

APPRENTICESHIP REPORT
PT. ENERGI SEJAHTERA MAS AND PT. PLN RIANIS JAYA
SEBATI

M. ZULKARNAIN
5404201305



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

APPRENTICESHIP REPORT
PT. PLN RIANIS JAYA SEBATI

Written as one of the Conditions for Apprenticeship

M ZULKARNAIN
5404201305

Bengkalis, July 5, 2024

PT. Rianis Jaya Sebati



SAMSUL BAHRI HARUN
DIREKTUR UTAMA

Advisor

Advisor



Yunelly Asra, S.E., M.M
NIP.197507012012122001



Adrian Irnanda Pratama, M.BA
NIP.98911172019031012

Approved by,
Head of Study Program
International Business Administration



Wan Junta Rallah, B.Sc., M.Ev., Dev
NIP.198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude to the presence of Allah SWT, who always bestows both physical and spiritual health, and provides the opportunity for the author to complete the Job Training Company report. Salutations and blessings are also extended to our beloved Prophet Muhammad SAW, for his struggles and trust that have led us from the era of ignorance to this era of knowledge.

This Job Training Company is one of the programs of Bengkalis State Polytechnic, specifically the Department of Business Administration, which is mandatory for all students of Bengkalis State Polytechnic to apply new knowledge and experiences to support the knowledge gained in the classroom. This report is expected to enhance creativity and knowledge for both the author and the readers. The author would like to express gratitude to all parties who have assisted in the implementation of the Job Training Company until the completion of this report. On this occasion, the author would like to extend heartfelt thanks to the relevant parties, namely:

1. Mr. Johny Custer, S.T., MT, as the Director of Bengkalis State Polytechnic.
2. Mr. Armada, ST, MT. as Deputy Director I of Bengkalis State Polytechnic.
3. Mrs. Supriati, ST, M.Si. as Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, as the Head of the Department of Business Administration at Bengkalis State Polytechnic.
5. Mr. Muhammad Alkadri Perdana, B.Sc., M.Sc as the Apprenticeship Coordinator
6. To the practical work supervisor Mrs. Yunely Asra and Mr. Adran Irnanda Pratama.
7. All lecturers and laboratory staff of the Department of Business Administration, especially the International Business Administration Program at Bengkalis State Polytechnic.
8. Mr. Samsul Bahri, HR, as President Director PT. Rianis Jaya Sehati
9. All employees of Electrical department, PT. PLN Rianis Jaya Sehati.
10. Both parents and beloved extended family, who have shown love, prayers,

sacrifices, patience, and both material and moral support throughout this journey.

11. Fellow comrades at Bengkalis State Polytechnic, especially the 8th semester students of the International Business Administration Program, who have consistently provided support during the completion of this Job Training Company (WP) report.
12. Finally, I want to thank myself. I want to thank myself for believing in me, for putting in all this hard work, for having no days off, and for never quitting. May the kindness and sincerity shown be rewarded accordingly by Allah SWT. Apologies are extended to the management, employees, and all parties involved for any mistakes made during the Job Training Company (WP) at PT. PLN Rianis Jaya SebatiDumai. May this report be beneficial for all parties who need it in the future.

Bengkalis, July 5, 2024



M ZULKARNAIN
NIM.5404191242

TABLE OF CONTENTS

| | |
|--|-------------|
| APPRENTICESHIP REPORT | i |
| APPROVAL SHEET | ii |
| ACKNOWLEDGEMENT | iii |
| TABLE OF CONTENTS | iv |
| LIST OF TABLES | v |
| LIST OF FIGURES .. | vii |
| LIST OF APPENDICES | viii |
| CHAPTER I INTRODUCTION | 1 |
| 1.1 Background of the Apprenticeship | 1 |
| 1.2 Purpose and benefits of Apprenticeship..... | 3 |
| 1.2.1 Purpose of Apprenticeship | 3 |
| 1.2.2 Benefits of Apprenticeship | 3 |
| CHAPTER II GENERAL DESCRIPTION OF THE COMPANY | 4 |
| 2.1 Company Profile | 4 |
| 2.2 Vision and Mision. | 8 |
| 2.2.1 Vision | 8 |
| 2.2.2 Mision | 8 |
| 2.3 Kind of Business ... | 9 |
| 2.4 Organizational Structure | 9 |
| 2.5 The Work Process | 14 |
| CHAPTER III SCOPE OF THE APPRENTICESHIP | 17 |
| 3.1 Job Description | 19 |
| 3.2 System and Procedure | 19 |
| 3.2.1 The Work System | 20 |
| 3.2.2 The Work Procedure | 22 |
| 3.3 Place of Apprenticeship | 32 |
| 3.4 Description of the Activity | 32 |
| 3.5 Obstacles and Solutions | 33 |
| 3.5.1 Obstacles | 33 |

| | |
|--|-----------|
| 3.5.2 Solutions | 33 |
| CHAPTER IV CONCLUSIONS AND SUGGESTIONS..... | 34 |
| 4.1 Conclusions | 35 |
| 4.2 Suggestions | 35 |
| REFERENCES | 36 |
| APPENDICES | 37 |

LIST OF TABLES

| | |
|--|----|
| Table 3.1 Working Hours of PT. Energi Sejahtera Mas | 22 |
| Table 3.2 Working Hours of PT. PLN Rianis Jaya Sebati..... | 22 |
| Table 3.3 Daily Activity of February 19 th , 2024 to February 23 th , 2024 | 23 |
| Table 3.4 Daily Activity of February 26 th , 2024 to March 01 st , 2024..... | 23 |
| Table 3.5 Daily Activity of March 04 th , 2024 to March 08 st , 2024..... | 24 |
| Table 3.6 Daily Activity of March 11 th , 2024 to March 15 st , 2024..... | 24 |
| Table 3.7 Daily Activity of March 18 th , 2024 to March 22 nd 2024 | 25 |
| Table 3.8 Daily Activity of March 25 th , 2024 to March 29 nd 2024 | 25 |
| Table 3.9 Daily Activity of April 01 st , 2024 to April 05 th 2024 | 26 |
| Table 3.10 Daily Activity of April 08 th , 2024 to April 12 nd 2024 | 26 |
| Table 3.11 Daily Activity of April 15 th , 2024 to April 19 th 2024..... | 27 |
| Table 3.12 Daily Activity of April 22 nd , 2024 to April 26 th 2024 | 27 |
| Table 3.13 Daily Activity of April 29 th , 2024 to May 03 rd 2024..... | 28 |
| Table 3.14 Work Agenda Report First Week, May 6th - May 11th, 2024 | 28 |
| Table 3.15 Work Agenda Report Second Week, May 13th - May 18th, 2024..... | 29 |
| Table 3.16 Work Agenda Report Third Week, May 20th - May 25th, 2024..... | 29 |
| Table 3.17 Work Agenda Report Fourth Week, May 27th - June 1st, 2024 | 30 |
| Table 3.18 Work Agenda Report Fifth Week, June 3rd - June 8th, 2024..... | 30 |
| Table 3.19 Work Agenda Report Sixth Week, June 10th - June 16th, 2024 | 31 |
| Table 3.20 Work Agenda Report Seventh Week, June 17th - June 22nd, 2024... | 31 |
| Table 3.21 Work Agenda Report Eighth Week, June 24th - June 29th, 2024..... | 32 |
| Table 3.22 Work Agenda Report Ninth Week, July 1st - July 6th, 2024 | 32 |

