

APPRENTICESHIP REPORT

**PT. RIAU ANDALAN PULP AND PAPER
DEPARTEMENT STAKEHOLDER
RELATIONPANGKALAN KERINCI RIAU**

**RASINA
5404201257**



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

APPROVAL SHEET

**PT. RIAU ANDALAN PULP AND PAPER
DEPARTEMEN STAKEHOLDER RELATION
PANGKALAN KERINCI RIAU**

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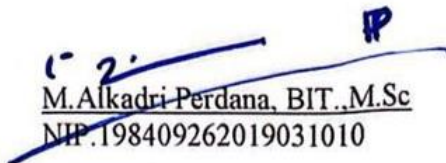
Bengkalis, 12 June 2024

Head Of Public Relation Unit



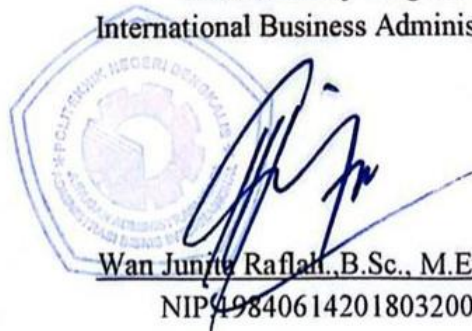
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CHAPTER I

INTRODUCTION

1.1 Background of Apperenticeship

Apprenticeship is a program that allows you to gain valuable skills and qualifications. State Polytechnic Bengkalis is vocational campus that educates its students to create a competence spirit and various fields. State Polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. This is so that students will be able to compete in the world of work and be able to compete with an increasingly global world. The knowledge gained by students during the learning process from books and the delivery of the lecturers they learn in college is not sufficient to meet the requirements to become competent and competitive human resources.

State Polytechnic of Bengkalis is a vocational high education institution that has eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two compulsory graduation requirements for students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to do in organizations that proper to the student's background. This program also ensure the students has the capability of adaptation, has work ethic, and responsible especially in the world of business. Besides, apprenticeship gives a lot of experience and knowledge for students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can

know the profession and work atmosphere in accordance with their study program. So, apprenticeship is a useful place for students to use as a tool to gain knowledge and work experience. Apprenticeship 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) apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship places to students.

Then, from some of these options the author is interested in carrying out apprenticeship in the business industry, namely PT. Riau Andalan Pulp And Paper, Pangkalan Kerinci, Riau as a place to carry out practical work activities because the author wants to get the opportunity to apply the theoretical knowledge/concepts gained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concept according to the field of expertise. During the implementation of the Job Training the author got a place in SHR (Stakeholder Relation) at PT. Riau Andalan Pulp and Paper.

The implementation of this job training is starting from January 12th to June 25th, 2024 an apprentice worked as a SHR (Stakeholder Relation) staff at PT. Riau Andalan Pulp and Paper. Stakeholder Relation management from regency level up to province.

1.2 Purpose of the Apperenticeship

The purpose of the Job Training program conducted at PT. Riau Andalan Pulp and Paper are:

1. To describe job description during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace system and procedures.
4. To find out the obstacles and solution during practical work.

1.3 Significance of the Apperenticeship

The partical work carried out is very beneficial for several parties such as students,companies and state Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work. And understands how to speak in public and attract people attention.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic Bengkalis

State Polytrechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

1.4 Time and Length of Pratical Work

Job Training Activities Pratical Work are carried out in accordance with the provision of the rules for implementing the Job Training. The period of pratical work is 4 (four) months,starting from February 12th to June25th, 2024. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

Table 1.1 Office Hours Schedule

No	Day	Office Hours	Break
1.	Monday to Friday	08-17.00	12-13.30
2.	Saturday	08-12.00	
3.	Sunday	Off	

Source: PT. Riau Andalan Pulp and Paper

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.2.1 Royal Golden Eagle (RGE) Group

Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Mas), was officially registered in 1973. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



Figure 2.1 Logo RGE Group
Source: rgei.com.id

Sukanto Tonoto then built the world largest pulp and paper mill in Kerinci, Riau. April Group is listed on the New York Stock Exchange. After overcoming challenging conditions during the financial/financial crisis in the late 1990s, RGE expanded its presence in China, Brazil, Canada and Spain. RGE has 5C principles that are trusted by its founder, namely Sukanto Tanoto, to be able to bring goodness

to the Community (community), Country (Country), Climate (climate), Customer (customer), and Company (company).

The business groups under the auspices of the Royal Golden Eagle (RGE) Group include the following:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulosa Fiber – Bracell
4. Serat Viscose - Sateri & Asia Pacific Rayon (APR)
5. Development of Energy Resources - Pacific Oil & Gas

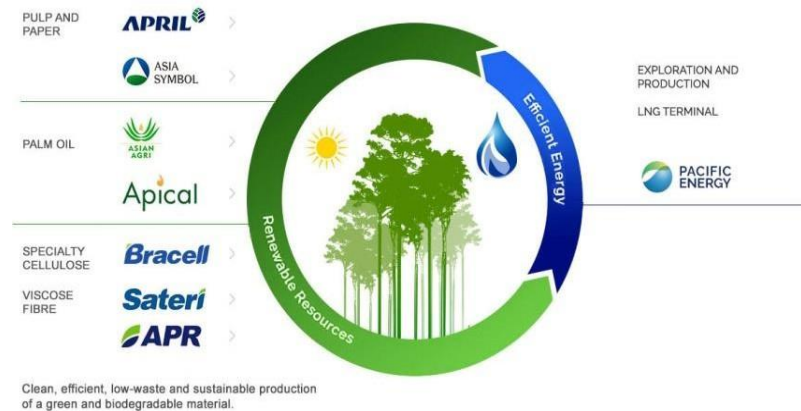


Figure 2.2 RGE Group of Companies

Source : rgei.com.id

Royal Golden Eagle (RGE) Groups have core values, namely T.O.P.I.C.Cstart with me. This value is used as a guideline for working in the company RGE Grup, T.O.P.I.C.C consists of abbreviations as follows:

1. Complementary Team or (Teamwork), we are one in purpose and complement each other in teamwork.
2. Ownership or (Sense of Belonging), we maintain a sense of belonging to always achieve the best.
3. People or (Human Resources), we develop human resources to grow together.
4. Integrity or (Integrity), we act with integrity.
5. Customer or (Customers), we understand and provide the best for customers.

6. Continuous Improvement or (Continuous Improvement), we avoid indifference and make improvements continuous

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is one of the pioneer companies from the RGE Group which is engaged in the pulp and paper business segment, and is one of the leading pulp and paper companies in the world. APRIL has its head office in Asia, namely Singapore and also has main production areas in Indonesia and China. Through state-of-the-art pulp and paper mills and industrial forest plantations operating in Riau province, Sumatra, Indonesia, as a large company, APRIL has a vision of "Improving lives by developing resources sustainably" and a mission of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company". As such, corporate social responsibility is applied to APRIL Group's operations and management to promote the environment and develop society and to fulfill corporate social responsibility. The Tanoto Foundation, founded in 1981, is the implementation of this vision.



Figure 2.3 April Group Logo

Source : rgei.com.id

Through its subsidiary in Indonesia, APRIL Group started developing plantations in Riau Province, Sumatra and built a factory in Pelalawan Kerinci from 1993. At that time, Kerinci was home to 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Kerinci into the regional social and commercial hub of the Province.

APRIL Group commenced commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group operations in Indonesia, with the establishment of Pelalawan in 1999

and later the municipality of Kerinci in 2001. Kerinci's rapid growth this later allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created around 90,000 jobs for the community. APRIL is also contributing to providing better access to education and social support in areas such as health care and housing. APRIL Group has helped improve living standards and reduce poverty by 30%.

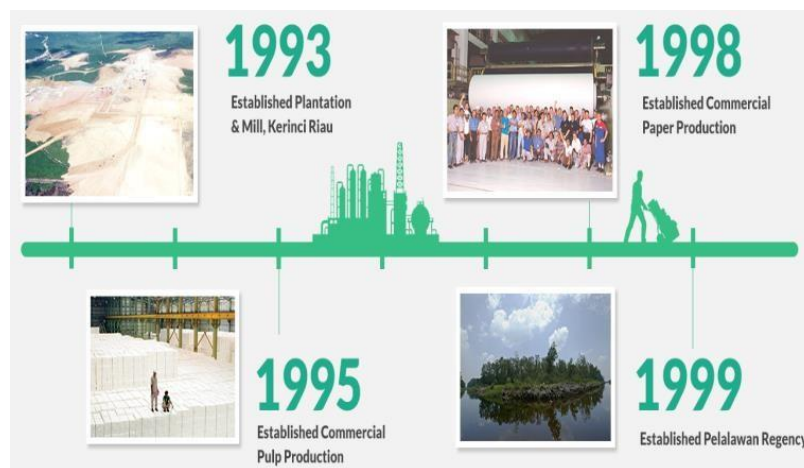


Figure 2.4 Figure of A Path To Prosperity

Source : aprilasia.com.

Recognizing the importance of community development as part of a long term approach to sustainable business, APRIL Group has also launched a series of economic development initiatives to assist the development of small and medium scale local entrepreneurs (SMEs).

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also collaborated with the World Wildlife Fund (WWF) to tackle illegal logging in Tesso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for pulp and paper mill fiber plantations.

In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, detailing its community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China.

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) scoring system in its concession areas for land use planning. This policy provides practical and responsible solutions to the challenges of deforestation and degradation. APRIL also established the APRIL Learning Institute and received a Green Proper Rating for factory environmental performance as well as a Golden Flag Choice & Zero Accident Award for factory health and safety management from the Government of Indonesia.



Figure 2.5 Figure of Sowing The Seeds Of Sustainable Forestry
Source : aprilasia.com

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT. Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, is certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards. In 2007, APRIL through its subsidiaries became the first and only Indonesian company to be recognized by the World Business Council for Sustainable Development (WBCSD).

In 2008, the completion of Pulp Line 3 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 2.8 million tons per year. Manufacturers certified to ISO 9001, 8000 and ISO 14001 continue to invest in technology to ensure the company can self-sufficiently meet its own electricity needs.



