International Standard Operation (ISO) certification. In addition, PT Indofood CBP Sukses Makmur Tbk also has a halal certificate that applies to all imported products as well as a Hazard Analysis Certificate (HACCP).Critical Control Point (HACCP) certificate. The ISO 9001 quality management certificate was achieved by PT Indofood CBP Sukses Makmur Tbk Pekanbaru on March 21, 1998 and submitted in Jakarta on March 3, 1999. Then, on February 5, 2004, the Indonesian accreditation body, SGS International, awarded ISO 9001:2000 certification (ISO 9001 version 2000) to PT Indofood CBP Sukses Makmur Tbk. This is demonstrated by the motto “The Symbol of Quality Foods” found on the Indofood emblem, which indicates that only high-quality goods are produced. Quality products are not only made from carefully selected raw materials, but also hygienically processed and meet halal and nutritional requirements.

PT Indofood CBP Sukses Makmur Tbk Pekanbaru branch was established in October 1993 under the name PT Karina Sari Cipta and changed its name to PT Indofood CBP Sukses Makmur Tbk on February 1,1995. The opening of the Pekanbaru branch was driven by its strategic location and promising future, especially in the marketing sector, as well as its growing economy

2.2 Organizational Structure of PT.Indofood CBP Sukses Makmur Tbk

In outline, the organizational structure of PT Indofood CBP Sukses Makmur Tbk is depicted in the chart as follows:

The organizational structure of PT Indofood CBP Sukses Makmur Tbk Noodle Division Pekanbaru Branch is functional with a Line Staff system. This organizational structure consists of line units and staff units which indicate the employees or each unit can participate directly or not in carrying out the achievement of company goals.

The highest leader is held by a Branch Manager who is currently led by Mr. David Untung Sugianto in the implementation of Branch Manager duties assisted by several Managers, among others:

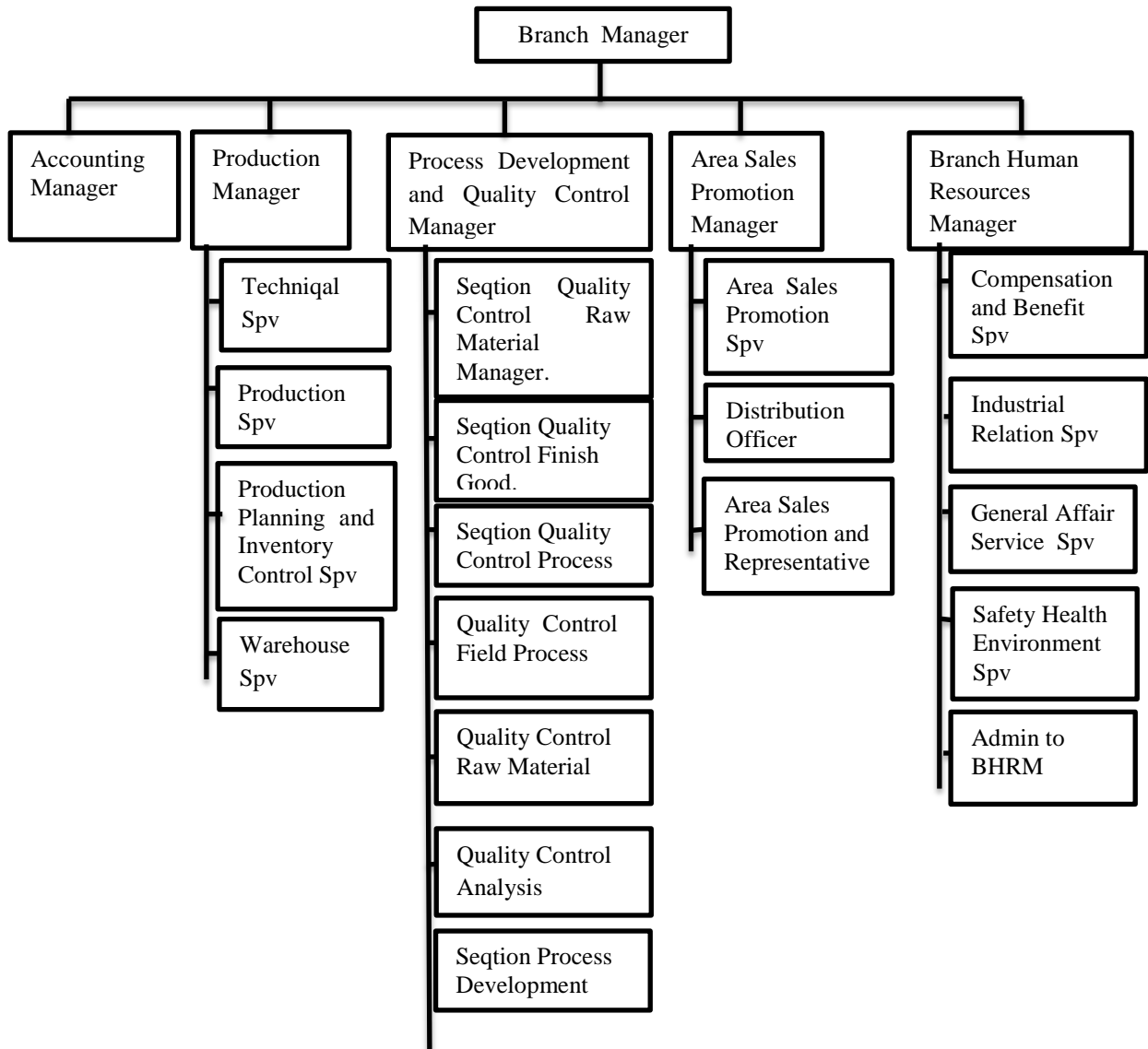


Figure 2.2 Organization Structure of PT. Indofood CBP Sukses Makmur Tbk Pekanbaru
 Source: PT. Indofood CBP Sukses Makmur Tbk Pekanbaru

The following are the duties of each position in PT. Indofood CBP Sukses Makmur Tbk Pekanbaru :

1. Finance and Accounting Manager

In charge of monitoring all costs required in reporting to the Branch Manager, Finance is responsible for planning, preparing budgets and planning (AOP) to determine the objectives that must be achieved. Monitor operational activities in terms of financial aspects to be in line with AOP. Signing bank instruments (Cheque, Bank transfer) in accordance with the limits set by the company. Verify every expense or asset purchase and other use of funds in accordance with the limits set by the company. Determine the implementation of asset systems and procedures related to finance.

2. Production Manager

In charge of coordinating and managing all activities related to the production process in the factory. A Production Manager is assisted by:

a. Technical supervisor

In charge of maintaining managing, repairing, planning, modifying production tools and machines as well as making work plans and reports to the center.

b. Production supervisor

In charge of coordinating and supervising the smooth production process from raw materials to products.

c. Production planning and inventory control supervisor (PPC)

In charge of coordinating and planning the supply of all raw materials for the production process and finished products based on consumer demand.

d. Warehouse supervisor

In charge of coordinating and supervising the storage and organizing the entry and exit of goods according to their type and quantity and responsible for the cleanliness of the warehouse.

3. Proses Development And Quality Control Manager

In charge of coordinating and supervising product quality in accordance with predetermined standards. A Branch Product Development and Quality Control manager is assisted by a quality control supervisor who is in charge of supervising and controlling product quality to meet standards from raw materials to finished products. The quality control supervisor is assisted by several other quality controls, namely:

a. Section Quality Control Raw Material

In charge of quality control of raw materials used in the noodle making process, such as flour, seasonings, oil.

b. Section Quality Control Finish Good

In charge of quality control of finished goods from the production process, copack finished goods from other goods.

c. Section Quality Control Process

In charge of controlling the production process in making noodles.

d. Quality Control Field Process

In charge of quality control and sampling for analysis of noodle making processes such as dough making (mixing). Making dough sheets (pressing), making strands (cutting and folding), frying (frying), cooling (cooling), and packing (packing).

e. Quality control field raw material

In charge of quality control and sampling for raw material analysis. And when receiving, stored in the warehouse and when used for the production process.

f. Quality control analysis

In charge of analyzing samples that have been prepared by the quality control process..

g. Section process Development

Functions to improve / develop processes, improve performance to increase effectiveness, efficiency and to produce products that meet requirements, and provide recommendations on the results of tool

calibration.

