

APPRENTICESHIP REPORT
PT. INDOFOO CBP SUKSES MAKMUR TBK PEKANBARU

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
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APPROVAL 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 carrying out this Apprenticeship, the Author tries to gain knowledge, insights and skills regarding administration that have been obtained in lectures and systems in the world of work as much as possible by utilizing the facilities provided by the company.

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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.

When 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

Apprenticeship (KP) is one of the activities for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know how the objectives of the Apprenticeship which are as follows:

1. Job description at PT Indofood.
2. Work system and work procedures at PT Indofood.
3. The place of implementation of Apprenticeship practice work at PT Indofood.
4. Type and description of activities at PT Indofood.
5. Obstacles and solutions during the implementation of the Apprenticeship program at PT Indofood.

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 Students

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

- 1) Students can develop work relationships and add experience to their resumes.
- 2) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 3) Students have the opportunity to be able to analyze problems related to science according to their study program.
- 4) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 5) Students get a certificate from the company if students have completed the Apprenticeship program.
- 6) Students get pocket money and transportation according to the agreement between the Apprenticeship participants and the company.

2. For Companies

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

- 1) The company will receive labor assistance from students who do Apprenticeship to the work becomes a little lighter and easier.
 - 2) 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:
- 1) State polytechnic of Bengkalis can improve the quality of its graduates through student Apprenticeship experience.
 - 2) State polytechnic of Bengkalis will be better known in the industrial or corporate world.
 - 3) State polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.
 - 4) State Polytechnic of Bengkalis received feedback from organizations/companies on the ability of students who take part in Apprenticeship in the world of work.

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. PT Indofood CBP Sukses Makmur Tbk is a manufacturer of various types of food and beverages based in Jakarta, Indonesia. Initially they only focused on producing and developing instant noodle products, but along with the success of their instant noodle products, P T Indofood CBP Sukses Makmur Tbk also began to move into other fields of food or even drinks. The company was founded on August 14, 1990 by Sudono Salim under the name PT. Panganjaya Intikusuma which on February 5, 1994 became Indofood Sukses Makmur. The company exports its food products and ingredients to Australia, Asia, Africa, America, and Europe. One of its most famous products is instant noodles. In recent decades Indofood has transformed into a total food solutions company with operational activities that cover all stages of the food

production process, from the production and processing of raw materials to the final product available on the shelves of retailers.(Jihan Aziz Wulandari et al., 2023)

The company was established under the name of PT Panganjaya Intikusuma based on Deed of Establishment No.228 dated August 14, 1990 which was amended by Deed No.249 dated November 15, 1990 and amended again by Deed No.171 dated June 20, 1991, all made before Benny Kristanto, S.H., Notary in Jakarta and was approved by the Minister of Justice of the Republic of Indonesia based on Decree No.C2-2915.HT.01.01Th.91 dated July 12, 1991, and was registered at the South Jakarta District Court under No.579, 580 and 581 dated August 5, 1991, and announced in the State Gazette of the Republic of Indonesia No.12 dated February 11, 1992, Supplement No.611 (Ongkowijaya, 2019). The Company changed its name from PT Panganjaya Intikusuma to PT Indofood Sukses Makmur, based on the decision of the Extraordinary General Meeting of Shareholders as stated in the Deed of Minutes of Meeting No.51 dated February 5, 1994 made by Benny Kristianto, SH, Notary in Jakarta (Jihan Aziz Wulandari et al., 2023).

PT Indofood CBP Sukses Makmur Tbk. is one of the leading instant noodle and processed food companies in Indonesia which is one of the branches of the company owned by the Salim Group. In 1994, there was a merger of several subsidiaries within the Indofood Group (PT Sanmaru, PT Supermi, and PT Panganjaya), thus changing its name to PT Indofood CBP Sukses Makmur Tbk. which specializes in instant noodle processing. The instant noodle division is the largest division in Indofood and its factories are spread across 15 cities, including Medan, Pekanbaru, Palembang, Tangerang, Lampung, Pontianak, Manado, Semarang, Surabaya, Banjarmasin, Makassar, Cibitung, Jakarta, Bandung and Jambi, while branches without factories are Solo, Bali and Kendari. It is intended that the products produced are sufficiently distributed to the area around the city where the factory is located, to the product can be received by consumers in a fresh

state and help government programs through equal distribution of local labor (Yanto & Sukanta, 2020).

In 1994, there was a merger of several subsidiaries within the Indofood Group, thus changing its name to PT Indofood CBP Sukses Makmur Tbk. which specializes in instant noodle processing. The instant noodle division is the largest division in Indofood and its factories are spread across 15 cities, including Medan, Pekanbaru, Palembang, Tangerang, Lampung, Pontianak, Manado, Semarang, Surabaya, Banjarmasin, Makassar, Cibitung, Jakarta, Bandung and Jambi, while branches without factories are Solo, Bali and Kendari. It is intended that the products produced are sufficiently distributed to the area around the city where the factory is located, to the product can be received by consumers in a fresh state and help the government program through equal distribution of local employment government program through equalization of local labor (A Meilinda – 2024).

PT Indofood CBP Sukses Makmur Tbk, Noodle Division Pekanbaru branch has also obtained International Standard Organization (ISO) 22000:2018, ISO 22000:2018 is a food safety standard for businesses in the global food chain. The International Organization for Standardization (ISO) developed the standard ISO 22000: 2018, Food safety management systems - Requirements for any organization in the food chain standard. It is important for organizations involved in the food supply chain to take steps to ensure their processes and products are safe as unsafe food can have severe health consequences. Certificate on Food Safety System Food is a written validation released by an independent third party through a systematic approach to determine food safety hazards and implement controls to ensure product safety., Halal Assurance System (SJPH) is an integrated system, compiled, implemented, and maintained to regulate materials, production processes, products, resources, and procedures in order to maintain the continuity of the halal product process., Indonesian National Standard (SNI) is a standard that applies nationally in Indonesia. SNIs are formulated by technical committees and set by the

National Standardization Agency (BSN)., Environmental Management System (SML) help organizations identify, manage, monitor and control environmental issues holistically. Like other types of management systems issued by ISO/International Organization for Standardization (such as quality and occupational health and safety management systems), SML uses the same “High Level Structure”. This means that SML can be easily integrated into management systems issued by ISO., and Energy Management System (SME) Reporting from the Ministry of Energy and Mineral Resources website, the Energy Management System or SME is a method of improving sustainable energy efficiency by integrating energy efficiency activities in the existing management system to it can take into account cost, environment, business availability and several other factors related to energy savings. PT Indofood CBP Sukses Makmur Tbk, Noodle division Pekanbaru branch is responsible for meeting the demand in the provinces of Riau mainland, Riau islands and West Sumatra.

2.1.2 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 their respective programs, as well as PT. Indofood CBP Sukses Makmur, Tbk Branch Pekanbaru. The following is the Vision and Mission of PT. Indofood CBP Sukses Makmur Tbk Branch Pekanbaru.

1. 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.

2. 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.

2.2 Organizational structure of PT Indofood CBP Sukses Makmur Tbk.

PT Indofood CBP Sukses Makmur Tbk. is one of the leading companies in Indonesia engaged in branded consumer products. The company's organizational structure is designed to support its extensive business operations and strategies. This structure ensures that every aspect of the company's operations can run effectively and efficiently, supporting the company's vision and mission to continue to grow and meet consumer needs.

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 that employees or each unit can participate directly or not in carrying out the achievement of company goals. To ensure inter-divisional synergy and coordination, PT Indofood CBP Sukses Makmur Tbk. also has an executive management team consisting of Directors and Division Heads. This team meets regularly to discuss business developments, challenges and opportunities, and to ensure that all parts of the company are working together to achieve the set targets.

The organizational structure at PT Indofood CBP Sukses Makmur Tbk Branch Pekanbaru is prepared based on the provisions with the functions, obligations, and responsibilities of each section in the field. Each position has its own duties, authorities, and responsibilities. This organizational structure consists of line units and staff units which indicate that employees or each unit can participate directly or not in carrying out the achievement of company goals. The organizational structure of PT Indofood CBP Sukses Makmur Tbk Pekanbaru Branch can be seen in figure 2.2 as follows:

