

APPRENTICESHIP REPORT
PT. PLN (PERSERO) ULP BENGKALIS

PUTRI FAJRIN RAHMADHANI
5404201259



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

APPRENTICESHIP REPORT
PT. PLN (PERSERO) ULP BENGKALIS

Written as one of the conditions for completing apprenticeship

PUTRI FAJRIN RAHMADHANI
NIM. 5404201259

Bengkalis, June 28th, 2024

**Manager of
PT. PLN (PERSERO) ULP
Bengkalis**



M. Ashqalany Aulia Rahman
NIP. 861002R2

**Advisor Lecturer of
International Business
Administration Study Program**



M. Alkadri Perdana, B.IT., M.Sc
NIP. 198409262019031010

Approved by:
**Head of International Business Administration Study Program
State Polytechnic of Bengkalis**



Wan Jupita Raflah, B. Sc., M.Ec.Dev
NIP. 19840614201832001

ACKNOWLEDGEMENT

Assalamu'alaikum Wr.Wb.

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that she can complete practical work activities and have completed practical work reports that the authors do at PT. PLN (Persero) ULP Bengkalis on time, namely from February 19th 2023 until June 28th 2023.

The authors also express their gratitude to all employees of PT. PLN (Persero) ULP Bengkalis who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. PLN (Persero) ULP Bengkalis. In compiling this Job training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer, ST., MT, as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT, as Vice Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si, as Chair of the Department of Business Administration
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec. Dev, as Chair of the International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc, as Internship Coordinator of the International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as Advisor of this Job Training report.
7. Mr. M. Ashqalany Aulia Rahman as manager of PT. PLN (Persero) ULP Bengkalis.
8. All employee of PT. PLN (Persero) ULP Bengkalis that already give the writer guidance and lot of experience while did the job training.
9. Mr. Krismantoro as an internship mentor at PT. PLN (Persero) ULP Bengkalis.

10. Mr. Andre Widhianto, Mr. Ridho Marwan, Mr. Rey Zefanya Manullang, Mr. Ramos Siagian, Mr. Firrizky Pratama, Mr. Rahmad Febrianto, Mr. Rizky Orlando, and Mr. M. Ilham Rifqi who have provided a lot of input and also new experiences for the author during carrying out internships at PT. PLN (Persero) ULP Bengkalis.
11. Mrs. Devika as coordinator and close friend of the author, Mr. Agus and Mr. Dani as cleaning service who have provided a lot of support to the author during the implementation of the internship at PT. PLN (Persero) Bengkalis.
12. The P2TL team consisting of Mr. Edri, Mr. Wahyu, and Mr. Imam who have been willing to invite the author to go to the field and provide new knowledge about customer Kwh meters.
13. All security guards who have been willing to get acquainted and make friends with the author during the internship at PT. PLN (Persero) ULP Bengkalis.
14. Yosy and Ulfa as fellow interns at PT. PLN (Persero) ULP Bengkalis. Hopefully future affairs will be smooth. And can enter the desired college. Good luck.
15. All PIKK ladies who have been willing to get acquainted and invite the author in several agendas while carrying out internship activities at PT. PLN (Persero) ULP Bengkalis.
16. My dearest mother, **Efridawati**, is the gateway to my heavenly happiness. An amazing and charming woman who has always provided endless support, sincere prayers, precious time, and energy that helped me reach where I am today. She never stopped showering my life with immense love and affection, while always providing uplifting motivation. Thank you for striving to make my life better, and thank you for all your prayers and support that have enabled me to survive until now. May you always be blessed with good health and long life. I hope that you will accompany me in every step and milestone of my life. Words are not enough to express how much I love you, Mom.
17. To my younger brother and sister, **Gilang Putra Wijaya and Prita Tri Lestari**, I would like to express my gratitude for your contribution to my

success. You are a source of strength and motivation for me, especially when I am going through difficult times. I am very grateful that you always make me laugh with your funny and sometimes annoying behavior. My life has become more colorful thanks to you, and I appreciate all your kindness as a younger sibling who always supports my brother, despite his many shortcomings.

18. Siti Aisyah and Afifah Farah Diba who have been willing to become the author's close friends during the internship activities, who always ask about the author's condition and also provide endless support. May we all be launched towards graduation someday. Thank you for being a friend and a good listener to the problems that the author faced.
19. Friends in arms at the State Polytechnic of Bengkalis, especially the International Business Administration Study Program 20'A, thank you for your support and cooperation when completing this job training report.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Bengkalis, 28th June 2024



Putri Fajrin Rahmadhani
NIM. 5404201259

TABLE OF CONTENT

COVER	i
VALIDATION FORM	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	vi
LIST OF FIGURES	viii
LIST OF FLOWCHARTS	x
LIST OF TABLES	xi
LIST OF APPENDICES	xii
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship	3
1.3.1 Significance for Students	3
1.3.2 Significance for Companies	4
1.3.3 Significance for State Polytechnic of Bengkalis	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company Profile	5
2.1.1 History of PT. PLN (Persero) ULP Bengkalis	5
2.1.2 PT. PLN (Persero) Logo	8
2.2 Vision and Mission	9
2.2.1 Vision of PT. PLN (Persero) ULP Bengkalis	9
2.2.2 Mission of PT. PLN (Persero) ULP Bengkalis	9
2.3 Motto	10
2.4 Corporate Values	10
2.5 Kind of Business	10
2.6 Organizational Structure	11
2.7 The Working Process	14
2.8 Document Used for Activity	15

CHAPTER III SCOPE OF THE APPRENTICESHIP	17
3.1 Job Description	17
3.2 Place of Apprenticeship.....	25
3.3 Systems and Procedures	26
3.4 Kind and Activity of Apprenticeship	41
3.5 Obstacle and Solution	64
3.5.1 Obstacle	64
3.5.2 Solution.....	64
CHAPTER IV CONCLUSION AND SUGGESTION	66
4.1 Conclusion.....	66
4.2 Suggestion	67
APPENDICES.....	69

LIST OF FIGURES

Figure 2.1	Maps PT. PLN (Persero) ULP Bengkalis	6
Figure 2.2	PT. PLN (Persero) ULP Bengkalis	7
Figure 2.3	Logo of PT. PLN (Persero).....	8
Figure 2.4	Organizational Structure of PT. PLN (Persero) Bengkalis.....	12
Figure 3.1	Prepaid customer data that is not recorded in ACMT (Integrated Meter Record Application)	27
Figure 3.2	Recapitulating data that is not entered in ACMT into Microsoft Excel.....	27
Figure 3.3	Web spreadsheet containing photos of prepaid customers' homes and meters	29
Figure 3.4	Checking photos of prepaid customers' homes and meters taken by billers	30
Figure 3.5	Meter Reading List (DPM).....	31
Figure 3.6	Website Spreadsheet WO PDIL 2024 Foto Rumah R1 900.....	32
Figure 3.7	PDIL data for House Photos and ID Photos of postpaid customers with 450 and 900 power	33
Figure 3.8	Performance Realization of Postpaid PDIL Data Collection ULP Bengkalis PT. Duma Karya Burian Year 2024.....	34
Figure 3.9	Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Village Office Hall	35
Figure 3.10	Inspection of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection	37
Figure 3.11	Meeting of the Committee Formation of Mass Circumcision Social Services organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency.....	38

Figure 3.12	Mass Circumcision Social Services organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency	39
Figure 3.13	Hosted a mass circumcision social service event organized by Yayasan Baitul Mal (YBM) PLN UP3 Dumai ULP Bengkalis and Forum Wartawan Grup Riau Pos (FW-RPG) Bengkalis Regency ..	39
Figure 3.14	Dissolution Meeting of the Committee for Mass Circumcision Social Service activities organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency	40
Figure 3.15	Participate in Troop and Equipment Event activities	41

LIST OF FLOWCHARTS

Flowchart 3.1 Recapitulating data that is not entered in ACMT into Microsoft Excel.....	28
Flowchart 3.2 Checking photos of prepaid customers' homes and meters taken by billers	30
Flowchart 3.3 Downloading DPM (Meter Reading List)	31
Flowchart 3.4 Input Customer Master Data Collection (PDIL) data in Web Spreadsheet	32
Flowchart 3.5 Recapitulate PDIL data for House Photos and ID Photos of postpaid customers with 450 and 900 power.....	33
Flowchart 3.6 Make a Recap of the Performance Realization of Postpaid PDIL Data Collection ULP Bengkalis PT. Duma Karya Burian Year 2024.....	34

LIST OF TABLES

Table 3.1 Schedule of Field Work Practices	26
Table 3.2 Daily Activities February 19 th , 2024 to February 23 rd , 2024.....	41
Table 3.3 Daily Activities February 26 th , 2024 to February 1 st , 2024	42
Table 3.4 Daily Activities March 4 th , 2024 to March 8 th , 2024	43
Table 3.5 Daily Activities March 11 th , 2024 to March 15 th , 2024	45
Table 3.6 Daily Activities March 18 th , 2024 to March 22 nd , 2024.....	46
Table 3.7 Daily Activities March 25 th , 2024 to March 29 th , 2024	48
Table 3.8 Daily Activities April 1 st , 2024 to April 5 th , 2024	49
Table 3.9 Daily Activities April 8 th , 2024 to April 12 th , 2024	51
Table 3.10 Daily Activities April 15 th , 2024 to April 19 th , 2024	51
Table 3.11 Daily Activities April 22 nd , 2024 to April 26 th , 2024.....	52
Table 3.12 Daily Activities April 29 th , 2024 to May 3 rd , 2024	54
Table 3.13 Daily Activities May 6 th , 2024 to May 10 th , 2024	55
Table 3.14 Daily Activities May 13 th , 2024 to May 17 th , 2024.....	55
Table 3.15 Daily Activities May 20 th , 2024 to May 24 th , 2024.....	56
Table 3.16 Daily Activities May 27 th , 2024 to May 31 st , 2024.....	57
Table 3.17 Daily Activities June 3 rd , 2024 to June 7 th , 2024	59
Table 3.18 Daily Activities June 10 th , 2024 to June 14 th , 2024.....	60
Table 3.19 Daily Activities June 17 th , 2024 to June 21 st , 2024.....	62
Table 3.20 Daily Activities June 24 th , 2024 to June 28 th , 2024.....	63

LIST OF APPENDICES

Appendix 1 Internship Response Letter	69
Appendix 2 Internship Statement Letter	70
Appendix 3 Internship Assesment Sheet	71
Appendix 4 Internship Attendance List	72
Appendix 5 Daily Activities	80
Appendix 6 Internship Revision Sheet	155
Appendix 7 Apprenticeship Certificate.....	156

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a Polytechnic located in Bengkalis, Riau, Indonesia. The State Polytechnic of Bengkalis was established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). The State Polytechnic of Bengkalis admitted its first batch of students in 2001. In 2011 the State Polytechnic of Bengkalis changed its status to become a State University (PTN), through Minister of National Education Regulation No. 28 of 2011, concerning the Establishment of the Organization and Working Procedures of the State Polytechnic of Bengkalis. Until finally State Polytechnic of Bengkalis officially became a State Polytechnic on December 26, 2011.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create proficient minds in various fields. State Polytechnic of Bengkalis implements an internship program that is mandatory for all final semester students. Internship or better known as "Work Practice" or abbreviated KP is a series of activities that include understanding scientific theories or concepts that are applied in the world of work in accordance with the field of study. Internships can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Internships are carried out so that students can understand and apply well about their field of study. In addition, it is also so that students can find out the profession and work atmosphere that are in accordance with their study program. So, an internship is a useful place for students to use as a means to gain knowledge and work experience. Internship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration Students in semester 8 (Eight) Internship activities are carried out for 4 (Four)

months, by choosing their own place and location for the internship. However before choosing a place to carry out this program, the apprentice coordinator provides several recommendations for internship places for students. Then from these several choices the author is interested in doing an internship at PT. PLN (PERSERO) ULP Bengkulu.

PT. PLN (PERSERO) ULP Bengkulu is a company operating in the electricity sector in Indonesia, specifically in the Bengkulu region. PLN plays a crucial role in providing electricity needs for the community, industries, and other sectors. However, the electricity industry also has environmental impacts that need to be considered. As part of PT. PLN (PERSERO), Customer Service Unit (ULP) Bengkulu is responsible for providing electricity in the Bengkulu area. In conducting its business operations, PT. PLN (PERSERO) ULP Bengkulu utilizes various energy sources, including fossil fuels and renewable energy, to meet the electricity demand.

One of the main focuses of PT. PLN (PERSERO) ULP Bengkulu is to improve operational efficiency and ensure adequate electricity availability for customers in the region. This involves effective supply chain management, from fuel procurement to electricity distribution to customers. With the advancement of technology and the demand to reduce environmental impact, PT. PLN (PERSERO) ULP Bengkulu also continuously strives to increase the use of clean and environmentally friendly energy.

This may include investments in solar power plants, wind energy, or other renewable energy sources. In facing increasingly competitive business environments, PT. PLN (PERSERO) ULP Bengkulu also needs to focus on innovation and improving services to customers. This includes the development of more efficient management systems, the implementation of information technology for monitoring and controlling the electricity network, and efforts to enhance customer satisfaction through excellent service.

The success of PT. PLN (PERSERO) ULP Bengkulu in providing reliable and sustainable electricity for the people of Bengkulu is supported by factors such as quality human resources, advanced technology, adequate infrastructure, and

sufficient capital support. By considering these various aspects, PT. PLN (PERSERO) ULP Bengkulu is expected to continue contributing to meeting the electricity needs of the community while preserving the environment and delivering value to stakeholders.

1.2 Purpose of the Apprenticeship

The State Polytechnic of Bengkulu internship activities for the International Business Administration study program have the following objectives:

1. To describe job descriptions at PT. PLN (PERSERO) ULP Bengkulu.
2. To know the place and time apprenticeship at PT. PLN (PERSERO) ULP Bengkulu.
3. To explain apprenticeship workplace systems and procedures at PT. PLN (PERSERO) ULP Bengkulu.
4. To find out the obstacles and solutions during the implementation of the apprenticeship at PT. PLN (PERSERO) ULP Bengkulu.

1.3 Significances of the Apprenticeship

The internship that was carried out was very beneficial for several parties such as students, companies and the State Polytechnic of Bengkulu.

1.3.1 Significances for Students

As for some of the benefits of implementing a practical work program that students get, they are as follows:

1. Get a certificate from the company if you have completed a practical work program.
2. Students can develop working relationships and add experience to their resume.
3. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
4. Students gain practical experience in applying theoretical or conceptual knowledge to their course of study.

5. Students are given the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

1.3.2 Significances for Companies

The benefits of implementing an internship program are also obtained by companies or institutions that accept internship students, such as:

1. The company will receive labor assistance from apprentice students so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.

1.3.3 Significances for State Polytechnic of Bengkalis

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

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student internship experiences.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives input from organizations or companies regarding the capabilities of students participating in internships in the world of work.
5. State Polytechnic of Bengkalis receives input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 History of PT. PLN (Persero) ULP Bengkalis

PT. PLN (Persero) ULP Bengkalis is an integral part of PLN (Perusahaan Listrik Negara), an Indonesian state-owned company whose main mandate is to provide electricity services to the public. Established in 1975, ULP Bengkalis plays a crucial role in meeting the electricity needs of the residents of Bengkalis and its surroundings. Initially located at Jl. Hangtuah with the first manager Mr. Djuhara, ULP Bengkalis focused on providing lighting and kWh distribution for households, businesses, and industries in its region. To ensure a stable supply of electricity, the company utilizes a Diesel Power Plant (PLTD) located in Pangkalan Batang. This PLTD is the main source for producing electrical energy needed by the people of Bengkalis.

In addition to electricity production, ULP Bengkalis is also responsible for the distribution of electricity in its area. The Voltage Distribution System Agency, which regulates voltage distribution, is based in the Distribution office located on Jalan Hangtuah. The distribution coverage area includes Bengkalis and a number of nearby areas such as Prapat Tunggal, Pambang, and Ketam Putih, ensuring that the entire region has access to adequate electricity. Along with the growth and development of electricity demand, the office of PT. PLN (Persero) ULP Bengkalis has moved and is currently operating on Jalan Antara, Bengkalis, Riau, Indonesia. This move is in line with the company's efforts to expand its service coverage and improve its operational efficiency.

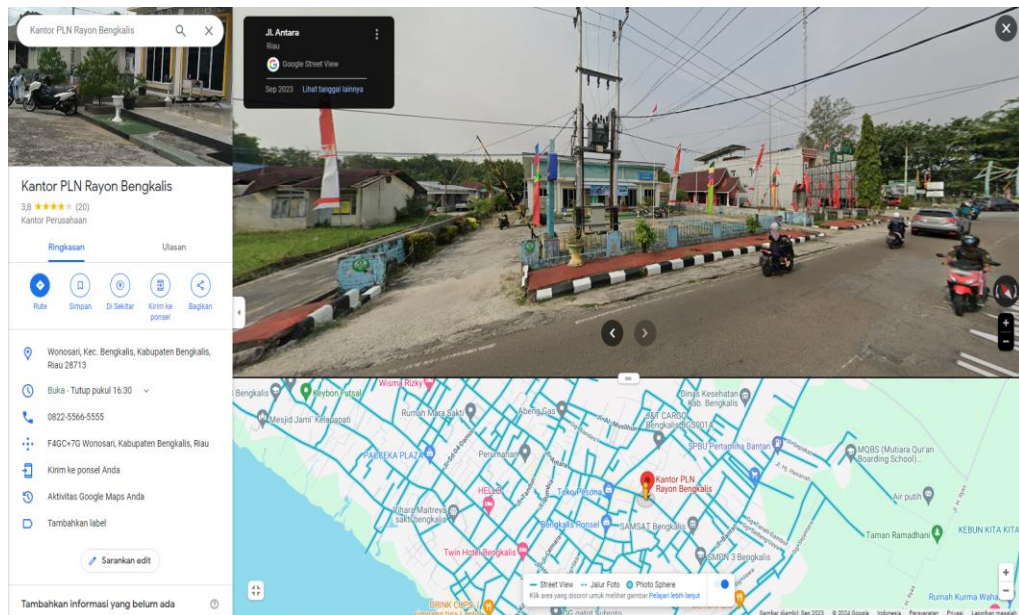


Figure 2.1 Maps PT. PLN (Persero) ULP Bengkalis
Source: Processed Data 2024

In addition to focusing on the technical aspects of electricity supply, ULP Bengkalis also has a strong commitment to customer service. As a Customer Service Unit under UP3, the company strives to provide friendly, efficient and responsive services to all customer needs in its region. This includes responding to complaints, providing technical information, and ensuring that customers' electricity needs are optimally met.

More broadly, PT. PLN (Persero) ULP Bengkalis not only plays a role in providing electricity services, but also as an agent of local economic development. By providing reliable electricity infrastructure, the company is helping to encourage the growth of the industrial sector and small and medium enterprises in Bengkalis. This not only improves people's quality of life through better access to energy, but also supports the overall improvement of the regional economy.



Figure 2.2 PT. PLN (Persero) ULP Bengkalis

Source: Processed Data 2024

Thus, the role of PT. PLN (Persero) ULP Bengkalis is not only limited to the technical aspects of electricity supply, but also an important partner in local social and economic development, through the provision of reliable electrical energy and high quality services to the people of Bengkalis and its surroundings.

History of PT. PLN (Persero) in general, starting at the end of the 19th century, the field of sugar factories and electricity factories in Indonesia began to be improved when several Dutch companies engaged in sugar factories and tea factories set up electric power plants for their own needs. Between 1942-1945 there was a shift in the management of these Dutch companies by the Japanese, after the Dutch surrendered to Japanese troops at the beginning of World War II.

The process of power transfer again occurred at the end of World War II in August 1945, when Japan surrendered to the Allies. This opportunity was used by youth and electricity workers through the delegation of Electricity and Gas Workers/Employees who together with the Head of the Central KNI took the initiative to meet President Soekarno to hand over these companies to the Government of the Republic of Indonesia. On 27 October 1945, President Soekarno established the Electricity and Gas Bureau under the Ministry of Public Works and Energy with a power generation capacity of 157.5 MW.

On January 1, 1961, the Bureau of Electricity and Gas was changed to BPU-PLN (Bada Leader General of the State Electricity Company) which is engaged in electricity, gas and coke which was dissolved on January 1, 1965. At the same time,

2 (two) companies State Electricity Company (PLN) as the manager of state-owned electricity and the State Gas Company (PGN) as the manager of gas were inaugurated. In 1972, in accordance with Government Regulation no. 18, the status of the State Electricity Company (PLN) is determined as a State Electricity General Company and as the Holder of the Electricity Business Authorization (PKUK) with the task of providing electricity for the public interest.

In line with the Government's policy that provides opportunities for the private sector to engage in the electricity supply business, since 1994 the status of PLN has changed from a Public Company to a Limited Liability Company (Persero) and also as a PKUK in providing electricity for the public interest until now.

2.1.2 PT. PLN (Persero) Logo

The logo represents the vision and mission of the company, institution, or institution it represents. Of course the choice of shape, color, and placement of the logo has its own meaning and principle. The PLN logo image can be seen in the following image:



Figure 2.3 Logo of PT. PLN (Persero)

Source: Processed Data 2024

A logo can tell the history of the birth of an agency, institution, company, or organization. In addition, the logo can also describe the ideology, passion, and desires of its users. The meaning of the PLN Logo is as follows:

1. The vertical rectangle symbolizes that PLN is a perfectly organized container or organization. The yellow color represents enlightenment, as PLN hopes that electricity can create enlightenment for people's lives. Yellow also symbolizes a fiery spirit.

2. Lightning symbolizes the electric power contained therein as the main service product produced by the company. In addition, lightning also means fast and precise work. The red color symbolizes the maturity of PLN as the first electricity company in Indonesia.
3. Three Waves means the propagation of electrical energy which is channeled by the three main business fields that the company is engaged in, namely generation, distribution and distribution. Colored blue to show the impression of a constant (something just right) as well as electricity which is still needed in human life.

2.2 Vision and Mission

Each company must have a vision and mission in order to realize its goals and as a driving force in carrying out their respective programs. The following is the vision and mission of PT. PLN (Persero) ULP Bengkalis:

2.2.1 Vision of PT. PLN (Persero) ULP Bengkalis

Vision is a series of words that indicate dreams, ideals or core values of a desire for a group of people or personally with a far-sighted view of the future in order to achieve a desired goal. Vision of PT. PLN (Persero) ULP Bengkalis is the Leading Electricity Company in Southeast Asia and 1 Customer Choice for Energy Solutions.

2.2.2 Mission of PT. PLN (Persero) ULP Bengkalis

Mission is a work priority, method, or value that forms the basis for providing an outline for realizing a vision. The Mission of PT. PLN (Persero) ULP Bengkalis are as follows:

1. Running the electricity business and other related fields, oriented to customer satisfaction, company members and shareholders.
2. Making electricity as a medium to improve the quality of people's lives.
3. Strive for electric power to be a driver of economic activity.
4. Carrying out business activities that are environmentally sound.

2.3 Motto

Motto is a sentence, phrase, or word as a motto or guideline that describes the motivation, spirit, and goals of an organization. Motto PT. PLN (Persero) is Electricity for a Better Life.

2.4 Corporate Values

The values of PLN are morals (AKHLAK), morals (AKHLAK) stands for:

1. Amanah (A): Hold fast to the trust given
2. Kompeten (K): Continue to learn and develop capabilities
3. Harmoni (H): Caring for each other and respecting differences
4. Loyal (L): Dedicated and prioritizing the interests of the nation and state
5. Adaptif (A): Continually innovate and enthusiastic in moving or facing change
6. Kolaboratif (K): Building a synergistic collaboration

2.5 Kind of Business

PT. PLN (Persero) is a State-Owned Enterprise which is engaged in the business of providing electricity by providing services to the community through implementation in the fields of production, transmission and distribution of electricity. The business field of PT. PLN (Persero) is to conduct electricity business which includes:

1. Electricity Supply Business which includes:
 - a. Generator
 - b. Transmission
 - c. Distribution
2. Electric Power Supporting Business which includes:
 - a. Consultant on electric power
 - b. Electric power development/marketing
 - c. Electrical equipment maintenance
 - d. Development of science and technology equipment that supports the provision of electric power

3. Carry out special tasks assigned by the General Meeting of Shareholders in this case the Ministry of SOEs.
4. Carry out cooperation with other agencies or other parties or organizing bodies.

Business has many types, such as Agricultural Business, Raw Material Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, Big/Small Trading Business, and Financial Business. In the practical work activities carried out the type of business PT. PLN (Persero) ULP Bengkulu is a Service Business.

Service business is a field of business that sells or offers products in the form of services. Basically, the purpose of a business in the service sector is the same as a business that produces goods, namely to make a profit. Business in the service sector also does not involve the purchase of goods so that it does not require special storage media because what is being sold is service.

PT. PLN (Persero) is a state-owned company engaged in the provision of electricity services in Indonesia, one of which is PT. PLN (Persero) ULP Bengkulu. As an electricity agent, it is his duty to develop business activities related to electricity, which aims to improve the welfare of the community and encourage economic improvement based on the principles stipulated by law and aim to meet the needs of electric power.

2.6 Organizational Structure

The organizational structure is a self-image of the organization or the composition of the management in the organization based on their respective positions or positions which are arranged in the form of a chart. Establishment of an organizational or agency structure and taking into account the skills possessed by each employee. In carrying out these activities, the company has a predetermined goal. The organization will affect the breadth of the business and the policies that have been set by the company.

Organization is to show the relationship between superiors and subordinates so that the position, authority and responsibility of each have been given in an

organized organization. For more detail can be seen in Figure 2.4 which shows the organizational structure of PT. PLN (Persero) ULP Bengkulu.

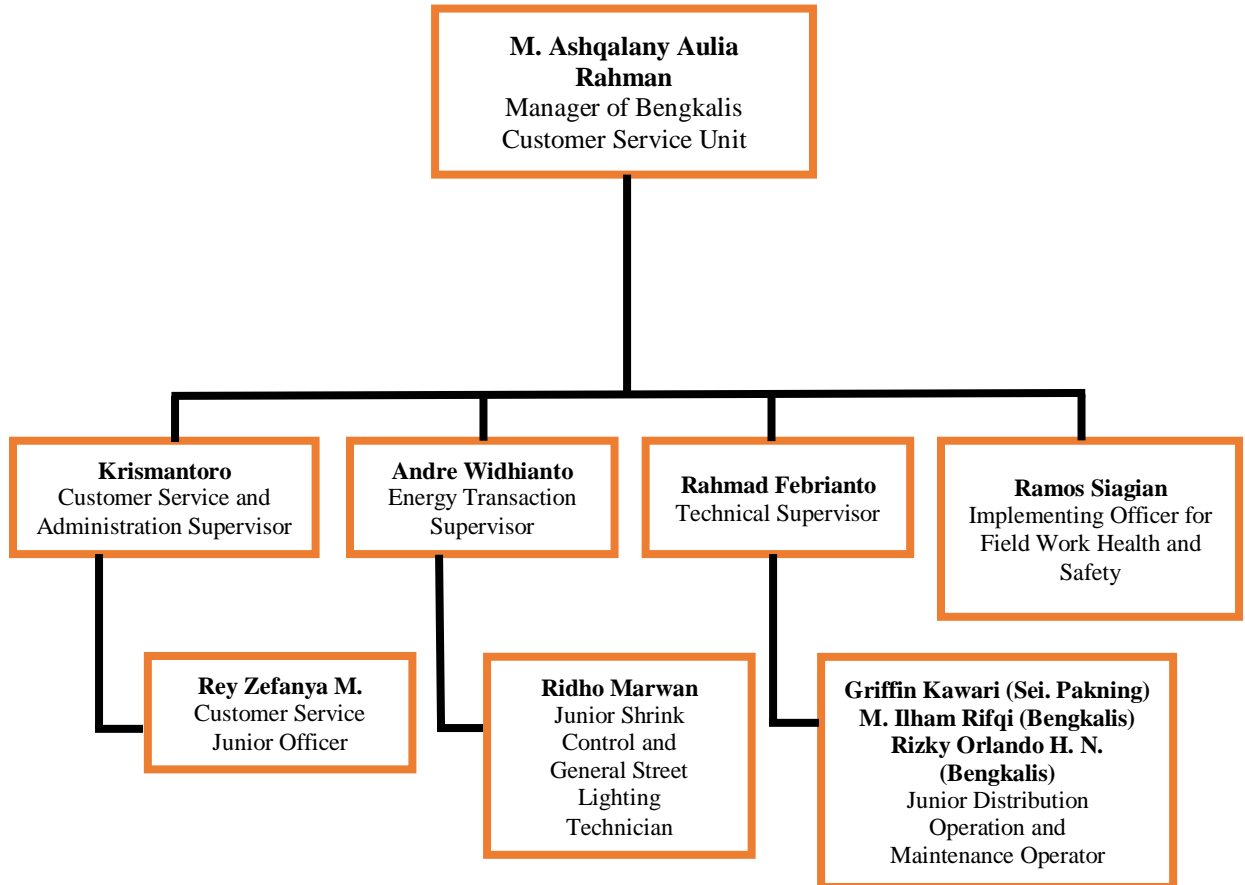


Figure 2.4 Organizational Structure of PT. PLN (Persero) Bengkulu

Source: Processed Data 2024

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each:

1. **Manager**

The Manager is responsible for managing the operation and maintenance of the electricity distribution network, commercial and customer service in accordance with the authority in order to improve electricity services efficiently and effectively with quality and reliability to achieve unit performance targets. Managers have the authority to represent the company in dealing with internal and external parties, signing legal products/contracts (SPK, SPJBTL, etc.) and setting targets for implementing sub-units.