4. Area Sales Promotion Manager

In charge of coordinating and managing the smooth marketing according to the predetermined time and being responsible for the sales target, an ASPM is assisted by:

a. Area Sales Promotion Supervisor

In charge of monitoring products on the market.

b. Distribution officer

In charge of coordinating and supervising the release of goods in the form of instant noodles.

c. Area Sales Promotion dan Representative

In charge of planning, coordinating and implementing sales and promotional activities in the area of responsibility according to predetermined targets.

5. Branch Human Resource Manager

The Branch Human Resource Manager plays an important role in ensuring effective human resource management in the company's branches. His/her duties cover various aspects of the HR function with a focus on the specific needs of the branch.

Thus job of Branch Human Manager (BHRM) is to ensure employees get their rights, and are satisfied with their work their work A Branch Human Manager (BHRM) is assisted by:

a. Industrial relation (IR)

Assist superiors in carrying out their duties related to the field of industrial relations to achieve an optimal level of industrial peace. IR Supervisors also have the authority to organize recruitment, selection and placement in accordance with the requirements, carry out efforts to foster labor, activate P2K3, TQM, and employee cooperative activities, and develop subordinates.

b. Compensation and Benefit Supervisor (Comben)

Assist superiors in planning, coordinating and carrying out

administrative activities, staffing, wages, and social security in accordance with applicable regulations.

c. General affair Services Supervisor Capital (GAS)

Assist superiors in planning coordinating and carrying out general service activities, special implementation and licensing of companies in accordance with applicable regulations.

d. Safety, Healths and Environment Officer Supervisor (SHE Spv)

Assist in planning the company's occupational safety and health and environmental management programs including the creation of TOPs, WIs, and implementation guidelines.

e. Admin to Branch Human Resource Management (BHRM)

Functions to carry out administrative tasks of the pertonnel department under the guidance and supervision of the Branch Pertonnell Manager and ensure the accuracy of the implementation of administration, archives, data / reports and control of departmental costs

6. Purchasing Officer

Functions to carry out the process of procuring or purchasing goods and needs for all departments. Purchasing Officer also has the authority to find and select suppliers of raw materials (Non Group), spare parts, and general materials, determine price negotiations for the purchase of non-routine and routine goods, and evaluate and change the results of identification of environmental impact aspects (SML) and risk assessment (SMK3.) Purchasing Officer is assisted by several other assistants, namely:

a) Purchasing Assistant

The function is to assist the purchasing officer in determining all purchasing activities and determining the purchase of spare parts for all departments.

b) Buyer Umum

The function of purchasing general goods (non-sparepart) for the needs of all departments, looking for offers of goods requested by all

departments from several suppliers, and negotiating with suppliers.

c) Buyer service/sparepart

Monitors all service and repair requests from departments.

d) Admin to Purchasing

Functions to assist the purchasing officer in issuing internal and external documents and letters.

2.3 Vision And Mission of PT.Indofood CBP sukses Makmur Tbk Pekanbaru

PT.Indofood CBP Makmur Tbk, Noodle Devision Pekanbaru Branch has the following vision and mission:

VISION INDOFOOD

Vision

Companies that provide quality, halal, and safe instant noodle products for millions of consumers of brand products: Indomie, Sarimi, Supermi, Sakura, Vitami, Intermi and Mie Gelas.

MISSION INDOFOOD

Mission

- 1) To continue to innovate, focusing on consumers needs.
- 2) Delivering the best brands with unmatched performance.
- 3) To provide quality products that consumers love.

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

In this chapter there are several job descriptions during the practical work at PT Indofood CBP Sukses Makmur Tbk Pekanbaru for 4 (four) months which was carried out from March 01 to June 30, 2024 and assigned to the Human Resource Development (HRD) Department.

During the implementation of practical work, many opportunities were given to do work the was assigned to the Human Resource Development field and a lot of new knowledge could be taken in the world of work.

The specifications of the tasks carried out for 4 months in the Human Resource Development Department (HRD) of PT Indofood CBP Sukses Makmur Tbk pekanbaru are as follows:

1. Document archive
2. input Effluent and influent report
3. Examination of Candidate Test results
4. Checked employees' documents for completeness and incompleteness.
5. Inputting Hydrant and Apar report
6. Organize and group employee cards according to their type
7. Document destruction / destroying documents the are damaged or not reused.
8. Packing parcels for internal employees and external employees.
9. Inputting effluent data (WWT and IPLD)
10. Writing minutes and events
11. Input employee training data
12. periodic report on the implementation of business license to supply electricity in operation stage

13. Record complaint reports
14. Inputting hazardous waste reports
15. Organize and tidy up employee administrative supplies
16. Translate workforce documents
17. Grouping each Administrative employee according to the alphabetical order of their names and according to their respective departments.
18. Make an outgoing letter of introduction to treatment
19. Making Internal Memorandum letter
20. Job Fair
21. Laminating
22. Make a medical cover letter

3.1.1 Report on the agenda of practical work (KP) at PT.Indofood CBP Sukses Makmur Tbk. Pekanbaru Dept. Human Resource Development (HRD).

Description of the work the has been done during practical work which began on March 01 to June 30, 2024. At PT.Indofood CBP Sukses Makmur Tbk Pekanbaru in the HRD section:

To complete and simplify the writing, the activities are described in tabular form. The description can be seen in Table 3.1 Agenda Report Month 1 (first) below:

Table 3.1 Work Agenda Report for Month 1 (first) starting from March 01 to March 28, 2024

Day/Date	Activity/Project
Friday,01-03-2024	Company orientation, recognize and understand the rules and regulations in the company delivered by IR Supervisor HR to internship students.Self-introduction with the Manager and Staff employees of the Human Resource (HR) department.
Monday,04-03-2024	Document Archive
Tuesday,05-03-2024	Inputting effluent report data
Wednesday,06-03-2024	Inputting monthly waste reports
Thursday,07-03-2024	Examination of prospective employee test results

Friday,08-03-2024	Checking the test results of prospective employees
Saturday,09-03-2024	Checking the completeness of the documents of the employees and those the are incomplete
Tuesday,12-03-2024	Document archive
Wednesday,13-03-2024	Crusher documents the are damaged or no longer used
Thursday,14-03-2024	Inputting hydrant and apar reports
Friday,15-03-2024	Document crusher / destroying documents the are no longer used
Monday,18-03-2024	Input employee training data
Tuesday,19-03-2024	Checking the test results of prospective employees
Wednesday,20-03-2024	Inputting training evaluation data
Thursday,21-03-2024	Crusher documents the are no longer used
Friday,22-03-2024	Crusher documents / destroy documents the have been damaged or not reused
Monday,25-03-2024	Packing parcels for internal employees
Tuesday,26-03-2024	Perform packing of parcels for internal employees
Wednesday,27-03-2024	Perform packing of parcels for external employees
Thursday,28-03-2024	Document crusher / perform document destruction the has been damaged or not reused

Source:Processed Data 2024

The following is a view of the work report on Month 2 (Second) day/date, activity.

Table 3.2 Work Agenda Report for Month 2 (Second) starting from April 01-April 30, 2024

Day/Date	Activity/Project
Monday,01-04-2024	Write a letter of extension for a certain period of time
Tuesday,2-04-2024	Identify employee cards according to type and scan them and store them in the computer.
Wednesday,3-04-2024	Checking test results for prospective employees
Thursday,4-04-2024	Checking test results for prospective employees
Fridad,5-04-2024	Crusher documents the are no longer used
Friday,8-04-2024	Checking the test results of prospective employees
Monday 15-04-2024	Inputting effluent, influent, IPLD, for waste data
Tuesday,16-04-2024	Inputting effluent data (WWT and IPLD)
Wednesday,17-04-2024	Writing minutes and events
Thursday,18-04-2024	Inputting employee training data
Friday,19-03-2024	Document crusher / destroying documents the are no longer used

Day/Date	Activity/Project
Monday,22-04-2024	Crusher documents the are no longer used
Tuesday,23-04-2024	periodic report on the implementation of the operation stage of the power supply business license
Wednesday,24-04-2024	and crusher documents the are no longer used
Thursday ,25-04-2024	Crusher documents the are no longer used
Friday,26-04-2024	Record Complaint Report
Monday,29-04-2024	Examination test for prospective employees
Tuesday,30-04-2024	Duplicate the liquid waste management report proposal document

Source:Processed Data 2024

The following is a view of the work report for Month 3 (Third) day/date, activity.