LIST OF FIGURES

| | |
|--|----|
| Figure 2.1 Logo of PT Energi Sejahtera Mas | 4 |
| Figure 2.2 Logo of Sinarmas and Cepsa | 5 |
| Figure 2.3 PT. PLN Rianis Jaya SebatiLogo | 6 |
| Figure 2.4 Organizational Struktire PT. Energi Sejahtera Mas..... | 10 |
| Figure2.5 Organizational Structure of PT.PLN Rianis Jaya Sebati..... | 12 |
| Figure 3.1 At the location where the goods are delivered..... | 17 |
| Figure 3.2 Documentation and Reporting..... | 19 |
| Figure 3.3 Flowchart of Goods Receiving..... | 21 |
| Figure 3.3 Flowchart of Inspection of the Physical Condition of Goods..... | 21 |
| Figure 3.4 Flowchart of Verify Documentation..... | 22 |

LIST OF APPENDICES

| | |
|---|----|
| Appendix 1. Apprenticeship application Letter | 37 |
| Appendix 2. Apprenticeship completion letter | 38 |
| Appendix 3 CertificateAppendix | 39 |
| Appendix 4. Apprenticeship Assessment Sheet..... | 39 |
| Appendix 5. Daily Activity | 40 |
| Appendix 6. Figure of Apprenticeship..... | 49 |

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The Government of Bengkalis Regency, through the Gema Bahari Foundation, established a college named Bengkalis Shipbuilding Polytechnic, offering three study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time, Bengkalis Shipbuilding Polytechnic changed its name to Bengkalis Polytechnic and came under the umbrella of the Bangun Insani Foundation (YBI) Bengkalis, offering five study programs: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, Bengkalis Polytechnic admitted its first batch of new students. In 2006, Bengkalis Polytechnic added two new study programs: Business English and Informatics Engineering.

On December 26, 2011, Bengkalis Polytechnic officially became a State Polytechnic known as Bengkalis State Polytechnic, as stated in the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 regarding the Establishment, Organization, and Work System of Bengkalis State Polytechnic (OTK Polbeng). The inauguration of Bengkalis State Polytechnic was officiated by the Minister of Education and Culture of the Republic of Indonesia. Currently, Bengkalis State Polytechnic has eight departments, including Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime Studies.

Politeknik Negeri Bengkalis offers 18 study programs, consisting of nine Associate Degree programs and nine Bachelor of Applied Programs. Ahli madiah programs include Shipbuilding Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Shipping Science, and Maritime Business Administration. Applied Bachelor programs include Production and Maintenance Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business

Administration, Public Financial Accounting, Software Engineering, Ship Architecture Engineering Technology, Business and Professional Communication in English, and Information Systems Security.

Bengkalis State Polytechnic is a vocational institution that educates its students to become competent individuals in various fields. It implements a mandatory Job Training Company program for all final semester students. Job Training Company serves as a means for students to develop themselves before entering the workforce. This program contributes significantly to the students' personal growth and enhances their competencies at Bengkalis State Polytechnic.

Job Training Company is conducted after students have completed a minimum of four semesters and achieved full academic credits. The program lasts for four months. Based on the aforementioned information, as a student of the Business Administration study program, I am obligated to undergo a four-month Job Training Company. I have chosen PT. PLN Rianis Jaya Sebati as the place to carry out my Job Training Company because I seek the opportunity to apply the theoretical knowledge and concepts gained during my studies to real-world work situations. Moreover, I aim to gain firsthand experience in applying my theoretical knowledge and concepts in line with my area of expertise. This will also provide me with the opportunity to analyze problems related to the applied knowledge in my field of study.

During the implementation of Practical Work in two Logistics Departments at PT Energi Sejahtera Mas, from February 19, 2024 to May 1, 2024. and I was placed in the company's electricity contracting, supply and installation operations at PT PLN Rianis Jaya Sebati, the Practical Work Period began on May 6, 2024 to July 5, 2024. I hope that this Company Practical Work experience can broaden my knowledge about various tasks that are carried out correctly and effectively, and prepare myself to face the real world of work.

1.2 Purpose of Apprenticeship

1. Find out the job description of the internship program at the Company.
2. Know the system and procedures of the internship program in the company.

3. Know the place of implementation of the internship program at the Company
4. Knowing the types and descriptions of the activities of the internship work program at the Company
5. Knowing the obstacles and solutions that occur during practical work.

1.3 Significances of Apprenticeship

The benefits of implementing the Job Training Company program at Bengkalis State Polytechnic are as follows:

1. To provide an opportunity to apply theoretical knowledge and concepts gained during academic studies to real-world work settings.
2. To serve as a benchmark between the knowledge acquired by students and its practical application in the workplace.
3. To enable students to develop a sense of responsibility and discipline in a professional environment.
4. To gain practical experience in the workplace to enhance personal readiness before entering the workforce.
5. To have the opportunity to familiarize oneself with and operate various equipment used in companies, organizations, and offices during actual work activities.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 PT. Energi Sejahtera Mas

PT Energi Sejahtera Mas, an Oleochemical producer located in Dumai, Riau, Indonesia is a subsidiary of Sinarmas Cepsa Pte Ltd, a joint venture between Golden Agri-Resources (GAR) and Cepsa. It was established in 2014 and is headquartered in Jakarta and with production facilities in Lubuk Gaung. This Oleochemical company produces products in the form of Fatty Alcohol, Fatty Acid and Glycerine with raw materials CPKO (Crude Palm Kernel Oil), RBDPO (Refined Bleached Deodorised Palm Sterin) in (PT ESM Archives, 2020). The following is the logo of PT Energi Sejahtera Mas:



Figure 2.1 Logo of PT Energi Sejahtera Mas

Source: PT. Energi Sejahtera Mas

PT Energi Sejahtera Mas (PT ESM) is one of the largest fatty alcohol manufacturers in the world, which also produces basic Oleochemicals from palm oil and Palm Kernel Oil (PKO). The Company's ambition is to achieve a leading position in fatty alcohols and derivatives thanks to the combined strength of its shareholders: Cepsa, as the world leader in linear alkylbenzene (LAB), the most versatile surfactant precursor worldwide linear alkylbenzene sulfonate (LAS) and GAR, the largest palm oil producer in Indonesia, the most efficient vegetable oil in terms of productivity. As a result, Sinar Mas Cepsa is able to offer a unique integrated business model in the Oleochemical industry that integrates 'tree to customer' activities, together with industry best practices and the strictest sustainability policies. Sinar Mas Cepsa currently operates a world-class fatty alcohol plant in Indonesia and produces surfactants in Germany for the European Market (PT ESM Archives, 2020). The following is the logo of Sinarmas Cepsa:



Figure 2.2 Logo of Sinarmas and Cepsa

Source : sinarmascepsa.com, 2024

PT ESM also has a privileged position with respect to raw material integration. PT ESM allows to produce and market Oleochemicals in RSPO certified sustainable variants they also provide product traceability of various grades. PT ESM also complies with national environmental & social laws, as reflected in the Environmental Impact Assessment (AMDAL in Indonesia) granted in 2013 (PT ESM Archives, 2020).