Figure 2.6 Figure of Growth And Recognition

Source : aprilasia.com

Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the Chains of Custody standard, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, APRIL's subsidiary RAPP was successfully certified by Bureau Veritas standards for Timber Origin and Legality (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL Group's OLB standard for forestry company certification covers production facility forestry activities. The supply partners for RAPP have also successfully passed audits based on OLB's “Chain of Custody-Acceptable Wood” standards.

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder

Advisory Committee was also introduced to ensure transparency and implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group developed a Sustainable Forest Management Policy following input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

2.1.3 PT. Riau Andalan Pulp and Paper (RAPP)

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp (pulp) and paper (paper) and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper was domiciled in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992.

PT. Riau Andalan Pulp and Paper was developed and designed to produce Shigh-quality pulp and paper, where the pulp is produced chemically using a sulfate (kraft) process. The control system in this company has entered into the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include ClO₂, Cl₂. Besides that PT. Riau Andalan Pulp and Paper is a fast growing private company and has received ISO 9002 and ISO 14001 certificates. PT. RiauAndalan Pulp and Paper is a company that uses sophisticated production technology, namely a superbatch administrator digester system and a good production system with a sophisticated control system and good management, both in terms of production and cooperation.

2.2 Vision and Mision PT. Riau Andalan Pulp and Paper

In carrying out its business activities, PT. Riau Andalan Pulp and Paper is guided by the company's vision and mission which are the basic foundation in achieving company goals. The following is the vision and mission of PT. Riau Andalan Pulp and Paper:

2.2.1 Vision PT. Riau Andalan Pulp and Paper

The vision of PT. Riau Andalan Pulp and Paper is "Becoming a world-scale pulp and paper company with the best management and performance, the most profitable and sustainable, as well as being the first choice of consumers and employees".

2.2.2 Mision PT. Riau Andalan Pulp and Paper

As for the mission of PT. Riau Andalan Pulp and Paper used in realizing the expected goals are as follows:

1. Creating sustainable growth throughout the value chain.
2. Become an industry leader in every operational aspect.
3. Maximizing reciprocal profits for shareholders in line with continuing to contribute to the socio-economic development of local communities and their regions.
4. Creating values through modern technology and influencing industry knowledge, valuable assets, networks, and human resources (HR).

2.3 Kind Of Business

PT. Riau Andalan Pulp and Paper is a company that produces pulp and paper. Pulp is the basis of many paper products, from the corrugated board used in factories to everyday necessities such as paper, tissues, tea bags and magazines. In addition to paper grade pulp, APRIL also produces rayon grade pulp which is supplied to Sateri and Asia Pacific Rayon, which are also business groups under RGE, together with APRIL. Rayon grade pulp is produced using a prehydrolyzed kraft cooking process, and the final product is called AE pulp.

Paper product PaperOne™ is a flagship brand, offering a premium quality range of office papers made from 100% renewable plantation fibres and designed for the most demanding printing and copying tasks. PaperOne™ products are also PEFC certified, ensuring they are sourced from legal plantations and sustainably managed.



Figure 2.7 The Main Product of PT. RAPP
Source : aprilasia.com

All PaperOne™ products incorporate the revolutionary ProDigi™ HD Print Technology for superior performance in digital printing technology. This paper is 3 times smoother with a 33% stronger surface and is produced from 100% Elemental Chlorine Free (ECF) renewable plantation pulp. PaperOne™ Digital is a premium quality ultra-fine paper designed to fit all types of office equipment using inkjet and xerographic principles. It caters to the most demanding inkjet, laser and digital printers. Two basic weights, 8.5g/m² and 100g/m², are available for different printing requirements.

BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's main products, which range in weight from 55 to 150 gsm and are widely used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP.

PT Riau Andalan Pulp and Paper, which is engaged in the business of producing pulp and paper, has various parts of the company or corporate bodies. units, which are as follows:

1. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to factories.
2. Riau Pulp, is a business unit that functions as a pulp producer. Pulp is the main material for making paper.
3. Riau Paper is a business unit that produces paper based on consumer needs such as cut size, roll and folio sheets.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, as well as dealing with energy and electricity issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Sharing Services Sharing services is a business unit that manages personnel and administration at PT. RAPP includes General Services, Personnel Administration, ALI, Security, Transport and Health Care.

2.4 Organizational Structure PT. Riau Andalan Pulp and Paper

PT. RAPP is a company engaged in the pulp and paper sector under the auspices of PT. RGE and joined the APRIL group which is a subsidiary of the RGE company (Raja Garuda Emas/Royal Golden Eagle). PT RAPP is a company that has a dedicated community relations department to reach out to a wider range of stakeholders. Social Capital is the part that oversees several departments, namely Wood Supply, Land Dispute & Security (WLS), Corporate Communication (CORCOM), Stakeholder Relations (SHR), Community Development (CD), and NGO Relations



Figure 2.8 Organizational Structure
 Source : PT. Riau Andalan Pulp and Paper

The duties and responsibilities of each of these organizational structures are as follows:

1. Social Capital

Social Capital is part of the company's operations that serves to bridge the interests and smooth operations of the company by communicating and coordinating with various elements of stakeholders both external and internal. To realize this smoothness, social capital has parts that have their respective duties and functions.

1.) Wood Supply, Land Dispute & Security Wood Supply, Land Dspute & Security is a department that is responsible for supporting smooth operations and operational security. The duties of this department are Operational Area Security and Land Dispute. Securing operational areas, namely joint patrols with the TNI/POLRI and related agencies, is a routine program carried out to protect the company's operational areas from activities such as encroachment/illegal logging,illegal mining, forest and land fires, theft, etc. Meanwhile, land disputes are related to land claims and encroachment, dealing with land disputes in an effective

and appropriate manner through a fair and transparent process, which prioritizes dialogue and consultation methods to reach a consensual agreement and prevent future disputes.

2.) Corporate Communication

Corporate Communication is part of social capital which is one of the spearheads in maintaining the company's image in the eyes of the public.

One of the tasks of corporate communication is:

1. Corporate Visits

It is a company visit program with the aim of providing an overview and information about the company and to improve the company's image among stakeholders. The Scope is all visits to APRIL Riau Complex consisting of Mill, Office, Townsite and Estate. Stakeholders include customers, financial community, business partners, employees, suppliers, government, media, NGOs, educational institutions/students.

2. Media Relation

Media relations aims to build mutually beneficial symbiotic relationships with media people, with the aim of promoting each positive company activity to the public through the media, to promote the company's good reputation.

3. Event

Events are carried out in accordance with company policies to improve the company's image among relevant external stakeholders. External events and promotions are an important part of branding activities as a front liner.

3.) Stakeholder Relation

Stakeholder Relations is the company's front line in supporting the smooth operation of the company by building harmonious relationships with external stakeholders around the company's operations at the

district and provincial levels. As for the external stakeholders, namely: government, legislative institutions, informal leaders such as community leaders, traditional leaders, religious leaders, youth leaders, community organizations, youth organizations (OKP), local sNGOs, and student organizations.

4.) Corporate Development

Corporate Development is a community empowerment program carried out by the company as part of Corporate Responsibility. Corporate Responsibility is a manifestation of the company's commitment to contribute to sustainable economic development, namely through collaboration with employees and their families, the local community and the wider community in improving their quality of life. Some of the programs carried out by CD are in the economic, education, health and social fields.

5.) Non-Governmental Organization

6.) LSM (Lembaga Swadaya Masyarakat) is an organization founded by a person or group of people who voluntarily provide services to the general public without the aim of profiting from their activities. One of the NGO programs is regular meetings between company management and local NGOs and cooperation program.

7.) Grievance Mechanism

The department aims to provide complaint resolution services related to APRIL's operations and its suppliers that occur in the social environment, climate environment, human rights, land and laws that apply to the community and other stakeholders according to applicable SOPs. This is a commitment to implementing APRIL's policies in sustainable forest management 2.0 (sustainable forest management policy).

Structure Organization Stakeholder Relation

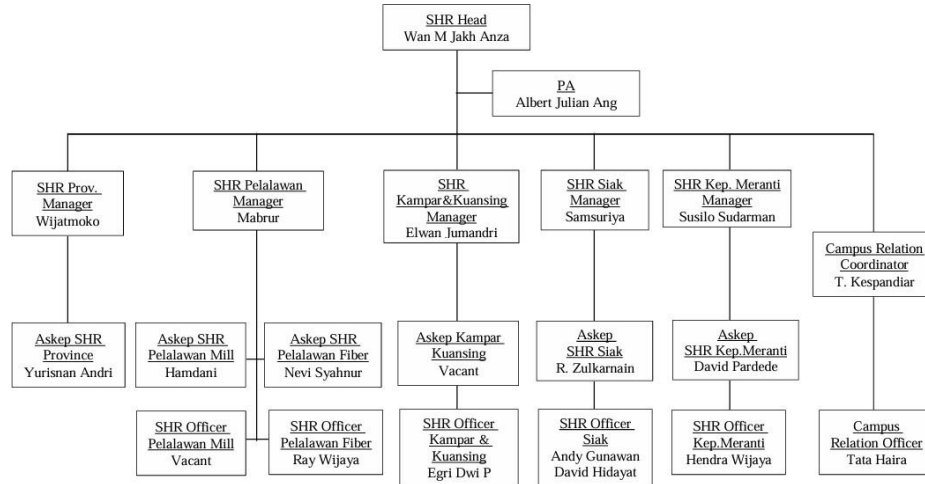


Figure 2.9 Structure Organizational of SHR
Source : PT. Riau Andalan Pulp and Paper

2.5 The Working Process

In carrying out practical work activities in SHR (Stakeholder Relations), as for the duties and authorities:

1. Stakeholder Relations Activities
 - 1.) Creating a harmonious and healthy relationship with external stakeholders by prioritizing the dignity of the company.
 - 2.) Support and bridge the interests of departments/companies in dealing with external stakeholders.
 - 3.) Become an official representative of the company to attend calls, invitations from external stakeholders
 - 4.) Be the company's representative and first door to deal with the external interests of stakeholders towards the company
2. Coordination between the SHR team at the HO and the SGR team at the plantation:
 - 1.) The SHR team handles the management of stakeholder relations from the district to provincial levels

- 2.) The SGR team at the plantation handles village to district level issues
- 3.) The SGR team will coordinate with the SHR team if the issue is escalated to a higher district level.