Table 3.3 Work Agenda Report for the 3rd (Third) Month starting from May 02 -31, 2024

Day/Date	Activity/Project
Thursday,02-05-2024	Checking the results of training reports of prospective employees
Friday,03-05-2024	Create a waste management report proposal
Monday,06-05-2024	Checking the test results of prospective new employees
Tuesday,07-05-2024	Inputting effluent and influent data
Wednesday,08-05-2024	Organizing and torting employee documents per each division
Friday,10-05-2024	Checking the test results of prospective employees
Monday,13/05-2024	Inputting IPLD report data
Tuesday,14-05-2024	Checking the test results of prospective employees
Wednesday,15-05-2024	Inputting effluent and influent data
Thursday,16-05-2024	Checking and tidying up the completeness of employee documents
Friday,17-05-2024	Translate workforce documents
Monday,20-05-2024	Translate workforce documents
Tuesday,21-05-2024	Translate workforce documents
Wednesday,22-05-2024	Tidying up, grouping document letters and filing documents according to their respective fields.
Friday,24-05-2024	Make a monthly activity report
Monday,27-05-2024	Make Internal Memorandum letter
Tuesday,28-05-2024	Checking the test results of prospective employees
Wednesday,29-05-2024	Document Archive
Thursday,30-05-2024	Signing documents
Friday,31-05-2024	Make A Report

Source:Processed Data 2024

The following is a view of the work report for Month 4 (Fourth) day/date, activity.

Table 3.4 Work Agenda Report for Month 4 (Fourth) starting from June 03 - June 30, 2024

Day/Date	Activity/Project
Monday,03-06-2024	Make a list of extension numbers.
Tuesday, 04-06-2024	Identify and categorize employee cards according to their type and Scan and save them to the computer.
Wednesday,05-06-2024	Inputting effluent, influent, and IPLD report data
Thursday,06-06-2024	Duplicate documents, archive documents, and scan
Friday,07-06-2024	Document archive
Monday,10-06-2024	Sick
Tuesday,11-06-2024	Sick
Wednesday,12-06-2024	Sick
Thursday ,13-06-2024	Sick
Friday,14-06-2024	Sick
Tuesday,18-06-2024	Examination of administrative completeness of new employee candidates
Wednesday,19-06-2024	Test examination
Thursday,20-06-2024	Organize and tidy up the administrative requirements of new employee candidates
Friday,21-06-2024	Make a cover letter for employee treatment
Monday,24-06-2024	Scan documents
Tuesday,25-06-2024	Job Fair
Wednesday,26-06-2024	Job Fair
Thursday,27-06-2024	Input WWT, IPLD reports,
Friday,28-06-2024	Document archive

Source:Processed Data 2024

3.2 Apprenticeship Place

This Apprenticeship activity was carried out at PT Indofood CBP Sukses Makmur Tbk.Pek an Baru which is located at JL.Kaharudin Nasution KM.12, Pekanbaru Riau at the time of the Field Work Practice activities the author was placed in the Safety Health and Environment (SHE) Room of the Human Resource Development Department (HRD) Internship activities starting from March 01, 2024 to June 30, 2024.

Table 3.5 Schedule of Operational Working Hours

No	Day	Work Time Schedule	Location
1	Monday – Friday	08:00 ke 17:00	PT. Indofood CBP Sukses Makmur Pekanbaru
2	Saturday and Sunday	Day off	Day off

Source : Processed Data 2024

3.3 Description of Activities During Carrying out Practical Work at PT Indofood CBP Sukses Makmur Tbk Pekanbaru Dept. Human Resource Development (HRD)

Report on activities the have been carried out while carrying out Practical Work (KP) in the HRD Department at PT Indofood CBP Sukses Makmur Tbk Pekanbaru from March 01 to June 30, 2024, for details can be seen in the following description:

1) Document Archive

After an incoming or outgoing document has been signed by the Branch Human Resource Manager (BHRM), document archiving is carried out. The document is perforated first using a hole punch (Perforator) Used to perforate the document paper the you want to arrange into Gobi according to the type of document. For more details can be seen in Figure 3.1 documents the have been archived.



Figure 3.1 Document Archive
Source: Personal Documentation

2) Input Effluent and influent report

Influent is untreated wastewater or dirty water the enters the WWTP. Can be interpreted as the initial raw material to be processed. Influent

usually contains various kinds of pollutants and hazardous contaminants, while Effluent is water the has passed the treatment process in the WWTP. Effluent is expected to be cleaner water and its quality meets the quality standards allowed for discharge into the environment.

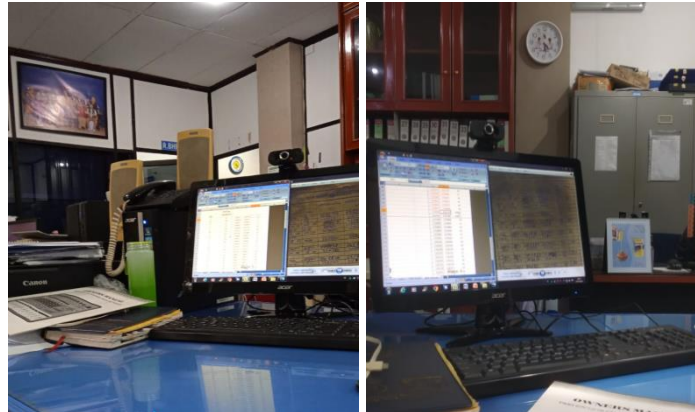


Figure 3.2 Influent and Effluent Report
Source: Personal Documentation

3) Examination of Candidate Test Results

Checking test results as one of the selection requirements for prospective employees. Psychology test is one of the common tests carried out by companies when torting their prospective employees. This test is alto one of the test tools to measure a pernton's level of attention in a short period of time. Interpretation of the Ps ychology test can be used by Human Managment Development (HRD) to find out how the character of prospective company employees. For more details can be seen in Figure 3.3 checking test results.



Figure 3.3 Inspection of Test Results
Source: Personal Documentation

- 4) Checked the completeness of the administrative documents of the employees and the incomplete ones

In this activity, the author checks the completeness of employee documents where in one employee document there are several document files consisting of interview assessments, application forms (biodata), job application letters, Curriculum vitae (CV), photocopies of family cards, last grade transcripts, and other certificates, along with test results. The author checks the documents and lists any incomplete documents. For more details, see Figure 3.4 checking the completeness of employee administrative documents.

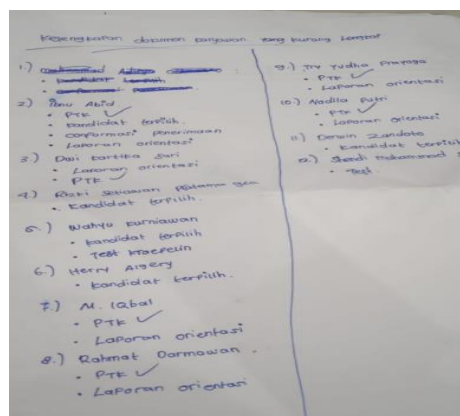


Figure 3. 4 Completeness Employee Documents
Source: Personal Documentation

5. Inputting Hydrant and *Apar* reports

Hydrant is a high-pressure water pipe installation whose function is to help extinguish fires in a building or building. This fire protection system is used if a light fire extinguisher (*Apar*) is unable to overcome the fire. This Hydrant and fire extinguisher report contains information on Water Pressure Check data. The first and most crucial aspect is checking the water pressure. Hydrant Physical Condition, Hydrant Accessibility, Stable Water Source and Readability of Signs and Instructions.