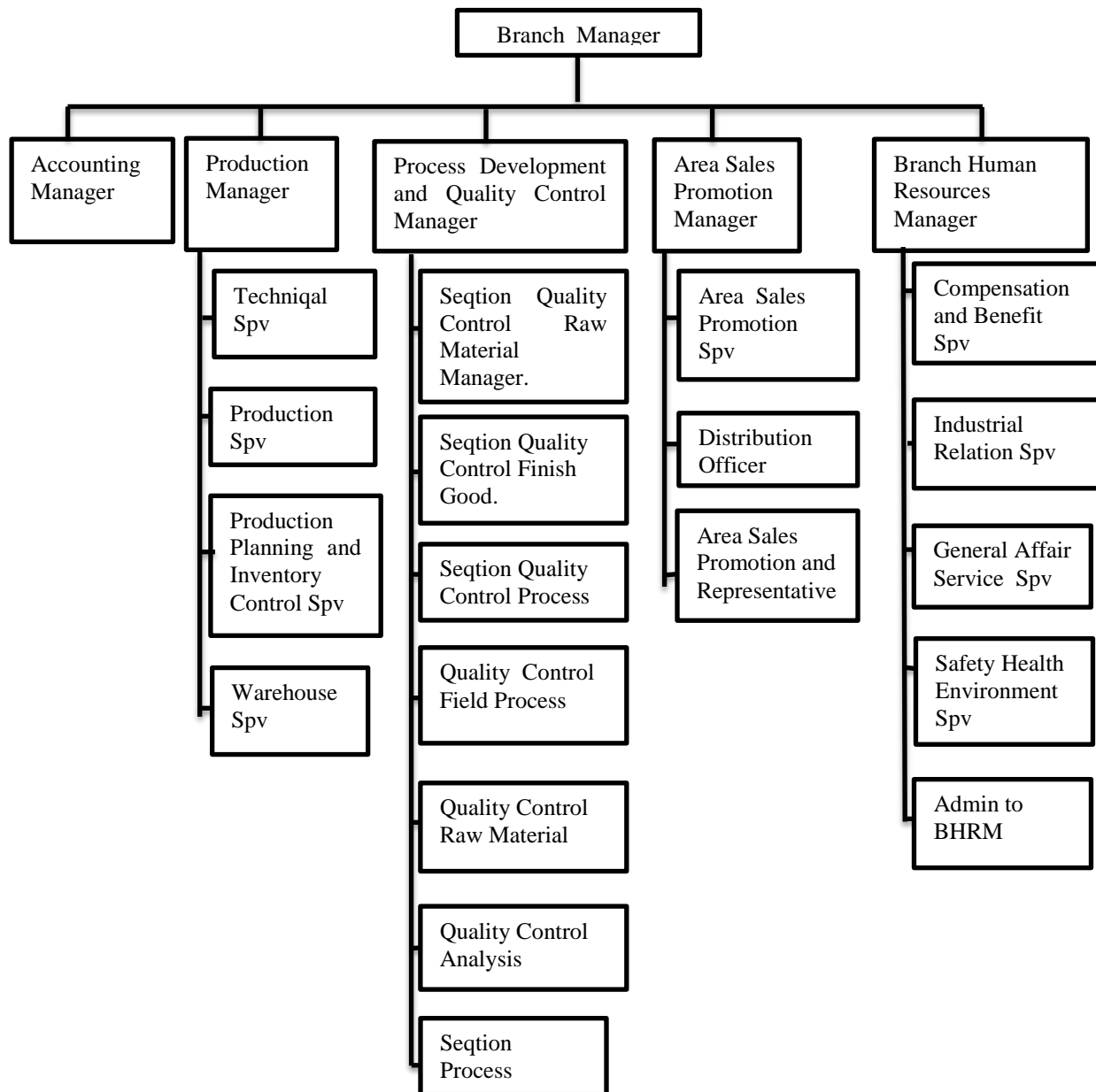


Figure 2.2 Organization Structure of PT. Indofood CBP Sukses Makmur Tbk Pekanbaru
Sources: PT. Indofood CBP Sukses Makmur Tbk Pekanbaru

1. Finance and Accounting Manager

In charge of monitoring all costs required in reporting to the Branch Manager. The Finance Manager 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 they are in line with the AOP. Signing bank instruments (Cheque, bank transfer) in accordance with the limits set by the company. Verify every expense or purchase of assets and other use of funds in accordance with the limits set by the company, establish the implementation of 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 (PPIC)

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 the type and quantity and responsible for the cleanliness of the warehouse.

3. Proses Development and Quality Control Manager

In charge of coordinating and supervising multiple products to comply with predetermined standards. A BPDQC Manager is assisted by a quality control

supervisor whose job is to supervise and control the quality of products 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). Dough sheet making (pressing), strand making (cutting and folding), frying, cooling, and packing.
- e.) Quality Control Raw Material
In charge of quality control and sample control 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
The function is to carry out process improvement/development, 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 running of marketing according to a predetermined time and is responsible for sales targets. An ASPM is assisted by:

a.) Area Sales Promotion Supervisor

In charge of supervising 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 And 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

This profession is responsible for providing direction and provide the best strategy for the company's employment program. They will oversee the program and conduct evaluations to shape better strategies. A Branch Human Resource Manager must also ensure that the company complies with all applicable labor regulations and maintain a good relationship with work and the company. They are often mediators in the resolution of workplace conflicts and manage various issues related to employee welfare. Overall, the role of a Branch Human Resource Manager is crucial as they help create an inclusive, productive, and achievement-oriented work environment that enables the company to achieve its goals by utilizing the full potential of their human resources.

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

- a.) Industrial Relation Supervisor (IR)
Assist superiors in planning, coordinating and implementing training and industrial relations activities to achieve an optimal level of industrial peace. The IR Supervisor also has the Authority to organize recruitment, selection and placement in accordance with the requirements, carry out labor development efforts, 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 Affairs Services Supervisor (GAS)
Assist superiors in planning, coordinating and carrying out general service activities, special implementation, and company licensing in accordance with applicable regulations.
 - d.) Safety, Health and Environment Officer Supervisor (SHE SPV)
Planning the company's occupational safety and health and environmental management programs including the creation of SOPs, WIs, and implementation guidelines.
 - e.) Admin to BHRM
Functions to carry out administrative tasks of the personnel department under the guidance and supervision of the Branch Personnel Manager and ensure the accuracy of the implementation of administration, archives, data / reports and control 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 is to purchase general goods (non-spareparts) for the needs of all departments, to find offers of goods requested by all departments from several suppliers, and to negotiate 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.

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

In this chapter there are several descriptions of activities or tasks while carrying out Apprenticeship at PT Indofood CBP Sukses Makmur Tbk Pekanbaru for 4 months which was carried out from March 01 to June 30, 2024 and placed in the Human Resource Development (HRD) section. During the implementation of the Apprenticeship, there were many opportunities given to do the work of the HRD department and a lot of new knowledge that could be taken in the world of work, especially in the administrative field. The specifications of the tasks carried out during 4 months in the Department Human Resource Development (HRD) of PT Indofood CBP Sukses Makmur Tbk Pekanbaru are as follows:

1. Check the test results as one of the selection requirements for prospective employees (confidential test equipment).
2. Making Internal Memorandum letter.
3. Inputting employee training report data.
4. Crusher/destroy paper that is no longer needed.
5. Input Effluent and Influent reports.
6. Inputting wastewater pH measurement reports and outlet discharge.
7. Inputting wastewater pH measurement report and IPLD outlet discharge.
8. Inputting Hydrant report data.
9. Inputting APAR report data.
10. Grouped employee cards according to their type and scanned the grouping of cards into Pdf.
11. Prepare a liquid waste management report letter for the first quarter of 2024.
12. Inserting parcel gifts for employees

13. Prepared a hazardous waste management report letter for the first quarter of 2024.
14. Prepared and filled in the application form for the installation/use/circulation of tools and production machinery.
15. Check the completeness of the required documents of the employees.
16. Duplicate documents required for administrative purposes.
17. Scanned the required documents in the HRD Dept. HRD.
18. Prepared the minutes of Hand Pallet New 2024.
19. Prepared and filled out the event report form and event analysis.
20. Translated the Labor 2.0 sheet "Unlocking human potential in a world that has been automated by this machine".
21. Tidied up and grouped each employee's documents according to the alphabetical order of names and according to their respective field departments.
22. Organize and check the completeness of employee documents.
23. Being a company representative in Job Fair activities.
24. Assisting APAR Training activities for employees.

3.1.1 Apprenticeship Agenda Report (KP) at PT Indofood CBP Sukses Makmur Tbk Pekanbaru Dept. Human Resource Development (HRD).

Description of the work that has been carried out during the Apprenticeship 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 of each month are described in tabular form. The description can be seen in Table 3.1 1st Month Agenda Report (first) below:

Table 3.1 Work Agenda Report for Month 1 starting from March 01-28, 2024

Day/Date	Activity/Project
Friday, 01-03-2024	Student intern orientation with supervisors from the HR department.
Monday, 04-03-2024	Organize the necessary documents according to the month and year listed into a gobi.
Tuesday, 05-03-2024	Inputting Catering Vs realization data into the paper provided.
Wednesday, 06-03-2024	Inputting waste data reports every month.
Thursday, 07-03-2024	Checking the test results of prospective employees.
Friday, 08-03-2024	Checking the test results of prospective employees.
Saturday, 09-03-2024	Checking the completeness of employee documents and also checking for incomplete documents.
Tuesday, 12-03-2024	Sorting admin documents according to the topic, date, month, and year and then putting them into their respective gobies that have been provided.
Wednesday, 13-03-2024	Inputting Hydrant & Apar reports.
Thursday, 14-03-2024	Scrusher paper documents that are no longer used.
Friday, 15-03-2024	Input training data for employees in each department.
Monday, 18-03-2024	Input training data of employees in each department.
Tuesday, 19-03-2024	Checking employee test results.
Wednesday,20-03-2024	Inputting employee training report data.
Thursday,21-03-2024	Create application letters for the manufacture or installation of machine tools and production machinery.
Friday,22-03-2024	Grouping employee cards according to their type and scanning the grouping of cards into Pdf.
Monday, 25-03-2024	Scrusher documents and data that are not needed or used anymore.
Tuesday, 26-03-2024	Inserting parcels for employees
Wednesday,27-03-2024	Inserting parcel gifts for employees
Thursday,28-03-2024	Inserting parcel gifts for employees

Source: Processed Data 2024

The following is a display of the work report for Month 2, namely, the day / date, activity and place of implementation as follows:

Table 3.2 2nd month work agenda report from April 01-30, 2024

Day/Date	Activity/Project
Monday, 01-04-024	Inputting a letter of extension of a certain period of work
Tuesday, 02-04-2024	Identify employee cards according to their type and scan and save them on the computer in Pdf form.
Wednesday, 03-04-2024	Correcting the examination of prospective employee test results.
Thursday, 04-04-2024	Correcting the examination of prospective employee test results.
Friday,05-04-2024	Scrusher documents and data that are no longer used.
Monday,15-04-024	Input Effluent and Inffluent data and IPLD data for waste data purposes.
Tuesday,16-04-2024	Inputting liquid waste data (WWT and IPLD).
Wednesday,17-04-2024	Sickness Absence Permit
Thursday,18-04-2024	Inputting employee training data
Friday,19-04-2024	Make a report on the implementation of the operation stage electricity supply business license
Monday,22-04-024	Photocopy required documents
Tuesday,23-04-2024	Scrusher documents and data that are no longer used.
Wednesday,24-04-2024	Checking the test results of prospective employees
Thursday,25-04-2024	Crushed documents and data that are no longer used.
Friday,26-04-2024	Photocopy the proposal of liquid waste management report
Monday,29-04-024	File the document.
Tuesday,30-04-2024	Crushed documents and data that are no longer used (B3).

Source: Processed Data 2024

The following is a view of the work report on Month 3, namely, the day / date, activity and place of implementation as follows:

Table 3.3 3rd Month Work Agenda Report starting from May 02-31, 2024.