2.1.2 PT. PLN Rianis Jaya Sebatl

PT. PLN Rianis Jaya Sebatl, located at Jl. Semangka Gg. Biro Semangka, Dumai, is a prominent company operating in the fields of contracting, supplying, and electrical installation services. For any inquiries, the company can be reached at 0765-37784 or via email at pt.rianisjayasebatl@yahoo.com. Established with a vision to provide quality services and contribute to the infrastructure development in Indonesia, PT. PLN Rianis Jaya Sebatl has carved a niche for itself in the industry through its commitment to excellence and customer satisfaction.

The company traces its roots back to November 29, 2014, when it was initially founded as CV. Rianis Jaya Teknik. The establishment was formalized by Bobby Cahyana, a Master of Notary, in Pekanbaru, witnessed by notable individuals such as Zamzami, Syamsul Bahri, Dailami, and Hj. Raudah. This event marked the beginning of a journey that would see the company grow and evolve to meet the dynamic needs of its clients.

On September 30, 2014, Haji Ismail, a legal scholar, and notary in Dumai, facilitated the founding of CV. Rianis Jaya Teknik. This foundation laid the groundwork for what would become a robust and versatile company in the contracting and supply sectors. As the company expanded its operations and capabilities, a significant transformation occurred on October 9, 2015, when it

transitioned from a CV to a PT (limited liability company), further solidifying its corporate structure and market presence.

PT. PLN Rianis Jaya Sebati has been involved in numerous projects across various sectors, showcasing its expertise in contracting, supplying, and electrical installations. The company handles a diverse range of projects, including infrastructure development, commercial and residential building construction, and specialized electrical installations. This breadth of services underscores the company's versatility and ability to meet the multifaceted needs of its clients.



Figure 2.3 PT. PLN Rianis Jaya Sebati Logo

Source: PT. PLN Rianis Jaya Sebati,

The company's success can be attributed to its dedicated team of professionals who bring a wealth of experience and expertise to every project. PT. PLN Rianis Jaya Sebati prides itself on its ability to deliver high-quality services, adhering to strict safety standards and ensuring timely project completion. This commitment to quality and efficiency has earned the company a reputable standing in the industry.

In addition to its core services, PT. PLN Rianis Jaya Sebati places a strong emphasis on sustainability and environmental responsibility. The company integrates eco-friendly practices into its operations, striving to minimize its environmental footprint while delivering top-notch services. This commitment to sustainability involves adopting green building techniques, utilizing energy-efficient materials, and implementing waste reduction strategies. By prioritizing these practices, PT. PLN Rianis Jaya Sebati not only contributes to environmental conservation but also sets a standard for other companies in the industry to follow.

Furthermore, PT. PLN Rianis Jaya Sebati actively participates in community development programs, recognizing the importance of social responsibility. The company engages in various initiatives aimed at improving local infrastructure, supporting education, and enhancing public facilities. These efforts not only benefit

the community but also foster a positive relationship between the company and the residents, creating a sense of shared purpose and mutual growth. This community-centric approach has been instrumental in building the company's reputation as a socially responsible and trustworthy enterprise.

Looking ahead, PT. PLN Rianis Jaya Sebati aims to continue its growth trajectory by embracing innovation and expanding its service offerings. The company is committed to staying abreast of industry trends and advancements, ensuring that it remains a leader in the contracting and supply sectors. This involves investing in cutting-edge technologies, enhancing its operational processes, and continuously improving the skills of its workforce. By fostering a culture of innovation, PT. PLN Rianis Jaya Sebati ensures that it can meet the evolving needs of its clients and maintain a competitive edge in the market.

One of the key areas of focus for the future is the expansion into new markets and sectors. PT. PLN Rianis Jaya Sebati is exploring opportunities in renewable energy, smart infrastructure, and advanced electrical systems. By diversifying its portfolio, the company aims to tap into emerging markets and leverage its expertise to deliver innovative solutions. This strategic expansion not only drives business growth but also positions PT. PLN Rianis Jaya Sebati as a versatile and forward-looking company capable of adapting to changing industry dynamics.

To support its growth ambitions, PT. PLN Rianis Jaya Sebati is also enhancing its partnerships with other leading companies and institutions. By collaborating with industry leaders, research organizations, and technology providers, the company can access new resources, share knowledge, and co-develop advanced solutions. These partnerships are crucial for fostering innovation, driving efficiency, and delivering high-quality projects. Through these collaborative efforts, PT. PLN Rianis Jaya Sebati strengthens its position as a trusted partner in the contracting and supply sectors.

Ultimately, PT. PLN Rianis Jaya Sebati's unwavering dedication to excellence and customer satisfaction remains at the heart of its operations. The company continuously seeks feedback from its clients to refine its services and ensure that it meets and exceeds expectations. This customer-centric approach,

combined with a strong focus on sustainability, innovation, and community development, positions PT. PLN Rianis Jaya Sehati for sustained success in the years to come. By maintaining its core values and embracing new opportunities, PT. PLN Rianis Jaya Sehati is poised to achieve even greater success and make a lasting impact in the industry.

2.2 Vision and Mission

2.2.1 PT. Energi Sejahtera Mas

Vision

“To become a global leading player in the fatty alcohol surfactant market focus on creating value for our customers and stakeholders while being a responsible and sustainable corporate citizen in all the communities where we are present” (Arsip PT ESM, 2021).

Mission

1. Build factories and enter factories on a global scale.
2. Develop competitive advantages in technology and production capabilities.
3. Excellence in safety, operations and supply chain.
4. Provide innovative solutions, reliable quality and service for all customers.
5. To be the leading company in environment and sustainable products

2.2.2 PT. PLN Rianis Jaya Sehati

Vision

The vision of PT. PLN Rianis Jaya Sehati is "To become an outstanding and resilient company, building integrated business and productive assets to provide extensive benefits and services to society, the nation, and the country”

Mission

1. Prioritize quality and service for customer satisfaction.
2. Become a reliable and trustworthy business partner.
3. Be a valuable and proud asset for society, the nation, and the country.

2.3 Kind of Business

PT. PLN Rianis Jaya Sehati is a prominent enterprise specializing in contracting, supply, and electrical installation services. The company operates

under a structured organizational framework to ensure efficient execution and management of its diverse activities. Its operations include managing large-scale contracting projects, supplying essential materials, and providing expert electrical installation services. Each division within the company plays a critical role in delivering high-quality results and maintaining customer satisfaction. The company's scope encompasses a broad range of activities, from construction and installation to logistics and administrative support, making it a comprehensive service provider in its field.

In addition to its core functions, PT. PLN Rianis Jaya Sebati places significant emphasis on environmental sustainability and operational efficiency. The company integrates advanced technologies and eco-friendly practices into its processes, aiming to reduce its environmental impact while enhancing service quality. This commitment to sustainable development and innovation positions PT. PLN Rianis Jaya Sebati as a forward-thinking leader in the contracting and supply sectors. By continuously evolving and adapting to industry trends, the company ensures it remains competitive and capable of meeting the growing demands of its clients.