NO	LOKASI	NO. HYDRANT	WUJUD	BENTANG	MEREK	KETERANGAN
1	Depan Pabrik	1	✓	✓	✓	KAWASAN PROTEKSI
2	Depan Lapangan Bola Basket	2	✓	✓	✓	KAWASAN PROTEKSI
3	Depan Lapangan Bola Voli	3	✓	✓	✓	KAWASAN PROTEKSI
4	Depan Lapangan Bola Sepak Bola	4	✓	✓	✓	KAWASAN PROTEKSI
5	Depan Lapangan Bola Sepak Bola	5	✓	✓	✓	KAWASAN PROTEKSI
6	Depan Lapangan Bola Sepak Bola	6	✓	✓	✓	KAWASAN PROTEKSI
7	Depan Lapangan Bola Sepak Bola	7	✓	✓	✓	KAWASAN PROTEKSI
8	Depan Lapangan Bola Sepak Bola	8	✓	✓	✓	KAWASAN PROTEKSI
9	Depan Lapangan Bola Sepak Bola	9	✓	✓	✓	KAWASAN PROTEKSI
10	Depan Lapangan Bola Sepak Bola	10	✓	✓	✓	KAWASAN PROTEKSI
11	Depan Lapangan Bola Sepak Bola	11	✓	✓	✓	KAWASAN PROTEKSI
12	Depan Lapangan Bola Sepak Bola	12	✓	✓	✓	KAWASAN PROTEKSI
13	Depan Lapangan Bola Sepak Bola	13	✓	✓	✓	KAWASAN PROTEKSI
14	Depan Lapangan Bola Sepak Bola	14	✓	✓	✓	KAWASAN PROTEKSI
15	Depan Lapangan Bola Sepak Bola	15	✓	✓	✓	KAWASAN PROTEKSI
16	Depan Lapangan Bola Sepak Bola	16	✓	✓	✓	KAWASAN PROTEKSI
17	Depan Lapangan Bola Sepak Bola	17	✓	✓	✓	KAWASAN PROTEKSI
18	Depan Lapangan Bola Sepak Bola	18	✓	✓	✓	KAWASAN PROTEKSI
19	Depan Lapangan Bola Sepak Bola	19	✓	✓	✓	KAWASAN PROTEKSI
20	Depan Lapangan Bola Sepak Bola	20	✓	✓	✓	KAWASAN PROTEKSI
21	Depan Lapangan Bola Sepak Bola	21	✓	✓	✓	KAWASAN PROTEKSI
22	Depan Lapangan Bola Sepak Bola	22	✓	✓	✓	KAWASAN PROTEKSI
23	Depan Lapangan Bola Sepak Bola	23	✓	✓	✓	KAWASAN PROTEKSI
24	Depan Lapangan Bola Sepak Bola	24	✓	✓	✓	KAWASAN PROTEKSI
25	Depan Lapangan Bola Sepak Bola	25	✓	✓	✓	KAWASAN PROTEKSI
26	Depan Lapangan Bola Sepak Bola	26	✓	✓	✓	KAWASAN PROTEKSI
27	Depan Lapangan Bola Sepak Bola	27	✓	✓	✓	KAWASAN PROTEKSI
28	Depan Lapangan Bola Sepak Bola	28	✓	✓	✓	KAWASAN PROTEKSI
29	Depan Lapangan Bola Sepak Bola	29	✓	✓	✓	KAWASAN PROTEKSI
30	Depan Lapangan Bola Sepak Bola	30	✓	✓	✓	KAWASAN PROTEKSI
31	Depan Lapangan Bola Sepak Bola	31	✓	✓	✓	KAWASAN PROTEKSI
32	Depan Lapangan Bola Sepak Bola	32	✓	✓	✓	KAWASAN PROTEKSI
33	Depan Lapangan Bola Sepak Bola	33	✓	✓	✓	KAWASAN PROTEKSI
34	Depan Lapangan Bola Sepak Bola	34	✓	✓	✓	KAWASAN PROTEKSI
35	Depan Lapangan Bola Sepak Bola	35	✓	✓	✓	KAWASAN PROTEKSI
36	Depan Lapangan Bola Sepak Bola	36	✓	✓	✓	KAWASAN PROTEKSI
37	Depan Lapangan Bola Sepak Bola	37	✓	✓	✓	KAWASAN PROTEKSI
38	Depan Lapangan Bola Sepak Bola	38	✓	✓	✓	KAWASAN PROTEKSI
39	Depan Lapangan Bola Sepak Bola	39	✓	✓	✓	KAWASAN PROTEKSI
40	Depan Lapangan Bola Sepak Bola	40	✓	✓	✓	KAWASAN PROTEKSI
41	Depan Lapangan Bola Sepak Bola	41	✓	✓	✓	KAWASAN PROTEKSI
42	Depan Lapangan Bola Sepak Bola	42	✓	✓	✓	KAWASAN PROTEKSI
43	Depan Lapangan Bola Sepak Bola	43	✓	✓	✓	KAWASAN PROTEKSI
44	Depan Lapangan Bola Sepak Bola	44	✓	✓	✓	KAWASAN PROTEKSI
45	Depan Lapangan Bola Sepak Bola	45	✓	✓	✓	KAWASAN PROTEKSI
46	Depan Lapangan Bola Sepak Bola	46	✓	✓	✓	KAWASAN PROTEKSI
47	Depan Lapangan Bola Sepak Bola	47	✓	✓	✓	KAWASAN PROTEKSI
48	Depan Lapangan Bola Sepak Bola	48	✓	✓	✓	KAWASAN PROTEKSI
49	Depan Lapangan Bola Sepak Bola	49	✓	✓	✓	KAWASAN PROTEKSI
50	Depan Lapangan Bola Sepak Bola	50	✓	✓	✓	KAWASAN PROTEKSI

Figure 3.5 Hydrant Report
Source: Personal Documentation

6. Organize and group employee cards according to their type performs the process of arranging and categorizing identity cards or employee cards based on certain categories. for example, namely division/department, position or position, employment status, date of joining, project or work team.



Figure 3. 6 Employee Card Grouping
Source: Personal Documentation

7. Document destruction / destruction of documents that are damaged or not reused. A shredder is a mechanical device used to cut sheets of paper into fine pieces or particles. Government organizations, companies, and individuals use shredders to destroy personal documents, confidential, or sensitive documents. For more detail can be seen in



Figure 3.7 Crusher Document
Source: Personal Documentation

8. Packing parcels for internal employees.
As we know the internal employees are recruited on a small scale because the candidates only come from within the company itself. The author packs parcels for internal employees. Where these parcels are given during certain events or holiday celebrations.



Figure 3. 8 Internal & External Parcels
 Source: Personal Documentation

- 9 Inputting reports of wastewater pH measurements and outlet discharge
 Wastewater is the residue of a business or activity in liquid form, Wastewater or waste water is the remaining discharged water the comes from households, industry, and other public places and usually contains materials or substances the can endanger human life and disturb environmental sustainability.

Figure 3.9 Measurement Report of wastewater pH and outlet discharge
 Source; Personal Documentation

10. Inputting IPLD Report
 Wastewater is the residue of a business or activity the comes from waste or waste water is the remaining water discharged from industrial rum, as well as other public places and usually contains materials or substances the can endanger human life and disturb environmental sustainability Unlike domestic wastewater, the substances contained in industrial