2. Customer Service and Administration Supervisor

Its duties are to carry out subscription administrative functions, manage office administration, maintenance of buildings/offices and work facilities, as well as planning, implementing and controlling customer services which include:

- a. Service information, new installation services, power changes and other services.
- b. Customer Administration
- c. Sales plan
- d. Public Relations
- e. Implementation and control of collection of customer receivables and proposed write-off of doubtful accounts.

3. Energy Transaction Supervisor

The Energy Transaction Supervisor is assisted by an Assistant engineer for shrinkage and PJU control and a Junior shrink and PJU control technician who is responsible for billing management and electrical energy settlement activities to meet applicable operational standards. The task of the Energy Transaction Supervisor is to coordinate the implementation of billing management, monitor the results of customer meter readings carried out by the Biller and evaluate energy distribution data for settlement.

4. Technical Supervisor

The Technical Supervisor is assisted by a Junior operator and distribution maintenance who is responsible for controlling the operation and maintenance of the distribution network, monitoring distribution losses and their reduction efforts, managing and developing network assets and distribution construction as well as connecting and disconnecting. The duties of the technical supervisor are to improve the reliability of the distribution network operating system, maintain the distribution network, control disruption services and coordinate technical service personnel, monitor and evaluate distribution losses and efforts to reduce them, manage network assets and distribution construction, and control the implementation of connection and disconnection work.

5. Implementing officer for field work health and safety Implementing officer for field work health and safety is someone who works in the K3L section in charge of ensuring and protecting the safety and health of the workforce through various worker security efforts.

2.7 The Working Process

PT. PLN (Persero) is a company that provides services in the form of electric power services, namely repair, installation, and maintenance services for electricity to the public. PT. PLN (Persero) ULP Bengkalis which is located on Jalan Antara which is in charge of providing the best service to customers, the PLTD Power Plant Center which is located in the village of Pangkalan Batang and the scope of Services of PT. PLN (Persero) ULP Bengkalis covers the Bengkalis, Bantan, Bandar Laksamana, Siak Kecil, and Bukit Batu sub-districts. PT. PLN (Persero) provides electricity for the public interest, while increasing the principle of accounting profit. It aims to provide comfort and satisfaction to customers who meet various daily needs such as homes, schools, universities, workplaces, and street lighting. The working process related to the provision of electricity are as follows:

1. Network Development in the form of Low Voltage, Medium Voltage and Underground Networks of Low Voltage (TR) and Medium Voltage (TM) Cables.
2. Construction of Distribution Substations, building substations that distribute Kwh or electricity to customers through the Low Voltage Network or TR, including Kwh equipment.
3. Mast construction, substation network maintenance, house connections and building maintenance.
4. New Connections, carry out installation activities or electrical connections at new customers' homes.
5. Add Power in the form of changes in load, increase or decrease in power.
6. Tariff Changes are changes in tariffs from general customers to other groups or vice versa, for example, changes in tariffs from housing to industrial or business tariffs.

7. Customer Service, including requests for new connections and changes in power, requests for temporary lighting, requests for repair or dismantling of house connections.
8. Electricity Meter Reading, in this case the staff will make notes for each meter stand in the customer's house.
9. Making an Electricity Account for the electricity consumption that has been used.

2.8 Document Used for Activity

In carrying out practical work, there are several document used in daily activities at PT. PLN (Persero) ULP Bengkalis is as follows:

1. Work Order (WO)

A Work Order (WO) from PLN is an official document issued by PLN to instruct the execution of a specific task. This WO serves as a work contract between PLN and the executing party, whether internal or external.

2. Minutes of Meeting

Minutes of Meeting is an official document created to record and formalize an event or activity related to PLN. This minute document serves as written proof that an activity, inspection, or handover has been conducted according to the established procedures and agreements.

3. An Agreement Letter

An Agreement Letter between PLN and a Customer is an official document that outlines the terms and conditions agreed upon by PLN and a customer regarding a specific service or project.

4. Electricity Sale and Purchase Agreement

Electricity Sale and Purchase Agreement is a formal contract between PLN and a customer or another entity for the sale and purchase of electrical energy.

5. Order Letter

Order Letter is an official document issued by the company to instruct the execution of specific tasks or projects. This document serves as a directive

and ensures that the assigned work is carried out according to the established procedures and standards.

6. Prepaid Electricity Tokens

Prepaid Electricity Tokens refers to the documentation related to the purchase and usage of prepaid electricity tokens from PLN. Prepaid electricity allows customers to buy a specific amount of electricity in advance, which is then used by entering a unique token code into their electricity meters.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Internship is program from the campus for final years the students so that they can understand and get used to adapting to the world of work so that students will be better prepared when they are in the world of work later. During the implementation of practical work (KP), the author was placed in the office of PT. PLN (Persero) ULP Bengkalis on Jl. Antara where this office serves disturbances that occur in the field or customers which consist of technical services and administrative services. Within 19 weeks the author has gained a lot of experience and knowledge, the author has been given several powers and responsibilities to carry out the following tasks:

1. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis
2. Introduction to the Office Environment
3. Creating an account on the PLN Mobile Application
4. Provide ratings and reviews on the PLN Mobile Application
5. Upload the minutes file for electrical installation at DMS-AIL PLN
6. Recap documents (work orders, installation minutes, SPJBTL, approval letter, survey letter)
7. Print the customer data change sheet
8. Recap documents (work order and minutes of electrical installation)
9. Visit to UD Maju Bersama II regular customer tariff i3 power 345 kVA
10. Recording the amount of medical equipment inventory at PT. PLN (Persero) ULP Bengkalis
11. Arranging medical equipment owned by PT PLN (Persero) ULP Bengkalis into storage racks
12. Scan of documents (PDL, PK, SPJBTL, KTP, KWITANSI)

13. Inputting customer IDs that have not been recorded in the PLN Mobile Independent Meter Reading application for the month of February
14. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel
15. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel
16. Scan of document (Change of Technical Service Picket List)
17. Scan of document (Light Fire Extinguisher Inspection Form (APAR), Personal Protective Equipment (APD) Inspection Form, and Monitoring of First Aid contents)
18. Prepare until the implementation of meeting activities with the Supervisor of Electric Energy Transactions (SUPV TE) and all biller members.
19. Make MoM related to the submission of SOP ACMT Version 2.0.5 Document
20. Scan of document (MoM related to the submission of SOP ACMT Version 2.0.5 Document)
21. Prepare until the implementation of meeting activities performance and work evaluations with the biller team from PT. Duma Karya Burian
22. Make MoM related to the performance and work evaluation of postpaid and prepaid biller teams
23. Participate in Troop and Equipment Degree activities in the context of Ramadan and Eid al-Fitr 1445 H / 2024 M
24. Participate in prayer events and eat together in welcoming the holy month of Ramadan with the entire big family of PT. PLN (Persero) ULP Bengkalis
25. Participated in the simultaneous lighting of "Light Up the Dream" with the theme PLN shares the happiness of Ramadhan Mubarak 1445 H
26. Scan of documents (List of Meter Readings)
27. Checking the presence/absence of meter and house photos on the Bengkalis ULP LPB Photo Check web

28. Recap the number of house photos and meters that have been inputted by biller officers
29. Participated in the Ramadan Gift Sharing program "Benderang Berkah Ramadhan 1445 H"
30. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not
31. Make a checklist card for the inspection of Light Fire Extinguishers (APAR) PT. PLN (Persero) ULP Bengkalis
32. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not
33. Visited with the Engineering Supervisor to the work site of the PDKB (Work Under Voltage) special forces on Kelapapati Darat street
34. Visited with the manager and PJ-K3L to several homes of customers who made complaints in the form of voltage drops on Wonosari Timur street
35. Visited with the manager and PJ-K3L to ULPLTD Bagan Besar Bengkalis, in Pangkalan Batang, Bengkalis
36. Scan of documents (Electricity Hazard Appeal Letter)
37. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel
38. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not
39. Make a record of taking photos of the house by the biller officer
40. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)
41. Recap prepaid customer data that has not been recorded in ACMT
42. Recap the realization of photo reading results of R1 900 power tariff houses for March 2024

43. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)
44. Recap prepaid customer data that has not been recorded in ACMT
45. Recap the realization of photo reading results of R1 900 power tariff houses for March 2024
46. Participated in the takjil distribution program in the framework of the month of Ramadan 1445 H with the wives of PT. PLN (Persero) ULP Bengkalis employees
47. Recap prepaid customer data that has not been recorded in ACMT
48. Documenting APAR (Light Fire Extinguisher)
49. Delivering a letter on the Danger of Electricity in Lampu Colok Tradition/Culture to the offices of the village heads/villages of Damon, Kelapapati, Pangkalan Batang, Pangkalan Batang Barat, Sebauk, Senderak, Teluk Latak, Meskom, and Perapat Tunggal
50. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)
51. Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT)
52. Make a recap of WO PDIL (Customer Master Data Arrangement) for March 2024 specifically for R1 900 power tariff customers
53. Make a report on the results of ULP Bengkalis prepaid meter reading on April 3, 2024
54. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)
55. Make a report on the results of ULP Bengkalis prepaid meter reading on April 4, 2024
56. Scan of documents (Installation Check List)
57. Participated in the activities of the Troops and Equipment Title in the framework of the Eid al-Fitr 1445 H / 2024 M standby day

58. Delivering Electricity Hazard Appeal Letters on Lampu Colok Tradition/Culture to Wonosari, Rimba Sekampung, Bengkalis Kota, Senggoro, Air Putih, Kuala Alam, and Sungai Alam village offices
59. Make a report on the results of ULP Bengkalis prepaid meter reading on April 5, 2024
60. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)
61. Scan of Document (List of Cover Letters for Electricity Hazard Appeal on Lampu Colok Tradition/Culture)
62. Participated in the Halal Bihalal Idul Fitri 1445 H/2024 M event at the residence of the Manager and all Team Leaders of PT. PLN (Persero) ULP Bengkalis
63. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel
64. Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP)
65. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)
66. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 1 -21, 2024
67. Make a kWh monitoring report dated April 1 -21, 2024
68. Scan of Document (Certificate of Employment)
69. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel
70. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 22-23, 2024
71. Make a kWh monitoring report dated April 22-23, 2024
72. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 24-28, 2024
73. Make a kWh monitoring report dated April 24-28, 2024
74. Recap Safety Briefing data for February, March, and April 2024

75. Recap YANTEK (Technical Services) Briefing photos for morning, afternoon, and night shifts from February-April 2024
76. Make a recap of findings on the INSPEKTA Application from February 1-29, 2024
77. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 29-30, 2024
78. Make a kWh monitoring report dated April 29-30, 2024
79. Make a recap of findings on the INSPEKTA Application from March 1-31, and April 1-30, 2024
80. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers
81. Checking and replacing kWh meters at customer homes in Bantan Tengah village with the P2TL team
82. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection
83. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 2-15, 2024
84. Make a kWh monitoring report dated May 2-15, 2024
85. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers
86. Ranking the house photos that have been inputted in the PDIL web spreadsheet
87. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024
88. Make a recap of findings on the INSPEKTA Application from May 1-20
89. Print and scan documents (OP-HAR Distribution Work Request Letter)
90. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 16-26, 2024
91. Make a kWh monitoring report dated May 16-26, 2024
92. Make a recap of monitoring whether or not there are photos of findings in Inspekta from February-April 2024

93. Make a recap of findings on the INSPEKTA Application from May 21-27
94. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 27-28, 2024
95. Make a kWh monitoring report dated May 27-28, 2024
96. Make a recap of findings on the INSPEKTA Application from May 28-29
97. Make a recap of monitoring whether or not there are photos of findings in Inspekta for May 2024
98. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers
99. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkulu PT. Duma Karya Burian May 2024
100. Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Teluk Latak Village Office Hall
101. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 29-30, 2024
102. Make a kWh monitoring report dated May 29-30, 2024
103. Print and Scan Documents (MoM Work Order)
104. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 31, 2024
105. Make a kWh monitoring report dated May 31, 2024
106. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)
107. Downloading DPM (Meter Reading List)
108. Printing and scanning documents (Minutes of Reading kWh Meter Limit Period May 2024 and Minutes of Own Use of PSSD Distribution System ULP Bengkulu in May 2024)
109. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkulu PT. Duma Karya Burian June 2024
110. Recapitulate detailed data per RBM code from file A to X

111. Participated in the handover of the position of Team Leader HSE & KAM of PT PLN (Persero) ULP Bengkalis from Mr. Firrizqi Pratama to Mr. Ramos Siagian
112. Participated in a coordination meeting to prepare for the mass circumcision event of FW-RPG and PT PLN (Persero) ULP Bengkalis with the Manager of PT PLN (Persero) ULP Bengkalis and all members of the Riau Pos Group journalists forum
113. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis
114. Checking and replacing kWh meters at customer homes in Pematang Duku village with the P2TL team
115. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection
116. Participate in the activities of the Troops and Equipment Title in the framework of Eid al-Adha 1445 H / 2024 M
117. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 1-10, 2024
118. Make a kWh monitoring report dated June 1-10, 2024
119. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis
120. Manage the registration of mass circumcision participants
121. Printing invitation letters for the opening of the mass circumcision event for all agencies in Bengkalis
122. Recapitulate detailed data per RBM code
123. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 11-19, 2024
124. Make a kWh monitoring report dated June 11-19, 2024
125. Manage the registration of mass circumcision participants

126. Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Selat Baru Village Office Hall
127. Participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency
128. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 20-24, 2024
129. Make a kWh monitoring report dated June 20-24, 2024
130. Recapitulating the documentation of the mass circumcision held on Monday
131. Delivering amprah and photo documentation of mass circumcision activities to the Bengkalis Regency BAZNAS office
132. Scan documents (Attendance List of Participants of Electricity Hazard Socialization at the Selat Baru Village Office Hall) held last Friday
133. Copy of Application Letter for Electricity Pole Addition
134. Checking and replacing kWh meters at customer homes in Berancah village with the P2TL team
135. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection
136. Scan Documents (Hazard Identification, Risk Assessment and Risk Control (Hirarc), Recap of ULP Bengkalis Fire Extinguisher Condition In May & June 2024, Schedule of Education Socialization OHS ULP Bengkalis 2024)

3.2 Place of Apprenticeship

PT. PLN (Persero) ULP Bengkalis which is located on Jl. Antara, Wonosari Village, Bengkalis, Riau, Indonesia is the place chosen by author to do apprenticeship with a time determined by the university for 4 months starting from February 19, 2024 to 28 June, 2024. During Apprenticeship at PT. PLN (Persero) ULP Bengkalis, the author follows all the rules set by PT. PLN (Persero) ULP Bengkalis, the stages of implementing Apprenticeship can be seen in the table 3.1 below:

Table 3.1 Schedule of Field Work Practices

No.	Day	Working Hours	Agency
1.	Monday to Thursday	07:30 to 16.30	PT. PLN (Persero) ULP Bengkalis
2.	Friday	07.30 to 08.00	PT. PLN (Persero) ULP Bengkalis
3.	Saturday to Sunday	HOLIDAY	HOLIDAY

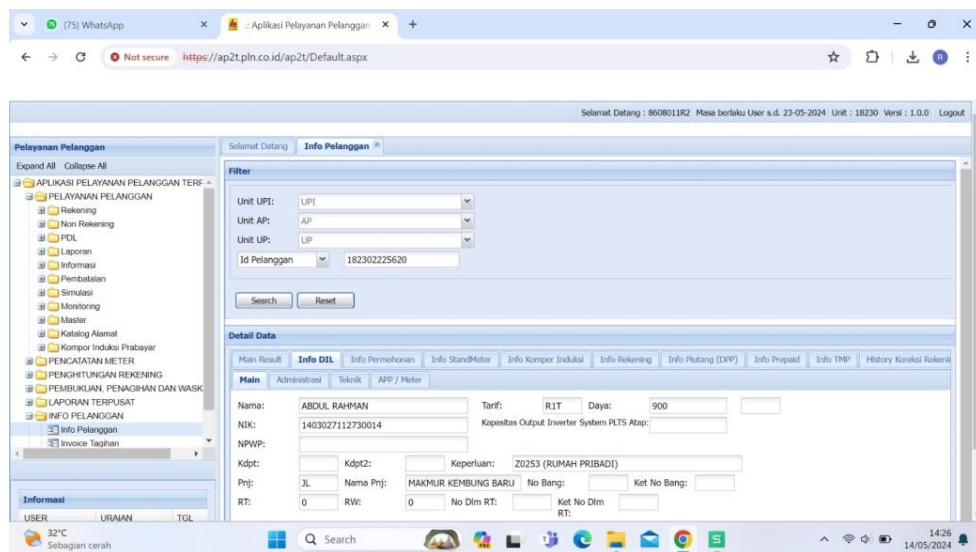
Source: Processed Data, 2024

3.3 Systems and Procedures

The system and procedures for job training that have been carried out at PT. PLN (Persero) ULP Bengkalis from February 19th to June 28th 2024 in the Customer Service and Administration division and the Electrical Energy Transaction division are as follows:

1. Recapitulating data that is not entered in ACMT into Microsoft Excel

In this activity, the author is tasked with recapitulating prepaid customer data that is not recorded in ACMT (Integrated Meter Record Application) using Microsoft Excel. Customer data that is not registered in ACMT can be input manually. Usually, billers are responsible for entering customer data into ACMT. However, there are some cases where customer data cannot be entered into ACMT and requires access to AP2T (Centralized Customer Service Application). Billers do not have access to AP2T, only office staff can access it. To get a list of customers who are not registered in ACMT, the author needs to request a list of customer names from the billers first. After receiving the list from all billers, the author can start recapitulating the data.



No.	IDPEL	NOMOR METER	NAMA	ALAMAT	TARIF	DAYA	PULV GAS	TANGGA
38	182301963407	86235908000	MUSHALLA HUBUTTAUBAH	RAWA SARI KEMBUNG LUAR	S2T	900	18230. saifil	11-May-24
39	182302271659	14491051729	MUHTI	KEMBUNG LUAR	RIT	450	18230. saifil	11-May-24
40	182302162742	50191027536	NITI	PUENG KEMBUNG BARU	RIT	450	18230. saifil	11-May-24
41	182302256184	86236137047	IDA	PUENG KEMBUNG BARU	RIMT	900	18230. saifil	11-May-24
42	182302172007	14486333900	AYANG	PUENG	RIT	450	18230. saifil	11-May-24
43	182302264106	45118964902	FIRMAN	KEMBUNG LUAR	RIT	1300	18230. saifil	11-May-24
44	182302274698	45120942888	SURYANI	TELUK PAMBANG	BIT	2200	18230. saifil	11-May-24
46	182301960093	14487171622	RAMLAN	MAKMUR	RIT	900	18230. saifil	11-May-24
47	182301970354	45118876965	AMRIZAL	MAKMUR	RIMT	900	18230. saifil	11-May-24
48	182302075342	86236207980	NAIM MASUD	MAKMUR	RIT	1300	18230. saifil	11-May-24
49	182301959365	86236301734	SUARTI	MAKMUR, KEMBUNG LUAR	BIT	1300	18230. saifil	11-May-24
50	182301973853	60001271059	SUYETNO	PANCUR	RIT	900	18230. saifil	11-May-24
51	182301935110	86262694663	SARTONO	UTAMA PANCUR KB LUAR	RIMT	900	18230. saifil	11-May-24
52	182302272723	86262800401	RAMINAH	KEMBUNG LUAR	RIT	450	18230. saifil	13-May-24
53	182301971818	45125912944	SUHENDRI	DARAT LIMAU	RIMT	900	18230. saifil	13-May-24
54	182301957769	86029554366	SAWICI I	DATUK DJAILANI	BIT	2200	18230. saifil	13-May-24
55	182301970673	45111436775	MUHAMMAD HABIB	DARAT LIMAU	RIMT	900	18230. saifil	13-May-24
56	182302255451	86236144829	TOKO AINUHA MATERIAL	DARAT LIMAU	BIT	1300	18230. saifil	13-May-24
57	182302275292	45125920921	RAINA	KEMBUNG LUAR - BKS	RIT	900	18230. saifil	13-May-24
58	182301981419	86236179957	SABAR	DARAT LIMAU	RIT	900	18230. saifil	13-May-24
59	182301977679	45121974711	NURBIDAYANI	RAWA SARI KEMBUNG BARU	RIT	450	18230. saifil	13-May-24

Figure 3.1 Prepaid customer data that is not recorded in ACMT (Integrated Meter Record Application)

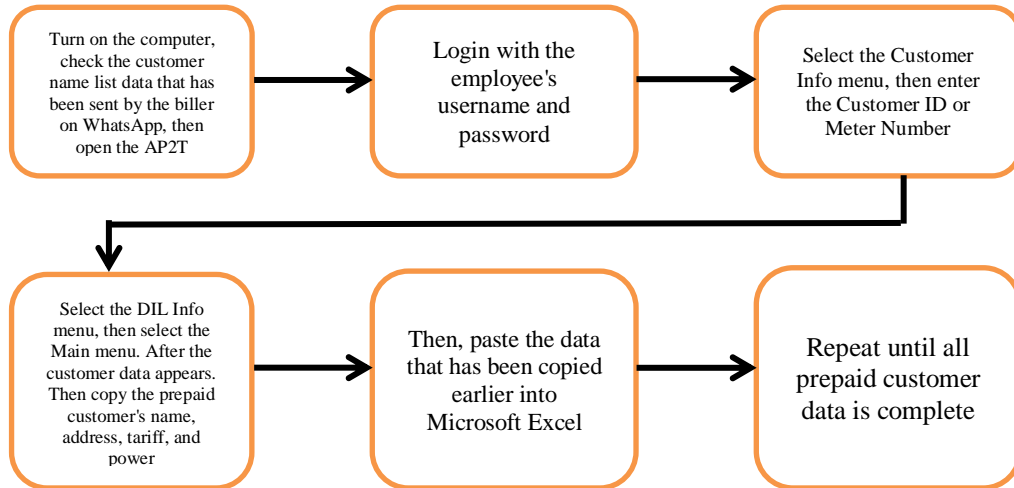
Source: Processed Data 2024



Figure 3.2 Recapitulating data that is not entered in ACMT into Microsoft Excel

Source: Processed Data 2024

Some procedures for recapitulating data that has not been entered in ACMT into Microsoft Excel are as follows:



Flowchart 3.1 Recapitulating data that is not entered in ACMT into Microsoft Excel
Source: Processed Data 2024

2. Checking photos of prepaid customers' homes and meters taken by billers
In this activity, the author was assigned to inspect photos of prepaid customer houses and meters that had been photographed by billers. The biller's job is to take pictures of the customer's house and meter, then input them into ACMT. The author is responsible for checking whether the photo taking has met the requirements. After the results of the photo taking are verified in ACMT, the author makes a report related to the KWh meter, especially whether there are warnings such as 000, CHECK, INSCEK, MINUS, DISCONNECTED, or CLOSE printed on the KWh meter. The house and meter photo check is done in a web spreadsheet that has been set up by the office, so the author only needs to copy the customer ID or meter number to automatically view the related house and meter photos.