2.4 Organizational Structure

2.4.1 PT. Energi Sejahtera Mas

PT Energi Sejahtera Mas uses a line and functional organisational structure, where the authority of the top management is delegated to the managers of each department who have functional positions to be carried out by executors with specific expertise. The division of departments and work placement in this company is determined based on the abilities and experience of each employee, ensuring that each individual is placed in a position that suits their skills to achieve optimal work efficiency and effectiveness.

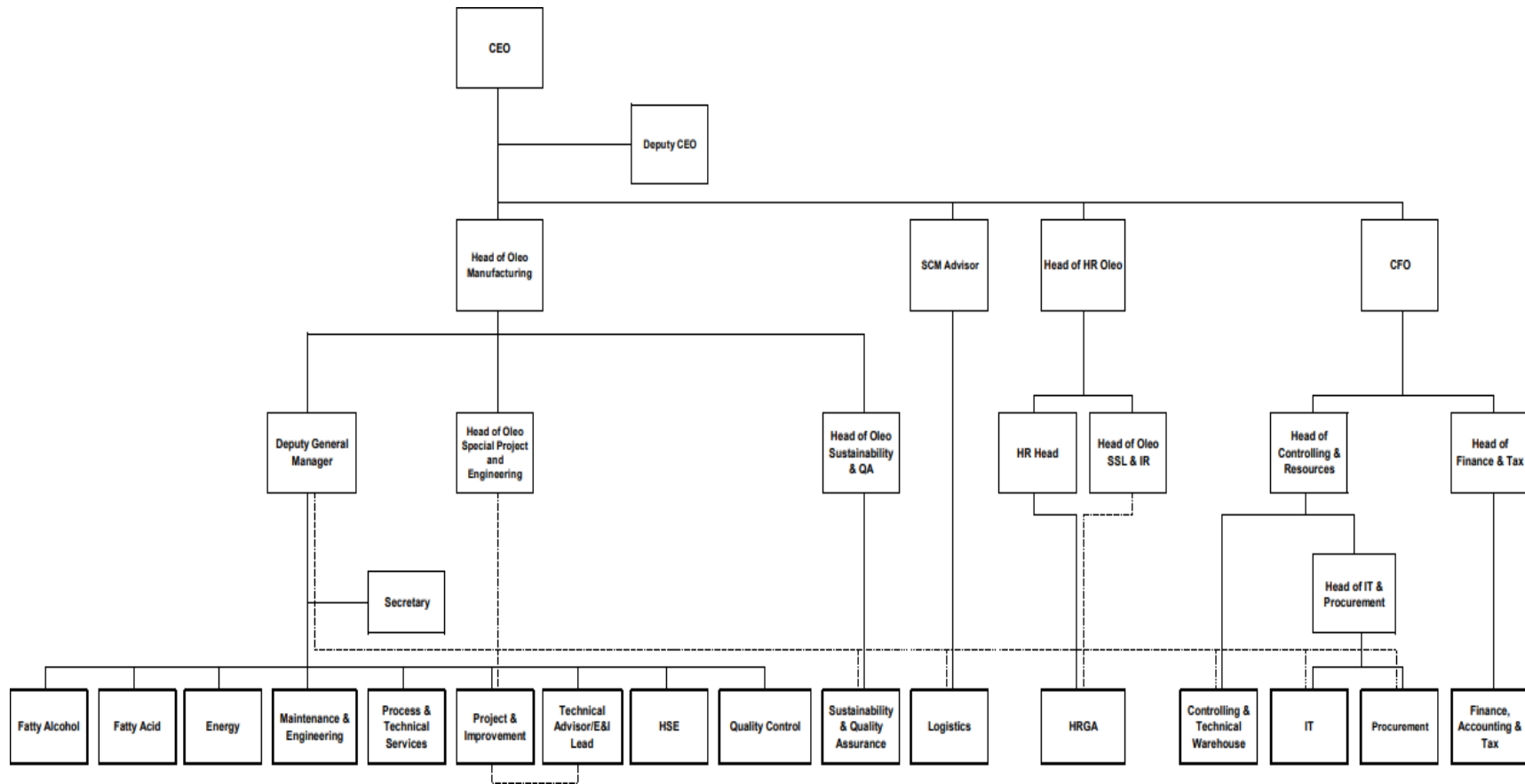


Figure 2.4 Organizational Structure PT. Energi Sejahtera Mas
 Source: PT. Energi Sejahtera Mas

2.4.2 PT. PLN Rianis Jaya Sebati

The organizational structure of a company plays a crucial role in achieving its set or planned goals. A well-defined organizational structure ensures that the company's activities run smoothly by clearly outlining who is responsible for each task. Without this clarity, there would be confusion and inefficiency, making it difficult to meet objectives. The organizational structure establishes clear boundaries and responsibilities, ensuring that everyone knows their role and accountability.

At PT. PLN Rianis Jaya Sebati, the organizational structure is based on the line and staff organizational model. In this type of structure, authority and responsibilities are distributed hierarchically from top to bottom. Leaders at each level delegate tasks to their subordinates, creating a clear chain of command. This hierarchical approach ensures that every task is assigned and supervised appropriately, promoting efficient workflow and communication within the company.

In this organizational model, positions are distinct and not responsible for each other but are accountable to their respective directors. This separation of roles helps in maintaining focus and specialization in different areas of the company's operations. Each leader or superior has a specific number of subordinates who receive orders and guidance from them. This clear line of authority helps in maintaining order and ensuring that tasks are completed as planned.

Overall, the line and staff organizational structure at PT. PLN Rianis Jaya Sebati enables effective management and operational efficiency. By clearly defining roles, responsibilities, and lines of authority, the company can ensure that its goals are met in an organized and systematic manner. This structure not only enhances accountability but also fosters a productive and harmonious working environment, contributing to the company's overall success.