wastewater vary greatly according to their use in ea

Kategori	Sampel (pH)				pH	Catatan	Keterangan
	Sampel 1	Sampel 2	Sampel 3	Sampel 4			
1	1	1	1	1	7.00		
2	2	2	2	2	7.00		
3	3	3	3	3	7.00		
4	4	4	4	4	7.00		
5	5	5	5	5	7.00		
6	6	6	6	6	7.00		
7	7	7	7	7	7.00		
8	8	8	8	8	7.00		
9	9	9	9	9	7.00		
10	10	10	10	10	7.00		
11	11	11	11	11	7.00		
12	12	12	12	12	7.00		
13	13	13	13	13	7.00		
14	14	14	14	14	7.00		
15	15	15	15	15	7.00		
16	16	16	16	16	7.00		
17	17	17	17	17	7.00		
18	18	18	18	18	7.00		
19	19	19	19	19	7.00		
20	20	20	20	20	7.00		
21	21	21	21	21	7.00		
22	22	22	22	22	7.00		
23	23	23	23	23	7.00		
24	24	24	24	24	7.00		
25	25	25	25	25	7.00		
26	26	26	26	26	7.00		
27	27	27	27	27	7.00		
28	28	28	28	28	7.00		
29	29	29	29	29	7.00		
30	30	30	30	30	7.00		
31	31	31	31	31	7.00		
32	32	32	32	32	7.00		
33	33	33	33	33	7.00		
34	34	34	34	34	7.00		
35	35	35	35	35	7.00		
36	36	36	36	36	7.00		
37	37	37	37	37	7.00		
38	38	38	38	38	7.00		
39	39	39	39	39	7.00		
40	40	40	40	40	7.00		
41	41	41	41	41	7.00		
42	42	42	42	42	7.00		
43	43	43	43	43	7.00		
44	44	44	44	44	7.00		
45	45	45	45	45	7.00		
46	46	46	46	46	7.00		
47	47	47	47	47	7.00		
48	48	48	48	48	7.00		
49	49	49	49	49	7.00		
50	50	50	50	50	7.00		
51	51	51	51	51	7.00		
52	52	52	52	52	7.00		
53	53	53	53	53	7.00		
54	54	54	54	54	7.00		
55	55	55	55	55	7.00		
56	56	56	56	56	7.00		
57	57	57	57	57	7.00		
58	58	58	58	58	7.00		
59	59	59	59	59	7.00		
60	60	60	60	60	7.00		
61	61	61	61	61	7.00		
62	62	62	62	62	7.00		
63	63	63	63	63	7.00		
64	64	64	64	64	7.00		
65	65	65	65	65	7.00		
66	66	66	66	66	7.00		
67	67	67	67	67	7.00		
68	68	68	68	68	7.00		
69	69	69	69	69	7.00		
70	70	70	70	70	7.00		
71	71	71	71	71	7.00		
72	72	72	72	72	7.00		
73	73	73	73	73	7.00		
74	74	74	74	74	7.00		
75	75	75	75	75	7.00		
76	76	76	76	76	7.00		
77	77	77	77	77	7.00		
78	78	78	78	78	7.00		
79	79	79	79	79	7.00		
80	80	80	80	80	7.00		
81	81	81	81	81	7.00		
82	82	82	82	82	7.00		
83	83	83	83	83	7.00		
84	84	84	84	84	7.00		
85	85	85	85	85	7.00		
86	86	86	86	86	7.00		
87	87	87	87	87	7.00		
88	88	88	88	88	7.00		
89	89	89	89	89	7.00		
90	90	90	90	90	7.00		
91	91	91	91	91	7.00		
92	92	92	92	92	7.00		
93	93	93	93	93	7.00		
94	94	94	94	94	7.00		
95	95	95	95	95	7.00		
96	96	96	96	96	7.00		
97	97	97	97	97	7.00		
98	98	98	98	98	7.00		
99	99	99	99	99	7.00		
100	100	100	100	100	7.00		

Figure 3.10 IPLD Ph Data Report
Source: Personal Documentation

11 Writing Minutes and Incident Reports

The information contained is information about the sequence of events or incidents that occur by employees within the scope of the work environment / at the time of carrying out tasks / work. For example, accident news includes information on the name, type of vehicle used, time of the incident and the chronology of the event or incident. For more details, please see the picture below.

Figure 3.11 Writing Minutes and Incident Reports
Source : Personal Documentation

12 Input Employee Training Data

Employee training is a program designed to improve technical skills, knowledge, efficiency, and value creation to do certain jobs in a better way. For more details can be seen in Figure 3.12 Input Employee Training Data.



Figure 3.12 Employee Training
Source: Personal Documentation

13. Report on the Implementation of Electricity Supply Business License at Operation Stage

Periodic Report on the Implementation of Electricity Supply Business License at the Operation Stage in SHE Division is a document containing information on the implementation of OHS (Occupational Health and Safety) and Environmental aspects in the operation stage of electricity supply business activities.

Bulan	Beban Tenaga (MW)		Availability Factor (%)		Neraca Energi		
	ADG (MW)	(MW)	AF (%)	(%)	Pembelian (MWh)	Produksi Bruto (MWh)	Produksi Bersih (MWh)
Jan / Juli							
Feb / Agt							
Mar / Sep							
Apr / Okt							
Mai / Nov							
Jun / Des							

Figure 3.13 Implementation of Electricity Supply Business License
Source: Personal Documentation

14. Recording complaint reports

A complaint letter for employees is an official letter made by the company to employees to convey complaints or dissatisfaction with a

matter related to the product being produced.

15. Inputting B3 Waste report

A hazardous and toxic waste report is a document that presents data and information on the management of hazardous and toxic waste in an activity or industry. This report covers various aspects, from the identification of the type of waste, the amount and source of waste, to the method of storage, transportation, treatment, and disposal. The importance of this work lies in its impact on environmental safety and the company's compliance with laws. Errors in reporting can result in severe legal sanctions as well as risks to the environment and society. Therefore, thoroughness and understanding of hazardous waste management regulations and procedures are necessary. Overall, this work is key in ensuring that hazardous waste management is carried out safely and responsibly, supporting environmental conservation efforts and community welfare.

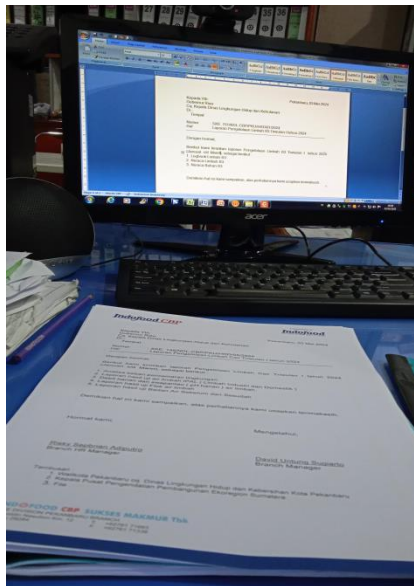


Figure 3.14 Inputting B3 Waste report
Source: Personal Documentation

16. Organize and tidy up employee documents

Organizing and tidying up employee documents is an important step in

human resource management to ensure information is neatly stored, easily accessible and secure. This process involves organizing various types of documents, such as employment contracts, personal data, performance records, and documents related to benefits and attendance. First, it is important to classify documents based on certain categories, such as administrative documents, employee development, and financial data. Each category can be labeled and stored in appropriate physical or digital folders.

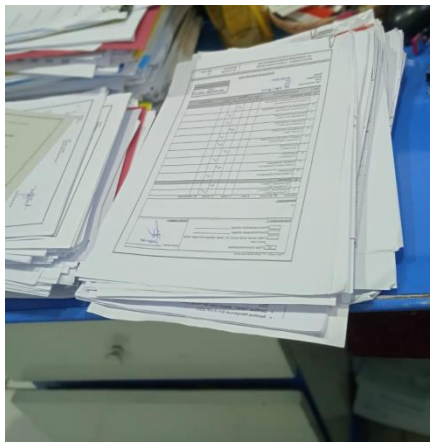


Figure 3.15 Employee Documents
Source: Personal Documentation

17. Translate Workforce Documents

Workforce documents refer to various types of documents related to human resources and workforce management in an organization or company. Workforce documents are very important to ensure the all aspects related to human resource management are running properly and in accordance with applicable regulations.



Figure 3. 16 Workforce Document
Source: Personal Documentation

18. Tidying up and grouping employee documents per each department.
The author categorizes each employee document according to the alphabetical order of the name and according to the department of their respective fields.



Figure 3.17 Employee Document Grouping
Source: Personal Documentation

19. Creating an Internal Memorandum letter
Internal memorandum is a type of message in the form of a letter the functions as a form of information or notification and/or reminder to the intended party. This internal memorandum contains the date month and year, letter number The internal memorandum must include the name of the

person concerned and be endorsed by the signature of the Head or Branch Human Resource Manager (BHRM) or represented by an authorized party. For more detail can be seen in Figure 3.25 internal memorandum document letter.