3. Engagement Methods

Table 2.1 Engagement Methods

Potential Methods of Engagement	Inform	Support Activity	Involve	Collaborate/ Empowe
	<ul style="list-style-type: none"> • Visit to stakeholders • Visit to company • Newspaper, magazin, leaflet • Website • Etc. 	<ul style="list-style-type: none"> • Support proposal • Attend discussion & event • Survey • Sharing information 	<ul style="list-style-type: none"> • Workshops • Forums • Provision of data • Conducting event 	<ul style="list-style-type: none"> • Consultant • Joint planning and shared projects • Training and capacity building • Focus Group Discussion

Source: Data processed, 2024

2.6 Document For Use Activity

There are several documents used for activities when carrying out the apprenticeship, as follows:

1. Donation Proposal Assessment Sheet

The sheet used to assess incoming proposal is based on the assessment that has been given and is the initial stage before the proposal is further process. This form contains applicant data, activities, benefits for the company. In this form, the assessment is also carried out in the evaluation of the proposal.

2. Donation Summary

Donation recapitulation is a sheet that must be filled in after the donation proposal evaluation sheet because it contains the signatures of each HR Director, Manager and Social Capital. This sheet contains the activity objectives, the number of scores and the total donation proposal requested.

3. Visit Request Form

Visit Request is a form containing a visit request by the company and request for all visit from stakeholder to the company.

4. Meeting Room Usage Sheet

The meeting room use sheet that must be filled out if you have received confirmation of permission to use the meeting room prior to the day of meeting. So, employees can see the meeting room schedule that has been used. This sheet contains the column Date of room use, name of the room orderer, description of room usage, and the start and end time of room use.

5. Store Requestion From

The store request sheet is a sheet used to pick up office supplies that have run out and can be picked up at the store. The items are such as: pens, letter envelopes, binder clips, highlighters, scissors and other office items. In this sheet there are several things that must be filled in, namely the description of the desired item, the number of items, and signed by the recipient and the giver.

6. Driver Attendance Recapitulation From

The driver attendance recapitulation sheet is a sheet that contains a schedule for the attendance of office drivers in carrying out work where this sheet contains the day of entry, statement, and signature.

7. Minutes of Handover of Donation From

Donation handover minutes are sheet that are used when carrying out activities that are directly related to the handover of donation such as fundraising activities, ramadhan safari activities. This sheet contains the day and time, location, description, and the amount of money given when making a donation.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of practical work at PT Riau Andalan Pulp and Paper (RAPP) which starts on February 12th to June 12th, 2024 at Stakeholder Relation PT. Riau Andalan Pulp and Paper. There are several main types of work during the internship which are as follows:

1. Administration
 - 1.) Scoring Proposal
 - 2.) Email Handling
 - 3.) Create an apprentice ID Badge
 - 4.) Recap delivery order data
 - 5.) Calculating price list agreement
 - 6.) Create visit form
 - 7.) Managing apprentice data
 - 8.) Document handling to mill office and corporate office
 - 9.) Attend stakeholder event and Accompany stakeholder visit
2. Self-Development
 - 1.) Visit KCN, RAK, APY, RTC Exhibition, which is included in the business unit at PT. RAPP
 - 2.) Participate in accompanying the delivery of material to Assistant Trainees.
 - 3.) Participate in Safari Ramadhan activities in Lalangkabung Village and Delik Village, Pelalawan.
 - 4.) Participate in Safari Ramadhan activities with Majelis Kemajuan Pelalawan.
 - 5.) Participate in analyzing market segmentation in the Community Development program, namely Rumah Batik and Rumah Madu.

3.2 System and Procedur

The working procedures done at Stakeholder Relation Department which are follows:

1. Procedure of Scoring the Proposal

The evaluation of proposals is a proposal that is submitted to the public relations department, especially in the SHR (Stakeholder Relations) which is received by the stakeholders of each district. The proposals are added up to find the value so that they can be registered, whether the submitted proposals can be assisted or not. This data proposal is taken from the stakeholder relations department.



Figure 3.1 Steps of Evaluation Proposal
Source : PT. Riau Andalan Pulp and Paper

2. Procedure of Creating a Visit Form

PT. RAPP has a lot of cooperation with stakeholders such as campuses and government. As a form of cooperation, stakeholders visited PT. RAPP such as in Kerinci Nursery Center, APR, APY, and RGE. Every time there is a visit, we have to make a request form Visit. Namely the Visit Request Form and the RGE Exhibition Center.

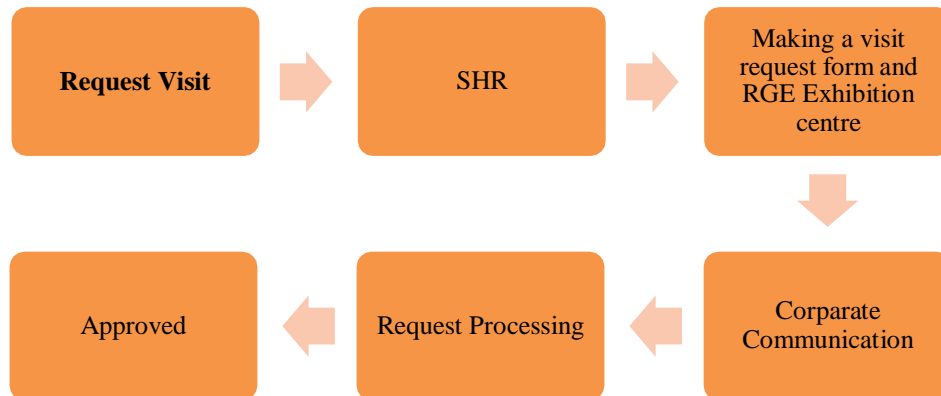


Figure 3.2 Steps of Create Visit Form
 Source : PT. Riau Andalan Pulp and Paper

3. Accompany Visit

After the visit request has approved, the visit will do based on schedule. The visit included doing meeting between the visitor and PT. RAPP and also visit the process of product factory such as nursery, pulp, paper and rayon in KCN, APR, and APY. The writer accompanies the visit until finished in each of visit office, the visitor will be given the explanation about the process of product factory and information about PT. RAPP

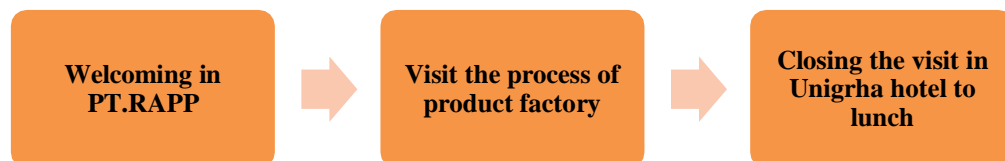


Figure 3.3 Steps of Accompany Visit
 Source : PT. Riau Andalan Pulp and Paper

4. Manage data of internship

In PT. RAPP, one of the Development is corporation with university such as internship. An internship itself is professional learning experince that offers meaningful, practical work related to a student’s field of study or career interest. Also, this is the opportunity to student to get work experience in company. In addition, PT. RAPP opened the registration of internship with

several requirements such as proposal of internship, letter of internship and Curriculum Vitae. The writer manages the incoming intership applicants. The data include name, university, major and others. After input the data, the writer making the reply of internship letter and fill the number of letters.

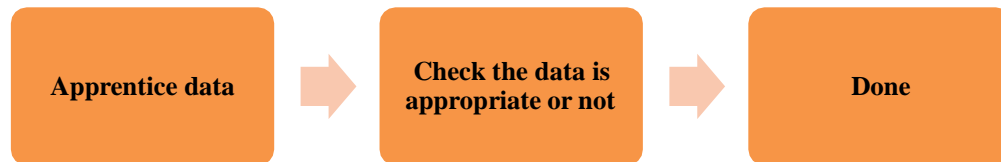


Figure 3.4 Steps of Manage Data of Internship
Source : PT. Riau Andalan Pulp and Paper

5. Handling document of Mill Office and Corporate Office

In SHR department, the work doing by online and offline method. The offline method is the copy of the file. The writer was handles multiple documents such as Proposals Evaluation Sheet, Gate Pass of Employee Form and Claim Expense Form. This document will continue to handed over to Corporate Office and Mill Office.

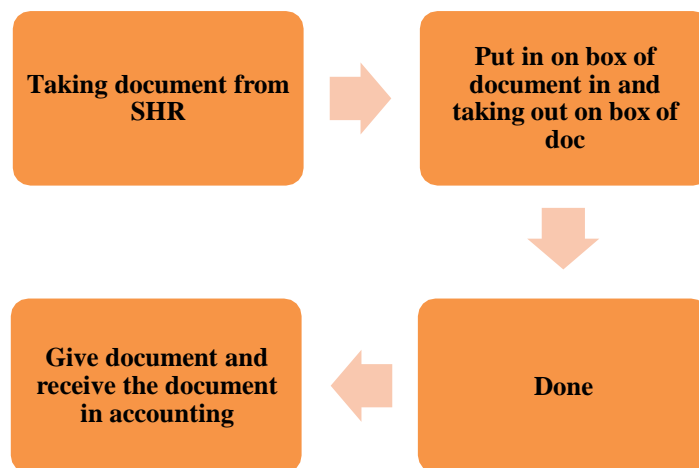


Figure 3.5 Steps of Handling Document of Mill Offie and Corporate Office
Source : PT. Riau Andalan Pulp and Paper

3.3 Place of Apprenticeship

This practical work activity was carried out at PT Riau Andalan Pulp and Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the Stakeholder Relation (SHR) at Rukan No.06.

3.4 Kind And Description of the activity

To find out more clearly the description of the activities carried out during practical work in Stakeholder Relations can be seen in the following table:

Table 3.1 Daily Activities of February 12th, to February 17th, 2024

No	Date and time	Name of activity	Place
1.	12 February 2024	Briefing about safety induction	Campus induction
2.	13 February 2024	Placement and understanding of SHR	SHR Office
3.	14 February 2024	Election	SHR Office
4.	15 February 2024	Moving data and reports	SHR Office
5.	16 February 2024	Make a report	SHR Office
6.	17 February 2024	Day Off	Day Off

Source : *Processed Data 2024*

Based on Table 3.1 are the initial activities carried out before the placement by following several stages to adaptation activities while in the stakeholder relations department and general assignments.