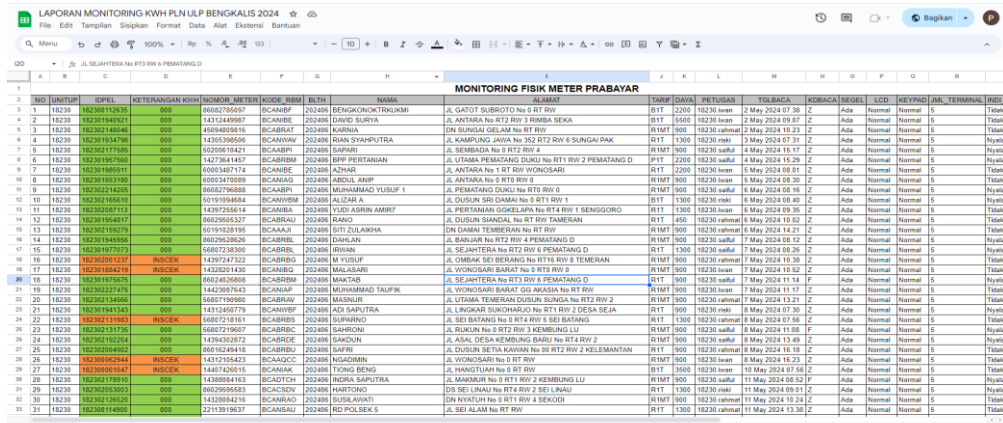
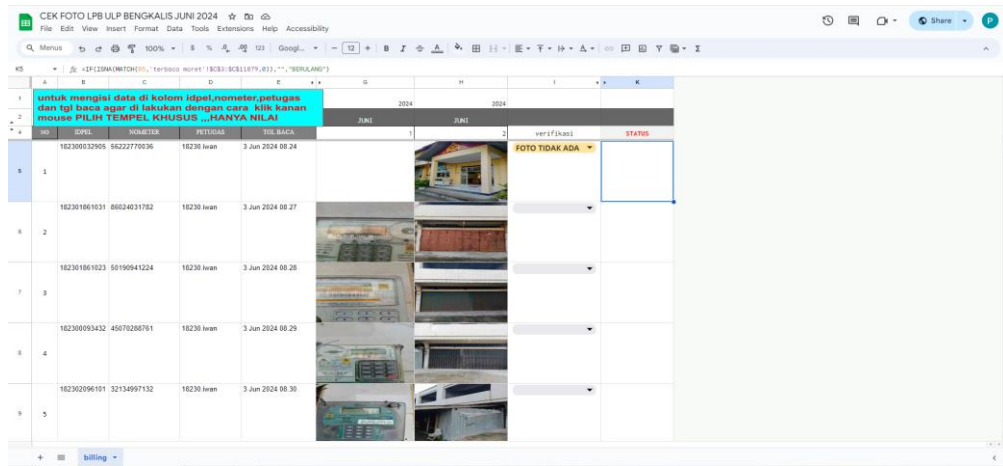
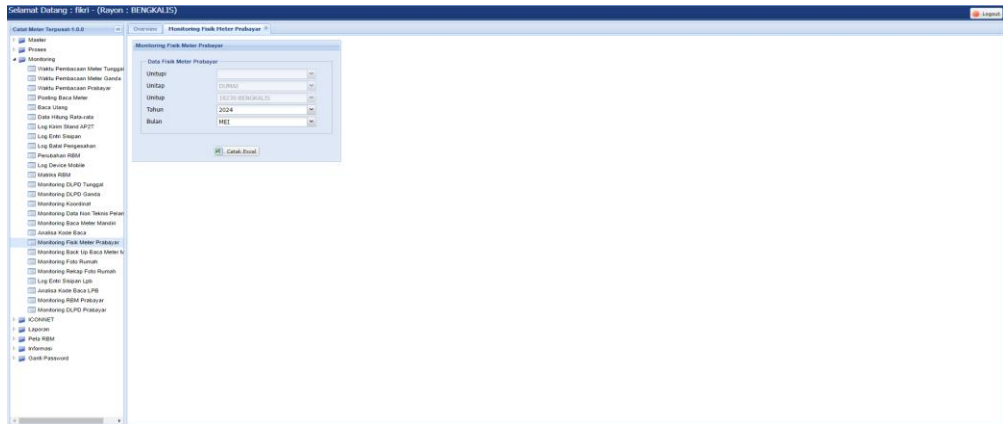
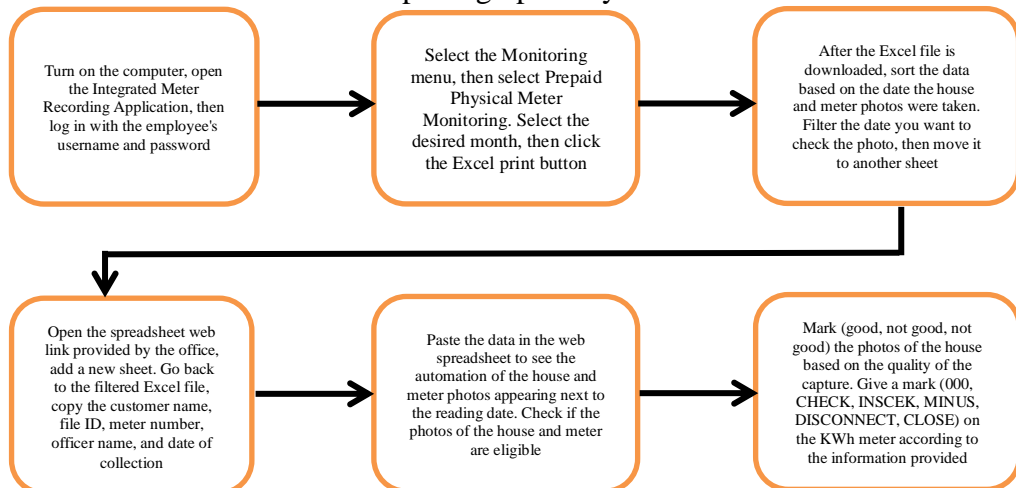


Figure 3.3 Web spreadsheet containing photos of prepaid customers' homes and meters
 Source: Processed Data 2024



Figure 3.4 Checking photos of prepaid customers' homes and meters taken by billers
Source: Processed Data 2024

Some of the procedures for conducting a photo inspection of prepaid customers' homes and meters photographed by billers are as follows:



Flowchart 3.2 Checking photos of prepaid customers' homes and meters taken by billers
Source: Processed Data 2024

3. Downloading DPM (Meter Reading List)

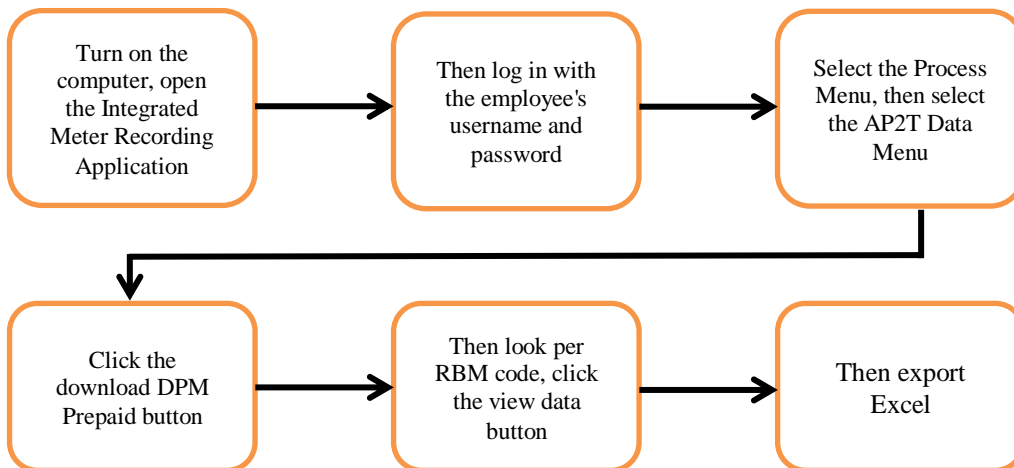
In this activity the author was assigned to download the meter reading list (DPM) in the Integrated Meter Record Application.

BLTH	HARI/BACA	TOL DO/WLOAD	JML PLG ACMT	JML DATA
202407	A	2024-06-26 00:00...	4.100	5.154.900
202407	B	2024-06-26 00:00...	1.747	2.226.750
202407	C	2024-06-26 00:00...	2.169	2.664.900
202407	D	2024-06-26 00:00...	2.023	2.491.900
202407	E	2024-06-17 00:00...	2.265	2.851.900
202407	F	2024-06-17 00:00...	2.214	2.716.160
202407	G	2024-06-26 00:00...	2.382	2.924.800
202407	H	2024-06-26 00:00...	2.429	3.126.460
202407	I	2024-06-26 00:00...	2.366	3.110.660
202407	J	2024-06-26 00:00...	2.260	2.876.760
202407	K	2024-06-26 00:00...	2.175	2.868.900
202407	L	2024-06-26 00:00...	2.059	2.710.900
202407	M	2024-06-26 00:00...	2.124	2.811.560
202407	N	2024-06-26 00:00...	1.991	2.526.200
202407	O	2024-06-17 00:00...	1.865	2.465.500
202407	P	2024-06-26 00:00...	1.894	2.292.700
202407	Q	2024-06-17 00:00...	1.880	2.480.000
202407	R	2024-06-17 00:00...	2.010	2.454.000
202407	S	2024-06-26 00:00...	2.023	2.476.600
202407	T	2024-06-26 00:00...	1.972	2.633.460
202407	U	2024-06-26 00:00...	2.118	2.669.800
202407	V	2024-06-23 00:00...	2.027	2.377.700
202407	X	2024-06-13 00:00...	115	131.900
J23 Hari Baki			48.368	61.256.000

Figure 3.5 Meter Reading List (DPM)

Source: Processed Data 2024

Some of the procedures for downloading DPM (Meter Reading List) are as follows:



Flowchart 3.3 Downloading DPM (Meter Reading List)

Source: Processed Data 2024

- Input Customer Master Data Collection (PDIL) data in Web Spreadsheet
 In this activity, the author was assigned to enter PDIL data. The PDIL data is available in a web spreadsheet. The author's task is to upload photos of the house according to the Customer ID and Meter Number. Previously, photos of prepaid customer houses had been downloaded via WhatsApp sent by the

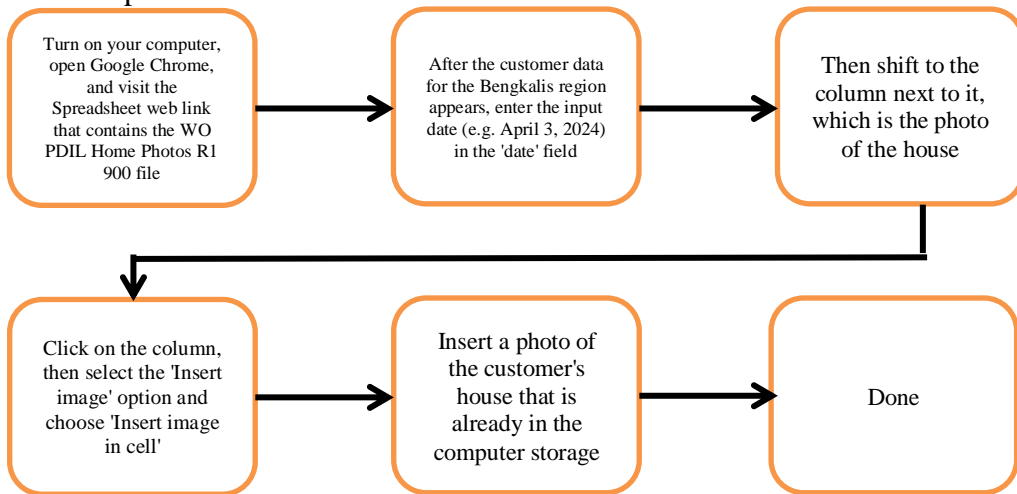
biller. Therefore, the author only needs to enter the photo of the customer's house into the Spreadsheet web.

1	UNITUP	NAMA UNITUP	IDPEL	NAMA	TARIF	DAYA	PROSES	ALAMAT	TANGGAL FOTO	FOTO RUMAH	RANKING
2	18230	BENGGALIS	182301810805	MUKHTAR	R1	900	1	JL. PARIT TUNGGU 0	3 April 2024		1
3	18230	BENGGALIS	182301884579	M. YAKUB FAZAL	R1	900	8	JL. UTAMA PEMATANG DUKU 0	30 Maret 2024		1
4	18230	BENGGALIS	182301884595	ISMANNAR	R1	900	8	JL. UTAMA PEMATANG DUKU 0	4 April 2024		3
5	18230	BENGGALIS	182300058509	AHMAD SYUKRI	R1	900	8	JL. TELUK LATAK 0	24 Maret 2024		2
6	18230	BENGGALIS	182301888902	SUJANRIH	R1	900	7	JL. SIMP BARU TELUK LATA 0	4 April 2024		1
7	18230	BENGGALIS	182301888840	RUSLAN	R1	900	7	JL. SIMP BARU TELUK LATA 0	9 Maret 2024		1
8	18230	BENGGALIS	182301888796	MURAHYATI	R1	900	9	JL. SIMPANG BARU 0	31 Maret 2024		3
9	18230	BENGGALIS	182301888891	SYAFI	R1	900	7	JL. PENEBAL 0	9 Maret 2024		1
10	18230	BENGGALIS	182301883804	ZULKIFLI	R1	900	8	JL. AIWANG MAHMUDA 0	28 Maret 2024		1

Figure 3.6 Website Spreadsheet WO PDIL 2024 Foto Rumah R1 900

Source: Processed Data 2024

Some of the procedures for input customer master data collection (PDIL) data in web spreadsheet are as follows:



Flowchart 3.4 Input Customer Master Data Collection (PDIL) data in Web Spreadsheet

Source: Processed Data 2024

- Recapitulate PDIL data for House Photos and ID Photos of postpaid customers with 450 and 900 power

In this activity, the author was assigned to recap PDIL data for house photos and ID cards of postpaid customers with 450 and 900 power. This PDIL data has been prepared by the staff, so the author only needs to enter the customer's house photo and ID card into an Excel file. These house photos and ID cards had been sent by the biller via WhatsApp complete with

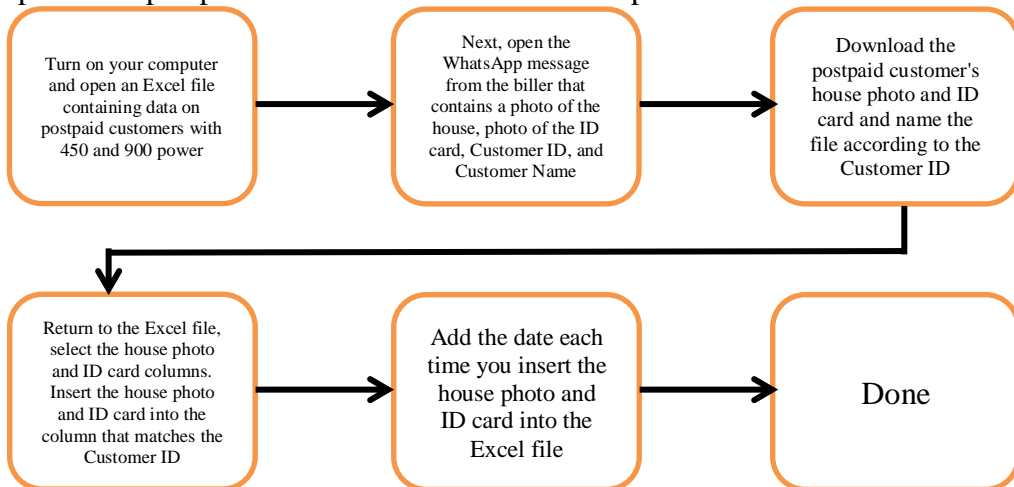
Customer ID. The author's job is to match the data in Excel and enter the photos of the house and ID card.

ID	NAMA	ALAMAT	TAMBAH DATA	KODE_RRM	TANGGAL	FOTO RUMAH	FOTO KTP
1210009966	ZAINAWATI	JL GEBEYA No. 0 RT. 8/W	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]
12100031978	MENASRE	JL GEBEYA No. 0 RT. 8/W	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]
1210188408	HEBELINA	JL DAMON No. 0 RT. 8/W. 0	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]
1210009186	RENWANTO	JL GEBEYA No. 0 RT. 8/W	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]
1210002148	DEB SYAFARUDIN	JL GEBEYA No. 0 RT. 8/W	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]
1210183131	MURAHMAD NAZR	JL KELAPATIDARAT No. 0 RT. 8/W. 0	RI	900.0	3 JUNI 2024	[Photo URL]	[Photo URL]

Figure 3.7 PDIL data for House Photos and ID Photos of postpaid customers with 450 and 900 power

Source: Processed Data 2024

Some of the procedures for recapitulate PDIL data for house photos and ID photos of postpaid customers with 450 and 900 power are as follows:



Flowchart 3.5 Recapitulate PDIL data for House Photos and ID Photos of postpaid customers with 450 and 900 power

Source: Processed Data 2024

6. Make a Recap of the Performance Realization of Postpaid PDIL Data Collection ULP Bengkalis PT. Duma Karya Burian Year 2024

In this activity, the author was assigned to make a recap of the realization of the PDIL Postpaid data collection performance of ULP Bengkalis PT. Duma Karya Burian for 2024. The author's task is to input the number of photos of

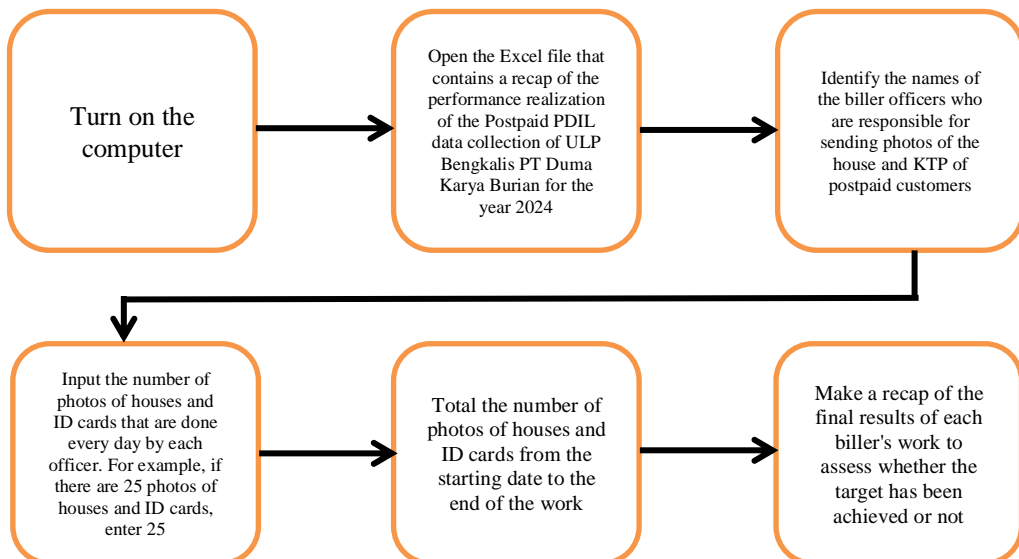
houses and ID cards that have been sent by billers. This recap aims to assess the biller's performance, whether it has reached its work target or not.

NO	NAMA	SUBNON SUB	RBM	TARGET	PERHARI TOL-03	TOL HARI PELAKSANAAN				REALISASI	SISA	REALISASI	KET
						03	04	05	06				
1	DANI KURNIAWAN	BENGGALIS	BCAAB	160	0	1	7	26	37	71	89	44%	
2	WAWAN HADIANSYAH	BENGGALIS	BCAAC	160	0	M	8	31	31	70	90	44%	
3	SOPPIAN	BENGGALIS	BCAAG	160	0	23	59	45	36	163	-3	102%	
4	FERRY MONIAGA	BENGGALIS	BCAAH	160	0	7	40	67		114	46	71%	
5	RAWI WIJAYA	BENGGALIS	BCAAJ	160	0	18	14	45	2	80	80	50%	
6	ROMIZAR EFENDI	SEL. PAKNING	BCAABK	160	0	6	10	26	59	92	68	56%	
7	SURYONO	BANTAN TENGAH	BCAABN	160	0	1	50	110	0	161	-1	101%	
8	AIDI	PAMBANG	BCAABP	160	0	39	34	32		105	85	66%	
TOTAL				1280	0	95	223	382	156	856		67%	

Figure 3.8 Performance Realization of Postpaid PDIL Data Collection ULP Bengkalis PT. Duma Karya Burian Year 2024

Source: Processed Data 2024

Some of the procedures for make a recap of the performance realization of postpaid PDIL data collection ULP Bengkalis PT. Duma Karya Burian year 2024 are as follows:



Flowchart 3.6 Make a Recap of the Performance Realization of Postpaid PDIL Data Collection ULP Bengkalis PT. Duma Karya Burian Year 2024

Source: Processed Data 2024

7. Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Village Office Hall
In this activity, the author was assigned to participate in the Socialization/Education agenda on Electrical Hazards, Electrical Safety, and Reliability of Electricity Supply at the Village Office Hall. The author's duties included making the attendance list of the socialization participants as well as being the host of the agenda. During the internship, the author has twice participated in a similar agenda initiated by the K3 Environment and Security team leader from PT. PLN (Persero) ULP Bengkalis. This socialization aims to educate all levels of society about the dangers of electricity. This agenda also includes a question and answer session between the speaker and the audience.



Figure 3.9 Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Village Office Hall

Source: Processed Data 2024

8. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection

In this activity, the author joined P2TL to check KWH. The author was assigned to fill in the minutes which included the identity of the inspector and the identity of the customer.

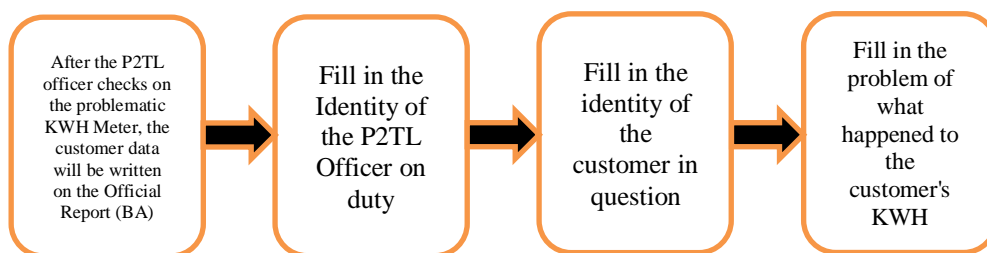




Figure 3.10 Inspection of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection

Source: Processed Data 2024

Some of the procedures for writing minutes of inspection results of controlling the use of electricity (P2TL) 3 phase electrical installation/connection are as follows:



Flowchart 3.7 Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection

Source: Processed Data 2024

9. Participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency

In this activity, the author was assigned to participate in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency. The author's duties included all administration starting from the organizing committee formation meeting to the committee dissolution meeting. This agenda was sponsored by the Baitul Mal PLN Foundation and collaborated with the Riau Pos Group Journalists

Forum of Bengkalis Regency, and was inaugurated by the Deputy Regent of Bengkalis, Mr. DR. H. Bagus Santoso. The author was responsible for taking care of the administration of the registration of mass circumcision participants, recording the names of participants, making queue cards, printing invitations for government agencies invited as guests, organizing the distribution of souvenirs, and being the host of this event. The total number of participants who participated in this activity was around 114 children, and each participant will get souvenirs in the form of bags, Al-Quran, Sarong cloth, and pocket money.



Figure 3.11 Meeting of the Committee Formation of Mass Circumcision Social Services organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency

Source: Processed Data 2024



Figure 3.12 Mass Circumcision Social Services organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency
Source: Processed Data 2024



Figure 3.13 Hosted a mass circumcision social service event organized by Yayasan Baitul Mal (YBM) PLN UP3 Dumai ULP Bengkalis and Forum Wartawan Grup Riau Pos (FW-RPG) Bengkalis Regency
Source: Processed Data 2024



Figure 3.14 Dissolution Meeting of the Committee for Mass Circumcision Social Service activities organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency
Source: Processed Data 2024

10. Participate in Troop and Equipment Event activities

In this activity, the author was asked to participate in the Troops and Equipment Title held by PT PLN (Persero) ULP Bengkalis. This agenda is usually carried out ahead of Eid al-Fitr, Ramadan, and Eid al-Adha celebrations with the aim of ensuring optimal operational readiness before carrying out certain tasks or projects. Through good coordination between units and departments, as well as inspection of all equipment and personnel to ensure ready-to-use conditions, this agenda helps maintain efficiency and safety during task execution. The author's job is to document the entire activity from start to finish, either by photographing or videoing it. Regular evaluations are also conducted to ensure that all requirements and operational standards are met, so that employees of PT. PLN (Persero) ULP Bengkalis can carry out their duties effectively and without unwanted obstacles.





Figure 3.15 Participate in Troop and Equipment Event activities
Source: Processed Data 2024

3.4 Kind and Activity of Apprenticeship

Activities that have been carried out during the apprenticeship at PT. PLN (Persero) ULP Bengkulu, as follows:

Table 3.2 Daily Activities February 19th, 2024 to February 23rd, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, February 19 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Introduction to the Office Environment c. Creating an account on the PLN Mobile Application d. Provide ratings and reviews on the PLN Mobile Application 	Krismantoro
2.	Tuesday, February 20 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Upload the minutes file for electrical installation at DMS-AIL PLN c. Recap documents (work orders, installation minutes, SPJBTL, approval letter, survey letter) 	Krismantoro
3.	Wednesday, February 21 st , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Print the customer data change sheet c. Recap documents (work order and minutes of electrical installation) 	Krismantoro
4.	Thursday, February 22 nd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Visit to UD Maju Bersama II regular customer tariff i3 power 345 kVA 	Krismantoro
5.	Friday, February 23 rd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu 	Firrizqi Pratama

		<ul style="list-style-type: none"> b. Recording the amount of medical equipment inventory at PT. PLN (Persero) ULP Bengkulu c. Arranging medical equipment owned by PT PLN (Persero) ULP Bengkulu into storage racks 	
--	--	--	--

Source: Processed Data, 2024

Table 3.2 is the first week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkulu. In this week the author gets introduced to the manager and all employees of PT PLN (Persero) ULP Bengkulu, then the author downloads the PLN Mobile application on Android, creates a user account, and provides ratings and reviews on the application in the Play Store. Furthermore, the author uploads, recaps, and prints documents. The author was also invited to visit UD Maju Bersama II, a regular customer with tariff I3 and power 345 kVA. Then, the author compiled and recorded the number of medical equipment available at the PT PLN (Persero) ULP Bengkulu office.

Table 3.3 Daily Activities February 26th, 2024 to February 1st, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, February 26 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Scan of documents (PDL, PK, SPJBTL, KTP, KWITANSI) c. Inputting customer IDs that have not been recorded in the PLN Mobile Independent Meter Reading application for the month of February 	Krismantoro & Andre Widhianto
2.	Tuesday, February 27 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	Andre Widhianto
3.	Wednesday, February 28 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application 	Andre Widhianto & Ramos Siagian

		(ACMT) into Microsoft Excel d. Scan of document (Change of Technical Service Picket List)	
4.	Thursday, February 29 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Scan of document (Light Fire Extinguisher Inspection Form (APAR), Personal Protective Equipment (APD) Inspection Form, and Monitoring of First Aid contents)	Andre Widhianto & Firrizqi Pratama
5.	Friday, March 1 st , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel	Andre Widhianto

Source: Processed Data, 2024

Table 3.3 is the second week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments with two different sections, namely the Customer Service and Administration division and the Electrical Energy Transaction division.

Table 3.4 Daily Activities March 4th, 2024 to March 8th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, March 4 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Prepare until the implementation of meeting activities with the Supervisor of Electric Energy Transactions (SUPV TE) and all biller members. d. Make MoM related to the submission of SOP ACMT Version 2.0.5 Document	Andre Widhianto
2.	Tuesday, March 5 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from	Andre Widhianto

		<p>the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>c. Scan of document (MoM related to the submission of SOP ACMT Version 2.0.5 Document)</p>	
3.	Wednesday, March 6 th , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>d. Prepare until the implementation of meeting activities performance and work evaluations with the biller team from PT. Duma Karya Burian</p> <p>e. Make MoM related to the performance and work evaluation of postpaid and prepaid biller teams</p>	Andre Widhianto
4.	Thursday, March 7 th , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>d. Participate in Troop and Equipment Degree activities in the context of Ramadan and Eid al-Fitr 1445 H / 2024 M</p> <p>e. Participate in prayer events and eat together in welcoming the holy month of Ramadan with the entire big family of PT. PLN (Persero) ULP Bengkalis</p>	Andre Widhianto
5.	Friday, March 8 th , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p> <p>c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel</p>	Andre Widhianto

Source: Processed Data, 2024

Table 3.4 is the third week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also attended a performance meeting with all billing members. Then the author participated in the Troop and Equipment Title activities in the framework of the Ramadan Eid al-Fitr standby in 1445 H / 2024 M.

Table 3.5 Daily Activities March 11th, 2024 to March 15th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, March 11 th , 2024	Silent Day of the Saka New Year Holiday	
2.	Tuesday, March 12 th , 2024	Collective Leave in the framework of the Holyday of Nyepi New Year Saka 1946	
3.	Wednesday, March 13 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	Andre Widhianto
4.	Thursday, March 14 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Participated in the simultaneous lighting of "Light Up the Dream" with the theme PLN shares the happiness of Ramadhan Mubarak 1445 H 	Andre Widhianto & Rahmad Febrianto
5.	Friday, March 15 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Scan of documents (List of Meter Readings) 	Andre Widhianto

Source: Processed Data, 2024

Table 3.5 is the fourth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the Simultaneous Lighting of "Light Up the Dream" with the theme PLN shares the happiness of Ramadhan Mubarak 1445 H.

Table 3.6 Daily Activities March 18th, 2024 to March 22nd, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, March 18 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Checking the presence/absence of meter and house photos on the Bengkalis ULP LPB Photo Check web d. Recap the number of house photos and meters that have been inputted by biller officers 	Andre Widhianto
2.	Tuesday, March 19 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Participated in the Ramadan Gift Sharing program "Benderang Berkah Ramadhan 1445 H" 	Andre Widhianto & Rahmad Febrianto
3.	Wednesday, March 20 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not e. Make a checklist card for the 	Andre Widhianto

		inspection of Light Fire Extinguishers (APAR) PT. PLN (Persero) ULP Bengkulu	
4.	Thursday, March 21 st , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel c. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not d. Visited with the Engineering Supervisor to the work site of the PDKB (Work Under Voltage) special forces on Kelapapati Darat street e. Visited with the manager and PJ-K3L to several homes of customers who made complaints in the form of voltage drops on Wonosari Timur street f. Visited with the manager and PJ-K3L to ULPLTD Bagan Besar Bengkulu, in Pangkalan Batang, Bengkulu 	Andre Widhianto & Firrizqi Pratama
5.	Friday, March 22 nd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Scan of documents (Electricity Hazard Appeal Letter) c. Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel d. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not e. Make a record of taking photos of the house by the biller officer 	Andre Widhianto & Firrizqi Pratama

Source: Processed Data, 2024

Table 3.6 is the fifth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkulu. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the Ramadhan Gift Sharing program "Benderang Berkah Ramadhan 1445 H". Then the author visited with the Engineering Supervisor to the work location of the PDKB (Work Under Voltage) special forces on Kelapapati Darat street. In addition, the author was also invited by the manager

and PJ-K3L to visit several customer homes who complained about voltage drops on Wonosari Timur street, then visited ULPLTD Bagan Besar Bengkulu, in Pangkalan Batang, Bengkulu.