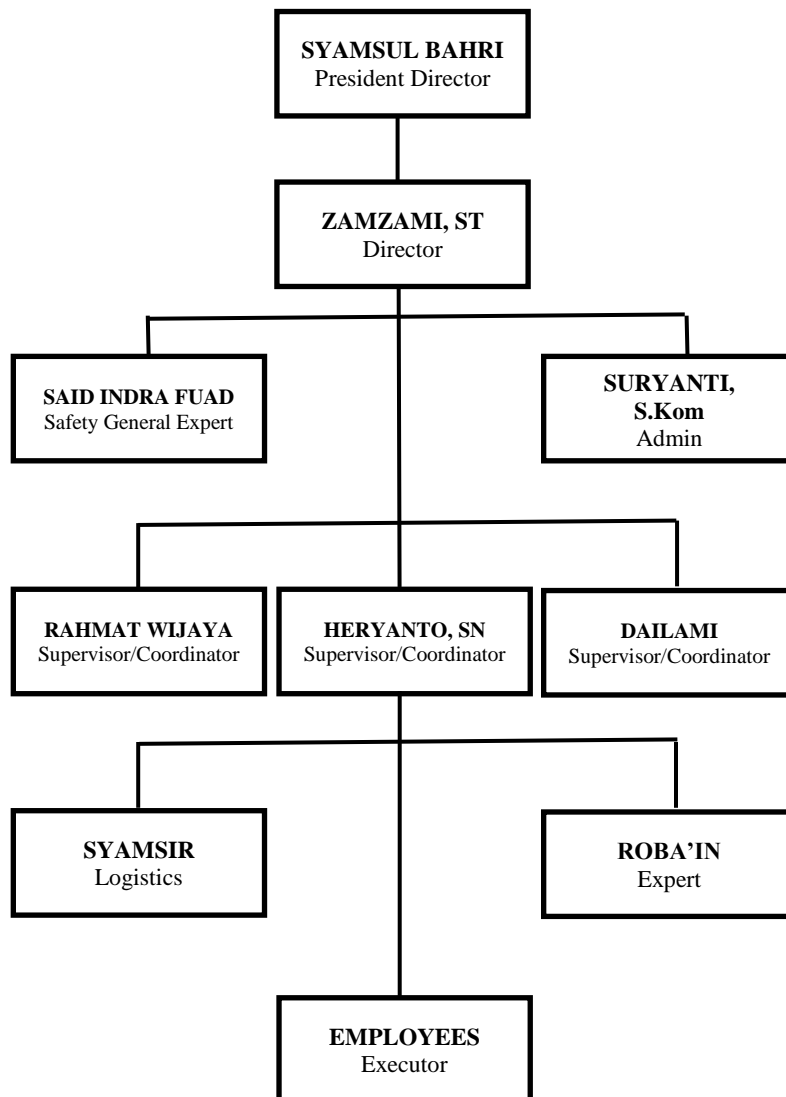


Figure2.5 Organizational Structure of PT.PLN Rianis Jaya Sebatl
Source:PT. PLN Rianis Jaya Sebatl, 2024.

PT. PLN Rianis Jaya Sebatl, which is involved in contracting, supplying, and electrical installation services, has various company divisions or business units, each with specific roles and responsibilities as follows:

1. **President Director:** The President Director is the highest-ranking executive in the company, responsible for overseeing the overall operations and ensuring that the company's strategic goals are met. This role involves setting the vision and direction of the company, making high-level decisions, managing the executive team, and representing the company to external stakeholders, including clients, investors, and regulatory bodies.
2. **Director:** The Director supports the President Director and oversees specific

departments or functions within the company. This role involves implementing the company's strategic plans, managing departmental performance, ensuring compliance with regulations, and coordinating between different departments to achieve the company's objectives efficiently.

3. General Occupational Health and Safety Expert: This expert is responsible for developing and implementing health and safety policies and programs within the company. They ensure compliance with occupational health and safety regulations, conduct risk assessments, provide safety training, and promote a culture of safety among employees. Their goal is to minimize workplace hazards and ensure a safe working environment for all staff.
4. Admin: The admin division handles administrative tasks essential for the smooth operation of the company. Responsibilities include managing office supplies, maintaining records, handling correspondence, and providing clerical support to other departments. They play a crucial role in ensuring that daily operations run efficiently and that administrative processes are streamlined.
5. Supervisor/Coordinator: Supervisors or Coordinators are responsible for overseeing specific projects or teams within the company. They ensure that projects are completed on time, within budget, and to the required quality standards. This role involves coordinating activities, managing resources, solving problems that arise during project execution, and reporting progress to higher management.
6. Logistics: The logistics division manages the supply chain and the movement of materials and equipment necessary for the company's operations. Responsibilities include procurement, inventory management, transportation, and distribution. This division ensures that all necessary materials are available when needed and that they are delivered efficiently and cost-effectively.
7. Expert: Experts in various fields, such as engineering, electrical installation, and project management, provide specialized knowledge and skills to support

the company's operations. They are responsible for designing, planning, and executing technical aspects of projects, ensuring that work meets industry standards and client specifications.

8. **Executor:** Executors are on-the-ground personnel who carry out the practical tasks required for the completion of projects. They work under the supervision of coordinators and experts to perform installations, maintenance, and other hands-on activities. Their role is critical in transforming plans and designs into actual completed works, ensuring that projects are implemented effectively and safely.

2.5 The Working Process

2.5.1 PT. Energi Sejahtera Mas

In order for Logistics to carry out its role effectively, a structured and systematic process is required. A structured and systematic process is required. The following are some steps in the logistics process of PT Energi Sejahtera Mas.

1. **Receipt And Delivery Of Goods**

In the goods receiving and shipping process, the writer is involved in several key tasks that support operational efficiency. assist in the goods receiving process by conducting quality and quantity checks to ensure that the goods received match the order and meet the set quality standards. Once the goods are received, also involved in organizing and supervising the process of shipping goods to customers or other locations. This involves coordinating with the logistics team to ensure that deliveries are made on time, with complete and accurate documentation, as well as monitoring the status of shipments to address possible obstacles or delays.

2. **Quality Monitoring During Storage**

is involved in checking the physical condition of the goods, ensuring that they are stored in an appropriate environment, and documenting any changes or potential problems. This includes monitoring the temperature, humidity, and arrangement of goods in the warehouse to ensure that all quality standards are adhered to. By doing this, it helps prevent product damage or deterioration that could affect customer satisfaction.

3. Order Processing

In the order processing stage, will support the logistics team by ensuring that each order is thoroughly checked before it is shipped. This includes checking product conformance to the order, correct packing, and verifying that all required documentation is included. Attention to detail in these steps is critical to reduce the chance of errors and ensure that customers receive the right products in good condition.

4. Collaboration and Communication

collaborate with various teams within the logistics division and other departments to ensure product quality is maintained. Good communication skills are essential in conveying information about quality issues, providing constructive feedback, and working together to find solutions.

2.5.2 PT. PLN Rianis Jaya Sebati

In order for the company's electrical contracting, supply and installation operations to carry out its role effectively, a structured and systematic process is required. A structured and systematic process is required. The following are some steps in the the company's electrical contracting, supply and installation operations process of PT. PLN Rianis Jaya Sebati:

1. Coordination of Contractor Operations

Oversee and ensure that contractor work is in accordance with applicable technical specifications and safety standards, Collaborate with contractor teams to accomplish tasks in the field, including monitoring of work progress and resolution of emerging issues.

2. Supply Management

Manage the inventory of materials and equipment required for electrical installation projects, including stock monitoring and procurement. Work closely with the procurement department to ensure the delivery of materials on time and according to project needs.

3. Electrical Installation

Assist in the installation process of electrical systems, including cabling, distribution panels, and other electrical devices, Conduct initial testing to

ensure that the installation meets operational and safety standards.

4. **Maintenance and Repair:**

Engage in routine maintenance and repair activities of existing electrical systems, including identification and repair of faults or damage, Assist in the execution of periodic checks to ensure optimal performance of electrical equipment.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

3.1.1 PT. Energi Sejahtera Mas

During the implementation of the Company Work Practice at PT Energi Sejahtera Mas, which took place from February 19 to May 1, 2024, some of the duties and responsibilities carried out during the internship are as follows:

1. Goods Receiving

Assist in the process of receiving goods by conducting quality and quantity checks. Ensure that goods received are in accordance with orders and meet established quality standards. Record and report findings related to non-conforming or damaged goods to the relevant team. Manage receiving documents, including invoices and delivery slips, to ensure accuracy and compliance.