Table 3.2 Daily Activities of February 19th, to February 24th, 2024

No	Date and Time	Name of Activitie	Place
1.	19 February 2024	Recapitulation of requests and feedback from the community	SHR Office
2.	20 February 2024	Create an internship guide	SHR Office
3.	21 February 2024	Recapitulation of requests and feedback from the community	SHR Office
4.	22 February 2024	Recording Vehicle log book calculations	SHR Office

5.	23 February 2024	Recapitulation of requests and feedback from the community	SHR Office
6.	24 February 2024	Introduction to the social capital department by the mentor	SHR Office

Source : *Processed Data 2024*

Based on Table 3.2 Are activities that are usually carried out when there are incoming proposals from various stakeholders for follow-up, and several other activities that are usually carried out in the stakeholder relations department.

Table 3.3 Daily Activities of February 26th, to March 2th, 2024

No	Date and Time	Name of Activitie	Place
1.	26 February 2024	Accompanying the Public Relations team on a guest study tour from SMK 1 Pangkalan Kerinci.	SHR Office
2.	27 February 2024	Sick	-
3.	28 February 2024	Recapitulation of requests and feedback from the community	SHR Office
4.	29 February 2024	Recapitulation of requests and feedback from the community	SHR Office
5.	1 March 2024	Meeting with the head of Kota Village	SHR Office
6.	2 March 2024	Casual discussion	SHR Office

Source : *Processed Data 2024*

Based on Table 3.3 Activities carried out to follow up on several incoming proposals, and also carry out other activities, namely duplicating documents commonly carried out in the stakeholder relations department.

Table 3.4 Daily Activities of March 4th, to March 9th, 2024

No	Date and Time	Name of Activitie	Place
1.	4 March 2024	Entertainment expenses	SHR Office
2.	5 March 2024	Delivery of material about the NGO department by the mentor	SHR Office
3.	6 March 2024	Participation in FSC activities carried out in Siak district	SHR Office
4.	7 March 2024	Recapitulation of requests and feedback from the community	SHR Office
5.	8 March 2024	Kopkar's halal bihalal in welcoming the holy month of	SHR Office

		Ramadan	
6.	9 March 2024	Day Off	Day Off

Source : Processed Data 2024

Based on Table 3.4, they have started to do many different and diverse activities in helping to follow up on several tasks ranging from making ID Badges, Bookingseat to Pool Transport, to helping request signatures related to proposals.

Table 3.5 Daily Activities of March 11th, to March 16th, 2024

No	Date and Time	Name of Activitie	Place
1.	11 March 2024	Recapitulation of requests and feedback from the community	SHR Office
2.	12 March 2024	Entertainment expenses	SHR Office
3.	13 March 2024	Recapitulation of requests and feedback from the community	SHR Office
4.	14 March 2024	Complete the file	SHR Office
5.	15 March 2024	Training Assistant	SHR Office
6.	16 March 2024	Entertainment expenses	SHR Office

Source : Processed Data 2024

Based on Table 3.5 The activities carried out are activities that are usually given and have previously been carried out, namely handling proposal assessments, being given a more detailed understanding of how to assess proposals, and several activities that help several employees in the stakeholder relations section.

Table 3.6 Daily Activities of March 18th, to March 23th, 2024

No	Date and Time	Name of Activitie	Place
1.	18 March 2024	Ramadan Safari in lalang kabung village	SHR Office
2.	19 March 2024	Making ppt of UMKM 4.0	SHR Office
3.	20 March 2024	Make a reply letter to the intern	SHR Office
4.	21 March 2024	Recapitulation of requests and feedback from the community	SHR Office
5.	22 March 2024	Seminar talent talk with Joseph Radhik Releasing Your Potential	SHR Office
6.	23 March 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.6 Activities carried out include safari ramadhan, assessing aidproposals,helping with preparations for the new road inauguration, namely the preparation of the new road. for the new road inauguration preparation event, namely the preparation of flags to enliven the ongoing event, and scanning important files to the PC. flags to enliven the ongoing event, and scanning important files onto a PC.

Table 3.7 Daily Activities of March 25th , to March 30th , 2024

No	Date and Time	Name of Activitie	Place
1.	25 March 2024	Recapitulation of requests and feedback from the community	SHR Office
2.	26 March 2024	Take the team on assistance proposal	SHR Office
3.	27 March 2024	Recapitulation of requests and feedback from the community	SHR Office
4.	28 March 2024	Ramadan Safari with KAMMI Pelalawan Cadres	SHR Office
5.	29 March 2024	Ramadan safari with the Village Head, in delik village	SHR Office
6.	30 March 2024	Breakfasting with kopkar employees	Sedjiwa Cafe

Source : Peocessed Data 2024

Based on table 3.7 Is an activity that is also related to evaluating proposals,handlingreceipts, organising Ramadan Safari with Stakeholders and breaking the fast together.

Table 3.8 Daily Activities of April 1th , to April6th, 2024

No	Date and Time	Name of Activitie	Place
1.	1 April 2024	Entertainment expenses	SHR Office
2.	2 April 2024	Safari ramadhan and Stakeholder gathering in Siak District	SHR Office
3.	3 April 2024	Recapitulation of requests and feedback from the community	SHR Office
4.	4 April 2024	Recapitulation of requests and feedback from the community and Entertainment expenses	SHR Office
5.	5 April 2024	Recapitulation of requests and feedback from the community	SHR Office
6.	6 April 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on table 3.8 There are several activities carried out, among others handling the Ramadhan Safari, assessing incoming proposals, calculating the price list of the agreement.

Table 3.9 Daily Activities of April 8th, to April 26th, 2024

No	Date and Time	Name of Activitie	Place
1.	8 -20 April 2024	Eid Al-Fitr	-
2.	22 April 2024	Recapitulation of requests and feedback from the community and Entertainment expenses	SHR Office
3.	23 April 2024	Recapitulate requests and feedback from the community and recap internship data	SHR Office
4.	24 April 2024	Recapitulate requests and feedback from the community and Perform Vehicle log book calculation	SHR Office
5.	25 April 2024	Recapitulate requests and feedback from the community	SHR Office
6.	26 April 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on table 3.9 The activities carried out are recapitulating input from the community, copying the Cost Claim form which will be taken to the Mill Office for processing.

Table 3.10 Daily Activities of April 29th, to May 4th, 2024

No	Date and Time	Name of Activitie	Place
1.	29 April 2024	Recapitulate requests and feedback from the community	SHR Office
2.	30 April 2024	Industrial Visit Visit dtudy of Management study programme of Universitas Muhammadiyah Riau	SHR Office
3.	1 May 2024	Recapitulate requests and feedback from the community	SHR Office
4.	2 May 2024	Perform Vehicle log book calculation	SHR Office
5.	3 May 2024	Recapitulate requests and feedback from the community	SHR Office
6.	4 May 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on table 3.10, the activities carried out are handling incoming emails, from helping to change email passwords to handling incoming messages, assessing proposals, and accompanying study tour students.

Table 3.11 Daily Activities of May 6th, to May 11th, 2024

No.	Date and Time	Name of Activitie	Place
1.	6 May 2024	Recapitulate requests and feedback from the community	SHR Office
2.	7 May 2024	Recapitulate requests and feedback from the community	SHR Office
3.	8 May 2024	Delivering documents to co	Corporate Office
4.	9 May 2024	Recapitulate requests and feedback from the community	SHR Office
5.	10 May 2024	Perform administration to book a meeting room	SHR Office
6.	11 May 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.11, the activities carried out include assisting the processing of Documents to the Corporate Office, assessing aid proposals, and taking care of the administration for booking meeting rooms.

Table 3.12 Daily Activities of May 13th, to May 18th, 2024

No.	Date and Time	Name of Activitie	Place
1.	13 May 2024	Recapitulate requests and feedback from the community	SHR Office
2.	14 May 2024	Sick	-
3.	15 May 2024	Recapitulate requests and feedback from the community	Corporate Office
4.	16 May 2024	File the claim proposal document	SHR Office
5.	17 May 2024	Recapitulate requests and feedback from the community	SHR Office
6.	18 May 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.12, the activities carried out include helping to assess aid proposals, and claiming proposal documents.

Table 3.13 Daily Activities of May 20th, to May 25th, 2024

No	Date and Time	Name of Activitie	Place
1.	20 May 2024	Recapitulate requests and feedback from the community	SHR Office

2.	21 May 2024	International student exchange outbound mobility program 2024,UMK-UMRI	KCN,RTC
3.	22 May 2024	Recapitulate requests and feedback from the community	Corporate Office
4.	23 May 2024	Sick	-
5.	24 May 2024	Sick	-
6.	25 May 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.13, The activities carried out include helping to assess aid proposals, and claiming proposal documents.

Table 3.14 Daily Activities of May 27th, to June 1th, 2024

No	Date and Time	Name of Activitie	Place
1.	27 May 2024	Accompanying guests from lancang kuning university lecturers	KCN,RTC
2.	28 May 2024	Recapitulate requests and feedback from the community	SHR Office
3.	29 May 2024	Compile the final internship report	SHR
4.	30 May 2024	Making presentation materials for the Meeting	SHR
5.	31 May 2024	Working on the final report and finding data for the final report	APRIL Learning Intitute
6.	1 June 2024	Red Date	Red Date

Source : Peocessed Data 2024

Based on Table 3.14, The activities carried out include helping to assess aid proposals, and claiming proposal documents, accompanying industrial visits from Lancang Kuning University lecturers.

Table 3.15 Daily Activities of June 3th, to June 8th, 2024

No.	Date and Time	Name of Activitie	Place
1.	3 June 2024	Foto copy Document	SHR Office
2.	4 June 2024	Scoring of proposals and photocopies of documents	SHR Office
3.	5 June 2024	Accompanied UNRI lecturers for visits to PT.RAPP KCN II, RGE and scoring incoming proposals.	SHR Office

4.	6 June 2024	Recapitulate requests and feedback from the community	SHR Office
5.	7 June 2024	Recapitulate requests and feedback from the community	SHR Office
6.	8 June 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.15, the activities carried out include helping to assess aid proposals, taking proposal documents, accompanying industrial visits from Lancang Kuning University lecturers and photocopying documents.

Table 3.16 Daily Activities of June 10th, to Jun 12th, 2024

No.	Date and Time	Name of Activitie	Place
1.	10 June 2024	Recapitulate requests and feedback from the community	SHR Office
2.	11 June 2024	Recapitulate receipts and make reply letters for internship	SHR Office
3.	12 June 2024	Day Off	Day Off

Source : Peocessed Data 2024

Based on Table 3.16, the activities carried out include helping to assess aid proposals, taking proposal documents, accompanying industrial visits from Lancang Kuning University lecturers and photocopying documents.