Table 3.7 Daily Activities March 25th, 2024 to March 29th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, March 25 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Recap prepaid customer data that has not been recorded in ACMT e. Recap the realization of photo reading results of R1 900 power tariff houses for March 2024 	Andre Widhianto
2.	Tuesday, March 26 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) c. Recap prepaid customer data that has not been recorded in ACMT d. Recap the realization of photo reading results of R1 900 power tariff houses for March 2024 e. Participated in the takjil distribution program in the framework of the month of Ramadan 1445 H with the wives of PT. PLN (Persero) ULP Bengkulu employees 	Andre Widhianto & Krismantoro
3.	Wednesday, March 27 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not e. Documenting APAR (Light Fire Extinguisher) 	Andre Widhianto & Firrizqi Pratama
4.	Thursday, March	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. 	Andre Widhianto &

	28 th , 2024	PLN (Persero) ULP Bengkulu b. Delivering a letter on the Danger of Electricity in Lampu Colok Tradition/Culture to the offices of the village heads/villages of Damon, Kelapapati, Pangkalan Batang, Pangkalan Batang Barat, Sebauk, Senderak, Teluk Latak, Meskom, and Perapat Tunggal c. Recap prepaid customer data that has not been recorded in ACMT d. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Firrizqi Pratama
5.	Friday, March 29 th , 2024	The death of Jesus Christ Holiday	

Source: Processed Data, 2024

Table 3.7 is the sixth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkulu. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the takjil distribution program in the framework of the month of Ramadan 1445 H with the wives of PT. PLN (Persero) ULP Bengkulu employees. In addition, the author was also delivering a letter on the Danger of Electricity in Lampu Colok Tradition/Culture to the offices of the village heads/villages of Damon, Kelapapati, Pangkalan Batang, Pangkalan Batang Barat, Sebauk, Senderak, Teluk Latak, Meskom, and Perapat Tunggal.

Table 3.8 Daily Activities April 1st, 2024 to April 5th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, April 1 st , 2024	SICK	
2.	Tuesday, April 2 nd , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT) c. Make a recap of WO PDIL (Customer Master Data Arrangement) for March 2024 specifically for R1 900 power tariff customers	Andre Widhianto
3.	Wednesday, April 3 rd , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu b. Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT) c. Make a report on the results of ULP Bengkulu prepaid meter reading on	Andre Widhianto

		April 3, 2024 d. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)	
4.	Thursday, April 4 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT) c. Make a report on the results of ULP Bengkalis prepaid meter reading on April 4, 2024 d. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) e. Scan of documents (Installation Check List)	Andre Widhianto & Ramos Siagian
5.	Friday, April 5 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Participated in the activities of the Troops and Equipment Title in the framework of the Eid al-Fitr 1445 H / 2024 M standby day c. Delivering Electricity Hazard Appeal Letters on Lampu Colok Tradition/Culture to Wonosari, Rimba Sekampung, Bengkalis Kota, Senggoro, Air Putih, Kuala Alam, and Sungai Alam village offices d. Make a report on the results of ULP Bengkalis prepaid meter reading on April 5, 2024 e. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)	Andre Widhianto & Firrizqi Pratama

Source: *Processed Data, 2024*

Table 3.8 is the seventh week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the activities of the Troops and Equipment Title in the framework of the Eid al-Fitr 1445 H / 2024 M standby day. In addition, the author was also delivering Electricity Hazard Appeal Letters on Lampu Colok Tradition/Culture to Wonosari, Rimba Sekampung, Bengkalis Kota, Senggoro, Air Putih, Kuala Alam, and Sungai Alam village offices.

Table 3.9 Daily Activities April 8th, 2024 to April 12th, 2024

No.	Date and Time	Activity Description
1.	Monday, April 8 th , 2024	Eid al-Fitr 1445 H joint leave
2.	Tuesday, April 9 th , 2024	Eid al-Fitr 1445 H joint leave
3.	Wednesday, April 10 th , 2024	Eid al-Fitr 1445 H Holiday
4.	Thursday, April 11 th , 2024	Eid al-Fitr 1445 H Holiday
5.	Friday, April 12 th , 2024	Eid al-Fitr 1445 H joint leave

Source: Processed Data, 2024

Table 3.9 is the eighth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author had a long holiday to welcome Eid al-Fitr 1445 H.

Table 3.10 Daily Activities April 15th, 2024 to April 19th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, April 15 th , 2024	Eid al-Fitr 1445 H joint leave	
2.	Tuesday, April 16 th , 2024	<ol style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Scan of Document (List of Cover Letters for Electricity Hazard Appeal on Lampu Colok Tradition/Culture) c. Recap prepaid customer data that has not been recorded in ACMT d. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) 	Andre Widhianto & Firrizqi Pratama
3.	Wednesday, April 17 th , 2024	<ol style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) e. Participated in the Halal Bihalal Idul Fitri 1445 H/2024 M event at the residence of the Manager and all Team Leaders of PT. PLN (Persero) ULP Bengkalis 	Andre Widhianto
4.	Thursday, April 18 th , 2024	<ol style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT 	Andre Widhianto

		<ul style="list-style-type: none"> c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	
5.	Friday, April 19 th , 2024	<ul style="list-style-type: none"> a. Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP) b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	Andre Widhianto

Source: Processed Data, 2024

Table 3.10 is the ninth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the Halal Bihalal Idul Fitri 1445 H/2024 M event at the residence of the Manager and all Team Leaders of PT. PLN (Persero) ULP Bengkalis. Additionally, the author took part in picket duty at the PLN stand in the Bengkalis Public Service Mall (MPP).

Table 3.11 Daily Activities April 22nd, 2024 to April 26th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, April 22 nd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	Andre Widhianto
2.	Tuesday, April 23 rd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) 	Andre Widhianto & Ramos Siagian

		<ul style="list-style-type: none"> c. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 1 -21, 2024 d. Make a kWh monitoring report dated April 1 -21, 2024 e. Scan of Document (Certificate of Employment) 	
3.	Wednesday, April 24 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) c. Recap prepaid customer data that has not been recorded in ACMT d. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) e. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel 	Andre Widhianto
4.	Thursday, April 25 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) d. Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel e. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 22-23, 2024 f. Make a kWh monitoring report dated April 22-23, 2024 	Andre Widhianto
5.	Friday, April 26 th , 2024	<ul style="list-style-type: none"> a. Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP) b. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) 	Andre Widhianto

Source: Processed Data, 2024

Table 3.11 is the tenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several

assignments in the Electric Energy Transaction division, and the author also took part in picket duty at the PLN stand in the Bengkalis Public Service Mall (MPP).

Table 3.12 Daily Activities April 29th, 2024 to May 3rd, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, April 29 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) c. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 24-28, 2024 d. Make a kWh monitoring report dated April 24-28, 2024 	Andre Widhianto
2.	Tuesday, April 30 th , 2024	SICK	
3.	Wednesday, May 1 st , 2024	International Labor Day Holiday	
4.	Thursday, May 2 nd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap Safety Briefing data for February, March, and April 2024 c. Recap YANTEK (Technical Services) Briefing photos for morning, afternoon, and night shifts from February-April 2024 d. Make a recap of findings on the INSPEKTA Application from February 1-29, 2024 e. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 29-30, 2024 f. Make a kWh monitoring report dated April 29-30, 2024 	Andre Widhianto & Firrizqi Pratama
5.	Friday, May 3 rd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) 	Andre Widhianto

Source: Processed Data, 2024

Table 3.12 is the eleventh week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division.

Table 3.13 Daily Activities May 6th, 2024 to May 10th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, May 6 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto
2.	Tuesday, May 7 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto
3.	Wednesday, May 8 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Make a recap of findings on the INSPEKTA Application from March 1-31, and April 1-30, 2024	Firrizqi Pratama
4.	Thursday, May 9 th , 2024	Ascension Day of Jesus Christ Holiday	
5.	Friday, May 10 th , 2024	Collective Leave for the Ascension of Jesus Al Masih	

Source: Processed Data, 2024

Table 3.13 is the twelfth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division.

Table 3.14 Daily Activities May 13th, 2024 to May 17th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, May 13 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers	Andre Widhianto
2.	Tuesday, May 14 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto
3.	Wednesday, May 15 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap prepaid customer data that has not been recorded in ACMT c. Downloading house and meter images of prepaid customers who have not	Andre Widhianto

		been recorded in the Integrated Meter Record Application (ACMT)	
4.	Thursday, May 16 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Checking and replacing kWh meters at customer homes in Bantan Tengah village with the P2TL team d. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection 	Andre Widhianto
5.	Friday, May 17 th , 2024	<ul style="list-style-type: none"> a. Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP) b. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 2-15, 2024 c. Make a kWh monitoring report dated May 2-15, 2024 d. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers 	Andre Widhianto

Source: Processed Data, 2024

Table 3.14 is the thirteenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also checking and replacing kWh meters at customer homes in Bantan Tengah village with the P2TL team. Additionally, the author writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection.

Table 3.15 Daily Activities May 20th, 2024 to May 24th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, May 20 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Ranking the house photos that have been inputted in the PDIL web spreadsheet 	Andre Widhianto
2.	Tuesday, May 21 st , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers 	Andre Widhianto, Firrizqi Pratama, & Ramos Siagian

		<ul style="list-style-type: none"> c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024 d. Make a recap of findings on the INSPEKTA Application from May 1-20 e. Print and scan documents (OP-HAR Distribution Work Request Letter) 	
3.	Wednesday, May 22 nd , 2024	PERMISSION	
4.	Thursday, May 23 rd , 2024	Seclusion Day	
5.	Friday, May 24 th , 2024	Collective Leave for Seclusion Day	

Source: Processed Data, 2024

Table 3.15 is the fourteenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, HSE & KAM division, and Engineering division.

Table 3.16 Daily Activities May 27th, 2024 to May 31st, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, May 27 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024 d. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 16-26, 2024 e. Make a kWh monitoring report dated May 16-26, 2024 f. Make a recap of monitoring whether or not there are photos of findings in Inspekta from February-April 2024 g. Make a recap of findings on the INSPEKTA Application from May 21-27 	Andre Widhianto & Firrizqi Pratama
2.	Tuesday, May 28 th , 2024	PERMISSION	
3.	Wednesday, May 29 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the 	Andre Widhianto & Firrizqi Pratama

		<p>performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024</p> <p>d. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 27-28, 2024</p> <p>e. Make a kWh monitoring report dated May 27-28, 2024</p> <p>f. Make a recap of findings on the INSPEKTA Application from May 28-29</p>	
4.	Thursday, May 30 th , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Make a recap of monitoring whether or not there are photos of findings in Inspekta for May 2024</p> <p>c. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers</p> <p>d. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024</p> <p>e. Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Teluk Latak Village Office Hall</p>	Andre Widhianto & Firrizqi Pratama
5.	Friday, May 31 st , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers</p> <p>c. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)</p> <p>d. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 29-30, 2024</p> <p>e. Make a kWh monitoring report dated May 29-30, 2024</p> <p>f. Print and Scan Documents (MoM Work Order)</p>	Andre Widhianto

Source: Processed Data, 2024

Table 3.16 is the fifteenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division and HSE & KAM division. And the author also participated in the agenda of Electricity Hazard

Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Teluk Latak Village Office Hall with the Manager and Team HSE & KAM PT. PLN (Persero) ULP Bengkalis.

Table 3.17 Daily Activities June 3rd, 2024 to June 7th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, June 3 rd , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 31, 2024 c. Make a kWh monitoring report dated May 31, 2024 d. Recap prepaid customer data that has not been recorded in ACMT e. Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) 	Andre Widhianto
2.	Tuesday, June 4 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Downloading DPM (Meter Reading List) c. Printing and scanning documents (Minutes of Reading kWh Meter Limit Period May 2024 and Minutes of Own Use of PSSD Distribution System ULP Bengkalis in May 2024) 	Andre Widhianto
3.	Wednesday, June 5 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024 d. Recapitulate detailed data per RBM code from file A to X e. Participated in the handover of the position of Team Leader HSE & KAM of PT PLN (Persero) ULP Bengkalis from Mr. Firrizqi Pratama to Mr. Ramos Siagian 	Andre Widhianto
4.	Thursday, June 6 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024 	Andre Widhianto

5.	Friday, June 7 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024 d. Participated in a coordination meeting to prepare for the mass circumcision event of FW-RPG and PT PLN (Persero) ULP Bengkalis with the Manager of PT PLN (Persero) ULP Bengkalis and all members of the Riau Pos Group journalists forum 	Andre Widhianto
----	-------------------------------------	---	-----------------

Source: *Processed Data, 2024*

Table 3.17 is the sixteenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the agenda of coordination meeting to prepare for the mass circumcision event of FW-RPG and PT PLN (Persero) ULP Bengkalis with the Manager of PT PLN (Persero) ULP Bengkalis and all members of the Riau Pos Group journalists forum.

Table 3.18 Daily Activities June 10th, 2024 to June 14th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, June 10 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024 	Andre Widhianto
2.	Tuesday, June 11 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers c. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis 	Andre Widhianto & M. Ashqalany Aulia Rahman
3.	Wednesday, June 12 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 	Andre Widhianto & M. Ashqalany Aulia Rahman

		<p>kWh postpaid customers</p> <p>c. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis</p> <p>d. Checking and replacing kWh meters at customer homes in Pematang Duku village with the P2TL team</p> <p>e. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection</p>	
4.	Thursday, June 13 th , 2024	<p>a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis</p> <p>b. Participate in the activities of the Troops and Equipment Title in the framework of Eid al-Adha 1445 H / 2024 M</p> <p>c. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis</p> <p>d. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 1-10, 2024</p> <p>e. Make a kWh monitoring report dated June 1-10, 2024</p>	Andre Widhianto, Ramos Siagian, & M. Ashqalany Aulia Rahman
5.	Friday, June 14 th , 2024	<p>a. Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP)</p> <p>b. Downloading DPM (Meter Reading List)</p> <p>c. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis</p>	Andre Widhianto & M. Ashqalany Aulia Rahman

Source: Processed Data, 2024

Table 3.18 is the seventeenth week the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also participated in the preparation of the mass circumcision event of FW-RPG and PT. PLN (Persero) ULP Bengkalis such as recapitulating the names of mass circumcision participants and other administration. In addition, the author also participated in the activities of the Troop and Equipment Title in the framework of Eid al-Adha 1445 H / 2024 M.

Table 3.19 Daily Activities June 17th, 2024 to June 21st, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, June 17 th , 2024	Eid al-Adha 1445 H Holiday	
2.	Tuesday, June 18 th , 2024	Eid al-Adha 1445 H joint leave	
3.	Wednesday, June 19 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis c. Manage the registration of mass circumcision participants d. Printing invitation letters for the opening of the mass circumcision event for all agencies in Bengkalis 	M. Ashqalany Aulia Rahman
4.	Thursday, June 20 th , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Recapitulate detailed data per RBM code c. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 11-19, 2024 d. Make a kWh monitoring report dated June 11-19, 2024 e. Manage the registration of mass circumcision participants 	Andre Widhianto & M. Ashqalany Aulia Rahman
5.	Friday, June 21 st , 2024	<ul style="list-style-type: none"> a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Selat Baru Village Office Hall 	Ramos Siagian

Source: Processed Data, 2024

Table 3.19 is the eighteenth week of the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given several assignments in the Electric Energy Transaction division, and the author also printed invitation letters to open mass circumcision events for all agencies in Bengkalis and managed the registration of mass circumcision participants. In addition, the author also participated in the agenda of Socialization / Education of Electrical Hazards for Reliable Electricity Supply which took place at the Selat Baru Village Office Hall.

Table 3.20 Daily Activities June 24th, 2024 to June 28th, 2024

No.	Date and Time	Activity Description	Assignor
1.	Monday, June 24 th , 2024	a. Participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency	M. Ashqalany Aulia Rahman
2.	Tuesday, June 25 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 20-24, 2024 c. Make a kWh monitoring report dated June 20-24, 2024 d. Recapitulating the documentation of the mass circumcision held on Monday e. Delivering amprah and photo documentation of mass circumcision activities to the Bengkalis Regency BAZNAS office f. Scan documents (Attendance List of Participants of Electricity Hazard Socialization at the Selat Baru Village Office Hall) held last Friday g. Copy of Application Letter for Electricity Pole Addition	Andre Widhianto & M. Ashqalany Aulia Rahman
3.	Wednesday, June 26 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Checking and replacing kWh meters at customer homes in Berancah village with the P2TL team c. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection	Andre Widhianto
4.	Thursday, June 27 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Scan Documents (Hazard Identification, Risk Assessment and Risk Control (Hirarc), Recap of ULP Bengkalis Fire Extinguisher Condition In May & June 2024, Schedule of Education Socialization OHS ULP Bengkalis 2024)	Ramos Siagian
5.	Friday, June 28 th , 2024	a. Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis b. Farewell event for releasing apprentice students from the State Polytechnic of Bengkalis	M. Ashqalany Aulia Rahman

Source: Processed Data, 2024

Table 3.20 is the nineteenth week of the author carried out Job Training activities at PT. PLN (Persero) ULP Bengkalis. This week the author is given

several assignments in the Electric Energy Transaction division, and the author also participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency. This agenda was opened and inaugurated by the Deputy Regent of Bengkalis, Dr. H. Bagus Santoso. In this agenda I was appointed to be the MC. I was also assigned to take care of all the administration, starting from the registration of mass circumcision participants to the distribution of souvenirs for all mass circumcision participants. The souvenirs were bags, Qur'ans, sarongs and pocket money. This also marks the last week for the author to carry out internship activities. Therefore, at the end of the week, all employees of PT. PLN (Persero) ULP Bengkalis held a farewell event and released the intern students from State Polytechnic of Bengkalis.

3.5 Obstacles and Solutions

3.5.1 Obstacles

Obstacles are something that hinders someone from doing what he should do. In each condition, obstacles often arise to teach a lesson. Similarly, with the implementation of the Internship carried out. Several obstacles were hindered during the internship period at PT. PLN (Persero) ULP Bengkalis, namely as follows:

1. Unclear work instructions that make the author ask a lot of questions to employees and sometimes try to complete the tasks given according to the author's understanding.
2. The tasks assigned are always monotonous or unchallenging, making the author feel too simple or not challenging enough, which in turn inhibits significant growth or learning.

3.5.2 Solutions

Solutions that can be made in overcoming the obstacles encountered in carrying out an internship at PT. PLN (Persero) ULP Bengkalis as follows:

1. To address the issue of unclear instructions, the authors took the initiative to seek clarification by asking specific questions to better understand the task. Rather than passively waiting for direction, authors also ask for more detailed briefings or ask for examples of how similar tasks have been completed in the past.
2. To overcome monotonous tasks, the author expressed interest in taking on more varied or complex tasks. The author is also interested in participating in several activities outside the office that are still related to the work process at PT. PLN (Persero) ULP Bengkalis. By communicating with supervisors or mentors, the author can request opportunities to work on projects that require problem solving, creativity, or new skills.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

Based on the explanation in the previous chapter, the writer concludes with the following tasks:

1. The author is assigned to 2 different divisions, namely the Customer Service and Administration Division is generally responsible for the financial function, planning, implementation and control of customer services which include information on New Installations (PB) or Power Changes (PD) services, temporary connections, tariff changes, customer name changes, customer name changes and other changes and customer complaints related to electricity connections, implementing marketing promotion programs and improving customer service. as well as administration such as issuing SIP, receiving BP / UJL and SPJBTL, carrying out archiving, and processing customer DIL / IL, carrying out the process of issuing and controlling Work Orders (PK) and Work Orders (SK). As well as administration such as issuance of Splicing Permit, acceptance of BP/UJL and SPJBTL, carrying out filing, and processing of customer DIL/AIL, carrying out the process of issuing and controlling Work Orders (PK) and Work Orders (SPK), carrying out Current Customer Receivables Administration, carrying out collection of PEMDA accounts, and so on related to customer service and administration. The Energy Transaction Division is generally responsible for the management activities of billing and energy settlement, which include coordinating the billing process, monitoring vendor performance, evaluating energy distribution data for settlement, and routinely evaluating P2TL operation targets. Additionally, it is responsible for planning, implementing, and controlling Meter Reading Management for customers,

ensuring accuracy and timeliness, managing electricity accounts, performing temporary disconnections and reconnections upon customer request, preparing electricity bills (printing electricity invoices), and monitoring electricity bills (invoices).

2. In carrying out this internship, the author conducted an internship at one of the BUMNs in Bengkalis which is engaged in electrical energy, namely PT. PLN (Persero) ULP Bengkalis. The Internship lasts for 4 (four) months from 19 February 2024 to 28 June 2024.
3. Then in this internship, the author also understands how the systems and procedures that take place at the Office of PT. PLN (Persero) ULP Bengkalis.
4. The obstacles during the implementation of the internship at PT. PLN (Persero) ULP Bengkalis are as follows:
 - a. Unclear work instructions that make the author ask a lot of questions to employees and sometimes try to complete the tasks given according to the author's understanding.
 - b. The tasks assigned are always monotonous or unchallenging, making the writer feel too simple or not challenging enough, which in turn inhibits significant growth or learning.
5. The solutions during the implementation of the internship at PT. PLN (Persero) ULP Bengkalis are as follows:
 - a. To address the issue of unclear instructions, the authors took the initiative to seek clarification by asking specific questions to better understand the task. Rather than passively waiting for direction, authors also ask for more detailed briefings or ask for examples of how similar tasks have been completed in the past.
 - b. To overcome monotonous tasks, the author expressed interest in taking on more varied or complex tasks. The author is also interested in participating in several activities outside the office that are still related to the work process at PT. PLN (Persero) ULP Bengkalis. By communicating with supervisors or mentors, the author can request

opportunities to work on projects that require problem solving, creativity, or new skills.

4.2 Suggestions

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do internships in the future, for companies and for the State Polytechnic of Bengkalis.

1. Author
 - a. The author should be able to address the obstacles faced with a professional attitude.
 - b. Authors must be active in communicating during the Internship in order to establish good relations with company employees.
2. Company PT. PLN (Persero) ULP Bengkalis
 - a. Companies should give assignments that have great responsibility and high risk by supervising, guiding, and teaching the steps to interns.
 - b. Give appropriate vocational assignments to each apprentice who is carrying out Internship activities so that apprentices get the right assignments.
3. State Polytechnic of Bengkalis
 - a. Creating a good relationship with the company in order to facilitate students in getting an internship.
 - b. Provide detailed instructions that are universal to students before carrying out internship activities.
 - c. Provide forms and letters related to internships such as Letters of Retrieval of Internship Requirements to companies, Lists of Competency that will be obtained in Job Training activities, clear Daily Journal Forms for all apprentices.

REFERENCES

- Polbeng.ac.id (2017). Sejarah Politeknik Negeri Bengkalis, Available from : <https://kemahasiswaan.polbeng.ac.id/konten-20160921165631>. Accessed 20th April 2024.
- PT. PLN (Persero). (2024). Profil Perusahaan, Available from : <https://web.pln.co.id/tentang-kami/profil-perusahaan>. Accessed 8th May 2024.

APPENDICES

Appendix 1 : Apprenticeship Response Letter



U1W RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

Nomor : 010/AGA.01.02/A100103/2024

12 Februari 2024

Lampiran : -

Perihal : Izin kerja praktek

Kepada Yth :
Politeknik Negeri Bengkalis
Di -
Bengkalis

Up.Direktur,

Terkait surat dari Politeknik Negeri Bengkalis Nomor :541/PL31/TU/2024 Tanggal 12 Februari 2024 perihal permohonan Kerja Praktek (KP), dengan ini kami sampaikan bahwa Permohonan kerja praktek mahasiswa politeknik pada prinsipnya kami menerima untuk melaksanakan Kerja Praktek di lingkungan PLN ULP Bengkalis, terhitung mulai 19 Februari 2024 s/d 21 Juni 2024, melaksanakan protokol kesehatan adapun syarat dan ketentuan yang harus dilengkapi sebagai berikut :

1. Menerapkan Keselamatan Kerja di dalam pelaksanaan kegiatan dan jika terjadi Kecelakaan kerja menjadi tanggung jawab masing-masing peserta magang.
2. Berpakaian Rapi, disiplin dan tepat waktu.

Demikian disampaikan atas bantuan dan kerjasama diucapkan terima kasih.

MANAGER

BOY ILHAM WAHYUDI

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN KERJA PRAKTEK (KP)

No. 0001.SK/STH.01.04/F10010300/2024

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Putri Fajrin Rahmadhani
NIM : 5404201259
Jurusan/Prodi : Administrasi Niaga/D4-Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politeknik Negeri Bengkalis
Tempat / Tgl. Lahir : Dumai, 20 November 2001
Alamat : Jl. Kelapapati Tengah RT 004 RW 004, Desa Kelapapati,
Kec. Bengkalis, Kab. Bengkalis, Riau

Telah melakukan Kerja Praktek pada perusahaan kami, **PT. PLN (Persero) ULP Bengkulu** sejak tanggal 19 Februari sampai dengan 28 Juni 2024 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan **SANGAT BAIK**.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Bengkalis, 9 Juli 2024

Hormat Kami,

M. Ashqalany Aulia Rahman
Manajer PT. PLN (Persero) ULP Bengkulu

Jl. Antara Bengkalis - 28712
W wrkr_bengkalis@pln.co.id
T (0766) 21777 F (0766) 21777

Paraf _____

Appendix 3 : Apprenticeship Assesment Sheet



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

EVALUATION RESULT FROM JOB DESCRIPTION COMPANY APPRENTICESHIP PT. PLN (PERSERO) ULP BENGKALIS

Name : Putri Fajrin Rahmadhani
NIM : 5404201259
Study Program : D4 - International Business Administration
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage (%)	Score
1.	Discipline	20%	98
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	96
4.	Work Result	30%	100
5.	Behavior	15%	98
	Total (1+2+3+4+5)	100%	490

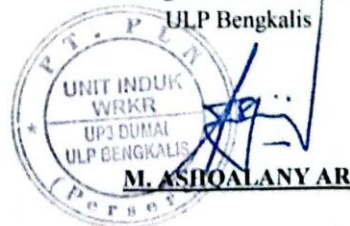
Explanation:

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

Note: GOOD LUCK !!!