Day/Date	Activity/Project
Thursday, 02-05-2024	Checking the results of training reports / Training of prospective employees.
Friday, 03-05-2024	Creating a waste management report proposal.
Monday, 06-05-2024	Checking the results of ccp pre and post test questions.
Tuesday, 07-05-2024	Inputting effluent and influent data.
Wednesday, 08-05-2024	Checking the test results of prospective employees.
Friday, 10-05-2024	Inputting IPLD report data
Monday, 13-05-2024	Duplicated hazardous and liquid waste report documents and scanned the documents into a flashdrive.
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	Translating labor sheet 2.0 "Unlocking human potential in a world that has been automated by this machine".
Monday, 20-05-2024	Translate labor sheet 2.0 "Unlocking human potential in a world that has been automated by this machine."
Tuesday, 21-05-2024	Prepare the minutes of the new Hand Pallet 2024
Wednesday, 22-05-2024	Prepare Monthly report
Thursday, 23-05-2024	Sick leave
Friday, 24-05-2024	Formulate Internal Memorandum letter for BHRM.
Monday, 27-05-2024	Scan employee performance forms in the HRD department.
Tuesday, 28-05-2024	Checking the kraepelin test results of prospective employees.
Wednesday, 29-05-2024	Assisted in preparing refreshments for the retirement ceremony of one of the employees.
Thursday, 30-05-2024	Checking employee test results and laminating the necessary files in the HRD Dept. HRD
Friday, 31-05-2024	Making reports

Source: Processed Data 2024

The following is a view of the work report on Month 4, namely, the day / date, activity and place of implementation as follows:

Table 3.4 4th Month Work Agenda Report starting from June 03-30, 2024.

Day/Date	Activity/Project
Monday, 03-06-2024	Archiving documents
Tuesday, 04-06-2024	Naming the file according to its content
Wednesday, 05-06-2024	Inputting Effluent, Influent, and IPLD report data
Thursday, 06-06-2024	Tidying up and archiving documents
Friday, 07-06-2024	Duplicate documents
Monday, 10-06-2024	Scanning documents
Tuesday, 11-06-2024	Filing the required documents
Wednesday, 12-06-2024	Checking the test results of prospective employees
Thursday, 13-06-2024	Filing documents
Friday, 14-06-2024	Tidying up the archive and naming it according to its contents.
Tuesday, 18-06-2024	Filing documents
Wednesday, 19-06-2024	Checking the completeness of sales return documents
Thursday, 20-06-2024	Inputting transporter physical inspection reports
Friday, 21-06-2024	Inputting transporter physical inspection reports
Monday, 24-06-2024	Stamp the required documents
Tuesday, 25-06-2024	Checking the completeness of documents
Wednesday, 26-06-2024	Checking the completeness of sales return documents
Thursday, 27-06-2024	Duplicate the required documents
Friday, 28-06-2024	Filing documents

Source: Processed Data 2024

3.2 Apprenticeship Place

This Apprenticeship was carried out at PT Indofood CBP Sukses Makmur Tbk Pekanbaru which is located at Jl. Kaharuddin Nst, Perhentian Marpoyan Damai, Pekanbaru City, Riau. During the Field Apprenticeship activities the Author was placed in Human Resource Development (HRD). Apprenticeship activities began on March 01, 2024 to June 30, 2024. The schedule of operational working hours at PT Indofood CBP Sukses Makmur Tbk Pekanbaru is as follows:

Table 3.5 Schedule of Operational Working Hours

NO.	Day	Work time schedule	Location
1	Monday – Friday	08:00 - 17:00	PT. Indofood CBP Sukses Makmur Tbk Pekanbaru
2	Saturday and Sunday	Day off	Day off

Source: Processed Data 2024

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

Report on activities that have been carried out while carrying out Apprenticeship (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. Check the test results as one of the selection requirements for prospective employees (confidential test equipment).

Check the test results as part of the selection of potential employees is an important stage in the recruitment process. The test tools used are confidential to maintain integrity and fairness. The test results provide a snapshot of the candidate's abilities, personality and potential. The selection team is responsible for evaluating the results carefully and objectively. The confidentiality of this information is strictly maintained to avoid misuse and safeguard the privacy of candidates.

This test is one of the test tools to measure a person's level of attention in a short period of time. In principle, there is not enough time to do the test because there are so many of them and you are not required to do all the questions. However, the interpretation of this test can be used by Human Management

Development (HRD) to find out how the character of prospective company employees.

Figure 3.1 Checking the test results of prospective employees



Source: Personal Documentation

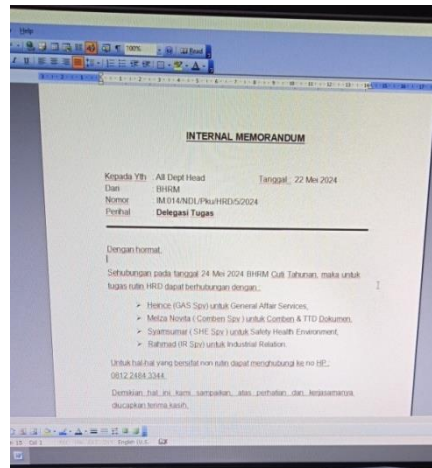
2. Making Internal Memorandum letter

Internal Memorandum is a type of message or letter sent to members within a business or organization. A memo, short for memorandum or reminder, is usually a group message sent from one person to several recipients. Memorandum serves as a form of information or notification to the intended party. This internal memorandum contains the date, month, and year, letter number, subject, name of the person concerned and is Authorized by the signature of the leader or Branch Human Resource Manager (BHRM) or personal documentation represented by an Authorized party.

Creating an Internal Memorandum letter is an important task in corporate communication. This letter is used to formally convey information, instructions or new policies to employees. The process starts with determining the purpose and the intended audience. Then, the message is drafted clearly and concisely, covering important details and steps to be taken. The language used should be formal and professional, reflecting the company's culture and values. Once drafted, the memorandum is double-checked to ensure there are no errors. The

final step is to distribute the letter through internal communication channels, ensuring all concerned employees receive the information in a timely manner.

Figure 3.2 Making Internal Memorandum Letter



Source: Personal Documentation

3. Input training report data for employees

Employee reports are one way to motivate employees. If done regularly, it will encourage employees to continue to be involved and provide a sense of enthusiasm, confidence, and have new ideas to complete their work. Training or employee training is organized by the company with the aim of improving employee skills and knowledge. This is tailored to what the company needs and the current job requirements. Here the data entry of employee reports is adjusted to their respective departments and divisions and also according to the field of training they are currently undergoing.

This process involves recording information regarding the various training sessions attended by employees, including participant names, training dates, materials delivered and evaluation results. By performing this task accurately, companies can monitor employee skill development, identify further training needs, and ensure that each employee receives training appropriate to their role. In addition, well-recorded data makes it easier to create performance reports and plan for employees' future career development.

Figure 3.3 Input training report data for employees



Source: Personal Documentation

4. Crusher documents that are no longer needed

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 private, confidential, or sensitive documents.

Figure 3.4 Crusher documents that are no longer needed

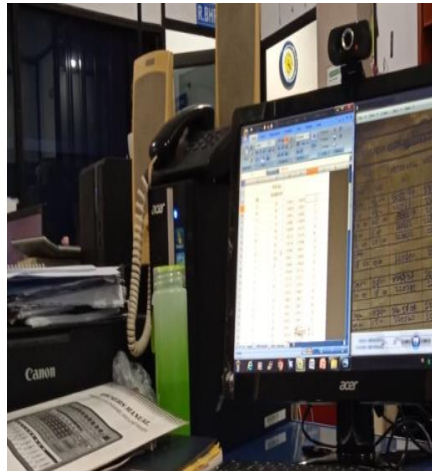


Source: Personal Documentation

5. Input Effluent and Influent Reports

Effluent is water that comes out of one part of the processing building or from the processing building as a whole. Influent is water that enters one part of the processing building or from the processing building as a whole. The input of this report is carried out once a month, after completion and having thoroughly checked the correctness of the data, then this report data is entered for the wastewater pH measurement report and outlet discharge and also IPLD.

Figure 3.5 Inputting Effluent and Influent reports



Source: Personal Documentation

6. Input Measurement Report of wastewater pH and outlet discharge

Wastewater is the residue of a business or activity in liquid form. Wastewater or waste water is the remaining water discharged from households, industries, and other public places and usually contains materials or substances that can endanger human life and disturb environmental sustainability.

Unlike household wastewater, the substances contained in industrial wastewater vary greatly according to their use in each industry, therefore, the impacts they cause also vary greatly, depending on the substances contained therein.

Figure 3.6 Measurement Report of wastewater pH and outlet discharge

Source: Personal Documentation

7. Input wastewater pH measurement and IPLD outlet discharge

Wastewater is the residue of a business or activity in liquid form. Wastewater or waste water is the remaining water discharged from households, industries, and other public places and usually contains materials or substances that can endanger human life and disturb environmental sustainability. Unlike household wastewater, the substances contained in industrial wastewater vary greatly according to their use in each industry. Therefore, the impact caused by it is also very varied, depending on the substances contained in it.

Measuring the pH of wastewater input and output discharge of the Domestic Sewage Treatment Plant (IPLD) is an important step to ensure the effectiveness of the treatment process. This procedure starts with the sampling of wastewater at the entry point and output point of the IPLD. The samples are then analyzed using a pH meter to determine the level of acidity or basicity. The pH measurement results help determine the quality of the wastewater before and after treatment, as well as assess the performance of the IPLD system. Regular and accurate monitoring of wastewater pH ensures that the treatment process is running optimally and in accordance with established environmental standards.