Figure 3.1 At the location where the goods are delivered

Source: Processed Data 2024

2. Inspection of the Physical Condition of Goods

Conduct regular inspections of the physical condition of goods stored in the

warehouse to ensure there is no damage or defects, Inspect packaging and labeling of goods to ensure suitability and integrity during storage. Identify and report goods that show signs of damage or deterioration.

3. Verify Documentation

Ensure that all required documentation, such as invoices, delivery slips, and special instructions, are included with each order. Check documents for accuracy and completeness to ensure compliance with shipping procedures, Organize and store documents neatly for future reference and tracking.

3.1.2 PT. PLN Rianis Jaya Sebati

During the Job Training Company at PT. PLN Rianis Jaya Sebati, which took place from May 6th to July 5th, 2024, several tasks and responsibilities were undertaken to align with the company's contracting, supply, and electrical installation operations. The internship program provided a comprehensive experience in various aspects of the company's activities, offering valuable insights into the industry and enhancing professional skills. The following outlines the key tasks and responsibilities performed during this period:

1. Coordination of Contractor Operations:

- a. Daily Briefing: Attend daily briefings with the project team and contractors to discuss work plans, progress, and constraints.
- b. Project Monitoring: Monitor the contractor's execution of work in the field, ensuring adherence to the work plan and safety standards.
- c. Coordination and Communication: Coordinate with contractors to resolve technical issues and ensure that all works are on schedule.

2. Supply Management:

- a. Inventory and Procurement: Manage and monitor the stock of necessary materials and equipment, and procure goods according to project needs.
- b. Goods Receiving: Receive and inspect goods delivered from suppliers, ensuring quality and quantity are in line with orders.

3. Electrical Installation

- a. Preparation and Approval: Develop installation plan based on technical

- design, and obtain approval from supervisor or senior engineer.
- b. Installation Implementation: Assist in the process of installing cables, distribution panels, and other electrical components in accordance with technical specifications.
4. Documentation and Reporting:
- a. Activity Logging: Recording all daily activities, including work progress, problems encountered, and actions taken.
 - b. Report Preparation: Prepare periodic reports summarizing activities, work results, and recommendations for improvement or follow-up.
 - c. Testing and Verification: Conduct initial testing to ensure the installation is functioning properly and meets established safety standards.



Figure 3.2 Documentation and Reporting

Source: Processed Data 2024

Overall, the Job Training Company at PT. PLN Rianis Jaya Sebati provided a well-rounded experience, covering various aspects of contracting, supply, and electrical installation. The tasks performed during the internship were instrumental in gaining practical knowledge and skills relevant to the industry.

3.2 Systematics and Procedures

3.2.1 The Work System

PT. PLN Rianis Jaya Sebati, a contractor and supplier specializing in electrical installations, requires a robust system to manage its diverse operations

effectively. The company's system integrates both digital and manual processes to support its activities in contracting, supply, and electrical installation. The digital aspect includes the use of project management software and communication tools to coordinate between various departments and project sites. For offline or manual processes, PT. PLN Rianis Jaya Sebati relies on traditional documentation methods and spreadsheets for tracking project progress, managing inventory, and maintaining records. This dual approach ensures seamless operations and accurate data management, which is crucial for the company's efficiency and reliability.

3.2.2 The Work Procedures

A company in carrying out its activities requires procedures so that everything is done consistently and in accordance with the standards set by the company. Procedures are work sequences that involve several people in one or more departments, which are arranged in such a way as to ensure that transactions that occur frequently are handled effectively and efficiently. Consistency Procedures help create consistency in the implementation of company tasks and activities. By having clear procedures, everyone in the company can follow the same steps in getting their work done. This helps ensure that each task is performed in a consistent manner and produces a uniform output. Efficiency Good procedures can increase the company's operational efficiency. Having structured and organized steps, and procedures help eliminate confusion or irregularities in carrying out tasks. This minimizes errors, reduces wasted time, and increases productivity. Standard Quality Procedures also allow companies to set quality standards that must be adhered to in each activity.

Description of the procedures carried out while carrying out practical work activities practical work (KP) in the Logistics division at PT Energi Sejahtera Mas is as follows:

1. Goods Receiving

The goods receiving process aims to ensure that the quality and quantity of goods received are in accordance with the order and meet the predetermined quality standards. This is important to maintain the efficiency of warehouse

operations and ensure that incoming goods are in good condition. By performing quality checks, companies can prevent substandard goods from entering stock, which could have a negative impact on future products and customer satisfaction. In addition, ensuring the conformity of goods to the order prevents problems such as stock shortages or excess items that are not needed.

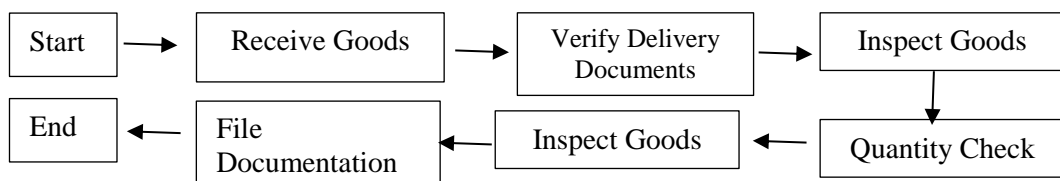


Figure 3.3 Flowchart of Goods Receiving

Source: Processd Data 2024

2. Inspection of the Physical Condition of Goods

The purpose of conducting regular inspections of the physical condition of goods stored in the warehouse is to ensure that all goods remain in good condition and free from damage or defects during the storage period. These inspections also aim to check the packaging and labeling of the goods, ensuring that the packaging remains intact and the labels are in accordance with set standards. This is important for maintaining the integrity and quality of the goods during storage, as well as preventing damage that could affect the function or value of the goods.

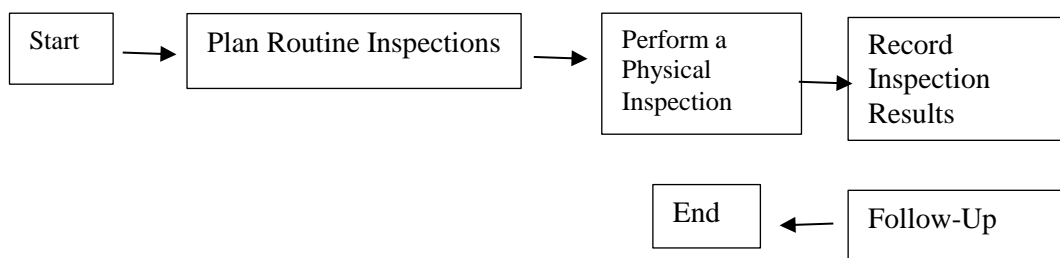


Figure 3.3 Flowchart of Inspection of the Physical Condition of Goods

Source: Processd Data 2024

3. Verify Documentation

The purpose of ensuring all necessary documentation, such as invoices, delivery slips, and special instructions, are included with each order is to ensure the shipping process runs smoothly and in accordance with

established procedures. The accuracy and completeness of the documents are essential to ensure compliance with shipping procedures and avoid potential errors in transactions. By thoroughly checking documents, companies can identify and resolve issues before goods are shipped, preventing administrative problems that could cause delays or discrepancies in delivery.