Bengkalis, June 28th, 2024

Manager of PT. PLN (Persero)
ULP Bengkalis



Appendix 4 : Apprenticeship Attendance List



FORM ABSENSI

NAMA : PUTRI FAJRIN RAHMADHANI
 NIM : 5404201259
 JURUSAN/PRODI : ADMINISTRASI NIAGA/D4-ADMINISTRASI BISNIS
 INTERNASIONAL
 PERIODE : FEBRUARI – MARET 2024

NO.	HARI/TANGGAL	JAM KERJA		PARAF	
		DATANG	PULANG	MAHASISWA	KOORDINATOR
1	Senin, 19 Feb 2024	07.30	16.30	P	(K)
2	Selasa, 20 Feb 2024	07.30	16.30	P	(K)
3	Rabu, 21 Feb 2024	07.30	16.30	P	(K)
4	Kamis, 22 Feb 2024	07.30	16.30	P	(K)
5	Jum'at, 23 Feb 2024	07.30	17.00	P	(K)
6	Senin, 26 Feb 2024	07.30	16.30	P	(K)
7	Selasa, 27 Feb 2024	07.30	16.30	P	(K)
8	Rabu, 28 Feb 2024	07.30	16.30	P	(K)
9	Kamis, 29 Feb 2024	07.30	16.30	P	(K)
10	Jum'at, 01 Mar 2024	07.30	17.00	P	(K)
11	Senin, 04 Mar 2024	07.30	16.30	P	(K)
12	Selasa, 05 Mar 2024	07.30	16.30	P	(K)
13	Rabu, 06 Mar 2024	07.30	16.30	P	(K)
14	Kamis, 07 Mar 2024	07.30	16.30	P	(K)
15	Jum'at, 08 Mar 2024	07.30	17.00	P	(K)
16	Senin, 11 Mar 2024	07.30	16.30	HARI RAYA NYEPI	
17	Selasa, 12 Mar 2024	07.30	16.30	CUTI BERSAMA HARI NYEPI	
18	Rabu, 13 Mar 2024	07.30	16.30	P	(K)
19	Kamis, 14 Mar 2024	07.30	16.30	P	(K)



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

20	Jum'at, 15 Mar 2024	07.30	17.00	P	PK
21	Senin, 18 Mar 2024	07.30	16.30	P	PK
22	Selasa, 19 Mar 2024	07.30	16.30	P	PK
23					
24					
25					
26					
27					
28					
29					
30					

Dibuat Oleh: Mahasiswa	Disetujui Oleh: Team Leader Pelayanan Pelanggan dan Administrasi	Diperiksa Oleh: Manager
Putri Fajrin Rahmadhani	Krismantoro	M. Ashqalany Aulia Rahman



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

FORM ABSENSI

NAMA : PUTRI FAJRIN RAHMADHANI
NIM : 5404201259
JURUSAN/PRODI : ADMINISTRASI NIAGA/D4-ADMINISTRASI BISNIS
INTERNASIONAL
PERIODE : MARET – APRIL 2024

NO.	HARI/TANGGAL	JAM KERJA		PARAF	
		DATAN G	PULANG	MAHASISWA	KOORDINATOR
1	Rabu, 20 Mar 2024	07.30	16.30	P	(P)
2	Kamis, 21 Mar 2024	07.30	16.30	P	(P)
3	Jum'at, 22 Mar 2024	07.30	17.00	P	(P)
4	Senin, 25 Mar 2024	07.30	16.30	P	(P)
5	Selasa, 26 Mar 2024	07.30	16.30	P	(P)
6	Rabu, 27 Mar 2024	07.30	16.30	P	(P)
7	Kamis, 28 Mar 2024	07.30	16.30	P	(P)
8	Jum'at, 29 Mar 2024	07.30	17.00	WAFAT YESUS KRISTUS	
9	Senin, 1 April 2024	07.30	16.30	SAKIT	
10	Selasa, 2 April 2024	07.30	16.30	P	(W)
11	Rabu, 3 April 2024	07.30	16.30	P	(W)
12	Kamis, 5 April 2024	07.30	16.30	P	(K)
13	Jum'at, 6 April 2024	07.30	17.00	P	(W)
14	Senin, 8 April 2024	07.30	16.30	HARI RAYA IDUL FITRI 1445 H	
15	Selasa, 9 April 2024	07.30	16.30		
16	Rabu, 10 April 2024	07.30	16.30	CUTI BERSAMA HARI RAYA IDUL FITRI 1445 H	
17	Kamis, 11 April 2024	07.30	16.30		
18	Jum'at, 12 April 2024	07.30	17.00		
19	Senin, 15 April 2024	07.30	16.30		
20	Selasa, 16 April 2024	07.30	16.30		



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

21	Rabu, 17 April 2024	07.30	16.30	P	U
22	Kamis, 18 April 2024	07.30	16.30	P	U
23	Jum'at, 19 April 2024	07.30	17.00	P	U
24					
25					
26					
27					
28					
29					
30					

Dibuat Oleh: Mahasiswa	Disetujui Oleh: Team Leader Pelayanan Pelanggan dan Administrasi	Diperiksa Oleh: Manager
		 
Putri Fajrin Rahmadhani	Krismantoro	M. Ashqalany Aulia Rahman



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

FORM ABSENSI

NAMA : PUTRI FAJRIN RAHMADHANI
NIM : 5404201259
JURUSAN/PRODI : ADMINISTRASI NIAGA/D4-ADMINISTRASI BISNIS
INTERNASIONAL
PERIODE : APRIL – MEI 2024

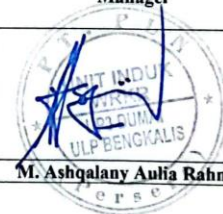
NO.	HARI/TANGGAL	JAM KERJA		PARAF	
		DATANG	PULANG	MAHASISWA	KOORDINATOR
1	Senin, 22 April 2024	07.30	16.30	P	P
2	Selasa, 23 April 2024	07.30	16.30	P	P
3	Rabu, 24 April 2024	07.30	16.30	P	P
4	Kamis, 25 April 2024	07.30	16.30	P	P
5	Jum'at, 26 April 2024	07.30	17.00	P	P
6	Senin, 29 April 2024	07.30	16.30	P	P
7	Selasa, 30 April 2024	07.30	16.30	SAKIT	
8	Rabu, 1 Mei 2024	07.30	16.30	HARI BURUH	
9	Kamis, 2 Mei 2024	07.30	16.30	P	P
10	Jum'at, 3 Mei 2024	07.30	17.00	P	P
11	Senin, 6 Mei 2024	07.30	16.30	P	P
12	Selasa, 7 Mei 2024	07.30	16.30	P	P
13	Rabu, 8 Mei 2024	07.30	16.30	P	P
14	Kamis, 9 Mei 2024	07.30	16.30	KENAIKAN ISA ALMASIH	
15	Jum'at, 10 Mei 2024	07.30	17.00	CUTI BERSAMA KENAIKAN ISA ALMASIH	
16	Senin, 13 Mei 2024	07.30	16.30	P	P
17	Selasa, 14 Mei 2024	07.30	16.30	P	P



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

18	Rabu, 15 Mei 2024	07.30	16.30	P	P
19	Kamis, 16 Mei 2024	07.30	16.30	P	P
20	Jum'at, 17 Mei 2024	07.30	17.00	P	P
21	Senin, 20 Mei 2024	07.30	16.30	P	P
22	Selasa, 21 Mei 2024	07.30	16.30	P	P
23	Rabu, 22 Mei 2024	07.30	16.30	IZIN	
24					
25					
26					
27					
28					
29					
30					

Dibuat Oleh: Mahasiswa	Disetujui Oleh: Team Leader Pelayanan Pelanggan dan Administrasi	Diperiksa Oleh: Manager
		
Putri Fajrin Rahmadhani	Krismantoro	M. Ashqalany Aulia Rahman





UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

FORM ABSENSI

NAMA : PUTRI FAJRIN RAHMADHANI
NIM : 5404201259
JURUSAN/PRODI : ADMINISTRASI NIAGA/D4-ADMINISTRASI BISNIS
INTERNASIONAL
PERIODE : MEI – JUNI 2024

NO.	HARI/TANGGAL	JAM KERJA		PARAF	
		DATANG	PULANG	MAHASISWA	KOORDINATOR
1	Kamis, 23 Mei 2024	07.30	16.30	HARI RAYA WAISAK	
2	Jum'at, 24 Mei 2024	07.30	17.00	CUTI BERSAMA HARI RAYA WAISAK	
3	Senin, 27 Mei 2024	07.30	16.30	P	P
4	Selasa, 28 Mei 2024	07.30	16.30	IZIN	
5	Rabu, 29 Mei 2024	07.30	16.30	P	P
6	Kamis, 30 Mei 2024	07.30	16.30	P	P
7	Jum'at, 31 Mei 2024	07.30	17.00	P	P
8	Senin, 3 Juni 2024	07.30	16.30	P	P
9	Selasa, 4 Juni 2024	07.30	16.30	P	P
10	Rabu, 5 Juni 2024	07.30	16.30	P	P
11	Kamis, 6 Juni 2024	07.30	16.30	P	P
12	Jum'at, 7 Juni 2024	07.30	17.00	P	P
13	Senin, 10 Juni 2024	07.30	16.30	P	P
14	Selasa, 11 Juni 2024	07.30	16.30	P	P
15	Rabu, 12 Juni 2024	07.30	16.30	P	P
16	Kamis, 13 Juni 2024	07.30	16.30	P	P
17	Jum'at, 14 Juni 2024	07.30	17.00	P	P



UIN RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

18	Senin, 17 Juni 2024	07.30	16.30	HARI RAYA IDUL ADHA 1445 H	
19	Selasa, 18 Juni 2024	07.30	16.30		
20	Rabu, 19 Juni 2024	07.30	16.30	P	
21	Kamis, 20 Juni 2024	07.30	16.30	P	
22	Jum'at, 21 Juni 2024	07.30	17.00	P	
23	Senin, 24 Juni 2024	07.30	16.30	P	
24	Selasa, 25 Juni 2024	07.30	16.30	P	
25	Rabu, 26 Juni 2024	07.30	16.30	P	
26	Kamis, 27 Juni 2024	07.30	16.30	P	
27	Jum'at, 28 Juni 2024	07.30	17.00	P	

Dibuat Oleh: Mahasiswa	Disetujui Oleh: Team Leader Pelayanan Pelanggan dan Administrasi	Diperiksa Oleh: Manager
Putri Fajrin Rahmadhani	Krismantoro	M. Ashqalany Aulia Rahman

Appendix 6 : Apprenticeship Revision Sheet



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

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

Name : Putri Fajrin Rahmadhani
NIM : 5404201259
Apprenticeship Place : PT. PLN (Persero) ULP Bengkalis
Advisor : M. Alkadri Perdana, B.IT., M.Sc

No.	Date	Revision	Signature
1.	23/07/24	Perbaiki yg saya tulis	<i>f</i>
2.	25/07/24	Tambahkan Lomoran, Perbaiki kata-kata	<i>f</i>
3.	29/07/24	Acc to riday	<i>f</i>
4.			

Bengkalis, July 29, 2024
Advisor

M. Alkadri Perdana
M. Alkadri Perdana, B.IT., M.Sc
NIP. 198409262019031010


Appendix 7 : Apprenticeship Certificate


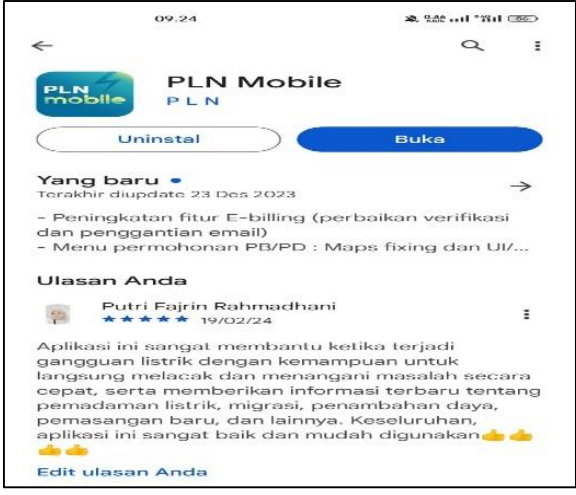


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : February 19th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis 2. Introduction to the Office Environment 3. Creating an account on the PLN Mobile Application 4. Provide ratings and reviews on the PLN Mobile Application	Krismantoro	
	Notes by Industrial Coach.		


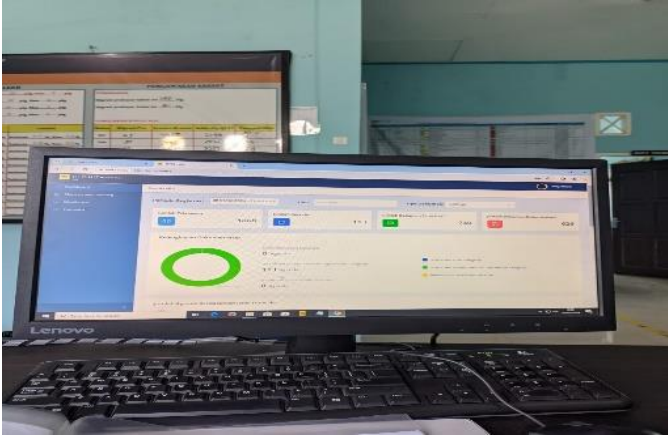
NO.	WORKING	EXPLANATION
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis 	Briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis. After the briefing session was over, the author was invited to tour the office to get introduced to all the staff. They introduced themselves, and explained their positions and responsibilities in the office.
2.	Creating an account on the PLN Mobile Application 	Create an account on PLN Mobile App. The PLN Mobile application is a supporting facility to facilitate customers in obtaining services by offering independent service access and feature design that can be accessed easily, thus helping customers to cut procedures and allowing customers to get services without direct interaction from PLN employees. This application can be found on the Google Play Store. After this application was installed on the author's Android, the author was told to give a rating and review of the PLN Mobile application.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : February 20th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Upload the minutes file for electrical installation at DMS-AIL PLN Recap documents (work orders, installation minutes, SPJBTL, approval letter, survey letter)	Krismantoro	
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.	<p>Upload the minutes file for electrical installation at DMS-AIL PLN and Recap documents (work orders, installation minutes, SPJBTL, approval letter, survey letter)</p> <div style="display: flex; flex-direction: column; align-items: center;">   </div>	<p>Uploading the minutes file for electrical installations in PLN's DMS-AIL (Subscription Master Application). After completing these tasks, the author was given the additional responsibility of recapitulating documents, such as work orders, minutes of electricity installation, SPJBTL (Surat Perjanjian Jual Beli Tenaga Listrik), approval letters, and GSD (Ground Sampling Distance) forms. These are documents from several years ago that must be archived by uploading them to PLN's DMS-AIL.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : February 21st, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Print the customer data change sheet Recap documents (work order and minutes of electrical installation)	Krismantoro	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.	<p>Print the customer data change sheet and recap documents (work order and minutes of electrical installation)</p>  	<p>Printing customer data change documents, the author was then given the additional responsibility of recapitulating other important documents. These additional tasks included managing work orders and minutes of electricity installation. In the process, the author had to ensure that each document was carefully recapitulated and well-organized. Work orders include specific instructions regarding the work to be done, while minutes of electrical installations contain detailed records of completed electrical installation activities.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : February 22nd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Krismantoro	
2.	Visit to UD Maju Bersama II regular customer tariff i3 power 345 kVA		
Notes by Industrial Coach.			

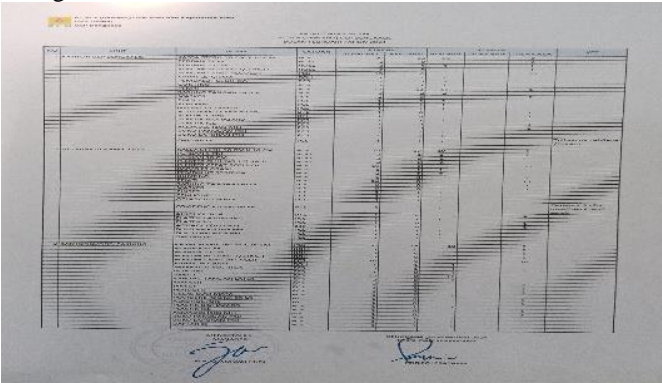

NO.	WORKING	EXPLANATION
1.	<p>Visit to UD Maju Bersama II regular customer tariff i3 power 345 kVA</p>  	<p>Visiting UD Maju Bersama II, a regular customer of i3 tariff 345 kVa with the Manager and Team Leader of K3 Environment and Security of PLN ULP Bengkalis. UD Maju Bersama II is one of PLN's electricity customers engaged in fisheries, especially shrimp pond cultivation, located in Tanjung Leban Village, Bandar Laksamana District, Bengkalis, Riau.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : February 23rd, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Firrizqi Pratama	
2.	Recording the amount of medical equipment inventory at PT. PLN (Persero) ULP Bengkulu		
3.	Arranging medical equipment owned by PT. PLN (Persero) ULP Bengkulu into storage racks		
	Notes by Industrial Coach.		

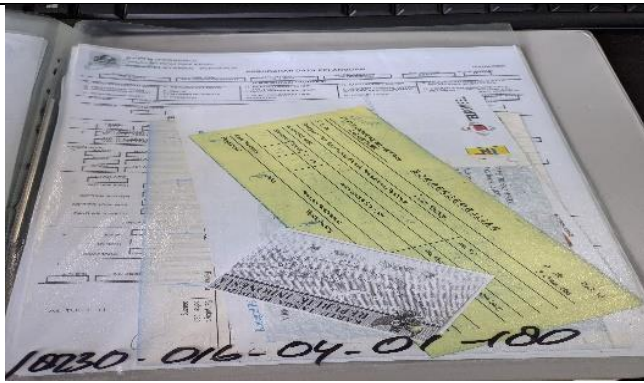
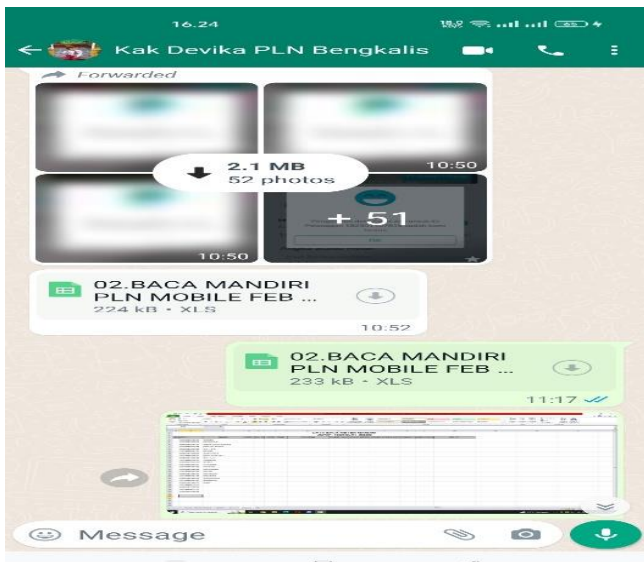
NO.	WORKING	EXPLANATION
1.	<p>Recording the amount of medical equipment inventory at PT. PLN (Persero) ULP Bengkulu and arranging medical equipment owned by PT. PLN (Persero) ULP Bengkulu into storage racks</p>  	<p>Carry out accurate and detailed recording of the amount of medical equipment inventory at PT. PLN (Persero) ULP Bengkulu, ensuring that each item is properly recorded in the company's inventory. After the recording is complete, continue by arranging and organizing the medical equipment owned by PT. PLN (Persero) ULP Bengkulu into the storage shelves that have been provided, ensuring that each tool is placed neatly and according to its category and function, in order to facilitate access and maintenance of the equipment.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : February 26th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Krismanoro & Andre Widhianto	
2.	Scan of documents (PDL, PK, SPJBTL, KTP, KWITANSI)		
3.	Inputting customer IDs that have not been recorded in the PLN Mobile Independent Meter Reading application for the month of February		
	Notes by Industrial Coach.		

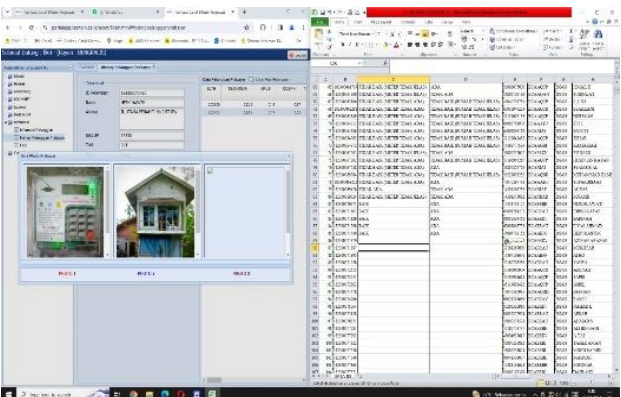
NO.	WORKING	EXPLANATION
1.	 	<p>On the sixth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to scan documents such as PDP (Customer Data Change), PK (Work Order), SPJBTL (Electricity Sales and Purchase Agreement Letter), KTP (Identity Card), and receipts). After completing the task, the author was given the additional responsibility of inputting customer IDs that had not been recorded in the PLN Mobile application in the Read Independent Meter feature for February.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : February 27th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
	Notes by Industrial Coach.		

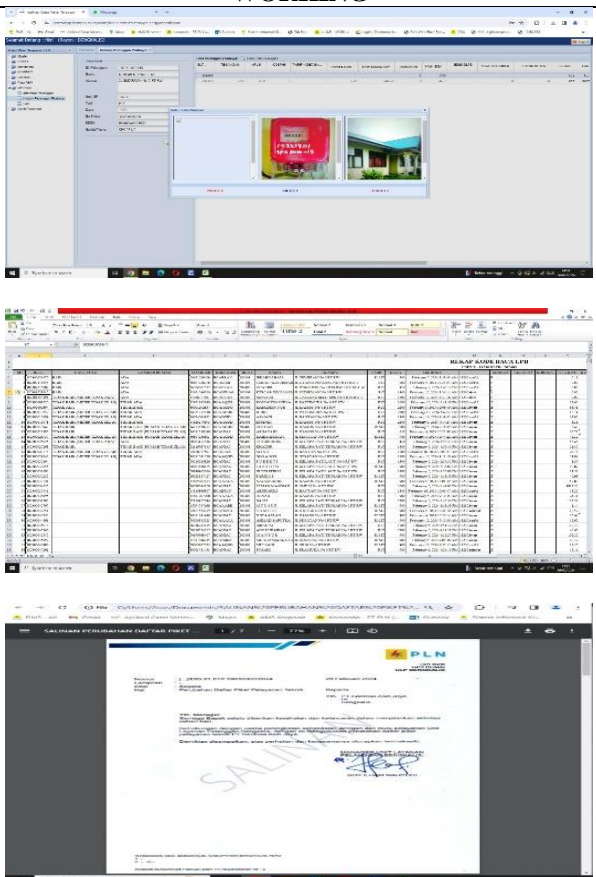
NO.	WORKING	EXPLANATION
1.	 	<p>On the seventh day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : February 28th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Ramos Siagian	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Scan of document (Change of Technical Service Picket List)		
	Notes by Industrial Coach.		

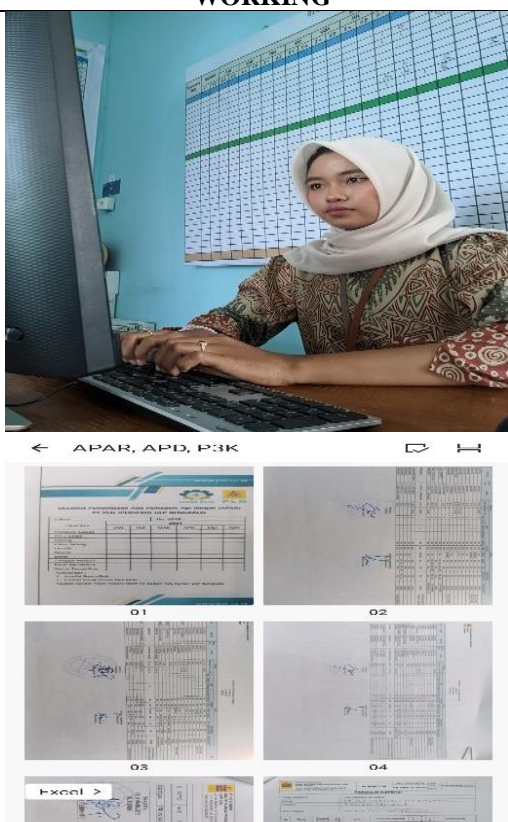
NO.	WORKING	EXPLANATION
1.		<p>On the eighth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, Author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Then the author is given another assignment to scan documents, and the scanned document is the Change of Engineering Service Picket List.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : February 29th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Scan of document (Light Fire Extinguisher Inspection Form (APAR), Personal Protective Equipment (APD) Inspection Form, and Monitoring of First Aid contents)		
	Notes by Industrial Coach.		

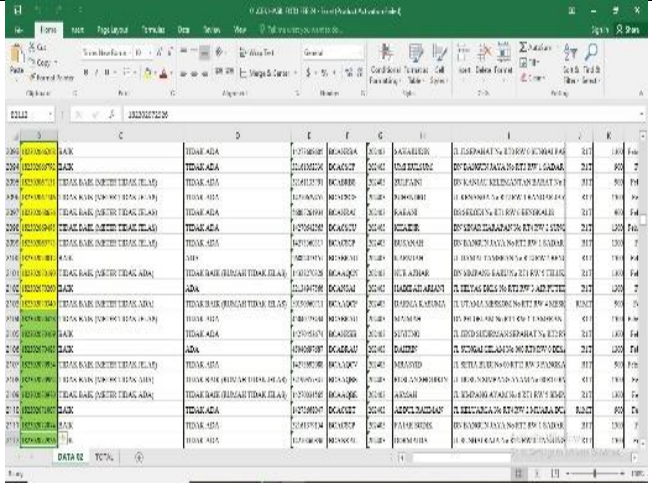
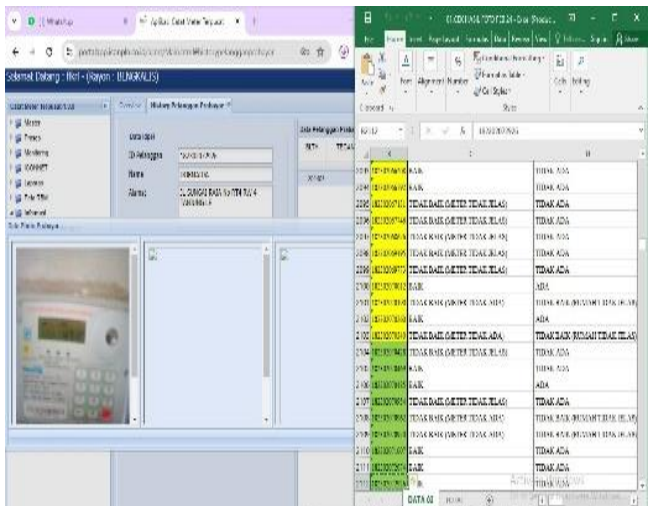
NO.	WORKING	EXPLANATION
1.		<p>On the ninth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, Author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Then the author is given another assignment to scan documents, and the scanned documents are APAR (Light Fire Extinguisher), PPE (Personal Protective Equipment), and P3K documents.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 1st, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
Notes by Industrial Coach.			

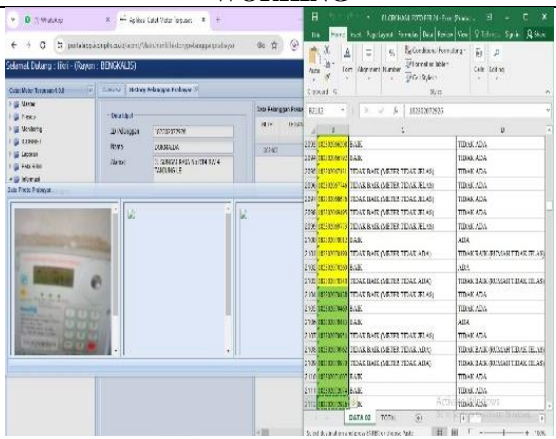

NO.	WORKING	EXPLANATION
1.	 	<p>On the tenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : March 4th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Prepare until the implementation of meeting activities with the Supervisor of Electric Energy Transactions (SUPV TE) and all biller members.		
4.	Make MoM related to the submission of SOP ACMT Version 2.0.5 Document		
	Notes by Industrial Coach.		