Figure 3.7 Measurement Report of wastewater pH and IPLD outlet discharge

Data Pengukuran pH Air Limbah dan Debit Outlet IPLD
 Periode : Maret 2024

Tanggal	Debit (m³/d)			pH	Sudut BMLC	Keterangan
	Salin I	Salin II	Salin III			
1-03-2024	10	10	10	7.00		
2-03-2024	1	2	3	8.00		
3-03-2024	2	3	4	7.50		
4-03-2024	3	4	5	7.50		
5-03-2024	4	5	6	7.50		
6-03-2024	5	6	7	7.50		
7-03-2024	6	7	8	7.50		
8-03-2024	7	8	9	7.50		
9-03-2024	8	9	10	7.50		
10-03-2024	9	10	11	7.50		
11-03-2024	10	11	12	7.50		
12-03-2024	11	12	13	7.50		
13-03-2024	12	13	14	7.50		
14-03-2024	13	14	15	7.50		
15-03-2024	14	15	16	7.50		
16-03-2024	15	16	17	7.50		
17-03-2024	16	17	18	7.50		
18-03-2024	17	18	19	7.50		
19-03-2024	18	19	20	7.50		
20-03-2024	19	20	21	7.50		
21-03-2024	20	21	22	7.50		
22-03-2024	21	22	23	7.50		
23-03-2024	22	23	24	7.50		
24-03-2024	23	24	25	7.50		
25-03-2024	24	25	26	7.50		
26-03-2024	25	26	27	7.50		
27-03-2024	26	27	28	7.50		
28-03-2024	27	28	29	7.50		
29-03-2024	28	29	30	7.50		
30-03-2024	29	30	31	7.50		
31-03-2024	30	31	32	7.50		
Total						
Rata-rata				7.50	8.02	
Maks				8.00	8.70	
Min				7.00	7.66	

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Source: Personal Documentation

8. Inputting Hydrant report data

Hydrant is a fire protection system in buildings that uses high-pressure water as its media. This system is usually used to extinguish large-scale fires. In this system there are various main components that support the operation of the hydrant.

Figure 3.8 Hydrant Report

MONITORING HYDRANT

No	LOKASI	NO	KUNCI	SELANG	NIJEL	KETERANGAN
1	Hydrant	1	✓	✓	✓	OK
2	Hydrant	2	✓	✓	✓	OK
3	Hydrant	3	✓	✓	✓	OK
4	Hydrant	4	✓	✓	✓	OK
5	Hydrant	5	✓	✓	✓	OK
6	Hydrant	6	✓	✓	✓	OK
7	Hydrant	7	✓	✓	✓	OK
8	Hydrant	8	✓	✓	✓	OK
9	Hydrant	9	✓	✓	✓	OK
10	Hydrant	10	✓	✓	✓	OK
11	Hydrant	11	✓	✓	✓	OK
12	Hydrant	12	✓	✓	✓	OK
13	Hydrant	13	✓	✓	✓	OK
14	Hydrant	14	✓	✓	✓	OK
15	Hydrant	15	✓	✓	✓	OK
16	Hydrant	16	✓	✓	✓	OK
17	Hydrant	17	✓	✓	✓	OK
18	Hydrant	18	✓	✓	✓	OK
19	Hydrant	19	✓	✓	✓	OK
20	Hydrant	20	✓	✓	✓	OK
21	Hydrant	21	✓	✓	✓	OK
22	Hydrant	22	✓	✓	✓	OK
23	Hydrant	23	✓	✓	✓	OK
24	Hydrant	24	✓	✓	✓	OK
25	Hydrant	25	✓	✓	✓	OK
26	Hydrant	26	✓	✓	✓	OK
27	Hydrant	27	✓	✓	✓	OK
28	Hydrant	28	✓	✓	✓	OK
29	Hydrant	29	✓	✓	✓	OK
30	Hydrant	30	✓	✓	✓	OK
31	Hydrant	31	✓	✓	✓	OK
32	Hydrant	32	✓	✓	✓	OK
33	Hydrant	33	✓	✓	✓	OK
34	Hydrant	34	✓	✓	✓	OK
35	Hydrant	35	✓	✓	✓	OK
36	Hydrant	36	✓	✓	✓	OK
37	Hydrant	37	✓	✓	✓	OK
38	Hydrant	38	✓	✓	✓	OK
39	Hydrant	39	✓	✓	✓	OK
40	Hydrant	40	✓	✓	✓	OK
41	Hydrant	41	✓	✓	✓	OK
42	Hydrant	42	✓	✓	✓	OK
43	Hydrant	43	✓	✓	✓	OK
44	Hydrant	44	✓	✓	✓	OK
45	Hydrant	45	✓	✓	✓	OK
46	Hydrant	46	✓	✓	✓	OK
47	Hydrant	47	✓	✓	✓	OK
48	Hydrant	48	✓	✓	✓	OK
49	Hydrant	49	✓	✓	✓	OK
50	Hydrant	50	✓	✓	✓	OK
51	Hydrant	51	✓	✓	✓	OK
52	Hydrant	52	✓	✓	✓	OK
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54	Hydrant	54	✓	✓	✓	OK
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58	Hydrant	58	✓	✓	✓	OK
59	Hydrant	59	✓	✓	✓	OK
60	Hydrant	60	✓	✓	✓	OK
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68	Hydrant	68	✓	✓	✓	OK
69	Hydrant	69	✓	✓	✓	OK
70	Hydrant	70	✓	✓	✓	OK
71	Hydrant	71	✓	✓	✓	OK
72	Hydrant	72	✓	✓	✓	OK
73	Hydrant	73	✓	✓	✓	OK
74	Hydrant	74	✓	✓	✓	OK
75	Hydrant	75	✓	✓	✓	OK
76	Hydrant	76	✓	✓	✓	OK
77	Hydrant	77	✓	✓	✓	OK
78	Hydrant	78	✓	✓	✓	OK
79	Hydrant	79	✓	✓	✓	OK
80	Hydrant	80	✓	✓	✓	OK
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83	Hydrant	83	✓	✓	✓	OK
84	Hydrant	84	✓	✓	✓	OK
85	Hydrant	85	✓	✓	✓	OK
86	Hydrant	86	✓	✓	✓	OK
87	Hydrant	87	✓	✓	✓	OK
88	Hydrant	88	✓	✓	✓	OK
89	Hydrant	89	✓	✓	✓	OK
90	Hydrant	90	✓	✓	✓	OK
91	Hydrant	91	✓	✓	✓	OK
92	Hydrant	92	✓	✓	✓	OK
93	Hydrant	93	✓	✓	✓	OK
94	Hydrant	94	✓	✓	✓	OK
95	Hydrant	95	✓	✓	✓	OK
96	Hydrant	96	✓	✓	✓	OK
97	Hydrant	97	✓	✓	✓	OK
98	Hydrant	98	✓	✓	✓	OK
99	Hydrant	99	✓	✓	✓	OK
100	Hydrant	100	✓	✓	✓	OK

Disetujui oleh: [Signature]
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Source: Personal Documentation

9. Input APAR report

APAR (Light Fire Extinguisher) is a fire extinguisher that is usually carried or carried and used / operated by one person and stands alone, weighing between 0.5kg to 16 kg APAR is a fire extinguisher whose use is done manually and directed by sweeping from the outermost point to the deepest point where the fire is located.

Figure 3.9 Input APAR Report

No	No. Apar	Jenis	Wt	Tanggal Pengisian Terakhir	Merk Apar	Keterangan
1	1	Powder	4 kg	18 Jun 18	Chubb	OK
2	2	Powder	4 kg	18 Jun 18	Chubb	OK
3	3	Powder	8 kg	11 Jan 19	Prand	OK
4	4	Powder	8 kg	10 Jan 19	Chubb	OK
5	5	Powder	8 kg	23 Jul 19	Prand	OK
6	6	Powder	8 kg	18 Jun 18	Chubb	OK
7	7	Powder	8 kg	18 Jun 18	Chubb	OK
8	8	Powder	4 kg	4 Mar 19	Chubb	OK
9	9	Powder	4 kg	20 Oct 17	Chubb	FINISH
10	10	Powder	4 kg	20 Oct 17	Chubb	OK
11	11	Powder	4 kg	11 Sep 18	Chubb	OK
12	12	Powder	4 kg	11 Sep 18	Chubb	OK
13	13	Powder	4 kg	11 Sep 18	Chubb	OK
14	14	Powder	4 kg	11 Sep 18	Chubb	OK
15	15	Powder	4 kg	11 Sep 18	Chubb	OK
16	16	Powder	4 kg	11 Sep 18	Chubb	OK
17	17	Powder	4 kg	11 Sep 18	Chubb	OK
18	18	Powder	4 kg	11 Sep 18	Chubb	OK
19	19	Powder	4 kg	11 Sep 18	Chubb	OK
20	20	Powder	4 kg	11 Sep 18	Chubb	OK
21	21	Powder	4 kg	11 Sep 18	Chubb	OK
22	22	Powder	4 kg	11 Sep 18	Chubb	OK
23	23	Powder	4 kg	11 Sep 18	Chubb	OK
24	24	CO2	4.8 kg	10 Oct 19	Chubb	OK
25	25	CO2	4.8 kg	10 Oct 19	Chubb	OK
26	26	Powder	8 kg	10 Jan 19	Prand	OK
27	27	Powder	8 kg	10 Jan 19	Chubb	OK
28	28	Powder	8 kg	10 Jan 19	Chubb	OK
29	29	Powder	8 kg	10 Jan 19	Chubb	OK
30	30	Powder	8 kg	10 Jan 19	Chubb	OK
31	31	Powder	8 kg	10 Jan 19	Chubb	OK
32	32	Powder	8 kg	10 Jan 19	Chubb	OK
33	33	Powder	8 kg	10 Jan 19	Chubb	OK
34	34	Powder	8 kg	10 Jan 19	Chubb	OK
35	35	Powder	8 kg	10 Jan 19	Chubb	OK
36	36	Powder	8 kg	10 Jan 19	Chubb	OK
37	37	Powder	8 kg	10 Jan 19	Chubb	OK
38	38	Powder	8 kg	10 Jan 19	Chubb	OK
39	39	Powder	8 kg	10 Jan 19	Chubb	OK
40	40	Powder	8 kg	10 Jan 19	Chubb	OK
41	41	Powder	8 kg	10 Jan 19	Chubb	OK
42	42	Powder	8 kg	10 Jan 19	Chubb	OK
43	43	Powder	8 kg	10 Jan 19	Chubb	OK
44	44	Powder	8 kg	10 Jan 19	Chubb	OK
45	45	Powder	8 kg	10 Jan 19	Chubb	OK
46	46	Powder	8 kg	10 Jan 19	Chubb	OK
47	47	Powder	8 kg	10 Jan 19	Chubb	OK
48	48	Powder	8 kg	10 Jan 19	Chubb	OK
49	49	Powder	8 kg	10 Jan 19	Chubb	OK
50	50	Powder	8 kg	10 Jan 19	Chubb	OK
51	51	Powder	8 kg	10 Jan 19	Chubb	OK
52	52	Powder	8 kg	10 Jan 19	Chubb	OK
53	53	Powder	8 kg	10 Jan 19	Chubb	OK
54	54	Powder	8 kg	10 Jan 19	Chubb	OK

Source: Personal Documentation

10. Sort and identify employee cards according to their type.

The process of sorting and identifying employee cards according to their type and scanning them into pdf form requires a lot of precision and focus to ensure that each card is placed correctly according to its category. I had to pay attention to every detail, from the name to the position and also the department to ensure that the order of the employee cards was accurate. By using an efficient sorting system, the end result will be a well-organized list of employee cards, as well as easy access to information for related parties.