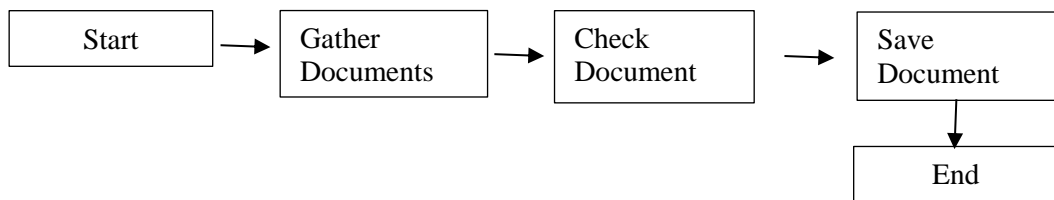


Figure 3.4 Flowchart of Verify Documentation

Source: Processd Data 2024

3.3 Place of Apprenticeship

Practical Work was carried out at PT Energi Sejahtera Mas which is located on Jalan Nerbit kecil, Lubuk Gaung Village, Sungai Sembilan District, Dumai, for 3 months starting from February 19 to May 1, Practical Work activities were carried out in the logistics section as follows:

Table 3.1 Working Hours of PT. Energi Sejahtera Mas

| No | Day | Office Hour | Break |
|----|-------------------|---------------|---------------|
| 1. | Monday - Thursday | 08.00 – 17.00 | 12.00 – 13.30 |
| 2. | Friday | 08.00 – 17.00 | 11.30 – 13.30 |
| 3. | Saturday - Sunday | Day Off | - |

Source: Processed Data, 2024

The Job Training activities are conducted at PT. PLN Rianis Jaya Sebati. During the internship, the author was placed in the electrical department. The company's provisions regarding the schedule or duration of the internship are as follows:

Table 3.2 Working Hours of PT. PLN Rianis Jaya Sebati

| No | Day | Working Hours | Break |
|----|-------------------|-----------------|-----------------|
| 1 | Monday - Saturday | 08:00 -17:00WIB | 12:00 -13:30WIB |
| 2 | Sunday | Holiday | Holiday |

Source: Processed Data, 2024.

3.4 Description of the Activity

Description of work carried out during practical work which began on February 19 to February 23, 2024, at PT Energi Sejahtera Mas, in the Logistics

department. The details of the activities can be seen in the following table:

Table 3.3 Daily Activity of February 19th, 2024 to February 23th, 2024

| No. | Date | Activities | Place |
|-----|---|---|----------------------|
| 1. | Monday, 19 th February 2024 | Review the goods distribution report from the previous day to ensure the accuracy of incoming and outgoing goods data. Verify that all transactions have been recorded correctly. | Logistics Department |
| 2. | Tuesday, 20 th February 2024 | Observe the process of receiving, storing and shipping goods to ensure that procedures are followed. | Logistics Department |
| 3. | Wednesday, 21 th February 2024 | Real-time monitoring of goods distribution flow to ensure a smooth process and address any issues that may arise. | Logistics Department |
| 4. | Thursday, 22 th February 2024 | Follow the distribution process of incoming and outgoing goods, and learn about the systems and procedures used in the warehouse. | Logistics Department |
| 5. | Friday, 23 th February 2024 | Check and verify goods distribution data from the previous day, and ensure all information has been recorded accurately. | Logistics Department |

Source: Processed Data 2024

Description of work carried out during practical work which began on February 26 to March 01, 2024, at PT Energi Sejahtera Mas, in the Logistics department. The details of the activities can be seen in the following table:

Table 3.4 Daily Activity of February 26th, 2024 to March 01st, 2024

| No. | Date | Activities | Place |
|-----|---|--|----------------------|
| 1. | Monday, 26 th February 2024 | Help the team conduct an inventory audit and record the results and potential issues found during the audit process. | Logistics Department |
| 2. | Tuesday, 27 th February 2024 | Analyze distribution data and identify areas that require improvement or enhancement in the logistics process | Logistics Department |
| 3. | Wednesday, 28 th February 2024 | Follow the distribution process of incoming and outgoing goods, and learn about the systems and procedures used in the warehouse. | Logistics Department |
| 4. | Thursday, 29 th February 2024 | Conduct physical inventory to ensure accuracy of stock data in the system. | Logistics Department |
| 5. | Friday, 01 st March 2024 | Plan delivery routes and delivery schedules based on existing orders. Contact transportation service providers to ensure availability and schedules. | Logistics Department |

Source: Processed Data 2024

Description of work carried out during practical work which began on March 4 to March 8, 2024, at PT Energi Sejahtera Mas, in the Logistics department. The details of the activities can be seen in the following table:

Table 3.5 Daily Activity of March 04th, 2024 to March 08st, 2024

| No. | Date | Activities | Place |
|-----|--|--|----------------------|
| 1. | Monday, 04 th March 2024 | Develop a development plan based on performance analysis and feedback from the team. | Logistics Department |
| 2. | Tuesday, 05 th March 2024 | Provide training on logistics systems, procedures and tools. | Logistics Department |
| 3. | Wednesday, 06 th March 2024 | Hold discussions on training effectiveness and areas for improvement. | Logistics Department |
| 4. | Thursday, 07 th March 2024 | Collect all data and reports from the week, and evaluate achievements and challenges. | Logistics Department |
| 5. | Friday, 08 st March 2024 | Develop an activity plan for the next week based on the review results and new priorities. | Logistics Department |

Source: Processed Data 2024

Table 3.6 Daily Activity of March 11th, 2024 to March 15st, 2024

| No. | Date | Activities | Place |
|-----|--|---|----------------------|
| 1. | Monday, 11 st March 2024 | Conducted a final evaluation with the team and supervisors to assess achievements and areas of improvement. | Logistics Department |
| 2. | Tuesday, 12 nd March 2024 | Collect data on stock accuracy by checking the match between physical stock and system records. | Logistics Department |
| 3. | Wednesday, 13 rd March 2024 | Collect data on order processing time from receipt to delivery. | Logistics Department |
| 4. | Thursday, 14 th March 2024 | Record the daily delivery frequency and delivery time of the goods. | Logistics Department |
| 5. | Friday, 15 st March 2024 | Review the data collected, check for errors, and adjust data collection methods if necessary. | Logistics Department |

Source: Processed Data 2024

Table 3.7 Daily Activity of March 18th, 2024 to March 22nd 2024

| No. | Date | Activities | Place |
|-----|--|---|----------------------|
| 1. | Monday, 18 th March 2024 | container checking, including the necessary documents and tools used. | Logistics Department |
| 2. | Tuesday, 19 th March 2024 | Review the shipping and receiving documents to understand what to check. | Logistics Department |
| 3. | Wednesday, 20 st March 2024 | Ensure items are properly organized in the container to prevent shifting. | Logistics Department |

| | | | |
|----|---------------------------------------|---|----------------------|
| 4. | Thursday, 21 st March 2024 | Collect data from container checks, including photos and records of container and goods conditions. | Logistics Department |
| 5. | Friday, 22 nd March 2024 | Record the results of the check, and ensure that the shipping documents are properly signed. | Logistics Department |