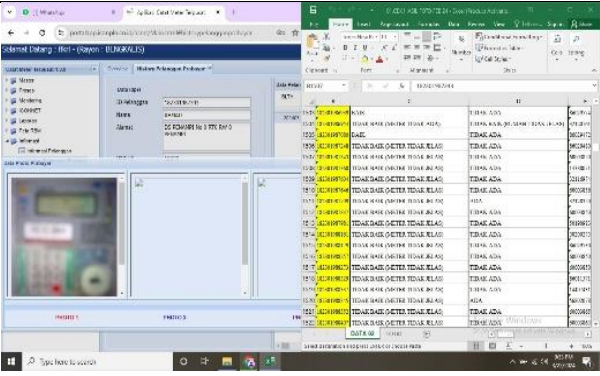
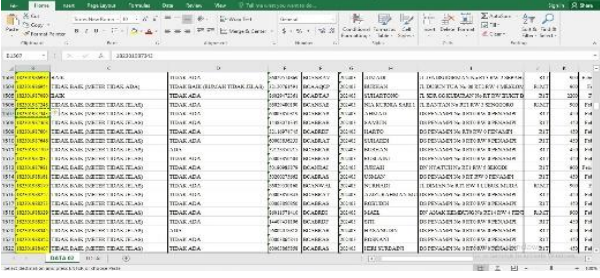
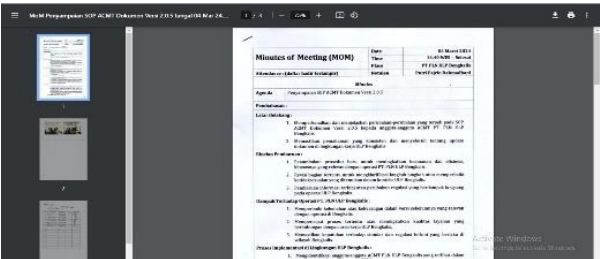
NO.	WORKING	EXPLANATION
1.	 	<p>On the eleventh day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given additional responsibilities to prepare for and participate in a meeting with the Supervisor of Electricity Transactions (SUPV TE) and all biller members with the theme of Submitting SOP ACMT Document Version 2.0.5. Then, the author was also assigned to make MoM. MoM (Minutes of Meeting) is an official record of the meeting results which contains important points discussed during the meeting and decisions agreed upon in the meeting.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : March 5th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Scan of document (MoM related to the submission of SOP ACMT Version 2.0.5 Document)		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.	  	<p>On the twelfth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given additional responsibilities to scan documents. The scanned document is the MoM that was made on Monday, March 04, 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 6th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Prepare until the implementation of meeting activities performance and work evaluations with the biller team from PT. Duma Karya Burian		
5.	Make MoM related to the performance and work evaluation of postpaid and prepaid biller teams		
Notes by Industrial Coach.			


NO.	WORKING	EXPLANATION
1.		<p>On the thirteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Then the author was given the task to make a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing this task, the author was given additional responsibilities to prepare for and participate in meetings with the Supervisor of Electricity Transactions (SUPV TE) and all biller members with the theme Submission of Performance and Evaluation of Prepaid and Postpaid Billman Work at PT. PLN (Persero) ULP Bengkalis. Then the author was also assigned to make MoM.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : March 7th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Participate in Troop and Equipment Degree activities in the context of Ramadan and Eid al-Fitr 1445 H / 2024 M		
5.	Participate in prayer events and eat together in welcoming the holy month of Ramadan with the entire big family of PT. PLN (Persero) ULP Bengkalis		
	Notes by Industrial Coach.		

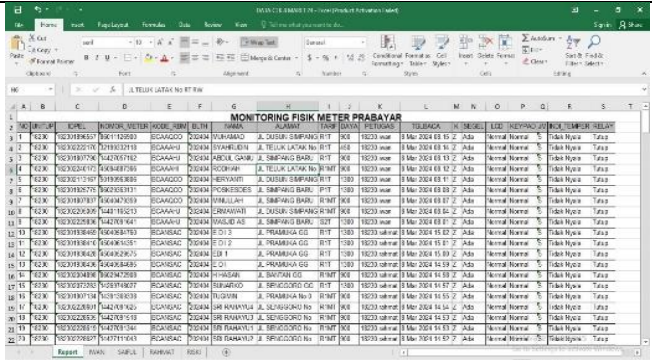




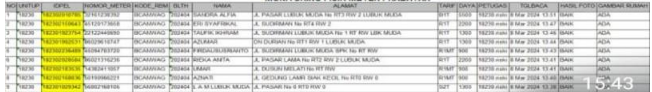
NO.	WORKING	EXPLANATION
1.		<p>On the fourteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from ACMT into Microsoft Excel. After completing the task, the author was given the additional responsibility to make a daily report on the physical monitoring of prepaid meters from ACMT into Microsoft Excel. Then the author was given the task of participating in the Troop and Equipment Title activities in the framework of Ramadan and Eid al-Fitr 1445 H / 2024 M and participating in prayer activities and eating together in order to welcome the holy month of Ramadan with the entire extended family of PT. PLN (Persero) ULP Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 8th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
Notes by Industrial Coach.			

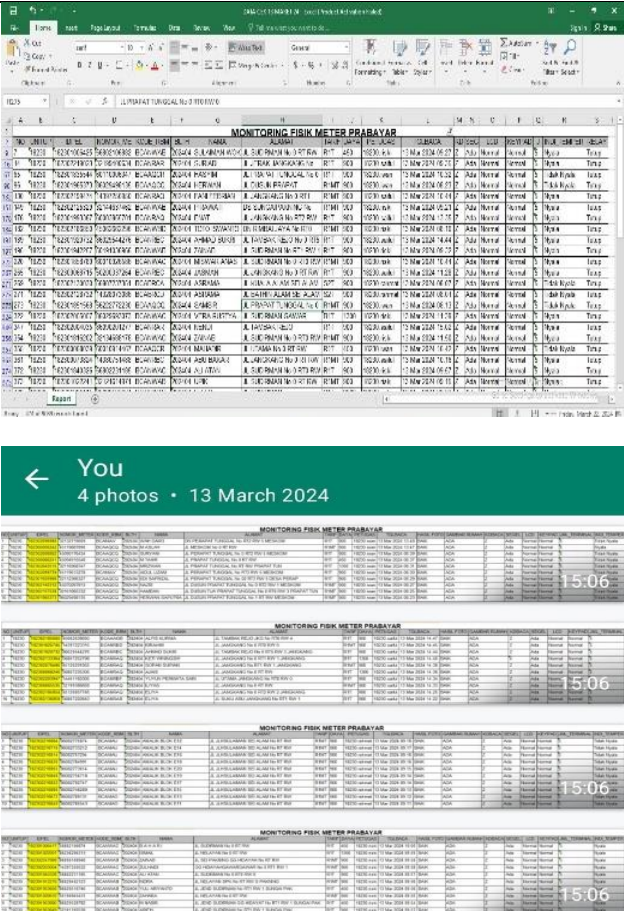
NO.	WORKING	EXPLANATION
1.	     	<p>On the fifteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 13th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
Notes by Industrial Coach.			




NO.	WORKING	EXPLANATION
1.		<p>On the sixteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : March 14th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Rahmad Febrianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Participated in the simultaneous lighting of "Light Up the Dream" with the theme PLN shares the happiness of Ramadhan Mubarak 1445 H		
	Notes by Industrial Coach.		

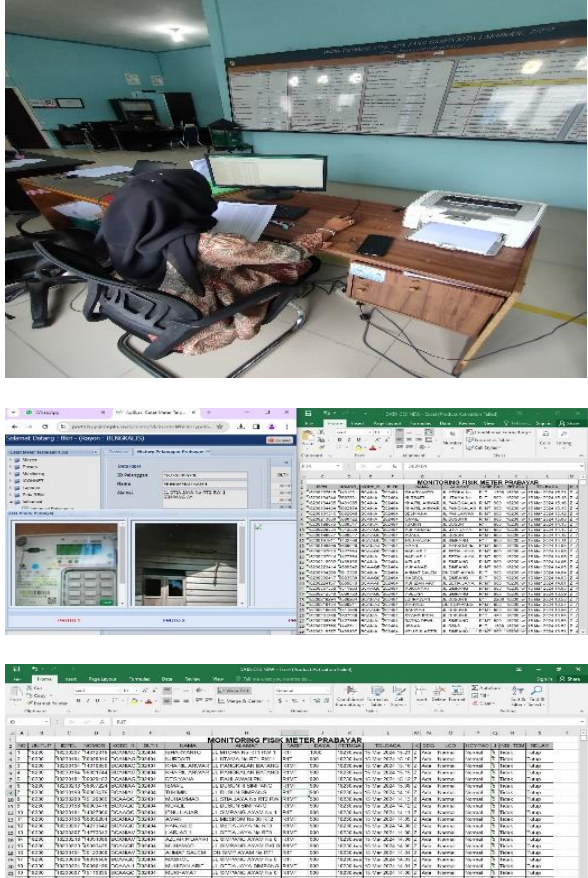
NO.	WORKING	EXPLANATION
1.	  	<p>On the seventeenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, Author was given the additional responsibility to create a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Furthermore, Author was invited to participate in the "Light Up the Dream" Simultaneous Power-Up with the theme PLN shares the happiness of Ramadhan Mubarak 1445 H. I visited the Meskom and Sebauk areas and witnessed the installation of free electricity for selected communities.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 15th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel Scan of documents (List of Meter Readings)	Andre Widhianto	
Notes by Industrial Coach.			

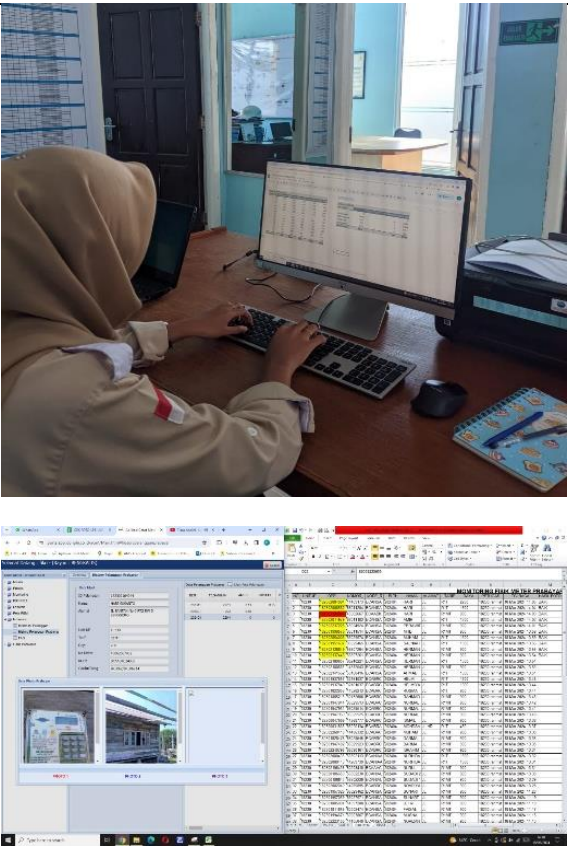
NO.	WORKING	EXPLANATION
1.		<p>On the eighteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, Author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Then the author is given another responsibility to print documents, the printed document is the List of Meter Readings (DPM) as many as 80 copies.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : March 18th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Checking the presence/absence of meter and house photos on the Bengkalis ULP LPB Photo Check web		
4.	Recap the number of house photos and meters that have been inputted by biller officers		
	Notes by Industrial Coach.		


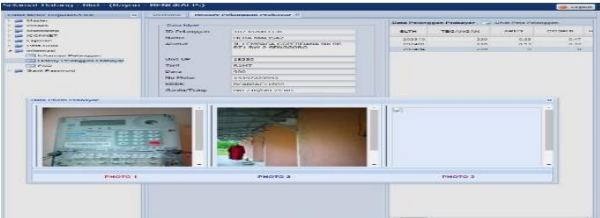

NO.	WORKING	EXPLANATION
1.		<p>On the nineteenth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, the author was given the additional responsibility to make a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Furthermore, the author also checks the presence / absence of pictures of meters and houses on the LPB ULP Bengkalis Photo Check web. And finally recap the number of house and meter images that have been inputted by biller officers.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : March 19th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Rahmad Febrianto	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Participated in the Ramadan Gift Sharing program "Benderang Berkah Ramadhan 1445 H"		
	Notes by Industrial Coach.		

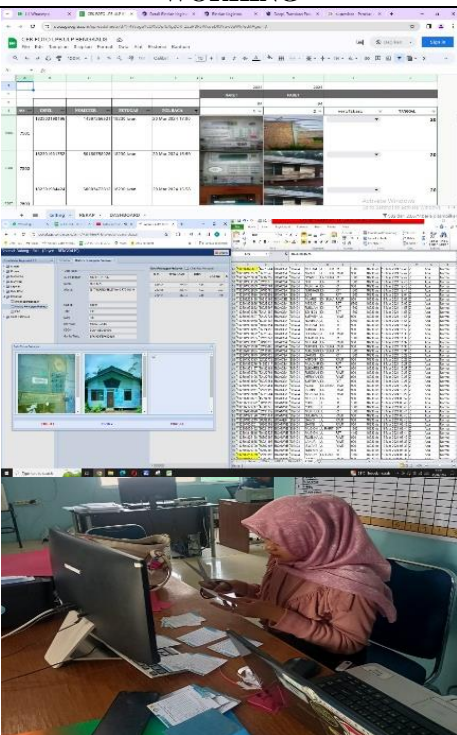
NO.	WORKING	EXPLANATION
1.	  	<p>On the twentieth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing the task, Author was given the additional responsibility of creating a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Furthermore, I also participated in the Ramadhan Gift Sharing program "Benderang Berkah Ramadhan 1445 H".</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 20th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Andre Widhianto & Firrizqi Pratama	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not		
5.	Make a checklist card for the inspection of Light Fire Extinguishers (APAR) PT. PLN (Persero) ULP Bengkulu		
	Notes by Industrial Coach.		

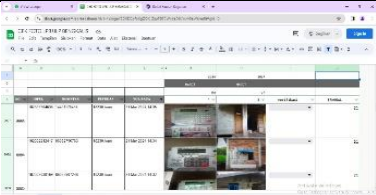


NO.	WORKING	EXPLANATION
1.		<p>On the twenty-first day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing this task, the author was given the additional responsibility of making a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Furthermore, the author also checks the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkulu Photo Check web whether they meet the requirements or not. And finally make a checklist card for checking the Light Fire Extinguisher (APAR) of PT. PLN (Persero) ULP Bengkulu.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : March 21st, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
3.	Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not		
4.	Visited with the Engineering Supervisor to the work site of the PDKB (Work Under Voltage) special forces on Kelapapati Darat street		
5.	Visited with the manager and PJ-K3L to several homes of customers who made complaints in the form of voltage drops on Wonosari Timur street		
6.	Visited with the manager and PJ-K3L to ULPLTD Bagan Besar Bengkalis, in Pangkalan Batang, Bengkalis		
Notes by Industrial Coach.			

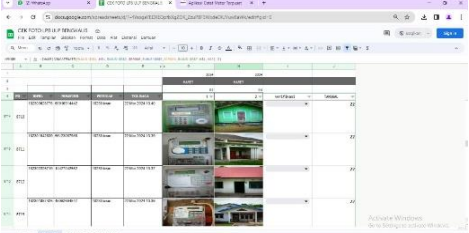
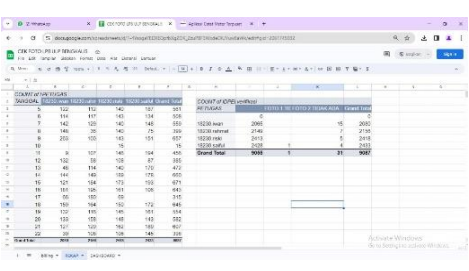

NO.	WORKING	EXPLANATION
1.	  	<p>On the twenty-second day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the ACMT into Ms. Excel. Furthermore, the author is given the additional responsibility to check the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not. Furthermore, the author also participated in a visit with the Engineering Supervisor to the work site of the PDKB (Work Under Voltage) special forces in Kelapapati Darat. Then the author also visited with the manager and PJ-K3L to several customer houses that made complaints in the form of voltage drops in Wonosari Timur. Finally, the author visited ULPLTD in Pangkalan Batang, Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : March 22th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Scan of documents (Electricity Hazard Appeal Letter)		
3.	Inputting meter image information and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
4.	Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not		
5.	Make a record of taking photos of the house by the biller officer		
Notes by Industrial Coach.			

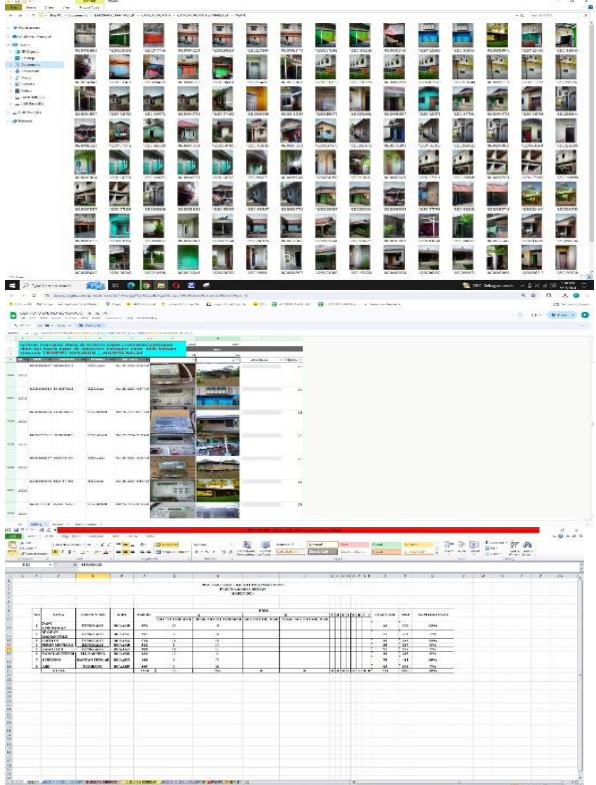
NO.	WORKING	EXPLANATION
1.	  	<p>On the twenty-third day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed new strategies and performance evaluation to improve services to customers. The author was then assigned to input information on meter images and photos of PLN customer houses from the Integrated Meter Record Application (ACMT) into Microsoft Excel. After completing this task, the author was given the additional responsibility of making a daily report on the physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel. Furthermore, the author also checks the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not. Then the author is assigned to make a recap of taking photos of the house by the biller officer. And finally scanned the documents, the scanned documents were in the form of an Electricity Hazard Appeal Letter.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : March 25th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) Recap prepaid customer data that has not been recorded in ACMT Recap the realization of photo reading results of R1 900 power tariff houses for March 2024	Andre Widhianto	
	Notes by Industrial Coach.		

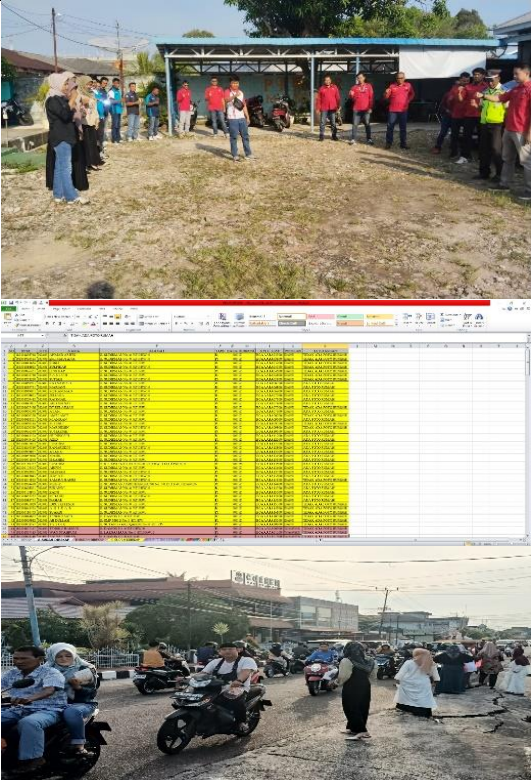
NO.	WORKING	EXPLANATION
1.		<p>On the twenty-fourth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with checking the results of taking photos of homes and meters by Biller on the web spreadsheet. Next, the author was asked to download images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). The subsequent task was to recap data on pre-paid customers not recorded in ACMT. Finally, the author was assigned to recap the realization of the reading results of R1 tariff 900 for March 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : March 26th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Andre Widhianto & Krisnantoro	
2.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
3.	Recap prepaid customer data that has not been recorded in ACMT		
4.	Recap the realization of photo reading results of R1 900 power tariff houses for March 2024		
5.	Participated in the takjil distribution program in the framework of the month of Ramadan 1445 H with the wives of PT. PLN (Persero) ULP Bengkulu employees		
	Notes by Industrial Coach.		

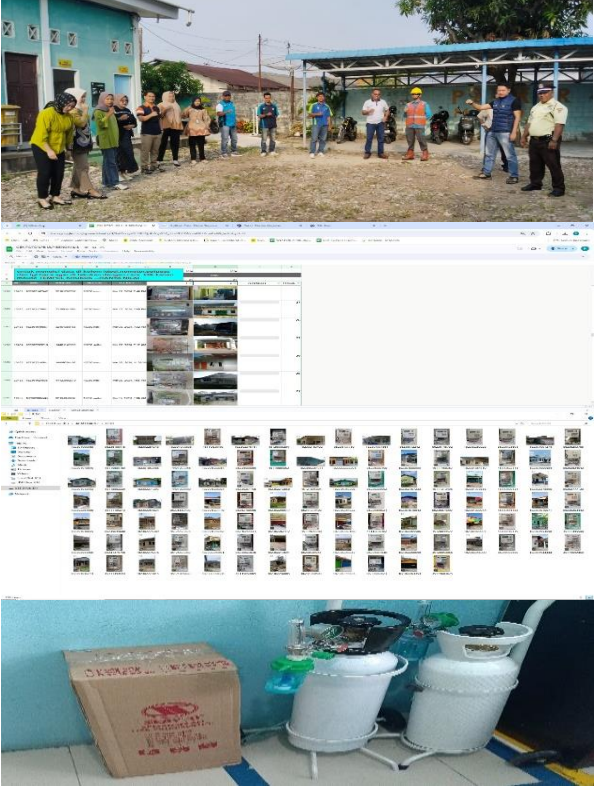
NO.	WORKING	EXPLANATION
1.		<p>On the twenty-fifth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkulu, discussing performance evaluations to improve services to customers. The author was then tasked with checking the results of taking photos of homes and meters by Biller on the web spreadsheet. Next, the author was asked to download images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). The subsequent task was to recap data on pre-paid customers not recorded in ACMT. Finally, the author was assigned to recap the realization of the reading results of R1 tariff 900 for March 2024. Additionally, the author participated in a takjil distribution program to welcome Ramadan 1445 H with the Association of Wives of PT. PLN (Persero) ULP Bengkulu employees.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : March 27th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
4.	Checking the results of taking photos of houses and meters by biller officers on the LPB ULP Bengkalis Photo Check web whether they meet the requirements or not		
5.	Documenting APAR (Light Fire Extinguisher)		
	Notes by Industrial Coach.		

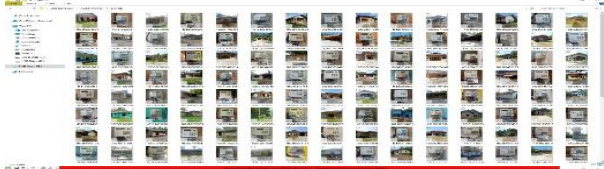
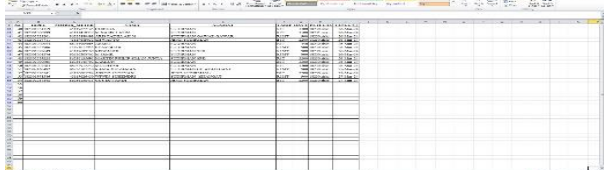

NO.	WORKING	EXPLANATION
1.		<p>On the twenty-sixth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). Subsequently, the author was assigned to recap data on pre-paid customers not recorded in ACMT, using data from the Central Customer Service Application (AP2T). The author also checked the results of taking photos of homes and meters by Biller on the web spreadsheet. Finally, the author was responsible for photographing and documenting APAR (Light Fire Extinguisher).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : March 28th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Andre Widhianto & Firrizqi Pratama	
2.	Delivering a letter on the Danger of Electricity in Lampu Colok Tradition/Culture to the offices of the village heads/villages of Damon, Kelapapati, Pangkalan Batang, Pangkalan Batang Barat, Sebauk, Senderak, Teluk Latak, Meskom, and Perapat Tunggal		
3.	Recap prepaid customer data that has not been recorded in ACMT		
4.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
Notes by Industrial Coach.			

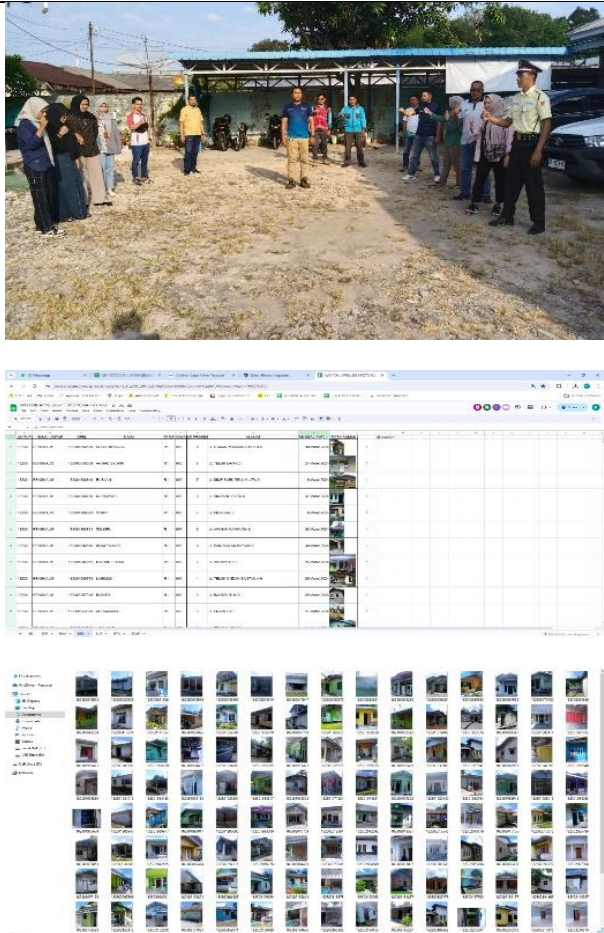
NO.	WORKING	EXPLANATION
1.	  	<p>On the twenty-seventh day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkulu, discussing performance evaluations to improve services to customers. The author was then tasked with delivering a Warning Letter on Electrical Hazard to the village offices in Damon, Kelapapati, Pangkalan Batang, Pangkalan Batang Barat, Sebauk, Senderak, Teluk Latak, Meskom, and Perapat Tunggal. Next, the author was asked to download images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). Finally, the author was assigned to recap data on pre-paid customers not recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : April 2nd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT) Make a recap of WO PDIL (Customer Master Data Arrangement) for March 2024 specifically for R1 900 power tariff customers	Andre Widhianto	
	Notes by Industrial Coach.		