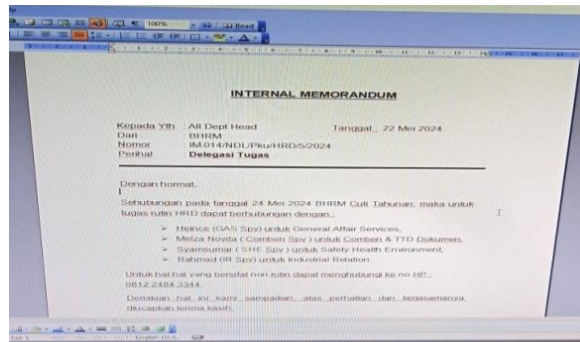


Figure 3.18 Internal Momerandum Letter
Source : Personal Documentation

20. Job Fair

A job fair is an event the brings together and connects companies and organizations the are looking for new employees with job seekers in a certain place. Job fairs are alto called job fairs or career fairs. Companies in attendance will usually set up a booth where information about their company will be available for job seekers to see and read.



Figure 3.19 Job Fair
Source : Personal Documentation

21. Laminating

Laminating comes from the word laminate which means to coat, it can also be called coating something with certain materials and special tools. Laminating is wrapping or coating documents using special tools and plastics. This laminating plastic is sticky to the document.



Figure 3.20 Laminating
Source : Personal Documentation

22. Make a medical cover letter

This medical cover letter requests health services and hospitalization for company employees along with a request for detailed medical bills. .

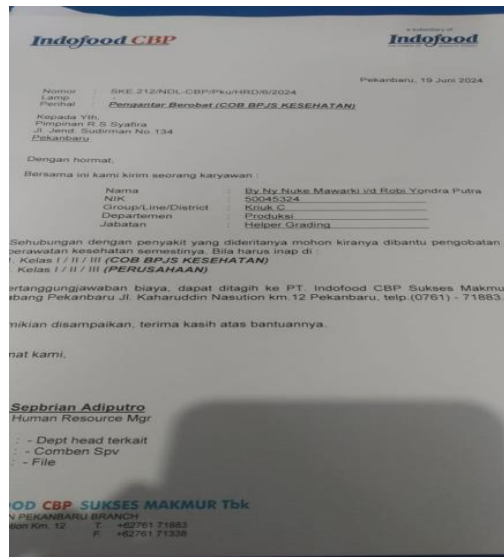


Figure 3.21 Medical Cover Letter
Source: Personal Documentation

3.4 Expected Targets During Practical Work at PT Indofood SuksesMakmur Tbk. Pekanbaru in Dept. Human Resource Development (HRD) Among others as follows:

1. Document Archive

The target obtained by the author from document archiving can be seen the the author can find out the grouping of documents according to the type of letter / document, by arranging documents in sequence according to the type of letter / document and the date of entry or exit of the document in sequence.

2. Effluent and Influent data input

The author knows the difference between Effluent and Influent, knows how to input Effluent and Influent data and completes the process of inputting Effluent and Influent report data with efficient time.

4. Checking the test results of prospective employees

The author knows one type of test the will be given to prospective employees, namely the Psychological Test, and the author knows how to correct the test results the have been filled in by prospective employees / applicants.

5. Checking employees' documents for completeness and incompleteness.

The expected target in checking this document is to be able to check the document correctly and correct if there are errors in the document.

6. Inputting Hydrant and Apar reports

The expected target in inputting Hydrant and Apar reports is the the author knows how to make Hydrant and Apar reports.

7. Organize and classify employee cards according to their types

Expected target in the author's activities in organizing and grouping employee cards according to type.

8. Crusher documents / destroy documents the have been damaged or not reused

The target obtained by the author of the document crusher is to know how the crusher machine works which is used to destroy documents without being able to be read again.

9. Packing parcels for internal employees.

The expected target is the the writer can pack parcels for internal employees.

10. Inputting effluent data (WWT and IPLD)

The expected target of inputting effluent data (WWT and IPLD) is to know and be able to input effluent data (WWT and IPLD) properly and correctly.

11. Writing minutes of events and incidentsThe expected target of writing minutes and events is the the writer is able to explain the chronology of minutes and events the apply to employees starting with informing the date of the incident, the chronology of events, and the time the event occurred.

12. Inputting employee training data

The target obtained by the author is to know the employee training data is separated according to month and year.

13. Periodic report on the implementation of the business license for the supply of electricity at the operating stage.

The target obtained by the author is the the author knows and is able to make periodic reports on the implementation of business licenses for supplying electricity at the operating stage in the field of SHE. documents the must be submitted by electricity service provider companies to the Ministry of Energy and Mineral Resources (ESDM) periodically. This report contains information about the implementation of the company's obligations in the aspects of safety, health, and environment (SHE) during the operating period.

14. Recording Complaint Reports

The target obtained by the author is the the author is able to find out what complaints or Complaints submitted by the company to employees regarding complaints about employee responsibility when carrying out their work.

15. Inputting B3 waste reports
The target obtained from the author is to know the definition of B3 (Hazardous and Toxic Material) waste and be able to make B3 waste reports.
16. Organize and tidy up employee documents
The target obtained from the author is to organize documents according to their division.
17. Translate workforce documents
The target obtained from the author in translating documents is expected by the company to be able to translate good and correct vocabulary.
18. Grouping each employee's documents according to the alphabetical order of the name and according to their respective field departments.
The target obtained from the author is to be able to organize documents according to the alphabetical name and division.
19. Make an outgoing letter of introduction to medical treatment
The target obtained from the author is to know the employees need to do a report on permission to take treatment outside.
20. Create an Internal Memorandum letter
The target obtained from the author is the a memorandum letter is needed to be used as information.
21. Job Fair
The target obtained from the author after participating in the JOB FAIR activity is to find out how the company provides job vacancies for prospective job applicants.
22. Laminating
The target obtained from the author is to know how the laminating machine works when coating documents.
23. Make a medical cover letter
The target obtained from the author is the employees must report to the company before taking treatment at the hospital.

3.5 Software and hardware used during practical work at PT.Indofood CBP Sukses Makmur Tbk, Pekanbaru in the Human Resource Development (HRD) Dept.

In supporting the smooth running of the tasks and work of the given job, there are several things the must be considered and prepared to the the results of the work are as expected such as knowing how to use office equipment and devices to be used. there are alto kers and toftware devices used during the practical work activities (KP) at PT. Indofood CBP Sukses Makmur Tbk Pekanbaru are as follows:

3.5.1 Software

The Software used during the practical work at PT. Indofood CBP Sukses Makmur Tbk Pekanbaru Among others as follows:

1. Microsof Excel

Microsoft Excel is Software for processing data automatically including basic calculations, charting and data management. This toftware is very helpful for tolvng administrative problems ranging from the simplest to the more complex. In this work using excel to input such as effluent, influent, IPLD data. as well as other employee data data.

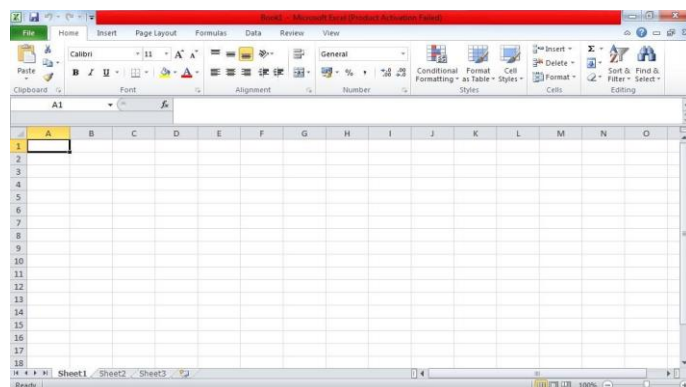


Figure 3.22 Microsoft Excel
Source: Personal Documentation

2. Microsoft Word

Microsoft Word is a program the is part of the Microsoft Office installation package, functioning as word processing software including creating, editing, and formatting documents. In this work using word to create a

statement letter to employees.