3.5 Obstacle and Solutions

3.5.1 Obtstacle

There are obstacles that the author encountered when carrying out the Work Practice activities at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci. The obstacles are as follows:

1. The author is not used to working on scoring proposals for specific purposes because he has no previous experience with this work.
2. The author has difficulty starting and adapting to the work environment.

3.5.2 Solutions

Solutions to the obstacles that the author encountered when carrying out the Internship at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci. The solutions are as follows:

1. To complete the report, the author asked for help from the supervisor to exchange opinions so that this report could be completed on time.
2. Participating in activities held by stakeholders by interacting with the local community can help the author feel more comfortable in starting work and maintaining conversations in a busy work environment or in large groups.

CHAPTER IV

CONCLUSIONS AND SUGGETION

4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. In practical work, the author is placed in the Stakeholder Relation PT. Riau Andalan Pulp and Paper. The tasks carried out are inputting data, scoring the proposal, email handling, create an apprentice ID badge, recap delivery order data, handling the documents to mill office and corporate office, fill a visit form, accompany the visit, arranging documents, printing documents, recapitulating data, and attend stakeholder event.
2. In the implementation of this Practical Work, the author carried out Practical Work Training at PT RAPP Pangkalan Kerinci, Pelalawan which was carried out for 4 (four) months, starting from 12 February 2024 to 14 June 2024.
3. In this practical work, the author also understands the system and work procedures carried out starting from inputting data into the system, assessing proposals, managing documents to the factory office and company office, taking care of administration for meetings with stakeholders, accompanying visits, recapitulating donation data, accompanying stakeholders from various circles to visit the company, handling emails at the company, and procedures for carrying out internships at the company stakeholders from various circles to visit the field, and handling emails in the company.
4. The obstacle that the author got while doing practical work at the Stakeholder Relation PT.RAPP Obstacles obtained when doing practical work, namely in managing email. when using a PC , every employee has strict security to be able to access before opening the email. so that when entering the username or password there is an error 3 times and results in access to the email being

blocked. The solution is that employees immediately contact security to open email access.

4.2 Suggestion

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

The advice for the author is to be more careful, and thorough in work. Get used to reading first before acting, and ask if you don't understand. And carry out tasks in accordance with the directions or orders given by the employee concerned. And maintain company secrets by not telling out about company privacy.

2. College student

The author also provides suggestions for students who will carry out practical work in the future, namely to be able to pay attention to occupational safety and health, comply with the rules set by the company or campus, make the best use of time, be able to do work according to ability, try to ask if you don't understand, make a work plan to be able to meet what targets you want to get when doing practical work, do the job as given, and always be polite both to colleagues and to employees.

3. Company

After the author carried out internship activities at PT.RAPP Stakeholder Relations,Pangkalan Kerinci, Pelalawan. There are several suggestions for a better company, namely providing opportunities for internship students to try to gain insight into other parts of the company, including internship students to go directly to the field because there are still students who do not participate, telling in advance what when the company gives tasks that have great responsibility and

high risk to internship students so that they are supervised, guided and taught the steps.

4. State Polytechnic of Bengkalis

Suggestions for the Bengkalis State Polytechnic campus are that the holding of this Practical Work can be used as an evaluation, and it should be provided to students before carrying out Practical Work in accordance with the field or subject matter in accordance with the company where the Practical Work is carried out. And the person concerned will deliver students who will do Practical Work on the the first day of admission, and pick it up again when the student has finished doing practical work.

REFERENCES

PT. Riau Andalan Pulp and Paper Profile, <https://www.aprilasia.com/.id.>, accessed on May 20, 2023.

Royal Golden Eagle, <https://www.rgei.com/id/tentang-kami/sejarah-kami.>, accessed on May 21, 2023.

APPENDICES

Appendix 1 Apprenticeship Acceptance Letter



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

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 476/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

06 Februari 2024

Yth. Pimpinan PT. Riau Andalan Pulp and Paper
Jl. Lintas Timur, Pangkalan Kerinci, Kab. Pelalawan, Riau 28300
di Pelalawan

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Riau Andalan Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 12 Februari s/d 12 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1.	Rasina	5404201257	D4 Administrasi Bisnis Internasional
2.	Nurul Fajar	5404201258	D4 Administrasi Bisnis Internasional
3.	Melisa	5404201269	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

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

Appendix 2 Apprenticeship Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

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www.paperone.com

Nomor : 395 /VI/IIICR/KP/RAPP/2024
Lamp : -
Hal : Surat Keterangan Magang

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Di -
Tempat

Dengan hormat,
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Mahasiswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Rasina	5404201257	D4 – Administrasi Bisnis Internasional
2	Melisa	5404201269	D4 – Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut diatas telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) pada 12 Februari 2024 s/d 12 Juni 2024. Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, Juni 2024

Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3 Evaluation Result

**EVALUATION RESULT FROM APPRENTICESHIP
COMPANY APPRASIAL
PT. RIAU ANDALAN PULP AND PAPER (PT.RAPP)
STAKEHOLDER RELATION**

Name : Rasina
 Student Identity : 5404201257
 Study Program : D-4 International Business Administration
 Collage : State Polytechnic of Bengkalis

No	Asssmnt Aspect	Percantage	Score
1.	Discipline	20%	17%
2.	Responsibility	25%	20%
3.	Adjustment/Adaption	10%	7%
4.	Work Result	30%	26%
5.	Behavior in General	15%	10%
	Total (1+2+3+4+5)	100%	62%

Explanation:

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

Note:

- mampu bekerjasama dengan baik
- mampu menyelesaikan tugas ~~dan~~ yang di berikan
- berkemampuan bahasa Inggris dengan baik
- aktif dalam pertemuan dengan stake holders

Pangkalan Kerinci, Juni 12th 2024


 David Hidayat
 SHR Officer

Appendix 4 Apprenticeship Certificate



Appendix 5 Attendance List

**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Rasina
NIM : 5404201257
Supervisor : David Hidayat

No.	Date	In	Out	Signature
1	Monday, 12-Feb-24	08.00	17.00	
2	Tuesday, 13-Feb-24	08.00	17.00	
3	Wednesday, 14-Feb-24	08.00	17.00	
4	Thursday, 15-Feb-24	08.00	17.00	
5	Friday, 16-Feb-24	08.00	17.00	
6	Saturday, 17-Feb-24	Day Off		
7	Sunday, 18-Feb-24	Day Off		
8	Monday, 19-Feb-24	08.00	17.00	
9	Tuesday, 20-Feb-24	08.00	17.00	
10	Wednesday, 21-Feb-24	General Elections		
11	Thursday, 22-Feb-24	08.00	17.00	
12	Friday, 23-Feb-24	08.00	17.00	
13	Saturday, 24-Feb-24	Day Off		
14	Sunday, 25-Feb-24	Day Off		
15	Monday, 26-Feb-24	08.00	17.00	
16	Tuesday, 27-Feb-24	Sick		
17	Wednesday, 28-Feb-24	08.00	17.00	
18	Thursday, 29-Feb-24	08.00	17.00	
19	Friday, 01-Mar-24	08.00	17.00	
20	Saturday, 24-Feb-24	08.00	17.00	
21	Sunday, 25-Feb-24	Day Off		
22	Monday, 26-Feb-24	08.00	17.00	
23	Tuesday, 27-Feb-24	08.00	17.00	
24	Wednesday, 28-Feb-24	08.00	17.00	

25	Thursday, 29-Feb-24	08.00	17.00	
26	Friday, 01-Mar-24	08.00	17.00	
27	Saturday, 02-Mar-24	Day Off		
28	Sunday, 03-Mar-24	08.00	17.00	
29	Monday, 04-Mar-24	08.00	17.00	
30	Tuesday, 05-Mar-24	08.00	17.00	
31	Wednesday, 06-Mar-24	08.00	17.00	
32	Thursday, 07-Mar-24	08.00	17.00	
33	Friday, 08-Mar-24	08.00	17.00	
34	Saturday, 09-Mar-24	08.00	17.00	
35	Sunday, 10-Mar-24	Day Off		
36	Monday, 11-Mar-24	Seclusion Day		
37	Tuesday, 12-Mar-24	08.00	17.00	
38	Wednesday, 13-Mar-24	08.00	17.00	
39	Thursday, 14-Mar-24	08.00	17.00	
40	Friday, 15-Mar-24	08.00	17.00	
41	Saturday, 16-Mar-24	Day Off		
42	Sunday, 17-Mar-24	Day Off		
43	Monday, 18-Mar-24	08.00	17.00	
44	Tuesday, 19-Mar-24	08.00	17.00	
45	Wednesday, 20-Mar-24	08.00	17.00	
46	Thursday, 21-Mar-24	08.00	17.00	
47	Friday, 22-Mar-24	08.00	17.00	
48	Saturday, 23-Mar-24	08.00	17.00	
49	Sunday, 24-Mar-24	Day Off		
50	Monday, 25-Mar-24	08.00	17.00	
51	Tuesday, 26-Mar-24	08.00	17.00	
52	Wednesday, 27-Mar-24	08.00	17.00	
53	Thursday, 28-Mar-24	08.00	17.00	
54	Friday, 29-Mar-24	Easter Day		
55	Saturday, 30-Mar-24	Day Off		
56	Sunday, 31-Mar-24	Day Off		
57	Monday, 01-Apr-24	08.00	17.00	
58	Tuesday, 02-Apr-24	08.00	17.00	
59	Wednesday, 03-Apr-24	08.00	17.00	