Figure 3.10 Sorting and identifying employee cards according to their type

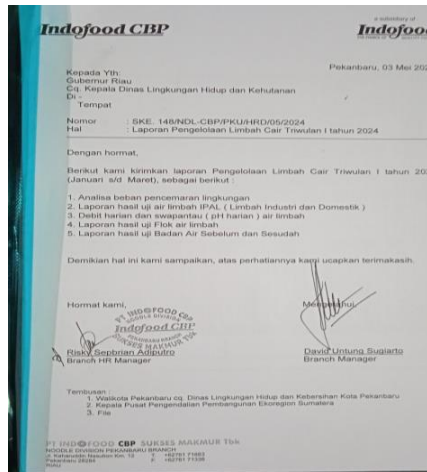


Source: Personal Documentation

11. Prepare the first quarter of 2024 liquid waste management report letter

In the first quarter of 2024, the task of creating a liquid waste management report letter, this process involves data collection, analysis, and documentation on the amount and type of waste generated. Once the data is collected, they must summarize it systematically in a complete and accurate format, and then this letter can be created with several things in mind. Ensure that all information is presented clearly and accurately. Once the report is complete, write a cover letter explaining the purpose and contents of the report, and then double-check to make sure there are no errors. Finally, send the letter and report to the authorized parties on time. This letter requires signatures from authorized parties such as the BHRM as well as the supervisor, i.e. the Branch Manager.

Figure 3.11 Generating quarterly effluent management report letter 1 year 2024



Source: Personal Documentation

12. Inserting parcels for employees

Preparing Eid parcels for internal employees is a job that requires precision, speed and accuracy. Starting from the selection of quality ingredients that suit the needs, to the fast and aesthetic packaging process. Each item must be carefully inspected to ensure perfection and consumability.

Then, the items are put into the prepared boxes or bags. Make sure each parcel contains items according to the predetermined list. Once all the parcels are ready, the final stage is distribution to the employees. This distribution process can be done directly at the workplace or sent to each employee's address, depending on company policy. Giving these parcels is not only a form of appreciation to employees, but also a way to strengthen the relationship between the company and employees. Thus, employees feel appreciated and motivated to give their best in their work.

In addition, providing personal touches, such as Eid greetings, should also be considered to enhance the sense of community and appreciation towards employees.

Figure 3.12 Inserting parcels for employees

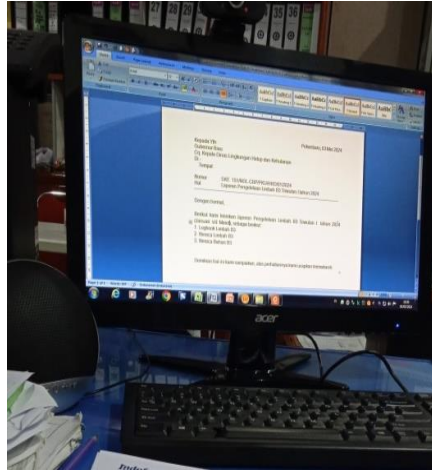


Source: Personal Documentation

13. Prepare a hazardous waste management report letter for the first quarter of 2024.

In order to fulfill my environmental obligations, I was given the responsibility of preparing a hazardous waste report letter for the first quarter of 2024. This process involves collecting data on the type of waste generated, the volume, and the method of handling it. In addition, an environmental risk analysis must also be included to assess the impact of the waste on the surrounding environment. After the data has been collected and formatted in accordance with the guidelines, the hazardous waste report letter is then made by including the signatures of Authorized parties such as the BHRM and also the superior, namely the Branch Manager.

Figure 3.13 Creating a hazardous waste management report letter for the first quarter of 2024



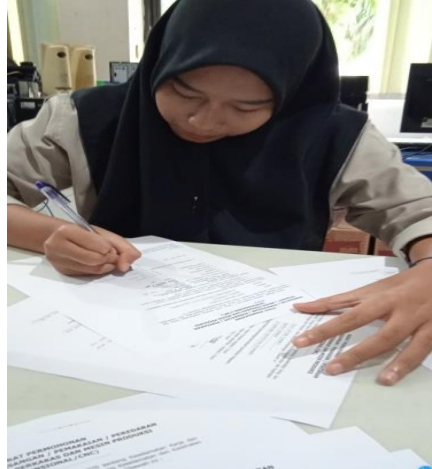
Source: Personal Documentation

14. Make and fill in the application form for installation / use / distribution / tools and production machinery

When making the application letter form, I make sure to include details of the company's full address and the purpose of this letter, not forgetting to include the technical specifications of the equipment on the form to help the authorized party process the application more quickly, then during the process of filling out the application letter form for installation / use / distribution / production equipment and machinery requires full accuracy. This process begins with filling in company data and the specific purpose of the tool.

Once the form is filled out completely, the next step is to submit the form to the immediate supervisor or department manager for preliminary approval. This initial approval is important to ensure that the request is in line with operational needs and the available budget. With proper and structured procedures, the creation and completion of this request form helps companies effectively manage their production equipment and machinery needs, ensure smooth operations, and minimize the risk of errors or discrepancies.

Figure 3.14 Making and filling out the application form for installation / use / distribution / tools and production machinery



Source: Personal Documentation

15. Checked the completeness of employees' administrative documents

Checking the completeness of employee requirement documents is an important task in maintaining compliance and efficiency in the workplace. This process involves checking documents such as KTP, NPWP, diplomas, and other certificates. By being thorough when checking each employee's documents, it can ensure that the data recorded is accurate and in accordance with the company's needs and applicable regulations. In addition, checking each employee's documents also prevents potential legal and administrative risks. This process requires accuracy, caution, and compliance with company policies and applicable regulations.

Figure 3.15 Checking the completeness of documents Employee administration



Source: Personal Documentation

16. Duplicate documents for administrative purposes

Doing document duplication work for administrative purposes is the process of producing identical copies of an original document using a photocopier, usually done for the purpose of recording, reference, or distribution required in an administrative setting.

Figure 3.16 Duplicating documents for administrative purposes



Source: Personal Documentation

17. Scanned the documents needed in the HR department

In doing the work of scanning the necessary documents into a flash drive, accuracy is needed. Start by preparing a scanner and a flashdisk with sufficient capacity. Make sure the document to be scanned is in rapid and clean condition. After that, set the scan settings as needed, such as resolution and format. Double-check the scan results to ensure the quality is optimal.

Figure 3.17 Scanning documents needed in the HR department

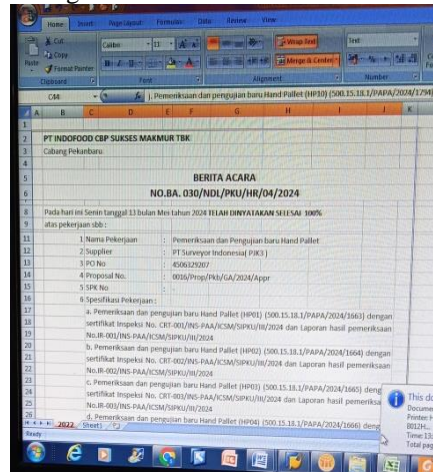


Source: Personal Documentation

18. Minutes of Hand Pallet New 2024

Creating minutes for the new 2024 Hand Pallet requires accuracy and precision. The process begins with the receipt of the hand pallet data which is then verified according to the set specifications. The test data is inputted into the minutes, including the serial number, date of receipt, and test results. This document is essential for tracking maintenance history and future warranty claims. In addition, the minutes also serve as proof of delivery of complete and compliant goods.

Figure 3.18 Making minutes of the New 2024 Hand Pallet program



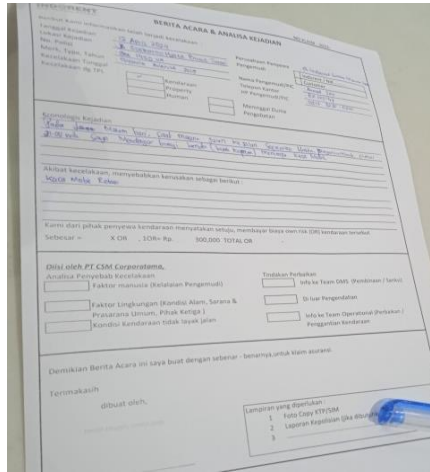
Source: Personal Documentation

19. Create and fill out the event report form and event analysis

Creating and completing incident report forms and incident analysis are important processes in risk management and safety improvement in many work environments. The first step in creating an incident report is to document all relevant information in detail. This includes the date and time of the incident, location, parties involved, as well as a detailed description of the incident. Care should be taken in filling out the form to ensure all the required data is included.

Next, incident analysis aims to understand the root cause of the incident and identify contributing factors. This often involves gathering additional evidence such as photographs, video footage, and interviews with witnesses. Once the data is collected, the next step is to conduct an in-depth analysis to find patterns or contributing factors that may not be immediately apparent.

Figure 3.19 Creating and filling in the event report and event analysis form



Source: Personal Documentation

20. Translate labor sheet sheet 2.0

The process involves transferring information from a source document to a predetermined language with great accuracy and precision. Translators must understand industry-specific terms and their context. This requires careful analytical skills and in-depth knowledge of the subject. In addition, the translator also needs to maintain consistency and style to the translation is up to standard and easily understood by the reader. This job requires high focus and patience to achieve optimal results.