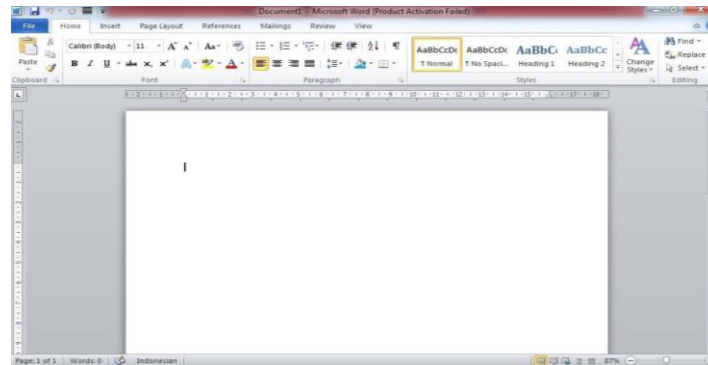


Figure 3.23 Microsoft Word
Source :Personal Documentation

3.6 Equipment and Supplies

Equipment and supplies used during Practical Work at PT.Indofood CBP Pekanbaru. Equipment and supplies the are often used during practical work at PT. Indofood CBP Sukses Makmur Tbk.Pekanbru are as follows:

3.6.1 Equipment

Equipment the is often used by the Dept. HRD is as follows:

1. Printing Machine

Printing Machine is one of the electronic devices used to print documents or files. With a printing machine, it can make it easier to print company letters and documents.



Figure 3.24 Printer Printing Machine
Source : Personal Documentation

2. Perforator

Perforators or better known as paper punchers are office tools used to make holes in sheets of paper. The main purpose of this perforation is to facilitate

the binding of paper in a binder or folder.



Figure 3.25 Perforator
Source : Personal Documentation

3. Photocopier

A photocopier is a device used to make paper copies of documents, images, or other text. With this machine, we can easily duplicate the materials we need in large quantities quickly.



Figure 3.26 Photocopy Machine
Source : Personal Documentation

4. Laminating machine

A laminating machine is a device used to coat documents or other materials with thin plastic (called a laminate) to make them more durable, waterproof and tear-resistant. Laminating machines work by pressing hot, thin plastic

onto documents or materials. This heat and pressure melts the plastic and makes it stick to the surface of the document.



Figure 3.27 Laminating Machine
Source: Personal Documentation

5. Scissors

Scissors are used to cut thin materials such as paper data documents, name paper on envelopes and employee badge paper before laminating.



Figure 3.28 Scissors
Source: Personal Documentation

6. Map *Ordner*

Map *Ordner* di Bagian HRD digunakan untuk menyimpan file agar lebih tersusun dan mudah ditemukan pada saat diperlukan.



Figure 3.29 Map Order
Source: Personal Documentation

3.7.2. Equipment

Equipment the is often used by the Dept. HRD is as follows:

1. Glue

Glue is a tool used to glue or attach something to certain items or objects. In the HRD Section, insulation is used to stick employee name paper on envelopes.



Figure 3. 30 Glue
Source: Personal Documentation

2. Binder clips

Binder clips are used to keep HRD document files together to make them neater and easier to organize, such as BPJS files and employee forms.



Figure 3.31 Binder Clamp
Source: Personal Documentation

3. Ballpoint

Ballpoints are stationery the can help us in terms of taking notes or marking toomething. In Dept. HRD ballpoints are usually used when signing toomething, marking files and others.



Figure 3.32 Ballpoint
Source: Personal Documentation

4. Staples

While doing practical work staples are used to clip employee forms, letters, and other documents.



Figure 3.33 Staples
Source: Personal Documentation

5. Stamp

A stamp is a tool used to stamp or mark a surface, usually paper. The surface of this stamp is usually engraved with text, images, or a combination of both. When pressed on the surface, the ink on the stamp ink pad will stick and form a print according to the engraving on the stamp. in the HRD Dept. used to stamp important letters or documents that have been signed by the party.



Figure 3. 34 Stamp
Source: Personal Documentation

3.7 Constraints Faced in Apprenticeship During Apprenticeship at PT Indofood CBP Sukses Makmur Tbk Pekanbaru in Dept. Human Resource Development (HRD)

The obstacles faced during the Apprenticeship at Indofood CBP Sukses Makmur Tbk Pekanbaru HRD at PT. Indofood CBP Sukses Makmur Tbk Pekanbaru are:

1. Scan machines the are often damaged to the it can cause employee staff delays in scanning company documents.
2. There is only one laminating machine at PT.Indofood CBP Sukses Makmur Tbk to the it hampers the work to be done.
3. The occurrence of damage to the printer machine in the Dept. HRD to the it always hampers employee work.

3.8 Solutions made from the obstacles faced in practical work during practical work at PT.Indofood CBP Sukses Makmur Tbk.Pekanbaru in Dept. Human Resource Development (HRD)

During the implementation of Apprenticeship at PT Indofood CBP Sukses Makmur Tbk Pekanbaru for details can be seen in the following description there are several solutions to the obstacles faced. To overcome these obstacles there are several ways, namely:

1. The Solution in dealing with obstacles the occur in scanning company documents is to wait until the network is normal again and call a technician to repair the scan machine, scanning is done after the scan machine has been able to operate again or use an emergency scan, namely scanning via cellphone.
2. The Solution in dealing with the obstacles the occur in laminating badges is to laminate them.
3. The Solution in dealing with obstacles the occur in printing documents is to print documents to the general department.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

Practical Work is an activity that can be used as a place to implement the knowledge that has been learned in college related to the Study Program taken, namely International Business Administration. This Practical Work activity aims to increase knowledge and work experience for students which can later be used as provisions in the future.

The Author gained a lot of experience from Practical Work at PT Indofood CBP Sukses Makmur Tbk, Pekanbaru. The author was placed in the Division. Human Resource Development (HRD) The experience gained:

1. Practical work can apply the knowledge gained in lectures by doing the assigned tasks.
2. Practical work gets new knowledge that has not been obtained in recovery
3. Thoroughness and punctuality are required in carrying out the work assigned.
4. The environment at Practical Work is very good to the it has a positive impact on employees and internship students.
5. Interns are required to be more active in carrying out the work assigned.
6. The documents produced during practical work at PT Indofood CBP Sukses Makmur Tbk, Pekanbaru are the results in the form of documents in Microsoft Word and Microsoft Excel.

After the Author has completed carrying out Practical Work at PT Indofood CBP Sukses Makmur Tbk, Pekanbaru, the author can conclude that while carrying out Practical Work activities, the author has gained additional knowledge and experience about the world of work.

4.2 Suggestion

After carrying out Apprenticeship in the Human Resource Development (HRD) Department there are several suggestions namely:

1. For PT Indofood CBP Sukses Makmur Tbk Pekanbaru to be able to provide additional areas for archive storage so that the work area becomes comfortable.
2. For students who carry out practical work in the company, they must be able to adapt to employees in the company where they work.
3. For PT Indofood CBP Sukses Makmur Tbk Pekanbaru to be able to carry out routine maintenance of office equipment to minimize equipment damage and so that the machine can be used for a long time.
4. For Polytechnic State Bengkalis and PT Indofood CBP Sukses Makmur Tbk, Pekanbaru, good cooperation can be established through practical courses (KP).
5. For future students who will carry out Practical Work (KP), they are expected to seek information related to companies / agencies so that the practice carried out is in accordance with their respective study programs and prepare themselves not only soft skills but also hard skills.
6. For the International Business Administration Study Program, it is expected to complete teaching materials, especially practices that are in accordance with the needs of the world of work.
7. For the Practical Work Coordinator (KP), it is hoped that it will be earlier in planning for students to choose a practical work location (KP) because considering various campuses also carry out KP so that the number of students will be limited by the company / agency.

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- Rahayu, R. S. (2023) The Influence Of Flavor Variants, Word Of Mouth And Product Quality On Purchasing Decisions For Promina Brand Baby Porridge Products (Case Study Of People In Binawidya Sub-District, Pekanbaru City).