60	Thursday, 04-Apr-24	08.00	17.00	
61	Friday, 05-Apr-24	08.00	17.00	
62	Saturday, 06-Apr-24	Day Off		
63	Sunday, 07-Apr-24	Day Off		
64	Monday, 08-Apr-24	Day Off		
65	Tuesday, 09-Apr-24	Day Off		
66	Wednesday, 10-Apr-24	Eid Mubarak		
67	Thursday, 11-Apr-24	Day Off		
68	Friday, 12-Apr-24	Day Off		
69	Saturday, 13-Apr-24	Day Off		
70	Sunday, 14-Apr-24	Day Off		
71	Monday, 15-Apr-24	Day Off		
72	Tuesday, 16-Apr-24	Day Off		
73	Wednesday, 17-Apr-24	Day Off		
74	Thursday, 18-Apr-24	Day Off		
75	Friday, 19-Apr-24	Day Off		
76	Saturday, 20-Apr-24	Day Off		
77	Sunday, 21-Apr-24	Day Off		
78	Monday, 22-Apr-24	08.00	17.00	
79	Tuesday, 23-Apr-24	08.00	17.00	
80	Wednesday, 24-Apr-24	08.00	17.00	
81	Thursday, 25-Apr-24	08.00	17.00	
82	Friday, 26-Apr-24	08.00	17.00	
83	Saturday, 27-Apr-24	Day Off		
84	Sunday, 28-Apr-24	Day Off		
85	Monday, 29-Apr-24	08.00	17.00	
86	Tuesday, 30-Apr-24	08.00	17.00	
87	Wednesday, 01-May-24	Labour Day		
88	Thursday, 02-May-24	08.00	17.00	
89	Friday, 03-May-24	08.00	17.00	
90	Saturday, 04-May-24	Sick		
91	Sunday, 05-May-24	Day Off		
92	Monday, 06-May-24	08.00	17.00	
93	Tuesday, 07-May-24	08.00	17.00	
94	Wednesday, 08-May-24	08.00	17.00	

95	Thursday, 09-May-24	Jesus Christ Ascension Day		
96	Friday, 10-May-24	08.00	17.00	
97	Saturday, 11-May-24	Day Off		
98	Sunday, 12-May-24	Day Off		
99	Monday, 13-May-24	08.00	17.00	
100	Tuesday, 14-May-24	Sick		
101	Wednesday, 15-May-24	08.00	17.00	
102	Thursday, 16-May-24	08.00	17.00	
103	Friday, 17-May-24	08.00	17.00	
104	Saturday, 18-May-24	08.00	17.00	
105	Sunday, 19-May-24	Day Off		
106	Monday, 20-May-24	08.00	17.00	
107	Tuesday, 21-May-24	08.00	17.00	
108	Wednesday, 22-May-24	08.00	17.00	
109	Thursday, 23-May-24	Sick		
110	Friday, 24-May-24	Sick		
111	Saturday, 25-May-24	Day Off		
112	Sunday, 26-May-24	Day Off		
113	Monday, 27-May-24	08.00	17.00	
114	Tuesday, 28-May-24	08.00	17.00	
115	Wednesday, 29-May-24	08.00	17.00	
116	Thursday, 30-May-24	08.00	17.00	
117	Friday, 31-May-24	08.00	17.00	
118	Saturday, 01-Jun-24	Day Off		
119	Sunday, 02-Jun-24	08.00	17.00	
120	Monday, 03-Jun-24	08.00	17.00	
121	Tuesday, 04-Jun-24	08.00	17.00	
122	Wednesday, 05-Jun-24	08.00	17.00	
123	Thursday, 06-Jun-2024	08.00	17.00	
124	Friday, 07-Jun-24	08.00	17.00	
125	Saturday, 08-Jun-24	Day Off		
126	Sunday, 09-Jun-24	Day Off		
127	Monday, 10-Jun-24	08.01	17.00	
128	Tuesday, 11-Jun-24	08.02	17.00	

129	Wednesday, 12-Jun-24	Day Off	
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Pangkalan Kerinci, April 12th, 2024

SHR Office



David Hidayat


Appendix 6 Donation Summary Sheet

LEMBAR PENILAIAN PROPOSAL DONASI				
Tanggal diterima Proposal	:		Tanda Tangan	
Diterima oleh	:			
I. PEMOHON (20 %)		KEASLIKASIAN NILAI		Nilai
1. Nama Pemohon		30	20	10
2. Status	Tokoh	Organisasi	Perorangan	
3. Tingkat pengaruh	Besar	Sedang	Kecil	
4. Data Pemohon (*)	Lengkap	Kurang Lengkap	Tidak Jelas	
a. Alamat				
b. Telepon / HP				
c. No. Rekening				
d. Email				
5. Popularitas pemohon / Organisasi	Sangat Dikemal	Dikemal	Tidak Dikemal	
6. Hubungan Perusahaan	Sangat Baik	Baik	Kurang Baik	
Score I = 20 % x Jumlah nilai I				
II. KEGIATAN (30 %)				
1. Jadwal pelaksanaan (*)				
2. Tempat pelaksanaan (*)				
3. Pelaksanaan	Organisasi	Komunitas	Individu	
4. Tujuan/Keperluan keg.	Sosial - masyarakat	Organisasi	Individu	
5. Lokasi Kegiatan	Ring I	Ring II	Ring III	
6. Waktu kegiatan sejak diterima proposal	≥ 1 Bulan	2 - 3 minggu	1 minggu	
7. Estimasi dana kegiatan	Rasional	Kurang Rasional	Tidak Rasional	
Score II = 30 % x Jumlah nilai II				
III. MANFAAT BAGI PERUSAHAAN (50 %)				
1. Dampak kegiatan	Besar	Sedang	Kecil	
2. Partisipasi Perusahaan	Partisipasi Aktif		Partisipasi Pasif	
3. Pengaruh terhadap hubungan	Besar	Sedang	Kecil	
4. Pencitraan kegiatan bagi perusahaan	Positif		Netral	
5. Pencantuman Logo Perusahaan	Ada		Tidak ada	
Score III = 50 % x Jumlah nilai III				
IV. REFERENSI (NILAI TAMBAH) (tidak ada nilai tambah jika tidak ada prominent stakeholder)**				
1. Nama pemberi rekomendasi				
2. Pengaruh prominen stakeholder	Besar (nilai 10)	Sedang (nilai 5)	Kecil (nilai 2)	
Score IV =				
Score I =		Score II =		Score III =
Score IV =		Score IV =		
Total Score (Score I + II + III + IV)				
V. SCORE DAN KESIMPULAN				
83 - 121		Dibantu		
47 - 82		Tidak dibantu		
VI. YANG MENGUSULKAN				
Penjelasan, Catatan dan Saran (Gunakan halaman berikut jika perlu)				
Dibuat oleh:	Usulan Bantuan :	Disetujui oleh:		
		Manager	Dept. Head	SoCap / BU Head
VII. PERSETUJUAN KOMITE PROPOSAL				
Dibantu Sebesar Rp.		Tanda tangan Komite Proposal	Tanggal	
Proposal diarahkan ke				
VIII. KEPUTUSAN DEPT. HEAD / BU HEAD				
Rp.				
*) Wajib diisi				
**) Jika ada				

No. ID Q&MIS Dokumen :	AGRO/SGR-003-FM	Tanggal Terbit :	19 Januari 2023	Revisi :	4	Halaman 1 dari 1
Referensi	AGRO/SGR-003-PR					

Appendix 7 Minutes of handover of donations Form

BERITA ACARA SUKA CITA / SUKA DONA

APRIL  **BERITA ACARA**
SERAH TERIMA DONASI

Internal

Pada hari ini tanggal bulan tahun

Bertempat di Kecamatan

Kabupaten

Telah dilakukan serah terima donasi

Dari :
PT. Riau Andalan Pulp and Paper

Kepada :
.....

Berupa :
.....
.....
.....

Total bantuan Rp.....

Terbilang (.....)

Bantuan ini merupakan bentuk kepedulian dan rasa tanggung jawab sosial perusahaan terhadap masyarakat sekitar.
Semoga Tuhan Yang Maha Esa senantiasa melimpahkan Rahmat dan Hidayah-Nya kepada kita.

Diserahkan oleh, Diterima oleh,

.....

Disaksikan oleh,

.....

No. ID Q&MIS Dokumen :	AGRD/SGR-005-FM	Tanggal Terbit :	19 Januari 2023
Referensi :	AGRD/SGR-003-PR	Revisi :	0
			Halaman 1 dari 1

Appendix 8 Meeting Room Usage Sheet

Merpati Meeting Room						
SHR Department						
No	Requestor	Date Request	Date of Use	Jadwal Pemakaian	Keterangan	
1	Pusli WM	01-05-2024	6 May 2024	14:00 WIB	Meeting MMTS/12	
2	Roni F.	01-05-2024	8 May 2024	09:00 WIB	LD	
3	Rosma / David Hidayat	10 Mei 2024	10 Mei 2024	14:00 WIB	Meeting Sup. Gae	
4	Andy E	13-05-24	14-05-24	09:00 - 16:00	Meeting Sup. & Pengantar Konek	
5	115	10 Mei - 24	13- Mei - 24	09:30 - 16:00	Meeting Sup. & Pengantar Konek	
6	KENDARA	10 Mei - 24	14-05-24	09:30 - 16:00	Meeting Sup. & Pengantar Konek	
7	David Widagast	14-05-24	15-05-24	14:00 - 15:00	Meeting Laporan Harly	
8	Pandura	15-05-2024	16-05-24	14:00 - 16:00	Meeting Data Belas April	
9	David Widagast	17-05-2024	20-05-24	13:30 - 15:00	Meeting Laporan Harly	
10	Andy Guntawan	17-05-2024	20-05-24	10:00 - 12:00	Meeting Laporan Harly	
11	115	22/05/2024	22-05-24	15:00 - 16:00	Meeting Sup. Harly	
12	Neni Syahwani	20/05/2024	24/05/24	10:00 - 12:00	Meeting (KTR) R&D	
13	Nani Syahwani	30/05/2024	30/05/24	10:00 - 12:00	Meeting (KTR) R&D	
14	David Widagast	03/06/2024	04/06/24	09:00 - 10:30	Meeting Konek R&D	
15	Roni / Rosma	04/06/2024	07/06/2024	14:00 WIB	Final Reviewer Konek R&D	
16	Hesron WJ	05/06/2024	07/06/2024	08:30 - 11:00	Meeting PTD	
17	Ayu Nurhidayah	07/06/2024	07/06/2024	14:00 - 16:00	Meeting LA	
18	Roni	06/06/2024	10/06/2024	09:00 WIB	Final Reviewer Konek R&D	
19	David Widagast	10/06/2024	10/06/2024	14:00 - 16:00	Meeting Sup. R	
20	Pandura / Elwan	10/06/2024	12/06/2024	14:00 - 16:00	Data Konek R&D	
21	David Widagast	10/06/2024	12/06/2024	09:00 - 10:30	Meeting R&D Konek R&D	