Figure 3.20 Translating labor sheet sheet 2.0



Source: Personal Documentation

21. Organized and grouped employee documents per each department.

This process involves reorganizing documents based on their respective departments for easy access and management of information. Each document should be carefully grouped according to the relevant work unit, thereby minimizing confusion and improving efficiency in data searches. In addition, it requires an in-depth understanding of the company's organizational structure and the information needs of each department. With hard work and attention to detail, this process can help improve the productivity and effectiveness of document management within the company.

Figure 3.21 Organizing and grouping employee documents per each department



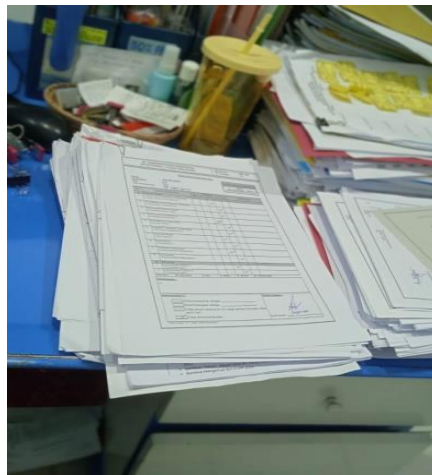
Source: Personal Documentation

22. Organize and check the completeness of administrative documents of prospective employees.

Organizing and checking the documents of employees is an important responsibility in the company's administrative management. This process involves organizing and checking documents such as identification, employment contracts, resignation letters, and training documentation. This task requires attention to detail and compliance with company policies and

regulations. Ensuring these documents are complete and up-to-date is an important step in ensuring legal compliance and the availability of necessary information. By performing this task meticulously, companies can minimize administrative risks and optimize their operational efficiency.

Figure 3.22 Organizing and checking the completeness of administrative documents of prospective employees



Source: Personal Documentation

23. Served as a company representative for Job Fair activities.

As a company representative in a Job Fair, the main task is to convey clear and interesting information about the company to potential candidates. It is necessary to have an in-depth knowledge of the company's vision, mission, and values to be able to convince job seekers. Provide a comprehensive explanation of the positions available, the qualifications required, and the career opportunities they can get later. Ensure to be friendly and serve every guest who comes to the company booth well.

Figure 3.23 Being a company representative for Job Fair activities



Source: Personal Documentation

24. Assisted in fire extinguisher training for employees

Help prepare food and drinks and prepare a place to conduct APAR Training before the activity starts, as well as ensuring all participants fill in the attendance list that we provide. During the training, help monitor the progress of participants and also document each activity session.

Figure 3.24 Assisting APAR Training activities for employees



Source: Personal Documentation

3.4 Expected Targets During Apprenticeship at PT.Indofood CBP Sukses Makmur Pekanbaru in Dept. Human Resource Development (HRD)

Expected Targets when Doing Apprenticeship in the Dept. Human Resource & Development (HRD) at PT.Indofood CBP Sukses Makmur Pekanbaru are as follows:

1. Checking the test results as one of the selection requirements for prospective employees (confidential test equipment).

The expected target in checking the test results (Kraepelin Test) is to be able to ensure that prospective employees have sufficient cognitive abilities to complete the assigned tasks. The test results can also assist in matching employees to job requirements and providing the necessary support.

2. Making Internal Memorandum

The expected target in Making Internal Memorandum is to be able to make the letter as a form of information or notification to the intended party.

3. Input training report data for employees

The expected target in inputting employee training report data is to create an efficient and accurate system. Every detail of the training, including topic

duration and participants, should be clearly recorded. With complete and organized data, management can conduct a comprehensive evaluation of the training program and make informed decisions to improve its effectiveness.

4. Crusher paper / Crush paper that is no longer used.

The expected target in shredding paper is to ensure that sensitive or personal information does not fall into the wrong hands, preventing security and confidentiality. In addition, destroying unneeded paper also helps in protecting the environment and reducing waste as well as reducing the risk of identity theft, and complying with applicable protection regulations.

5. Input Effluent and Influent Reports

The expected target in inputting Effluent and Influent Reports is to ensure the inputted data is accurate and timely, ensuring also the reports provide useful information for continuous decision making and continuous improvement strategies.

6. Input Measurement Report of wastewater pH and outlet discharge

The expected target in inputting the Measurement Report of wastewater pH and outlet discharge is to ensure that the accuracy of data related to pH measurement must be in accordance with established standards to maintain ecological balance and environmental health.

7. Input wastewater pH measurement and IPLD outlet discharge

The expected target in inputting the Measurement Report of wastewater pH and IPLD outlet discharge is accuracy and compliance with environmental quality standards. Accurate and detailed data to ensure that the discharged effluent complies with applicable environmental regulations.

8. Inputting Hydrant report data

The expected targets in inputting Hydrant report data are accuracy, speed, and completeness of information. Operators are required to carefully record every detail, including hydrant condition, water pressure, and whether the equipment

is ready for use. This is very important to ensure that the fire fighting system is ready to be used in an emergency situation.

9. Input APAR report

The expected target in inputting APAR report data is to be able to input APAR reports in accordance with the accuracy of the data, and consistency in the presentation of information to meet predetermined standards. The APAR report will be an effective tool in monitoring performance and making the right decisions.

10. Sort and identify employee cards according to their type

The expected target in Sorting and identifying employee cards according to their type is to be able to carefully group based on the type of card and the appropriate department. Each card must be sorted systematically to facilitate access and management of employee data. It is also important to ensure data security and compliance with privacy policies.

11. Prepare the first quarter of 2024 liquid waste management report letter

The expected target in creating the quarter 1 liquid waste management report letter in 2024 is to be able to include clarity, accuracy, and completeness of information related to the amount, type, and nature of liquid waste generated and the steps taken for its management. The report letter must comply with regulatory standards and company policies related to the environment.

12. Inserting parcels for internal employees

The expected target in entering parcels for internal employees is to be able to prepare the parcel to the maximum because it requires accuracy, speed, and caution to the accuracy of the contents of the parcel is in accordance with the order and needs of the employees. With this target, the company can increase employee satisfaction and loyalty to its parcel services.

13. Prepare a hazardous waste management report letter for the first quarter of 2024.

The expected target in making the first quarter of 2024 hazardous waste management report letter is to be able to provide a comprehensive overview of hazardous waste management efforts carried out during the period, in addition to identifying potential improvements, and recommendations to increase efficiency and sustainability in hazardous waste management in the future..

14. Make and fill in the application form for installation / use / distribution / tools and production machinery

The expected target in creating and filling out the application form for installation / use / distribution / tooling equipment and production machinery is to be able to provide clear and complete information to the Authorized party. In addition, it is also able to convey details about the equipment being installed, used, or distributed, including its technical specifications and operational needs. The letter should also include a strong rationale for approval, such as its benefit to the business or project being undertaken.

15. Checking the completeness of employees' required documents

The expected target in Checking the completeness of employee requirements documents is to ensure that all required documents have been submitted and are in accordance with company policies and applicable regulations. This step is important to ensure that the employee administration process runs smoothly and in accordance with established standards. Thus the company can maintain legal compliance, protect the interests of employees, and ensure the smooth operation of the company as a whole.

16. Duplicate documents for administrative purposes

The expected targets in duplicating documents for administrative purposes are efficiency and timeliness. The main objective is to ensure that all documents are duplicated accurately and quickly as required. The number of documents produced must match the demand, with no shortages or excesses. It is also important to pay attention to the quality of the documents to the information conveyed remains clear and accurate.

17. Scanned the documents needed in the HR department

The expected targets in scanning documents needed in the HRD department are accuracy, efficiency, and data security. The main goal is to ensure that all documents are properly scanned and stored in a neat system. In addition, accuracy in scanning documents is also very important to ensure that the information available is correct and can be accessed easily.

18. Minutes of Hand Pallet New 2024

The expected target in making the minutes of Hand Pallet New 2024 is the ability to make proper minutes, and the accuracy of the information. The goal is to document the process of receiving new hand pallets with complete and accurate details. The minutes must also meet the format and structure standards that have been set.

19. Create and fill in the event report and event analysis form

The expected targets in creating and completing the event report and event analysis forms are accuracy, completeness, and detail of information. The aim is to document the incident with accuracy and detail, covering all relevant aspects. Ensure that the form is filled out correctly according to established guidelines and that the quality of writing is clear to ensure good comprehension for the reader.

20. Translate labor sheet sheet 2.0

The expected target in translating worksheet 2.0 is to ensure accuracy, and clarity in translation. To ensure that the information contained in the 2.0 worksheet is translated correctly and precisely.

21. Organized and grouped employee documents per each department.

The expected target in tidying up and grouping employee documents per each department is to ensure the completeness and security of employee documents to facilitate data search and management. It also ensures that the documents are stored securely and can only be accessed by Authorized parties. In addition,

clear categorization also facilitates internal audits and compliance with applicable regulations.

22. Organize and check the completeness of employees' documents

The expected target in organizing and checking employees' documents is to ensure that every necessary document is available in a complete and organized manner. Accuracy in document checking is important to prevent information deficiencies that can disrupt administrative processes.

23. Become a company representative for Job Fair activities

The expected targets in becoming a company representative for Job Fair activities include several things such as attracting potential employee candidates that match the company's needs, establishing good relationships with prospective employees and presenting the company with professionalism to improve the company's image, actively communicating to convey information about career opportunities and work benefits in the company.

24. Assisted in fire extinguisher training for employees

Expected targets in assisting the fire extinguisher training activities for employees include ensuring that employees who attend the fire extinguisher training fill in the attendance list, ensuring that all employees understand the basic principles of firefighting and the skills to use fire extinguishers properly. Ensure that employees actively participate in practical exercises and theory sessions to their skills are well honed.

3.5 Software used during Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru in Dept. Human Resource Development (HRD)

In supporting the smooth running of the tasks and jobs given, there are several things that must be considered and prepared to the results of the work are as expected such as knowing how to use office equipment and devices that will be used. The hardware and software used during the Apprenticeship activities at PT Indofood Sukses Makmur CBP Tbk Pekanbaru are as follows:

3.5.1 Software

The software used during the Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru in Dept. Human Resource Development (HRD) is as follows:

1. Microsoft Excel

Microsoft Excel is a software for processing data automatically including basic calculations, graphing and data management. This software is very helpful for solving administrative problems ranging from the simplest to the more complex. In this work, excel is used to input effluent and influent reports, liquid waste by day reports and outlet discharge and IPLD, new 2024 Hand pallet minutes, and several other reports.