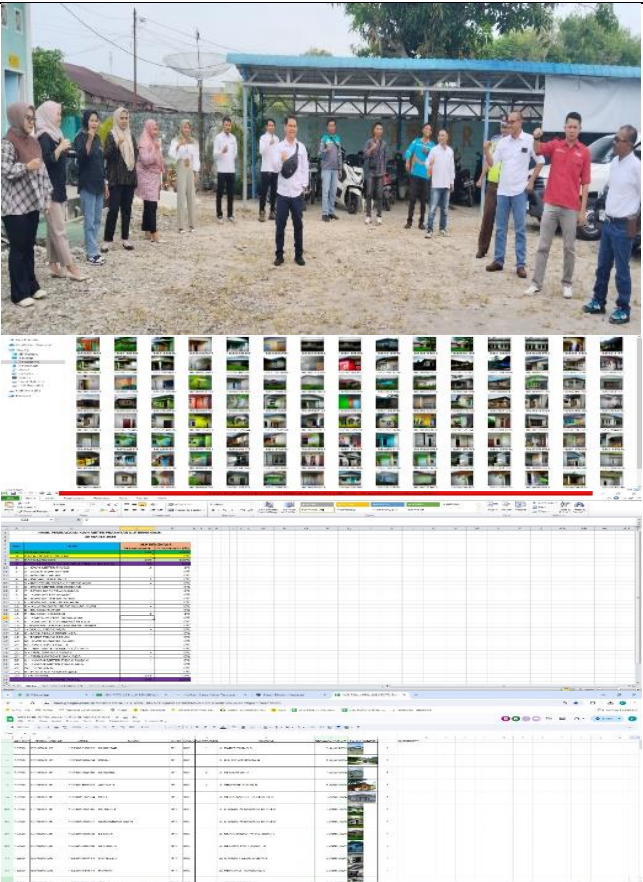
NO.	WORKING	EXPLANATION
1.		<p>On the twenty-eighth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters from the Integrated Meter Recording Application (ACMT). Next, the author was assigned to create a recap of WO PDIL (Central Customer Data Management) for March 2024, specifically for customers with R1 tariff 900. This recap was uploaded to the web spreadsheet of PT. PLN UP3 Dumai, covering the areas of Bengkalis, Duri, Bagan Siapi-api, Selat Panjang, and Dumai City.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : April 3rd, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT)		
3.	Make a report on the results of ULP Bengkalis prepaid meter reading on April 3, 2024		
4.	Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)		
	Notes by Industrial Coach.		

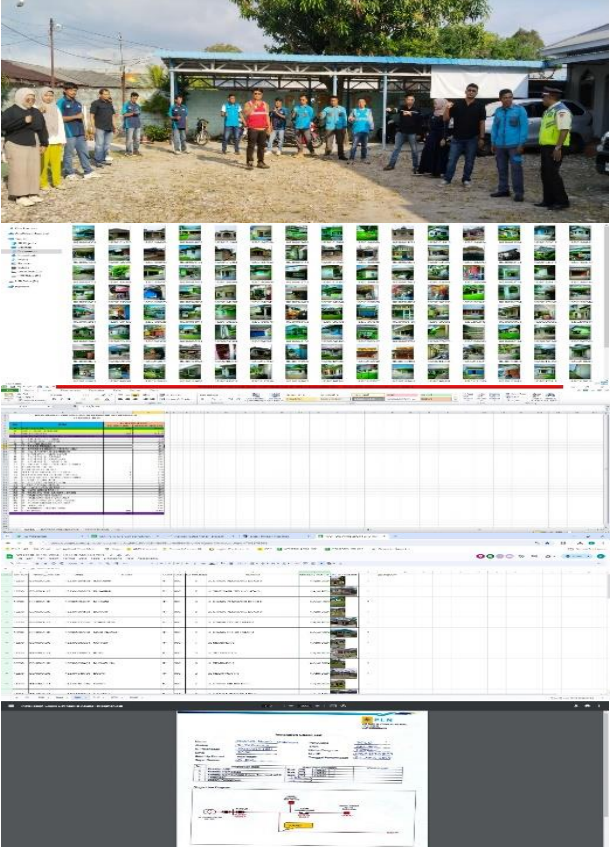
NO.	WORKING	EXPLANATION
1.		<p>On the twenty-ninth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters from the Integrated Meter Recording Application (ACMT). Next, the author was assigned to create a report on the reading results of pre-paid meters at ULP Bengkalis on April 3, 2024. Finally, the author was responsible for inputting pre-paid customer data into a web spreadsheet, which generated a WO PDIL (Central Customer Data Management).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : April 4th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhiyanto & Ramos Siagian	
2.	Downloading house and meter images of prepaid customers in the Integrated Meter Record Application (ACMT)		
3.	Make a report on the results of ULP Bengkalis prepaid meter reading on April 4, 2024		
4.	Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)		
5.	Scan of documents (Installation Check List)		
	Notes by Industrial Coach.		

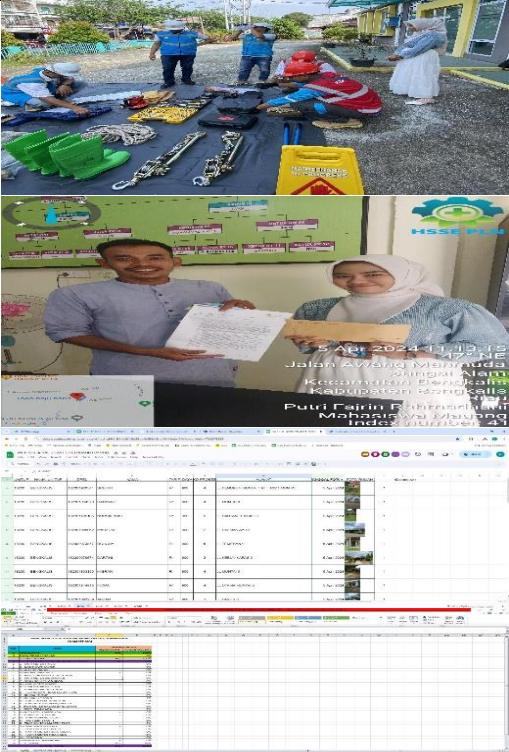
NO.	WORKING	EXPLANATION
1.		<p>On the thirtieth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters from the Integrated Meter Recording Application (ACMT). Next, the author was assigned to create a report on the reading results of pre-paid meters at ULP Bengkalis on April 4, 2024. Subsequently, the author was responsible for inputting pre-paid customer data into a web spreadsheet, which generated a WO PDIL (Central Customer Data Management). Finally, the author conducted a scan of documents in the form of an Installation Check List.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : April 5th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Participated in the activities of the Troops and Equipment Title in the framework of the Eid al-Fitr 1445 H / 2024 M standby day		
3.	Delivering Electricity Hazard Appeal Letters on Lampu Colok Tradition/Culture to Wonosari, Rimba Sekampung, Bengkalis Kota, Senggoro, Air Putih, Kuala Alam, and Sungai Alam village offices		
4.	Make a report on the results of ULP Bengkalis prepaid meter reading on April 5, 2024		
5.	Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)		
Notes by Industrial Coach.			

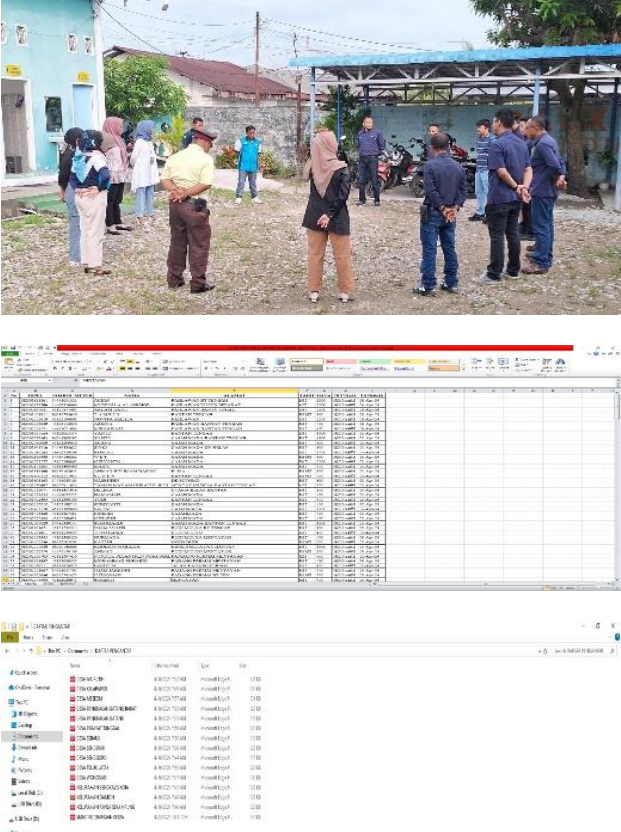
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-first day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with participating in the activity of distributing equipment and supplies in preparation for the Idul Fitri 1445 H / 2024 M holiday. Next, the author was assigned to deliver a Warning Letter on Electrical Hazard to the village offices in Wonosari, Rimba Sekampung, Bengkalis City, Senggoro, Air Putih, Kuala Alam, and Sungai Alam. Subsequently, the author was tasked with creating a report on the reading results of pre-paid meters at ULP Bengkalis on April 5, 2024. Finally, the author was responsible for inputting pre-paid customer data into a web spreadsheet, which generated a WO PDIL (Central Customer Data Management).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : April 16th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Scan of Document (List of Cover Letters for Electricity Hazard Appeal on Lampu Colok Tradition/Culture)		
3.	Recap prepaid customer data that has not been recorded in ACMT		
4.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
Notes by Industrial Coach.			


NO.	WORKING	EXPLANATION
1.		<p>On the thirty-second day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with scanning documents in the form of a list of introductions for Warning Letters on Electrical Hazards in the tradition of Lampu Colok, totaling 14 copies. Finally, the author was assigned to download images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). The author also recapitulated data on pre-paid customers not recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : April 17th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap prepaid customer data that has not been recorded in ACMT Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) Participated in the Halal Bihalal Idul Fitri 1445 H/2024 M event at the residence of the Manager and all Team Leaders of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
	Notes by Industrial Coach.		

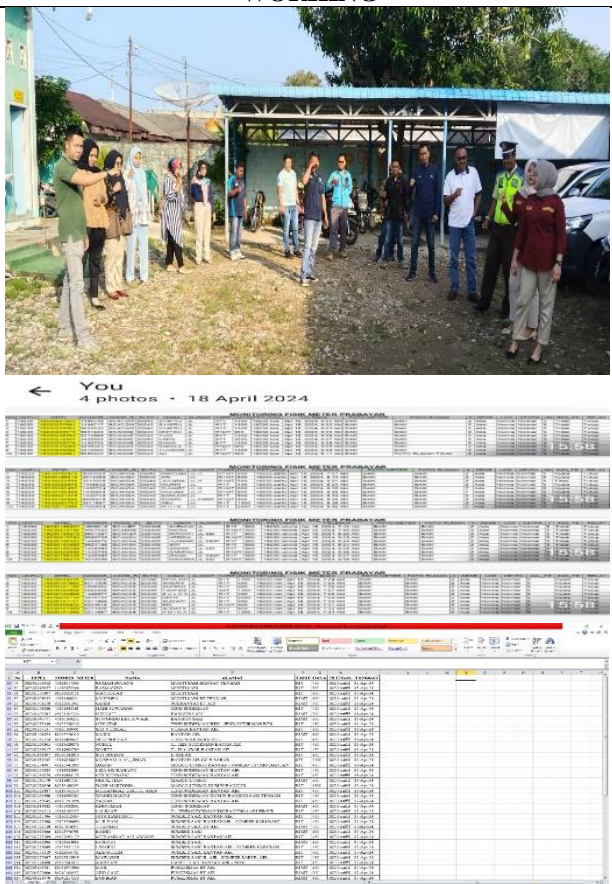
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-third day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). Next, the author recapitulated data on pre-paid customers not recorded in ACMT. On this day, the author participated in the Halal Bihalal Idul Fitri 1445 H/2024 M event at the residence of the Manager and all Team Leaders of PT. PLN (Persero) ULP Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : April 18th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
4.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
Notes by Industrial Coach.			

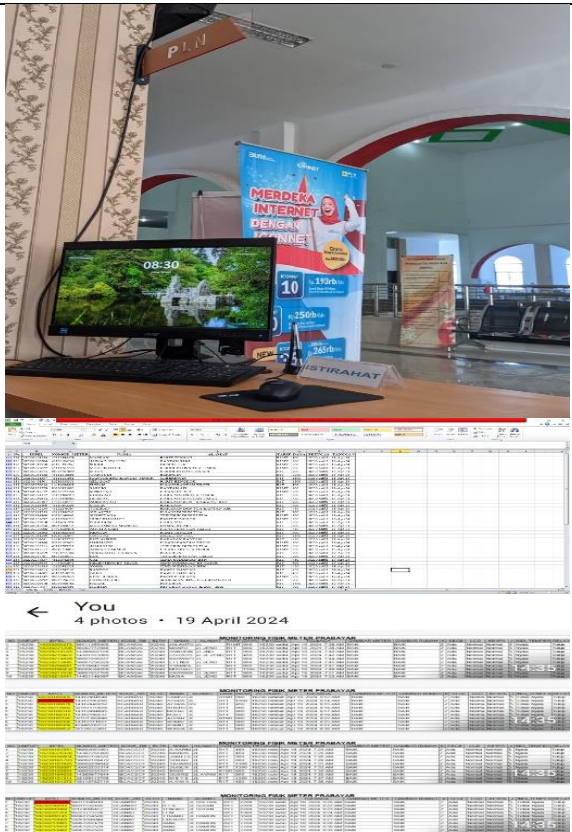
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-fourth day of the internship, the author followed a briefing with the manager and all staff at PT. PLN (Persero) ULP Bengkalis, discussing performance evaluations to improve services to customers. The author was then tasked with downloading images of pre-paid customer homes and meters that were not recorded in the Integrated Meter Recording Application (ACMT). Next, the author recapitulated data on pre-paid customers not recorded in ACMT. Subsequently, the author was assigned to create a daily report on physical monitoring of pre-paid meters from ACMT to Microsoft Excel. This report is a physical monitoring report of pre-paid meters.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : April 19th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP)	Andre Widhianto	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
4.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.		<p>On the thirty-fifth day of internship, the author was assigned to download images of prepaid customer houses and meters that were not recorded in the Integrated Meter Recording Application (ACMT). Furthermore, the author recapitulates prepaid customer data that is not recorded in ACMT. Furthermore, the author was assigned to create a daily report on the physical monitoring of prepaid meters from ACMT to Microsoft Excel. This report is a prepaid meter physical monitoring report. Finally, the author participated in a visit and took part in guard duty at the Bengkalis Public Service Mall (MPP).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : April 22th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
4.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
	Notes by Industrial Coach.		

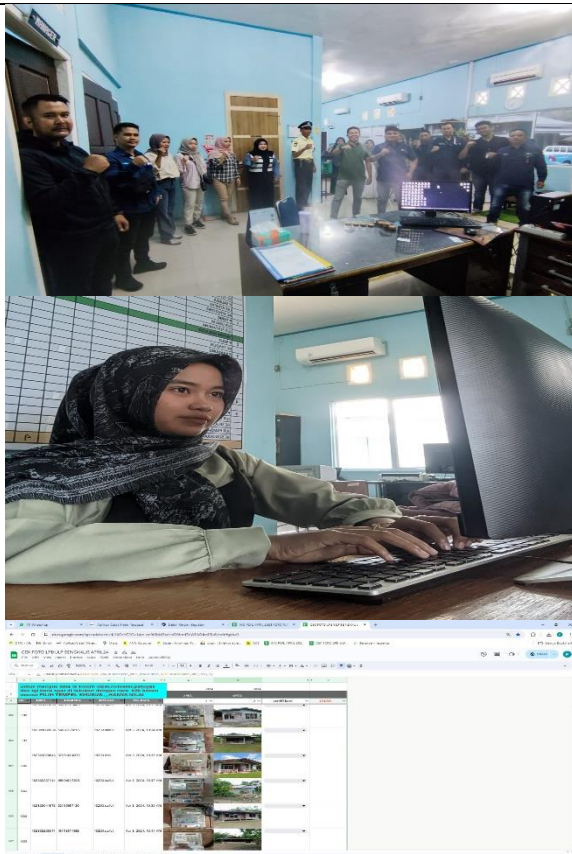
NO.	WORKING	EXPLANATION
1.	 	<p>On the thirty-sixth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked with downloading house and prepaid meter images that were not recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers not recorded in ACMT. Finally, the author was tasked with creating a daily physical meter monitoring report from ACMT to Microsoft Excel. This is the Physical Meter Monitoring Report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday,

Date : April 23rd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Ramos Siagian	
2.	Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)		
3.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 1 -21, 2024		
4.	Make a kWh monitoring report dated April 1 - 21, 2024		
5.	Scan of Document (Certificate of Employment)		
Notes by Industrial Coach.			

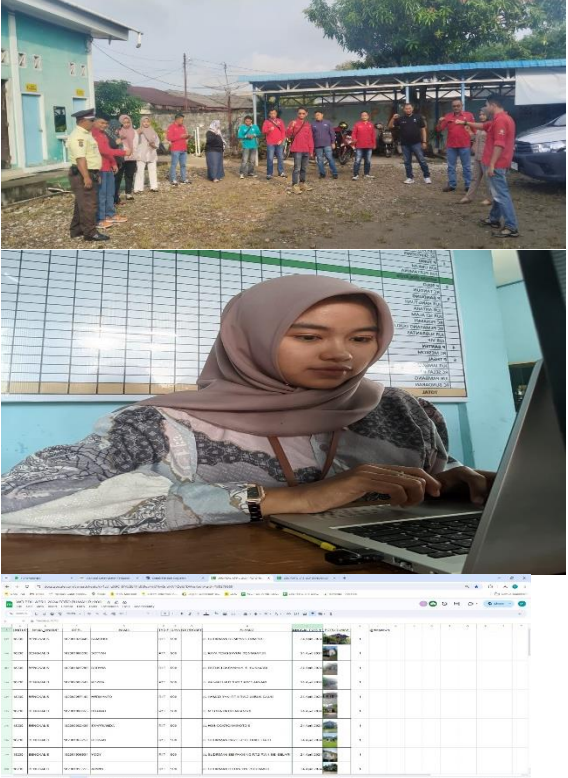
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-seventh day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked with inputting prepaid customer data into a web spreadsheet that creates a WO PDIL (Customer Data Indexing). Subsequently, the author was responsible for checking the results of house and meter photos taken by billers on the web spreadsheet dated April 1-21, 2024. After completing the check, the author was tasked with creating a kWh monitoring report. Finally, the author was tasked with scanning a document, namely the Work Certificate of a technician employee.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : April 24th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)		
3.	Recap prepaid customer data that has not been recorded in ACMT		
4.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
5.	Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel		
	Notes by Industrial Coach.		

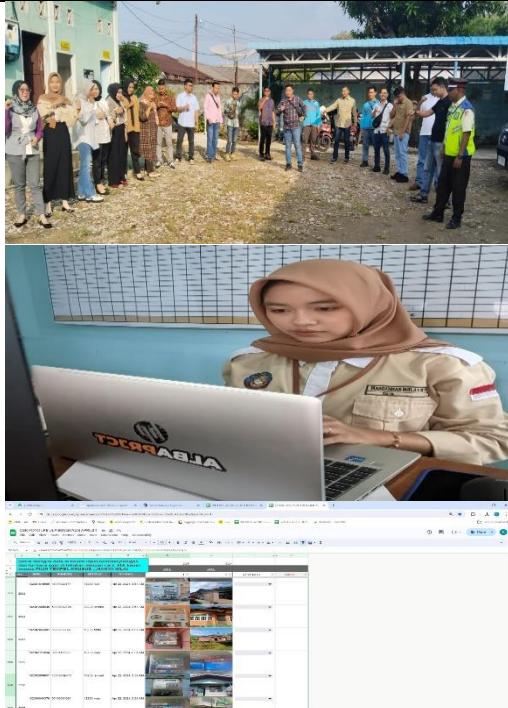
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-eighth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked with inputting prepaid customer data into a web spreadsheet that creates a WO PDIL (Customer Data Indexing). Next, the author was tasked with downloading house and prepaid meter images that were not recorded in the Integrated Meter Recording Application (ACMT). Then, the author compiled data on prepaid customers not recorded in ACMT. Finally, the author was tasked with creating a daily physical meter monitoring report from ACMT to Microsoft Excel. This is the Physical Meter Monitoring Report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : April 25th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5. 6.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap prepaid customer data that has not been recorded in ACMT Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT) Create daily reports on physical monitoring of prepaid meters from the Integrated Meter Record Application (ACMT) into Microsoft Excel Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 22-23, 2024 Make a kWh monitoring report dated April 22-23, 2024	Andre Widhianto	
	Notes by Industrial Coach.		

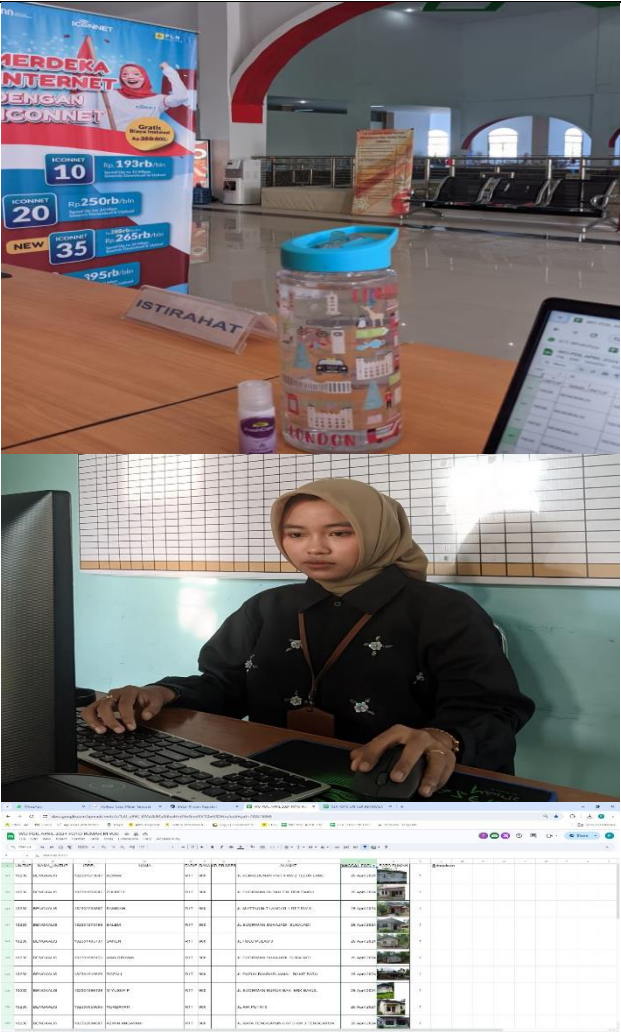
NO.	WORKING	EXPLANATION
1.		<p>On the thirty-ninth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to download images of homes and prepaid meters that had not been recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers who had not been recorded in ACMT. Subsequently, the author was tasked to create a daily report on physical meter monitoring from ACMT to Microsoft Excel. This is the Physical Meter Monitoring Report. Later, the author was responsible for checking the results of taking photos of homes and meters by billers on a spreadsheet dated April 22-23, 2024. After completing the check, the author was tasked to create a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : April 26th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2.	Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP) Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)	Andre Widhianto	
Notes by Industrial Coach.			

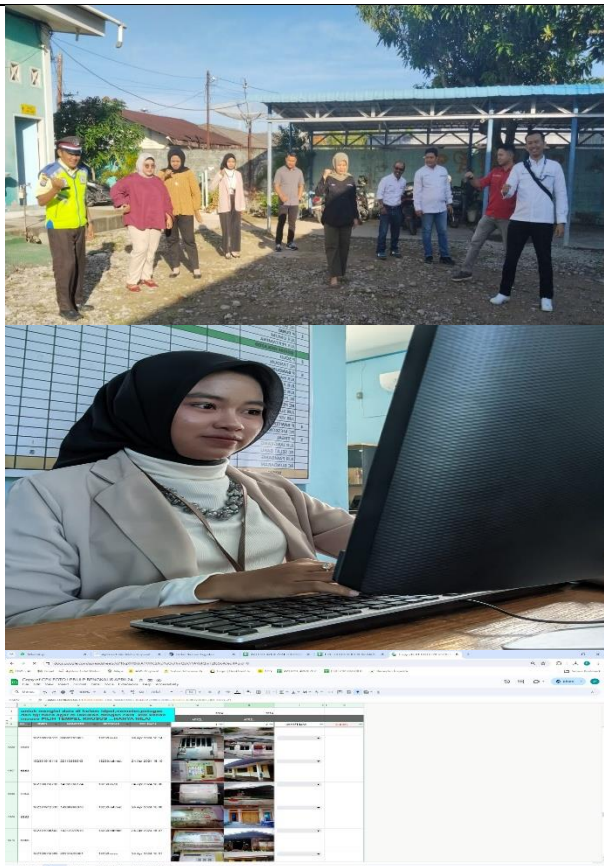
NO.	WORKING	EXPLANATION
1.		<p>On the fortieth day of the internship, the author was tasked to input prepaid customer data on a web spreadsheet that created WO PDIL (Main Customer Data Setup). Later, the author attended and followed the PLN stand guard duty at the Public Service Mall (MPP) in Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : April 29th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management) Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 24-28, 2024 Make a kWh monitoring report dated April 24-28, 2024	Andre Widhianto	
Notes by Industrial Coach.			

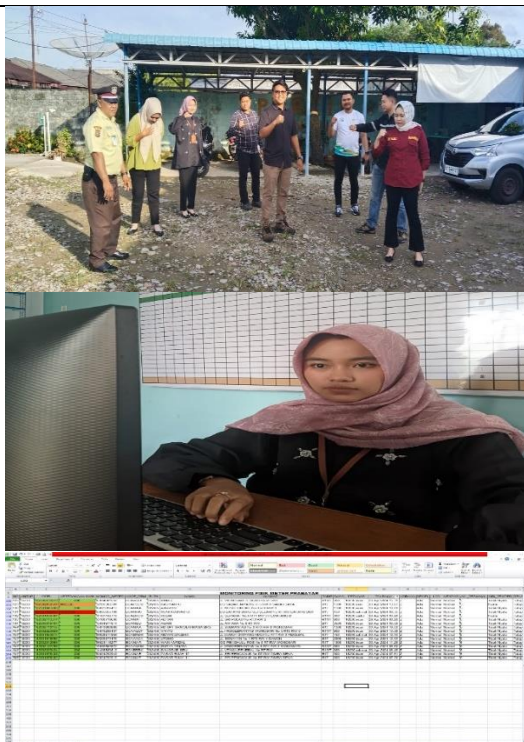
NO.	WORKING	EXPLANATION
1.		<p>On the forty-first day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, discussing performance evaluation to improve services to customers. The author was then tasked to input prepaid customer data on a web spreadsheet that created WO PDIL (Main Customer Data Setup). Later, the author was responsible for checking the results of taking photos of homes and meters by billers on a spreadsheet dated April 24-28, 2024. After completing the check, the author was tasked to create a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : May 2nd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Recap Safety Briefing data for February, March, and April 2024		
3.	Recap YANTEK (Technical Services) Briefing photos for morning, afternoon, and night shifts from February-April 2024		
4.	Make a recap of findings on the INSPEKTA Application from February 1-29, 2024		
5.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated April 29-30, 2024		
6.	Make a kWh monitoring report dated April 29-30, 2024		
Notes by Industrial Coach.			

NO.	WORKING	EXPLANATION
1.		<p>On the forty-second day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile Safety Briefing data for February, March, and April. Subsequently, the author compiled photos of YANTEK Briefing (Technical Service) for morning, afternoon, and night shifts from February to April. Next, the author was tasked to create a summary report on the INSPEKTA Application from February 1 to 29, 2024. Later, the author was responsible for checking the results of taking photos of homes and meters by billers on a spreadsheet dated April 29-30, 2024. After completing the check, the author was tasked to create a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday,

Date : May 3rd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Inputting postpaid customer data on the web spreadsheet that created WO PDIL (Customer Master Data Management)	Andre Widhianto	
	Notes by Industrial Coach.		