Appendix 10 Daily Activities 2024

DAILY ACTIVITIES
OF THE JOB
APPRENTICESHIP

Day : Monday

Date : February 12, 2024

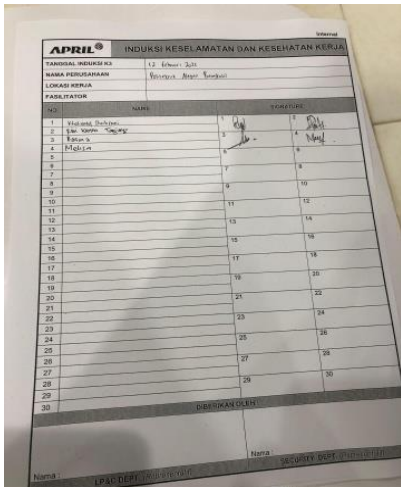
No	Description Of Activities	Task Assignor	Signature
1.	Signed a practical work agreemen	Tengku Kespondiar	
	Notes by Industrial Coach		

No	Working	Explanation
1.		<p>Before doing practicalwork,internshipstudents sign an agreement contractaccompanied by a stamp duty.</p>

Day : Tuesday

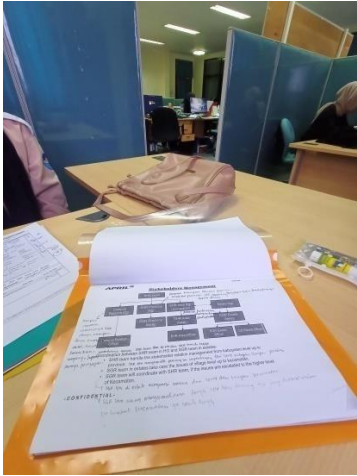
Date : February 13, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Safety Induction	Tengku Kespandiar	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Safety Induction is a mandatory activity from the company to all people who want to work at PT RAPP in order to avoid work accidents and comply with the rules set by the company</p>

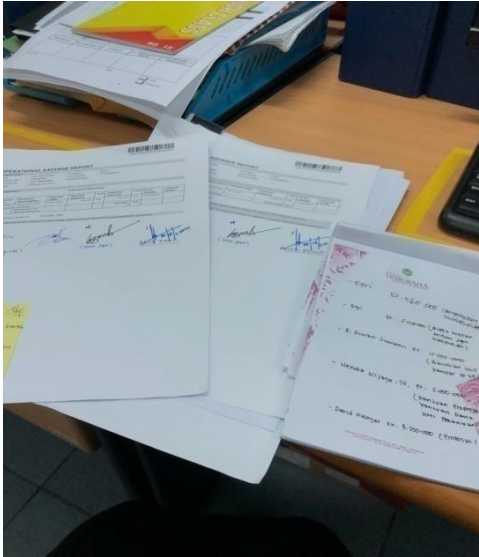
Day : Wednesday
 Date : February 14, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Practical work placement Read and understand about Stakeholder Relations	Tata Haira	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>The first day of carrying out practical work activities and was placed in the Stakeholder Relations section. Then given a hardfile to understand about Stakeholder Relations</p>

Day : Thursday
 Date : February 15, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Recap operational expense report	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Recapitulate operational cost reports during business trips and claim proposals

Day : Friday

Date : February 16, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Making an internship programreport.	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Create a program for the future

Day : Monday

Date : February 19, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposals for funding requests	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date : February 20, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Create an intership guide	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Create an internship report or guide

Day : Wednesday

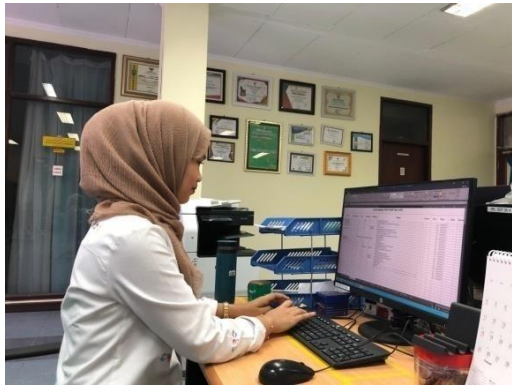
Date : February 21, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday
 Date : February 22, 2024

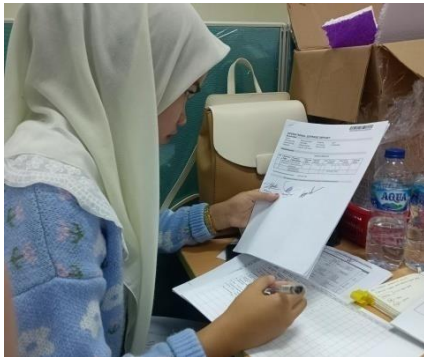
No	Description Of Activities	Task Assignor	Signature
1.	Conduct a recap of aid and conduct a recap of fool SHR's official travel	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Recapitulate official travel data from February to May.

Day : Friday

Date : February 23, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date : February 26, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Accompanying a visit from SMKN 1 Pemberhentian Raja	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Accompanied SMKN 1 Pemberhentian Raja to visit PT.RAPP, campus relations invited SMK to visit KCN II and RGE.

Day : Tuesday

Date : February 27, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Sick	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Sick

Day : Wedesday

Date : February 28, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Eating together stakeholder relations	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Meal together with some stakeholders and interns at Unigraha Hotel.

Day : Thursday

Date : February 29, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Photocopy of scoring sheet document	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		photocopies of documents and photocopies of receipts during stakeholder service

Day : Friday

Date :March 1, 2024

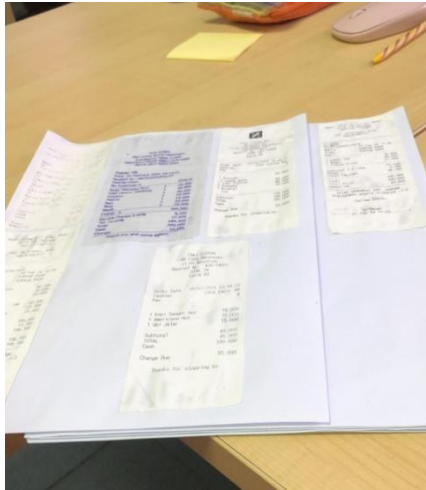
No	Description Of Activities	Task Assignor	Signature
1.	Conducting a meeting between stakeholders and the village head of Gosib city	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Stakholder held a meeting with the village head.

Day : Monday

Date : March 4, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Summarize receipts or expenses for fuel	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Recapitulate Stakeholder fuel receipts during the service.

Day : Tuesday

Date : March 5, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Inputting data for work experience children	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Recap the data of interns who will be interning for the next time.

Day : Wednesday

Date : March 6, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Participate in one of the activities of the FSC (Forest Stewardship Council)	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Participated in the activity “Dialogue and consultation on the preparation of an improvement framework for the reassociation of PT RAPP (APRIL GROUP) with FSC”

Day : Thursday

Date : March 7, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Welcoming the fasting month and eating together with Kopkar employees	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Welcoming the holy month of Ramadan with kopkar employees and other interns.

Day : Friday

Date :March 8, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring aid proposals	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date : March 12, 2024

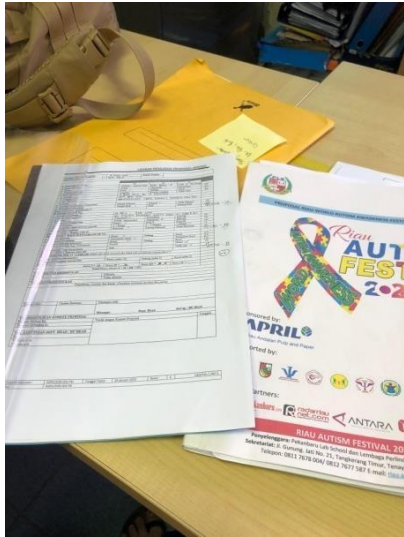
No	Description Of Activities	Task Assignor	Signature
1.	Attend presentation from assistant training	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Material from one of the stakeholder employees discussing NGO.

Day : Wednesday

Date : March 13, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date : March 14, 2024

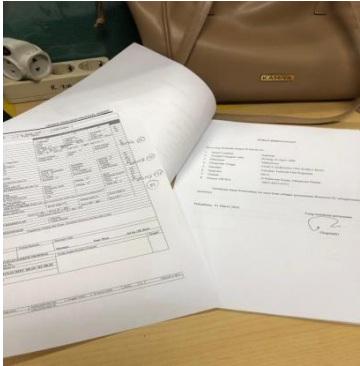
No	Description Of Activities	Task Assignor	Signature
1.	Deliver documents to the fiber office	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Participate in delivering documents to fiber.

Day : Friday

Date : March 15, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date : March 18, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Breaking fast together in the village of Lalang Kabung	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Participated in safari ramadhan activities, opening together with the people of lalang kabung village.

Day : Tuesday

Date : March 19, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Create ppt about UMKM 4.0 and create reply letter for internship	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Create ppt about UMKM 4.0 and create reply letter for internship

Day : Wednesday

Date : March 20, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date : March 21, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Friday

Date :March 22, 2024

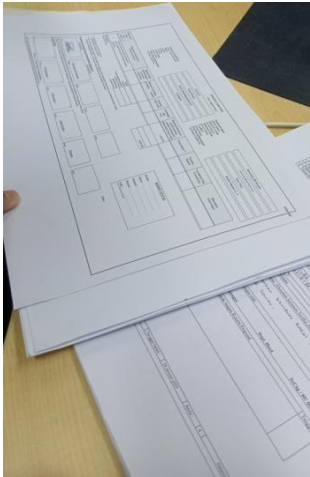
No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date : March 25, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data according to the contents in the proposal and claiming the proposal to be submitted by the manager.

Day : Tuesday

Date : March 26, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Request the signature of the nursing manager to claim aid funds and score proposals	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Wednesday

Date : March 27, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Recapitulation of requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date : March 28, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Ramadhan Safari with KAMMI Pelalawan Cadres	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Participating in Ramadan safari activities as well as gathering with the KAMMI Pelalawan organization.

Day : Friday

Date : March 29, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Ramadhan Safari with the village head, in delik village	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Participating in Ramadhan safari activities and breaking the fast together in the village of Delik.