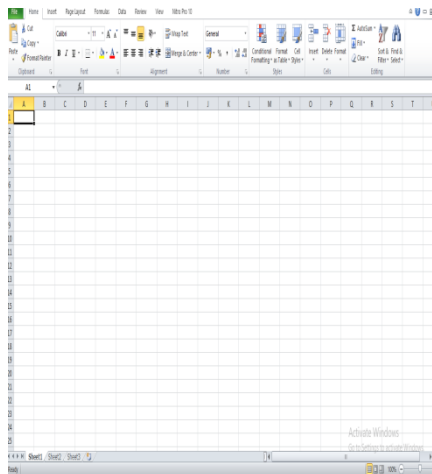


Figure 3.23 Microsoft Excel

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

2. Microsoft Word

Microsoft Word is a program that 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.

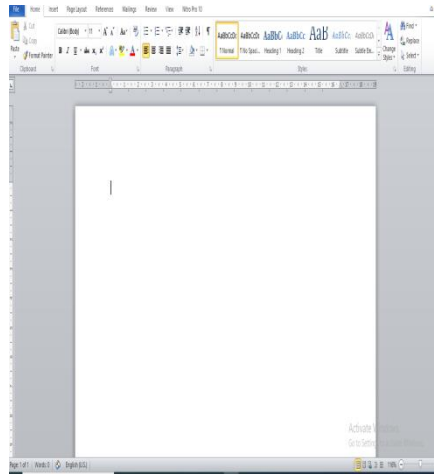


Figure 3.24 Microsoft Word

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

3.6 Equipment and Supplies Used during Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru

Equipment and supplies that are often used during Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru are:

3.6.1 Equipment

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

1. Printing Machine (Printer)

A printer is an essential device in today's digital world. It plays a role in producing physical copies of documents, images, or graphics stored in digital format. Printer technology is constantly evolving, offering features ranging from color printing to 3D printing. Types of printers also vary, including laser, inkjet and dot matrix printers, each with their own advantages and disadvantages. Printers play a vital role in office, school and home environments, facilitating everyday printing needs with increasing efficiency and quality.

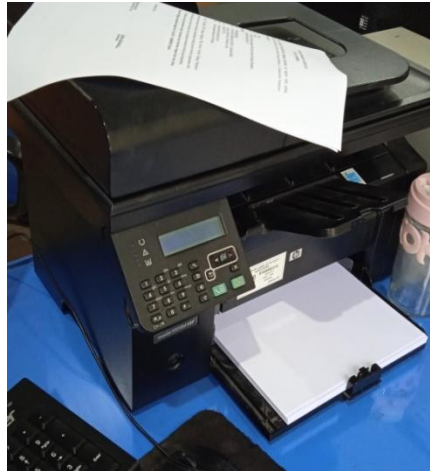


Figure 3.25 Printing machine (printer)
Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

2. Perforator

A hole punch, or perforator, is a tool used to make small holes in paper. Perforators are commonly used to make it easier to store documents in folders or binders. They come in a variety of models, including those that can punch multiple sheets of paper at once. Perforators are often used in offices, schools and other workplaces to improve organization and ease of document access. The perforation process is fast and accurate, providing neat and organized results. By using perforators, users can easily organize and group documents according to their needs.



Figure 3.26 Paper punch (Perforator)
Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

3. Copy machine (Photocopy)

A duplicating machine, or Photocopier, is a device used to make identical copies of a large number of documents or images. Photocopiers work by scanning the original document and printing the copy on blank paper. These machines are essential in office environments, schools, and service centers due to their ability to produce copies quickly and accurately. Various additional features, such as size and brightness adjustments, allow users to customize the copies to suit their needs. By using Photocopy, users can easily produce copies of important documents without the need for manual copying, saving time and effort.



Figure 3.27 Photocopier (Photocopy)
Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

4. Laminating machine

A laminating machine is a device used to coat documents or images with a transparent protective layer. The lamination process involves adhering a plastic layer to the surface of the document using heat or pressure, making it waterproof, fade-resistant and durable. Laminating machines are available in various sizes, ranging from portable to large, according to the needs of the user. It is commonly used to protect ID cards, posters, business cards and other documents from physical damage and moisture. By using a laminating machine, users can enhance the appearance and durability of their documents easily and efficiently.



Figure 3.28 Laminating Machine
Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

5. Staples

Staples are small devices used to hold sheets of paper or other thin materials together. Staples consist of two sharp edges and a flat center. When pressed, the edges pierce the paper and fold inward, keeping the paper bound. Often used in offices, schools, or at home, staples are a practical and efficient solution for document organization.



Figure 3.29 Staples
Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

6. Map Ordner

Map Ordner in the HRD Department is used to store files to they are more organized and easy to find when needed..



Figure 3.30 Map Ordner

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

7. Scissors

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



Figure 3.31 Scissors

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

3.6.2 Supplies

Supplies that is often used by the Dept. HRD is as follows:

1. Glue

Glue is an adhesive material that is often used in everyday activities, especially for office, school and handicraft purposes. It is also easy to use and effective for bonding paper, cardboard and other lightweight materials. The use of glue helps to complete various projects quickly and neatly, making it an essential tool in various fields.



Figure 3.32 LEM

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

2. Pen

Pens are stationery that can help us in terms of recording or marking something. In Indofood CBP Sukses Makmur Tbk Pekanbaru HRD ballpoints are usually used when signing something, marking files and others.



Figure 3.33 Pen

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

3. Stamp

Stamp is one of the important tools in Indofood CBP Sukses Makmur Tbk Pekanbaru HRD for document Authorization and verification. Stamps are used to approve official letters, employment contracts, and various other administrative documents. Usually the stamp includes the company name and also the official logo. The use of a stamp also ensures the authenticity and integrity of the document, and avoids falsification.



Figure 3.34 Stamp

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

4. Binder Clips

Binder Clips are one of the essential multipurpose office tools for Indofood CBP Sukses Makmur Tbk Pekanbaru HRD. With a variety of sizes, binder clips allow HRD to organize and keep important documents together, such as financial statements, contract documents, or employee CVs. Its ability to hold large amounts of paper securely and neatly, making filing and organization easier. With their efficient use, binder clips have become one of the most important tools in the operations of Indofood CBP Sukses Makmur Tbk Pekanbaru HRD.



Figure 3.35 Binder Clips

Source: PT Indofood Sukses Makmur CBP Tbk Pekanbaru

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. Scanning machines that are often damaged to it is delayed to scan company documents to work is delayed.
2. There is only one laminating machine at PT Indofood CBP Sukses Makmur Tbk Pekanbaru to it hampers the work to be done.
3. There was damage to the printer machine in the Human Resources Department, which hampered work.
4. There was damage to the crusher or paper shredder in the HRD Department, which prevented the destruction of sensitive and personal papers.

3.8 Solutions Made from the Obstacles Faced in Apprenticeship During Apprenticeship 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 that 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 that occur in laminating badges is to call the technician in charge of repairing office equipment if there is damage.
3. The solution in dealing with the obstacles that occur in printing documents is laminating badges in their spare time and not suddenly or applying for additional laminating machines.
4. The solution in dealing with obstacles that occur when the crusher or shredder cannot be used is to call the technician in charge of repairing office equipment if there is damage.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

In carrying out Apprenticeship activities at PT Indofood CBP Sukses Makmur Tbk Pekanbaru in the Human Resource Development (HRD) Department, the Author gained a lot of real knowledge in applying the knowledge gained in lectures, to it could be practiced optimally and optimally when carrying out Apprenticeship. The following is the conclusion of the work carried out during the Apprenticeship:

1. Specifications of Apprenticeship

Carried out by the author in the Human Resource Development Department (HRD), including: Checking the test results (Kraepelin Test) of prospective employees, Making Internal Memorandum letters, Inputting employee training report data, Destruction of paper that is no longer needed, Inputting Effluent and Influent reports, Inputting wastewater pH measurement reports and outlet discharge, Inputting wastewater pH measurement reports and IPLD outlet discharge, Inputting Hydrant report data, Inputting APAR report data, Grouping employee cards according to type, Preparing liquid waste management report letter for the first quarter of 2024, Inputting parcel gifts for internal employees, Preparing B3 waste management report letter for the first quarter of 2024, Preparing and filling out application forms for installation / use / distribution / production equipment and machinery,.

Besides that, he also checks the completeness of employee requirements documents, duplicates documents needed for administrative purposes, scans documents needed in the HRD Department, makes minutes of Hand Pallet New 2024, makes and fills out minutes and incident analysis forms, translates worksheets 2. 0, tidies up and groups each employee

document according to the alphabetical order of the name and according to the field of each department, organizes and checks the completeness of employee documents.

2. The targets expected during the Apprenticeship in the Human Resource Development (HRD)

The Author must be able to check the results of the kraepelin test to find out that prospective employees are able to complete the assigned tasks, to make internal memorandum letters to be notified to the intended parties, to be able to input training reports in order to have complete and organized data, to destroy sensitive paper to it does not fall into the wrong hands, to be able to input Effluent and Influent reports to they have accurate information, able to input waste pH measurement reports and outlet discharge and IPLD to they have accurate information related to pH measurements in accordance with established standards, input Hydrant reports in order to have complete information about the fire extinguishing system, input APAR reports in accordance with the accuracy of the data and presentation of related information, able to sort and identify employee cards according to their type in order to facilitate access and management of employee data, create liquid waste management report letters for 2024, able to include parcels for internal employees in accordance with orders,

In addition, the author is able to make a report on B3 waste management in 2024, able to make a request letter for production equipment and machinery to provide complete information to the authorized party, able to check the completeness of employee requirements documents, duplicate documents for administrative purposes according to requests, scan documents needed in the HRD Department, able to make Hand Pallet New 2024 minutes to document the Hand Pallet acceptance process with accurate information, able to make minutes forms and analyze events needed at that time, able to translate labor sheets 2. 0 by ensuring each sheet is translated

correctly and accurately, able to organize and group employee documents according to the department to facilitate data search and management, able to organize and check the completeness of employee documents 0 by ensuring each sheet is translated properly and accurately, tidying up and grouping employee documents according to their respective departments to facilitate data search and management, able to organize and check the completeness of employee documents to prevent information deficiencies that can interfere with administrative processes.