APPENDICES

Appendix 1 Apprenticeship Letter of Acceptance

a subsidiary of:
Indofood
THE SYMBOL OF QUALITY FOODS

Pekanbaru, 20 Februari 2024

Kepada Yth,
Bpk/Ibu Pimpinan
Politeknik Negeri Bengkalis
Fakultas Administrasi Niaga
Di Tempat

Nomor : 072/HR-IR/PKL/02/2024
Lamp : -
Perihal : Permohonan PKL di PT Indofood CBP Sukses Makmur Tbk

Dengan Hormat,
Bersama ini kami informasikan bahwa permohonan PKL Saudara/i di PT Indofood CBP Sukses Makmur Tbk telah disetujui manajemen kami, Dengan list sebagai berikut:

No	Nama	NIS	Jurusan	Tanggal PKL
1.	Julia Putri	5404201344	D4 Administrasi Bisnis Internasional	01 Maret-31 Juni 2024
2.	Juspiani	5404201330	D4 Administrasi Bisnis Internasional	01 Maret-31 Juni 2024
3.	Yuli Norfaizah	5404201322	D4 Administrasi Bisnis Internasional	01 Maret-31 Juni 2024

Adapun ketentuan yang wajib diikuti adalah:

- Saudara membawa Surat Pernyataan Kebersertaan Program PKL (terlampir) dan menyerahkan kepada kami.
- Saudara dipersilahkan untuk bertemu dengan PIC kami di HR yaitu Bpk. Rahmad (IR Spv).
- Selama melakukan PKL diharapkan datang dan pulang mengikuti jam kerjayaan ada dilokasi anda melakukan PKL.
- Wajib mematuhi seluruh peraturan tata tertib yang berlaku.
- Saudara wajib mengikuti program jaminan sosial ketenagakerjaan (BPJS TK) yang mencakup JKK dan JKM selama periode PKL.

Demikian yang dapat kami sampaikan, atas perhatiannya kami ucapkan terima kasih

Hormat Kami,

Risky Sebbrian Adiputro
BHRM

PT INDOFOOD CBP SUKSES MAKMUR Tbk
NOODLE DIVISION PEKANBARU BRANCH
Jl. Kaharudin Nasution Km. 12 Pekanbaru 28284 RIAU
T. +62761 71883
F. +62761 71338

Appendix 2 Apprenticeship Reference Letter

Indofood CBP

a subsidiary of :
Indofood
THE SYMBOL OF QUALITY FOODS

SURAT KETERANGAN

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Yuli Nor Faiza ✓
Tempat/Tgl. Lahir : Kadur, 06 Februari 2002
Alamat : Jl Pelajar, RT 001, RW 001, Desa Putri Sembilan
Kecamatan Rupert Utara Kabupaten Bengkalis.


Telah melakukan Kerja Praktek pada perusahaan kami, PT.Indofood CBP Sukses Makmur Tbk Cabang Pekanbaru sejak tanggal 01 Maret 2024 Sampai dengan 30 Juni 2024 sebagai Tenaga Kerja Praktek (KP).

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

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Pekanbaru, 01 Juli 2024


Risky Sepbrian Adiputro
Branch Human Resources Manager

PT INDOFOOD CBP SUKSES MAKMUR Tbk
NOODLE DIVISION PEKANBARU BRANCH
Jl. Kaharuddin Nasution Km. 12 T. +62761 71883
Pekanbaru 28284 F. +62761 71338
RIAU

Appendix 3 Apprenticeship Assessment Sheet

**EVALUATION RESULT FORM THE JOB TRAINING COMPANY
PT. INDOFOOD CBP SUKSES MAKMUR Tbk, PEKANBARU**

Name : Yuli Nor Faiza
NIM : 5404201322
Study program : International Business Administration State Polytechnic of
Bengkalis

NO	EvaluationAspects	Quality	Value	Value(%)
1	Discipline	20%	85	17 %
2	Responsibility	25%	81	16,2 %
3	Adjustment/Adaptation	10%	81	16,2 %
4	Work Result	30%	90	16 %
5	Behavior in General	15%	85	17 %
	Total (1+2+3+4+5)	100%	82,4 %	82,4 %

Explanation :

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

Pekanbaru, July 01, 2024



Appendix 4 Certificate















Appendix 5 List of Absen

LIST PRESENT OF APPRENTICESHIP
PT INDOFOOD CBP SUKSES MAKMUR TBK PEKANBARU

Name : Yuli Nor faiza

Reg. Number : 54042013322












Department : Human Resources Development (HRD)

MARCH			
No.	Day	Date	Signed by the Supervisor
1.	Friday	March 01 st , 2024	
2.	Monday	March 04 th , 2024	
3.	Tuesday	March 05 th , 2024	
4.	Wednesday	March 06 th , 2024	
5.	Thursday	March 07 th , 2024	
6.	Friday	March 08 th , 2024	
7.	Monday	March 09 th , 2024	
8.	Tuesday	March 12 th , 2024	
9.	Wednesday	March 13 th , 2024	
10.	Thursday	March 14 th , 2024	
11.	Friday	March 15 th , 2024	
12.	Monday	March 18 th , 2024	

13.	Tuesday	March 19 th , 2024	7
14.	Wednesday	March 20 th , 2024	7
15.	Thursday	March 21 st , 2024	7
16.	Friday	March 22 nd , 2024	7
17.	Monday	March 25 th , 2024	7
18.	Tuesday	March 26 th , 2024	7
19.	Wednesday	March 27 th , 2024	7
20.	Thursday	March 28 th , 2024	7

APRIL			
No.	Day	Date	Signed by the Supervisor
1.	Monday	April 01 st , 2024	7c
2.	Tuesday	April 02 nd , 2024	7c
3.	Wednesday	April 03 rd , 2024	7c
4.	Thursday	April 04 th , 2024	7c
5.	Friday	April 05 th , 2024	7c
6.	Monday	April 15 th , 2024	7c
7.	Tuesday	April 16 th , 2024	7c
8.	Wednesday	April 17 th , 2024	7c
9.	Thursday	April 18 th , 2024	7c
10.	Friday	April 19 th , 2024	7c
11.	Monday	April 22 nd , 2024	7c
12.	Tuesday	April 23 rd , 2024	7c
13.	Wednesday	April 24 th , 2024	7c
14.	Thursday	April 25 th , 2024	7c

15.	Friday	April 26 th , 2024	7
16.	Monday	April 29 th , 2024	7
17.	Tuesday	April 30 th , 2024	7

MAY			
No.	Day	Date	Signed by the Supervisor
1.	Thursday	May 02 nd , 2024	
2.	Friday	May 03 rd , 2024	
3.	Monday	May 06 th , 2024	
4.	Tuesday	May 07 th , 2024	
5.	Wednesday	May 8 th , 2024	
6.	Friday	May 10 th , 2024	
7.	Monday	May 13 th , 2024	
8.	Tuesday	May 14 th , 2024	
9.	Wednesday	May 15 th , 2024	
10.	Thursday	May 16 th , 2024	
11.	Friday	May 17 th , 2024	

12.	Monday	May 20 th , 2024	7c
13.	Tuesday	May 21 st , 2024	7c
14.	Wednesday	May 22 nd , 2024	7c
15.	Thursday	May 23 rd , 2024	7c
16.	Friday	May 24 th , 2024	7c
17.	Monday	May 27 th , 2024	7c
18.	Tuesday	May 28 th , 2024	7c
19.	Wednesday	May 29 th , 2024	7c
20.	Thursday	May 30 th , 2024	7c
21.	Friday	May 31 st , 2024	7c

JUNE

No.	Day	Date	Signed by the Supervisor
1.	Monday	June 03 rd , 2024	7c
2.	Tuesday	June 04 th , 2024	7c
3.	Wednesday	June 05 th , 2024	7c
4.	Thursday	June 06 th , 2024	7c
5.	Friday	June 07 th , 2024	7c
6.	Monday	June 10 th , 2024	7c
7.	Tuesday	June 11 th , 2024	7c

8.	Tuesday	June 18 th , 2024	㊟
9.	Wednesday	June 19 th , 2024	㊟
10.	Thursday	June 20 th , 2024	㊟
11.	Friday	June 21 st , 2024	㊟
12.	Monday	June 24 th , 2024	㊟
13.	Tuesday	June 25 th , 2024	㊟
14.	Wednesday	June 26 th , 2024	㊟
15.	Thursday	June 27 th , 2024	㊟
16.	Friday	June 28 th , 2024	㊟

I



Appendix 6 Documentation of Acrylic handover to PT Indofood Sukses Makmur Tbk Pekanbaru and Photo with Human Resource Development (HRD) Staff.