Day : Monday

Date :April 1,2024


No	Description Of Activities	Task Assignor	Signature
1.	Receipt for replacement transportation for attendance at FSC dialogue and consultation activities	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date : April 2, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposals, Ramadan safari and stakeholder gathering in Siak Regency	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Wednesday

Date : April 3, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Summarize aid receipts for the Meranti Islands community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date : April 4, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring and summarizing receipts for transportation raw material costs	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Friday

Date : April 5, 2024



No	Description Of Activities	Task Assignor	Signature
1.	Recapitulation of requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date : April 22, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal and fc receipt	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Scoring proposals and photocopying fuel receipts.
2.		

Day : Tuesday

Date : April 23, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposals and summarizing intern data	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Wednesday

Date :April 24, 2024


No	Description Of Activities	Task Assignor	Signature
1.	summarize Siak stakeholder travel data and proposal scoring	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Recap the data of interns who will be the next intern.

Day : Thursday

Date :April 25, 2024


No	Description Of Activities	Task Assignor	Signature
1.	scoring proposal for the Pelalawan Millennial Youth Association	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Friday

Date :April 26, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Cutting boxes for famget activities	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Preparing materials for employee famget activities conducted on holidays.

Day : Monday

Date :April 29, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal for the 2024 yellow carnival	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date :April 30, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Industrial visit visit management study university of muhammadiyah riau	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Accompanying Muhammadiyah University Students to visit KCN II and RGE (PT. RAPP)

Day : Wednesday

Date : May 1, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date :May2, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Car oil receipt summary	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Recap fuel costs during stakeholder relation business trips

Day : Friday

Date :May 3, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date :May 6, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal for the construction of box culverts on the 2024 Perak intersection road	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date : May 7, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal for the Al Hidayah Foundation, Mendol Island, Pelalawan Regency	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Wednesday

Date :May 8, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date :May 9, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Friday

Date :May 10, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Booking meeting room for SHR siak	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		The first day of carrying out practical work activities and was placed in the Stakeholder Relations section. Then given a hardfile to understand about Stakeholder Relations

Day : Monday

Date :May 13, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Tuesday

Date : May 14, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Sick	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Ssck

Day : Wednesday

Date : May 15, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal dpd riau java family association (ikjr) siak district	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date : May 16, 2024

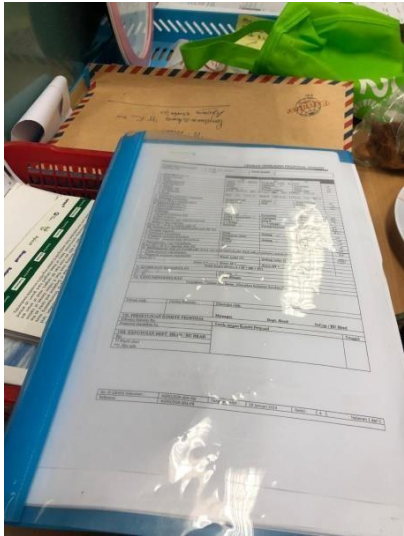
No	Description Of Activities	Task Assignor	Signature
1.	File the claim proposal document	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Claiming proposals that have been signed by the manager.

Day : Friday

Date : May 17, 2024

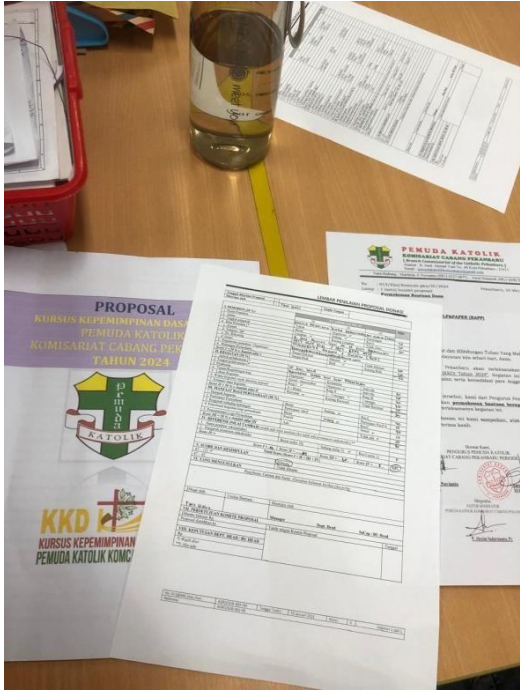
No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Monday

Date : May 20, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal</p>

Day : Tuesday

Date :May 21, 2024


No	Description Of Activities	Task Assignor	Signature
1.	International student exchange outbound mobility program 2024 UMK-UMRI	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Accompanied exchange students from Malaysia to visit KCN II and RGE.

Day : Wednesday

Date : May 22, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal for early childhood education institution al Munawarah merbau	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal

Day : Thursday

Date :May 23, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Sick	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Sick

Day : Friday

Date :May 24, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Sick	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Sick

Day : Monday

Date : May 27, 2024

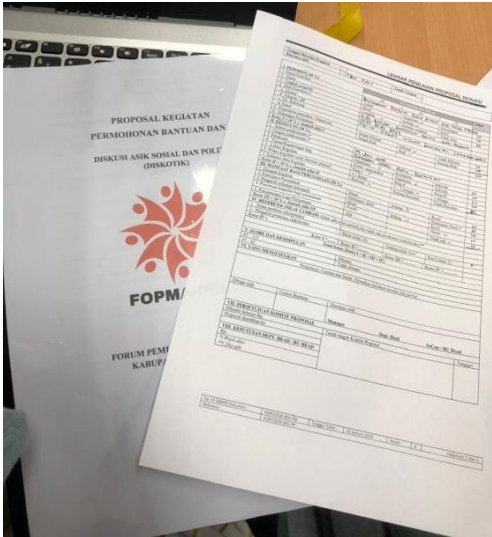
No	Description Of Activities	Task Assignor	Signature
1.	Accompanying lecturers of Pelalawan Institute of Forestry Technology.	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Participated in a meeting with campus relations and lecturers of Pelalawan Institute of Forestry Technology.

Day : Tuesday

Date : May 28, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Recapitulate requests and feedback from the community	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal</p>

Day : Wednesday

Date : May 29, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Compile the final internship report	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Make a final report on practical work

Day : Thursday

Date : May 30, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Making presentation materials for the Meeting	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Make ppt for presentation

Day : Friday

Date :May 31, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Working on the final report and finding data for the final report	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Make a final report on practical work

Day : Monday

Date : June 3, 2024

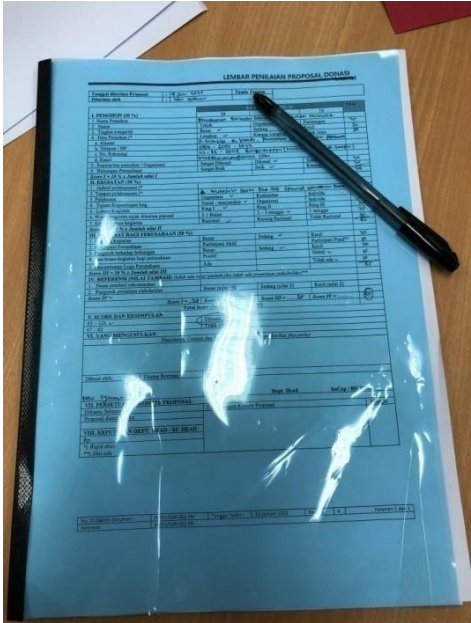
No	Description Of Activities	Task Assignor	Signature
1.	Photocopy of document	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Photocopies of documents for FSC activities

Day : Tuesday

Date :June4, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal and requesting signature from the nursing assistant	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal</p>

Day : Wednesday

Date : June 5, 2024

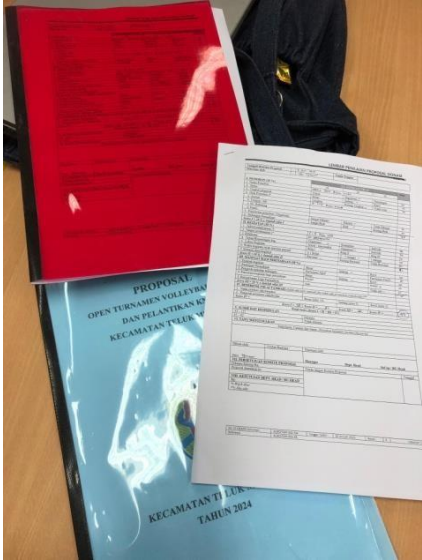
No	Description Of Activities	Task Assignor	Signature
1.	Accompanying UNRI lecturers on a visit to PT.RAPP	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Accompanied UNRI lecturers to visit KCN II and RGE with campus relations.

Day : Thursday

Date : June 6, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal</p>

Day : Friday

Date :June 7, 2024

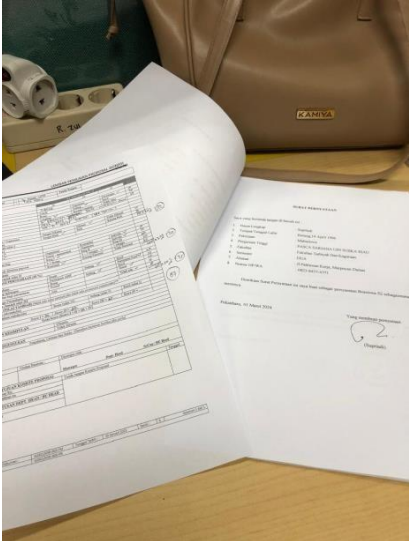
No	Description Of Activities	Task Assignor	Signature
1.	Attending a presentation from one of the interns	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Attended a presentation from one of the interns

Day : Monday

Date : June 10, 2024


No	Description Of Activities	Task Assignor	Signature
1.	Scoring proposal	David Hidayat	
Notes by Industrial Coach			

No	Working	Explanation
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal</p>

Day : Tuesday

Date :June 11, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Recap receipts and create reply letters for interns.	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Activities carried out every time a proposal comes in. By entering data according to the contents in the proposal and making a reply letter for interns.

Day : Wednesday

Date : June 12, 2024

No	Description Of Activities	Task Assignor	Signature
1.	Make a final report	David Hidayat	
	Notes by Industrial Coach		

No	Working	Explanation
1.		Prepare a final report for the four-month internship.