3. The software used during the Apprenticeship is Microsoft Word, and Microsoft Excel.

The use of Microsoft Word and Excel during the Apprenticeship not only assisted in the completion of specific tasks, but also provided valuable technical skills to the interns. Skills in using Microsoft Word and Excel are important assets that will be beneficial in the future, both in the work environment and in academic pursuits. By mastering these software, interns can increase their productivity and work efficiency, as well as produce high-quality output. Overall, the use of Microsoft Word and Excel during the Apprenticeship contributed greatly in supporting various work activities. Microsoft Word assists in document creation and management, while Microsoft Excel facilitates data processing and analysis. Both software, with their various features and capabilities, make the work process more structured, efficient and productive. The experience of using Microsoft Word and Excel during the Apprenticeship also prepares interns to face challenges in the world of work more confidently and competently.

4. The equipment used during the implementation of the Apprenticeship activities in the HRD Department are, Printer, Perforator, Photocopier, Laminating Machine, Staples, Folder, and Scissors. While the equipment used during the implementation of Apprenticeship activities are Glue, Ballpoints, Stamps, and Binder Clips.

5. The obstacles faced during Apprenticeship are scanning machines that are often damaged to it is delayed to scan company documents to work is hampered, there is only one laminating machine at PT. Indofood CBP Sukses Makmur Pekanbaru to it hinders the work to be done, there is damage to the printer machine in the HRD Department to it hinders work, there is damage to the Crusher machine or paper shredder which is sensitive and personal
6. The solution to the obstacles encountered during Apprenticeship in scanning company documents is to wait until the network is normal again and call the technician to repair the scan machine, scanning is carried out after the scan machine has been able to operate again or use an emergency scan, namely scanning via cellphone, the solution in dealing with obstacles that occur in laminating badges is to laminate badges in their spare time and not suddenly or can make submissions for additional laminating machines, the solution in dealing with obstacles that occur in printing documents is to print documents to the general department or other Dept. The solution in dealing with obstacles that occur when the crusher or paper shredder cannot be used is to call the technician in charge of repairing office equipment if there is damage.

4.2 Suggestion

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

1. It is recommended that officers carry out routine maintenance of office equipment to minimize damage to the equipment and to the machine can be used in the long term.
2. To smoothen and speed up the work, the company should provide office equipment such as more than one laminating machine to speed up the work.
3. When carrying out Apprenticeship in the company, students must be able to adapt to employees in the company where they work.

REFERENCES

- Wulandari, J. A., Agustin, K. D., Oktaviza, S., Pradwika, R., & Anwar, M. S. (2023). Legal Compliance In The Product Development Strategy Of PT. Indofood CBP Sukses Makmur Tbk: A Qualitative Study On The Food And Beverage Industry: Legal Compliance in The Product Development Strategy Of PT, Indofood CBP Sukses Makmur Tbk: A Qualitative Study On The Food And Beverage Industry. *Pijar Journal*, 1(3), 391-400.
- Meilinda, A. (2024). Analysis Of Deviden Policy And Investment Decisions on Company Value Study On PT. Unilever Indonesia Tbk And PT. Indofood CBP Sukses Makmur (Doctoral dissertation, 021008-Universitas Tridinanti Palembang).

APPENDICES

Appendix 1 Apprenticeship Letter of Acceptance

Indofood CBP

a subsidiary of:
Indofood
THE SYMBOL OF QUALITY FOOD

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 kerjaya yang 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 Sembrian Adiputro
BHRM

PT INDOFOOD CBP SUKSES MAKMUR Tbk
NOODLE DIVISION PEKANBARU BRANCH
Jl. Kaharuddin Nasution Km. 12 T. +62761 71883
Pekanbaru 26284 F. +62761 71336
RIAU

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 : Julia Putri ✓
Tempat/Tgl. Lahir : Selatbaru, 20 Juni 2002
Alamat : Jl. Berancah, RT 001, RW 007 Desa Berancah,
Kecamatan Bantan 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 26284 F. +62761 71338
RIAU

Appendix 3 Apprenticeship Assessment Sheet

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

Name : Julia Putri
 NIM : 5404201344
 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%	80	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

SERTIFIKAT PRAKTIK KERJA LAPANGAN
No 007/HR/Sertifikat/06/2024
PT INDOFOOD CBP SUKSES MAKMUR Tbk.
Noodle Division Cabang Pekanbaru
Menyatakan
Julia Putri
NIM. 5404201344
Politeknik Negeri Bengkalis
Telah Melaksanakan Praktik Kerja Lapangan di Departemen Human Resources
Dari Tanggal 01 Maret 2024 s/d 30 Juni 2024
Dengan Predikat : BAIK

Pekanbaru, 30 JUNI 2024
PT. Indofood CBP Sukses Makmur, Tbk.
Noodle Division-Cabang Pekanbaru


Risky Septian Adiputro
Branch Human Resource Manager
















Appendix 5 List of Absen








LIST PRESENT OF APPRENTICESHIP
PT INDOFOOD CBP SUKSES MAKMUR TBK PEKANBARU

Name : Julia Putri

Reg. Number : 5404201344

Department : Human Resources Development (HRD)

MARCH			
No.	Day	Date	Signed by the Supervisor
1.	Friday	March 01 st , 2024	
2.	Monday	March 04 st , 2024	
3.	Tuesday	March 05 st , 2024	
4.	Wednesday	March 06 st , 2024	
5.	Thursday	March 07 st , 2024	
6.	Friday	March 08 st , 2024	
7.	Monday	March 09 st , 2024	
8.	Tuesday	March 12 st , 2024	
9.	Wednesday	March 13 st , 2024	
10.	Thursday	March 14 st , 2024	
11.	Friday	March 15 st , 2024	
12.	Monday	March 18 st , 2024	
13.	Tuesday	March 19 st , 2024	

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

APRIL			
No.	Day	Date	Signed by the Supervisor
1.	Monday	April 01 st , 2024	7c
2.	Tuesday	April 02 st , 2024	7c
3.	Wednesday	April 03 st , 2024	7c
4.	Thursday	April 04 st , 2024	7c
5.	Friday	April 05 st , 2024	7c
6.	Monday	April 15 st , 2024	7c
7.	Tuesday	April 16 st , 2024	7c
8.	Wednesday	April 17 st , 2024	7c
9.	Thursday	April 18 st , 2024	7c
10.	Friday	April 19 st , 2024	7c
11.	Monday	April 22 st , 2024	7c
12.	Tuesday	April 23 st , 2024	7c
13.	Wednesday	April 24 st , 2024	7c
14.	Thursday	April 25 st , 2024	7c
15.	Friday	April 26 st , 2024	7c
16.	Monday	April 29 st , 2024	7c
17.	Tuesday	April 30 st , 2024	7c

MAY			
No.	Day	Date	Signed by the Supervisor
1.	Thursday	May 02 st , 2024	ㄉ
2.	Friday	May 03 st , 2024	ㄉ
3.	Monday	May 06 st , 2024	ㄉ
4.	Tuesday	May 07 st , 2024	ㄉ
5.	Wednesday	May 8 st , 2024	ㄉ
6.	Friday	May 10 st , 2024	ㄉ
7.	Monday	May 13 st , 2024	ㄉ
8.	Tuesday	May 14 st , 2024	ㄉ
9.	Wednesday	May 15 st , 2024	ㄉ
10.	Thursday	May 16 st , 2024	ㄉ
11.	Friday	May 17 st , 2024	ㄉ
12.	Monday	May 20 st , 2024	ㄉ
13.	Tuesday	May 21 st , 2024	ㄉ
14.	Wednesday	May 22 st , 2024	ㄉ
15.	Friday	May 24 st , 2024	ㄉ
16.	Monday	May 27 st , 2024	ㄉ
17.	Tuesday	May 28 st , 2024	ㄉ
18.	Wednesday	May 29 st , 2024	ㄉ
19.	Thursday	May 30 st , 2024	ㄉ

20.	Friday	May 31 st , 2024	㇏
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JUNE			
No.	Day	Date	Signed by the Supervisor
1.	Monday	June 03 st , 2024	㇏
2.	Tuesday	June 04 st , 2024	㇏
3.	Wednesday	June 05 st , 2024	㇏
4.	Thursday	June 06 st , 2024	㇏
5.	Friday	June 07 st , 2024	㇏
6.	Monday	June 10 st , 2024	㇏
7.	Tuesday	June 11 st , 2024	㇏
8.	Wednesday	June 12 st , 2024	㇏
9.	Thursday	June 13 st , 2024	㇏
10.	Friday	June 14 st , 2024	㇏
11.	Tuesday	June 18 st , 2024	㇏
12.	Wednesday	June 19 st , 2024	㇏
13.	Thursday	June 20 st , 2024	㇏
14.	Friday	June 21 st , 2024	㇏
15.	Monday	June 24 st , 2024	㇏

16.	Tuesday	June 25 st , 2024	㇏
17.	Wednesday	June 26 st , 2024	㇏
18.	Thursday	June 27 st , 2024	㇏
19.	Friday	June 28 st , 2024	㇏

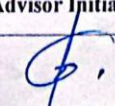
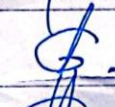
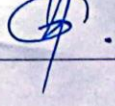
Appendix 6 Documentation of Acrylic handover to PT Indofood Sukses Makmur Tbk Pekanbaru and Photo with Human Resource Development (HRD) Staff.





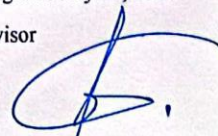
**REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC BENGKALIS**

Name : Julia Putri
 Student's Identify No : 5404201344
 Apprenticeship Place : PT. Indofood CBP Sukses Makmur Tbk Pekanbaru
 Advisor : Nageeta Tara Rosa, S.E.,M.BA

No.	Date	Revision	Advisor Initials
1	12 July 2024	Lefapan Sumber, Tara Twis, Tambahkan Kalimat disinfra Foto	
2	31 July 2024	Sumber, merapikan tabel	
3	02 Aug 2024	Accepte S.	
4			
5			
6			

Bengkalis July 31, 2024

Advisor



Nageeta Tara Rosa, S.E.,M.BA
 NIK.12002/147