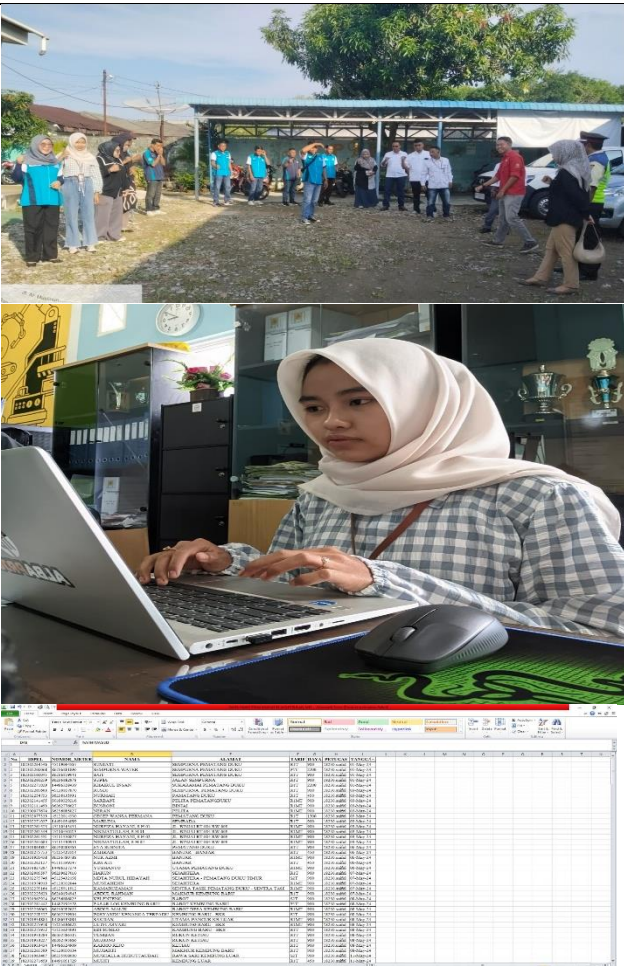
NO.	WORKING	EXPLANATION
1.		<p>On the forty-third day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to input prepaid customer data on a web spreadsheet that created WO PDIL (Main Customer Data Setup).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : May 6th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap prepaid customer data that has not been recorded in ACMT Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto	
	Notes by Industrial Coach.		

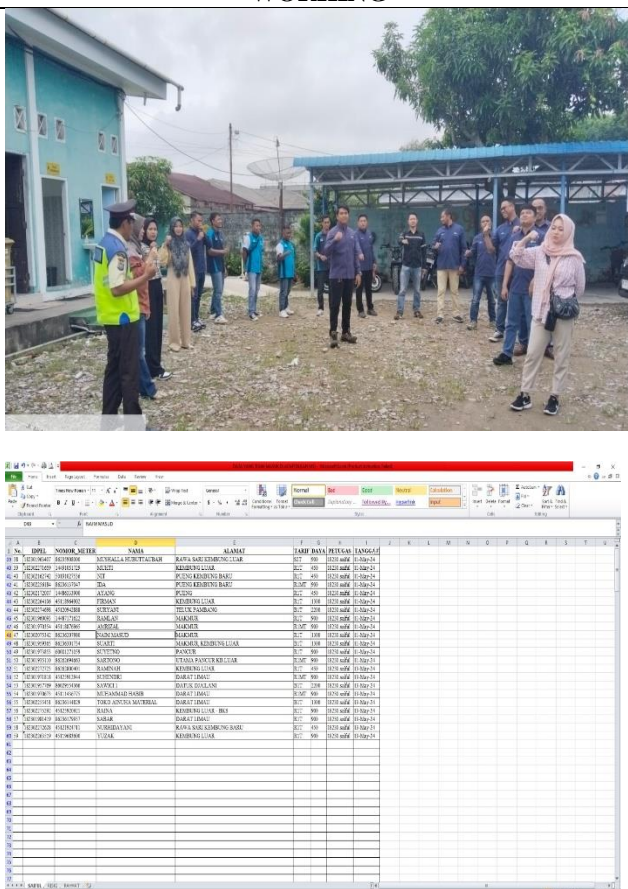
NO.	WORKING	EXPLANATION
1.		<p>On the forty-fourth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to download images of homes and prepaid meters that had not been recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers who had not been recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : May 7th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
Notes by Industrial Coach.			

NO.	WORKING	EXPLANATION
1.		<p>On the forty-fifth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to download images of homes and prepaid meters that had not been recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers who had not been recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : May 8th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Firrizqi Pratama	
2.	Make a recap of findings on the INSPEKTA Application from March 1-31, and April 1-30, 2024		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.		<p>On the forty-sixth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, discussing performance evaluation to improve services to customers. The author was then tasked to create a summary report on the INSPEKTA Application for March and April 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : May 13th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
Notes by Industrial Coach.			


NO.	WORKING	EXPLANATION
1.	 	<p>On the forty-seventh day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : May 14th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap prepaid customer data that has not been recorded in ACMT		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
Notes by Industrial Coach.			



NO.	WORKING	EXPLANATION
1.		<p>On the forty-eighth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to download images of homes and prepaid meters that had not been recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers who had not been recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : May 15th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap prepaid customer data that has not been recorded in ACMT Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto	
Notes by Industrial Coach.			


NO.	WORKING	EXPLANATION
1.	 	<p>On the forty-ninth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to download images of homes and prepaid meters that had not been recorded in the Integrated Meter Recording Application (ACMT). Next, the author compiled data on prepaid customers who had not been recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : May 16th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Checking and replacing kWh meters at customer homes in Bantan Tengah village with the P2TL team		
4.	Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.		<p>On the fiftieth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Later, the author was accompanied by the P2TL team to visit the homes of customers in the Bantan Tengah area. There, we conducted inspections and replaced kWh meters at the customers' homes. Finally, the author was responsible for creating a Report of Inspection (BA) on the Penetration of Electricity Usage (P2TL) Installation/Connection 3-Phase.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : May 17th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP)	Andre Widhianto	
2.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 2-15, 2024		
3.	Make a kWh monitoring report dated May 2-15, 2024		
4.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.		On the fifty-first day of the internship, the author was tasked to check the results of taking photos of homes and meters by billers on a web spreadsheet dated May 2-15, 2024. After completing the check, the author was tasked to create a kWh monitoring report. Later, the author compiled data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Finally, the author accompanied a visit and followed the PLN stand guard duty at the Public Service Mall (MPP) Bengkalis.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : May 20th, 2024

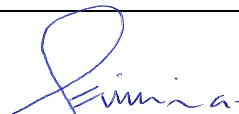


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Ranking the house photos that have been inputted in the PDIL web spreadsheet		
Notes by Industrial Coach.			

NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-second day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. The author was also given an additional task to rank the photos of homes that had been input into the PDIL web spreadsheet.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : May 21st, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu	Andre Widhianto, Firrizqi Pratama, & Ramos Siagian	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkulu PT. Duma Karya Burian May 2024		
4.	Make a recap of findings on the INSPEKTA Application from May 1-20		
5.	Print and scan documents (OP-HAR Distribution Work Request Letter)		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-third day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Later, the author created a report on the realization of PDIL data for postpaid customers of ULP Bengkulu PT. Duma Karya Burian May 2024. Then, the author was given a task to print and scan documents in the form of OP-HAR Distribution Work Order. Finally, the author was tasked to compile findings on the Inspekta application for May from May 1-20.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : May 27th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024		
4.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 16-26, 2024		
5.	Make a kWh monitoring report dated May 16-26, 2024		
6.	Make a recap of monitoring whether or not there are photos of findings in Inspekta from February-April 2024		
7.	Make a recap of findings on the INSPEKTA Application from May 21-27		
Notes by Industrial Coach.			



NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-fourth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Subsequently, the author compiled a monitoring report on the presence or absence of photo findings in Inspekta from February to April 2024. Later, the author compiled findings on the Inspekta application for May from May 21-27. The author was also given a task to check the results of taking photos of homes and meters by billers on a web spreadsheet dated May 16-26, 2024. After completing the check, the author was tasked to create a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : May 29th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024		
4.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 27-28, 2024		
5.	Make a kWh monitoring report dated May 27-28, 2024		
6.	Make a recap of findings on the INSPEKTA Application from May 28-29		
Notes by Industrial Coach.			


NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-fifth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Subsequently, the author compiled findings on the Inspekta application for May from May 28-29. The author was also given a task to check the results of taking photos of homes and meters by billers on a web spreadsheet dated May 27-28, 2024. After completing the check, the author was tasked to create a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : May 30th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Firrizqi Pratama	
2.	Make a recap of monitoring whether or not there are photos of findings in Inspekta for May 2024		
3.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
4.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian May 2024		
5.	Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Teluk Latak Village Office Hall		
Notes by Industrial Coach.			



NO.	WORKING	EXPLANATION
1.		<p>On the fifty-sixth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Later, the author compiled a report on the realization of data collection for postpaid customers of ULP Bengkalis PT. Duma Karya Burian May 2024. Subsequently, the author compiled a monitoring report on the presence or absence of photo findings in Inspekta from May 2024. Finally, the author was invited by the Team Leader K3L and KAM PLN ULP Bengkalis to participate in the agenda of Electric Hazard Awareness and Education for Electrical Safety and Reliability of Power Supply at the Teluk Latak Village Office Hall.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : May 31st, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)		
4.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 29-30, 2024		
5.	Make a kWh monitoring report dated May 29-30, 2024		
6.	Print and Scan Documents (MoM Work Order)		
	Notes by Industrial Coach.		



NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-seventh day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, discussing performance evaluation to improve services to customers. The author was then tasked to compile data PDIL consisting of photos of ID cards and homes of postpaid customers with power consumption of 450 and 900. Eight billers sent photos of ID cards and homes via WhatsApp, which the author compiled in Ms. Excel. This PDIL data is customer data that cannot be input into ACMT by billers. Subsequently, the author was tasked to check the results of taking photos of homes and meters by billers on a web spreadsheet dated May 29-30, 2024. After completing the check, the author was tasked to create a kWh monitoring report. The author also downloaded photos of homes and meters that did not enter ACMT. Finally, the author printed and scanned documents in the form of MoM Work Order.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : June 3rd, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated May 31, 2024 Make a kWh monitoring report dated May 31, 2024 Recap prepaid customer data that has not been recorded in ACMT Downloading house and meter images of prepaid customers who have not been recorded in the Integrated Meter Record Application (ACMT)	Andre Widhianto	
Notes by Industrial Coach.			

NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-eighth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to check the results of taking photos of houses and meters by billers on a web spreadsheet dated May 31, 2024. After checking, the author was assigned to make a kWh monitoring report. The author was also assigned to download images of prepaid customer houses and meters that have not been recorded in the Integrated Meter Record Application (ACMT). Then, recap prepaid customer data that has not been recorded in ACMT.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : June 4th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis 2. Downloading DPM (Meter Reading List) 3. Printing and scanning documents (Minutes of Reading kWh Meter Limit Period May 2024 and Minutes of Own Use of PSSD Distribution System ULP Bengkalis in May 2024)	Andre Widhianto	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.	 	<p>On the fifty-ninth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to download the DPM (Meter Reading List). Then, the author was assigned to print and scan documents in the form of Minutes of Reading kWh Meter Batas Period May 2024 and Minutes of Own Use of PSSD Distribution System ULP Bengkalis in May 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : June 5th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5.	<p>Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu</p> <p>Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers</p> <p>Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkulu PT. Duma Karya Burian June 2024</p> <p>Recapitulate detailed data per RBM code from file A to X</p> <p>Participated in the handover of the position of Team Leader HSE & KAM of PT. PLN (Persero) ULP Bengkulu from Mr. Firrizqi Pratama to Mr. Ramos Siagian</p>	Andre Widhianto	
	Notes by Industrial Coach.		


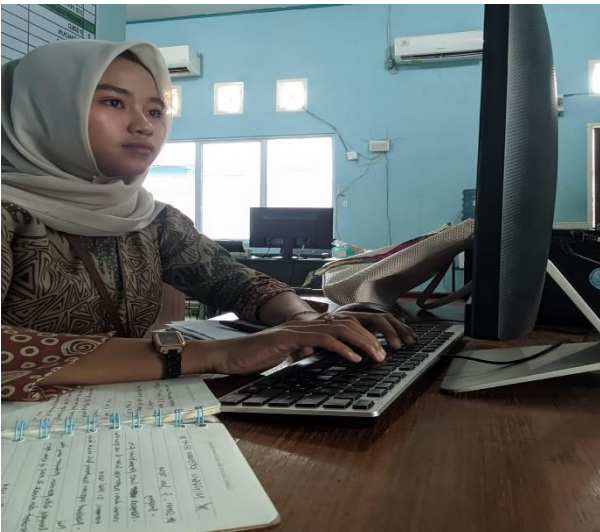
NO.	WORKING	EXPLANATION
1.		<p>On the sixtieth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, which discussed performance evaluation to improve services to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. 8 billers sent photos of ID cards and customer houses via WhatsApp and then the author recapitulated them in Ms. Excel. This PDIL data is customer data that cannot be inputted into ACMT by billers. Then make a recap of the realization of the performance of the postpaid PDIL data collection of ULP Bengkulu PT Duma Karya Burian June 2024. Then the author was assigned to recap Detailed Data per RBM Code from files A to X. And finally the author also participated in the handover ceremony for the K3L & KAM Team Leader of PT. PLN (Persero) ULP Bengkulu.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : June 6th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.	 	<p>On the sixty-first day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. 8 billers sent photos of ID cards and customer houses via WhatsApp and then the author recapitulated them in Ms. Excel. This PDIL data is customer data that cannot be inputted into ACMT by billers. Then make a recap of the realization of the performance of the postpaid PDIL data collection of ULP Bengkalis PT Duma Karya Burian June 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : June 7th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024 Participated in a coordination meeting to prepare for the mass circumcision event of FW-RPG and PT. PLN (Persero) ULP Bengkalis with the Manager of PT. PLN (Persero) ULP Bengkalis and all members of the Riau Pos Group journalists forum	Andre Widhianto	
	Notes by Industrial Coach.		


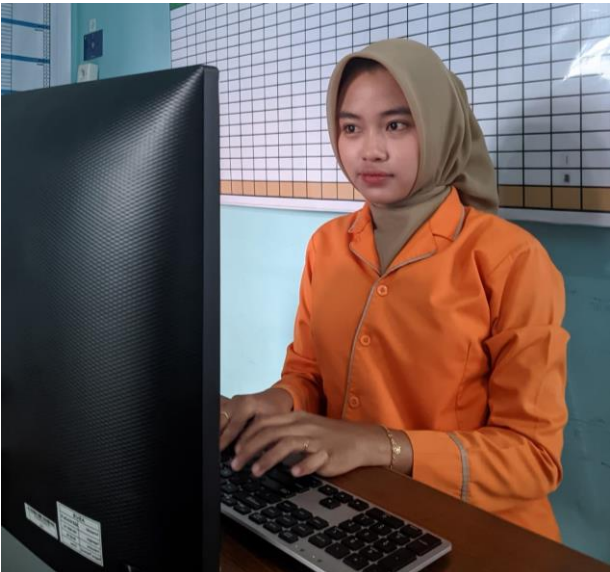
NO.	WORKING	EXPLANATION
1.	 	<p>On the sixty-second day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. 8 billers sent photos of ID cards and customer houses via WhatsApp and then the author recapitulated them in Ms. Excel. This PDIL data is customer data that cannot be inputted into ACMT by billers. Then make a recap of the realization of the performance of the postpaid PDIL data collection of ULP Bengkalis PT. Duma Karya Burian June 2024. The author was also invited by the manager of PT. PLN (Persero) ULP Bengkalis to participate in the coordination meeting to prepare for the mass circumcision event of FW-RPG and PT. PLN (Persero) ULP Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : June 10th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Make a recap of the realization of the performance of data collection of Postpaid PDIL ULP Bengkalis PT. Duma Karya Burian June 2024		
Notes by Industrial Coach.			



NO.	WORKING	EXPLANATION
1.	 	<p>On the sixty-third day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. 8 billers sent photos of ID cards and customer houses via WhatsApp and then the author recapitulated them in Ms. Excel. This PDIL data is customer data that cannot be inputted into ACMT by billers. Then make a recap of the realization of the performance of the postpaid PDIL data collection of ULP Bengkalis PT Duma Karya Burian June 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : June 11th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers		
3.	Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.	 	<p>On the sixty-fourth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. 8 billers sent photos of ID cards and customer houses via WhatsApp and then the author recapitulated them in Ms. Excel. This PDIL data is customer data that cannot be inputted into ACMT by billers. Furthermore, the author was assigned to recap the names of participants in the mass circumcision held by the Riau Pos Group Journalists Forum (FW-RPG) and PT. PLN (Persero) ULP Bengkalis in 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : June 12th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2. 3. 4. 5.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Recap PDIL data in the form of photos of ID cards and houses of 450 and 900 kWh postpaid customers Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis Checking and replacing kWh meters at customer homes in Pematang Duku village with the P2TL team Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection	Andre Widhianto	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.		<p>On the sixty-fifth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to recap PDIL data in the form of photos of ID cards and houses of postpaid customers of 450 and 900 power. Furthermore, the author was assigned to recap the names of participants in the mass circumcision held by the Forum Wartawan Riau Pos Group (FW-RPG) and PT. PLN (Persero) ULP Bengkalis in 2024. Then, the author was invited by the P2TL team to go to the homes of customers in the Pematang Duku area. There, the author checks and replaces the kWh meter at the customer's house. Finally, the author was given the responsibility of making Minutes (BA) of the Inspection Results of the Control of Electricity Usage (P2TL) of 3 Phase Electricity Installation / Connection.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : June 13th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & Ramos Siagian	
2.	Participate in the activities of the Troops and Equipment Title in the framework of Eid al-Adha 1445 H / 2024 M		
3.	Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis		
4.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 1-10, 2024		
5.	Make a kWh monitoring report dated June 1-10, 2024		
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.		<p>On the sixty-sixth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to check the results of taking photos of houses and meters by billers on a web spreadsheet dated June 1-10, 2024. After checking, the author was assigned to make a kWh monitoring report. Furthermore, the author was assigned to recap the names of participants in the mass circumcision held by the Riau Pos Group Journalists Forum (FW-RPG) and PT. PLN (Persero) ULP Bengkalis in 2024. Finally, the author participated in the Troop and Equipment Title activities in the framework of the Eid al-Adha 1445 H / 2024 M alert.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : June 14th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Visited and took part in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP)	Andre Widhianto	
2.	Downloading DPM (Meter Reading List)		
3.	Recapitulating the names of participants in the mass circumcison held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis		
Notes by Industrial Coach.			

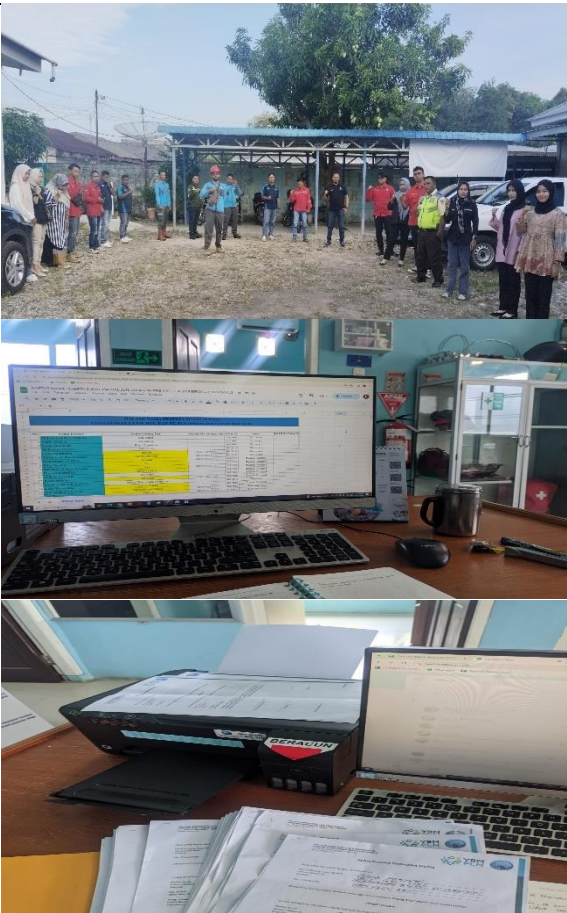
NO.	WORKING	EXPLANATION
1.	 	<p>On the sixty-seventh day of the internship, the author visited and participated in the picket guarding the PLN stand at the Bengkalis Public Service Mall (MPP). Furthermore, the author was assigned to recap the names of participants in the mass circumcison held by the Riau Pos Group Journalists Forum (FW-RPG) and PT. PLN (Persero) ULP Bengkalis Year 2024. Then, the author was assigned to download the DPM (Meter Reading List). Finally, the author was given the responsibility to take care of the administration of the registration of mass circumcison participants held by the Riau Pos Group Journalists Forum (FW-RPG) and PT. PLN (Persero) ULP Bengkalis Year 2024, such as collecting registration files, making a list of shirt sizes for the event committee, making an event schedule, and so on.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : June 19th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recapitulating the names of participants in the mass circumcision held by the Riau Pos Grup (FW-RPG) collaborating with PT. PLN (Persero) ULP Bengkalis		
3.	Manage the registration of mass circumcision participants		
4.	Printing invitation letters for the opening of the mass circumcision event for all agencies in Bengkalis		
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.		<p>On the sixty-eighth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to recap the names of participants in the mass circumcision held by the Riau Pos Group Journalists Forum (FW-RPG) and PT. PLN (Persero) ULP Bengkalis in 2024. Then, the author was given the responsibility to take care of the administration of the registration of mass circumcision participants held by the Forum of Journalists Riau Pos Group (FW-RPG) and PT. PLN (Persero) ULP Bengkalis Year 2024, such as collecting registration files, making a list of shirt sizes for the event committee, making an arrangement of events, and so on. Finally, the author was assigned to print invitation letters for the opening of the mass circumcision event for invitees, namely all agencies in Bengkalis.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : June 20th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Recapitulate detailed data per RBM code		
3.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 11-19, 2024		
4.	Make a kWh monitoring report dated June 11-19, 2024		
5.	Manage the registration of mass circumcision participants		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.		<p>On the sixty-ninth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to recap detailed data per RBM code. Then, the author was given the responsibility to take care of the administration of the registration of mass circumcision participants held by the Forum Wartawan Riau Pos Group (FW-RPG) and PT. PLN (Persero) ULP Bengkalis Year 2024, such as collecting registration files, making a list of shirt sizes for the event committee, making an arrangement of events, and so on. Finally, the author was assigned to check the results of taking photos of houses and meters by billers on the web spreadsheet dated June 11-19, 2024. After checking, the author was assigned to make a kWh monitoring report.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : June 21st, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Participate in the agenda of Electricity Hazard Socialization / Education for Electricity Safety Reliability of Electricity Supply at the Selat Baru Village Office Hall	Ramos Siagian	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.		<p>On the seventieth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to participate in the Electricity Hazard Socialization/Education agenda for Electricity Safety Reliability of Electricity Supply at the Selat Baru Village Office Hall. There, the author was appointed to be the MC as well as the minutes in the socialization agenda.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : June 24th, 2024



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Riau Pos Group Journalists Forum (FW-RPG) Bengkalis Regency	M. Ashqalany Aulia	
	Notes by Industrial Coach.		

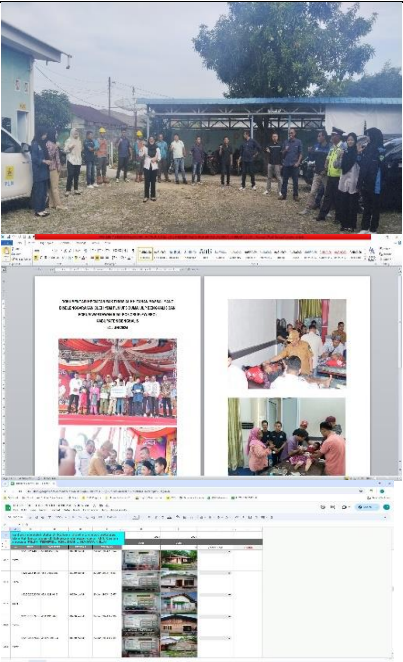
NO.	WORKING	EXPLANATION
1.		<p>On the seventy-first day of the internship, the author participated in the Mass Circumcision Social Service organized by the Baitul Mal Foundation (YBM) PLN UP3 Dumai ULP Bengkalis and the Forum Wartawan Riau Pos Group (FW-RPG) Bengkalis Regency. This agenda was opened and inaugurated by the Deputy Regent of Bengkalis, Dr. H. Bagus Santoso. In this agenda, the author was appointed to be the MC. The author was also assigned to take care of all the administration, starting from the registration of mass circumcision participants to the distribution of souvenirs for all mass circumcision participants. The souvenirs were bags, Qurans, sarongs, and pocket money. Finally, the author also attended the dissolution meeting of the organizing committee held at Berlian Cafe and Resto.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : June 25th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto & M. Ashqalany Aulia Rahman	
2.	Checking the results of taking photos of the house and meter by the biller on the web spreadsheet dated June 20-24, 2024		
3.	Make a kWh monitoring report dated June 20-24, 2024		
4.	Recapitulating the documentation of the mass circumcision held on Monday		
5.	Delivering amprah and photo documentation of mass circumcision activities to the Bengkalis Regency BAZNAS office		
6.	Scan documents (Attendance List of Participants of Electricity Hazard Socialization at the Selat Baru Village Office Hall) held last Friday		
7.	Copy of Application Letter for Electricity Pole Addition		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.		<p>On the seventy-second day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve services to customers. The author was then assigned to check the results of taking photos of houses and meters by billers in a web spreadsheet recorded on June 20-24, 2024. After completing the check, the author was assigned to make a kWh monitoring report. Furthermore, the author recapitulated the documentation of the mass circumcision held on Monday. The author was also assigned to deliver amprah and photo documentation of mass circumcision activities to the Bengkalis Regency BAZNAS office. Finally, the author was asked to scan the Attendance List document of the Electricity Hazard Socialization Participants at the Selat Baru Village Office Hall which was held last Friday. In addition, the author was also asked to photocopy the Application Letter for the Addition of Electricity Poles.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : June 26th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis	Andre Widhianto	
2.	Checking and replacing kWh meters at customer homes in Berancah village with the P2TL team		
3.	Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection		
	Notes by Industrial Coach.		


NO.	WORKING	EXPLANATION
1.		<p>On the seventy-third day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then invited by the P2TL team to go to customer houses in the Berancah area. There, the author checks and replaces the kWh meter at the customer's house. Finally, the author was given the responsibility of making the Minutes (BA) of the Inspection Results of the Control of Electricity Usage (P2TL) of 3 Phase Electricity Installation / Connection.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : June 27th, 2024


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1. 2.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkalis Scan Documents (Hazard Identification, Risk Assessment and Risk Control (Hirarc), Recap of ULP Bengkalis Fire Extinguisher Condition In May & June 2024, Schedule of Education Socialization OHS ULP Bengkalis 2024)	Ramos Siagian	
	Notes by Industrial Coach.		




NO.	WORKING	EXPLANATION
1.		<p>On the seventy-fourth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkalis, which discussed performance evaluation to improve service to customers. The author was then assigned to scan documents in the form of Hazard Identification, Risk Assessment, and Risk Control (HIRARC), Recap of APAR Condition for ULP Bengkalis in May & June 2024, and K3 Socialization Education Schedule for ULP Bengkalis 2024.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : June 28th, 2024

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNNOR	SIGNATURE
1.	Briefing with manager and staff of PT. PLN (Persero) ULP Bengkulu Farewell event for releasing apprentice students from the State Polytechnic of Bengkulu	M. Ashqalany Aulia Rahman	
	Notes by Industrial Coach.		

NO.	WORKING	EXPLANATION
1.	  	<p>On the seventy-fifth day of the internship, the author attended a briefing with the manager and all staff of PT. PLN (Persero) ULP Bengkulu, which discussed performance evaluation to improve service to customers. This briefing was special because it marked the last day of the author's internship at PT. PLN (Persero) ULP Bengkulu. During the briefing, the author was also given the opportunity to say a few words. The author would like to express her deepest gratitude to the manager and all staff for the guidance and opportunities that have been given during the internship period. The author also sincerely apologizes for all words and deeds that may not be pleasing to all employees of PT. PLN (Persero) ULP Bengkulu. This moment is full of warmth and kinship, reflecting the good relationships that have been established during the internship period.</p>