Source: Processed Data 2024

Table 3.8 Daily Activity of March 25th, 2024 to March 29nd 2024

| No. | Date | Activities | Place |
|-----|--|--|----------------------|
| 1. | Monday, 25 th March 2024 | Enter the collected data into a system or spreadsheet. Start initial analysis to find patterns or problems. | Logistics Department |
| 2. | Tuesday, 26 th March 2024 | Prepare and check the tools to be used in checking, such as measuring instruments, cameras, and checking forms. | Logistics Department |
| 3. | Wednesday, 27 th March 2024 | Implementation of the proposed changes. Ensure that all team members involved follow the established action plan and procedures. | Logistics Department |
| 4. | Thursday, 28 th March 2024 | Hold a brief meeting with the team to discuss implementation progress, challenges encountered, and solutions that may be required. | Logistics Department |
| 5. | Friday, 29 th March 2024 | corrective actions based on analysis results and team feedback. Adjust the logistics flow as necessary to address the identified issues. | Logistics Department |

Source: Processed Data 2024

Table 3.9 Daily Activity of April 01st, 2024 to April 05th 2024

| No. | Date | Activities | Place |
|-----|--|---|----------------------|
| 1. | Monday, 01 st April 2024 | Continue monitoring the results of the changes that have been implemented. Collect additional data for more in-depth analysis | Logistics Department |
| 2. | Tuesday, 02 nd April 2024 | Review the evaluation process and results with the team. Identify further improvements that may be needed and make plans for additional implementation. | Logistics Department |
| 3. | Wednesday, 03 rd April 2024 | Prepare a final report that includes implementation results, data analysis, and recommendations for further improvement. | Logistics Department |
| 4. | Thursday, 04 th April 2024 | physical inspection of stock in the warehouse to ensure the accuracy of stock data with system records | Logistics Department |
| 5. | Friday, 05 th April 2024 | analysis to determine the cause of stock discrepancies, such as recording errors, item damage, or other issues | Logistics Department |

Source: Processed Data 2024

Table 3.10 Daily Activity of April 08th, 2024 to April 12nd 2024

| No. | Date | Activities | Place |
|-----|--|---|----------------------|
| 1. | Monday, 08 th April 2024 | Assist in the implementation of proposed procedural changes to improve stock accuracy or logistics process efficiency. | Logistics Department |
| 2. | Tuesday, 09 th April 2024 | Attend training or mentorship to understand how to make changes and ensure the team is properly trained. | Logistics Department |
| 3. | Wednesday, 10 th April 2024 | Collect outcome data from implemented changes. Check performance metrics such as processing time, stock accuracy, and delivery efficiency | Logistics Department |
| 4. | Thursday, 11 st April 2024 | data analysis with the team and identification of areas that require further customization. | Logistics Department |
| 5. | Friday, 12 nd April 2024 | Prepare a final report that includes data analysis, implementation results, and recommendations for improvement. | Logistics Department |

Source: Processed Data 2024

Table 3.11 Daily Activity of April 15th, 2024 to April 19th 2024

| No. | Date | Activities | Place |
|-----|--|--|----------------------|
| 1. | Monday, 15 th April 2024 | Assist in writing or updating SOPs for logistics processes. | Logistics Department |
| 2. | Tuesday, 16 th April 2024 | Take part in ongoing logistics flow or warehouse management system development projects. | Logistics Department |
| 3. | Wednesday, 17 th April 2024 | Assist in logistics performance analysis based on operational reports and data. | Logistics Department |
| 4. | Thursday, 18 th April 2024 | Create a detailed action plan to implement the changes, including scheduling, responsibilities and resources required. | Logistics Department |
| 5. | Friday, 19 th April 2024 | implement the changes and note any issues or difficulties that arise. Document the process and interim results. | Logistics Department |

Source: Processed Data 2024

Table 3.12 Daily Activity of April 22nd, 2024 to April 26th 2024

| No. | Date | Activities | Place |
|-----|--------------------------------------|--|----------------------|
| 1. | Monday, 22 nd April 2024 | Implement necessary adjustments based on feedback and analysis results. Assist in adjusting the process or system if needed. | Logistics Department |
| 2. | Tuesday, 23 rd April 2024 | monitor results after adjustments. Collect additional data and check whether the changes have achieved the desired goals. | Logistics Department |

| | | | |
|----|--|---|----------------------|
| 3. | Wednesday, 24 th April 2024 | Present the final report and implementation results to the team or management. Discuss findings, impact of changes, and next steps | Logistics Department |
| 4. | Thursday, 25 th April 2024 | Assist in training the team on the new changes and how to implement them effectively. | Logistics Department |
| 5. | Friday, 26 th April 2024 | Collect all relevant data related to the implemented changes, including logistics performance data, processing time, stock accuracy, and delivery efficiency. | Logistics Department |

Source: Processed Data 2024

Table 3.13 Daily Activity of April 29th, 2024 to May 03rd 2024

| No. | Date | Activities | Place |
|-----|--------------------------------------|---|----------------------|
| 1. | Monday, 29 th April 2024 | Create the basic structure of the final report. Define key sections such as executive summary, data analysis, impact of change, | Logistics Department |
| 2. | Tuesday, 30 th April 2024 | Start analyzing the data that has been collected. Identify patterns, improvements,. | Logistics Department |
| 3. | Wednesday, 01 st May 2024 | Document the results of the data analysis in a clear and structured format | Logistics Department |
| 4. | Thursday, 02 nd May 2024 | Off | - |
| 5. | Friday, 03 rd May 2024 | Off | - |

Source: Processed Data 2024

Description of the work carried out during the job training, which started on January 12th until May 12th, 2024, at PT. PLN Rianis Jaya Sebati at Electrical department. The detailed activities can be seen in the following table:

Table 3.14 Work Agenda Report First Week, May 6th - May 11th, 2024

| No | Day/Date | Activities | Location |
|----|------------------------|--|-----------------------------------|
| 1 | Monday, May 6, 2024 | Introduction to the company and orientation | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, May 7, 2024 | Electrical systems overview and safety protocols discussion | PT. PLN Rianis Jaya Sebati Office |
| 3 | Wednesday, May 8, 2024 | Site survey for employee work locations | Various job sites |
| 4 | Thursday, May 9, 2024 | <i>Ascension Day of Jesus Christ Holiday</i> | - |
| 5 | Friday, May 10, 2024 | <i>Ascension Day of Jesus Christ Holiday</i> | - |
| 6 | Saturday, May 11, 2024 | Discussion on electrical voltage hazards and safety measures | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

Agenda of work that has been done during the implementation of job training at PT. PLN Rianis Jaya Sebati at the Electrical department are as follows:

Table 3.15 Work Agenda Report Second Week, May 13th - May 18th, 2024

| No | Day/Date | Activities | Location |
|----|-------------------------|---|-----------------------------------|
| 1 | Monday, May 13, 2024 | Analysis of electrical installation projects | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, May 14, 2024 | Site inspection for safety compliance | Various job sites |
| 3 | Wednesday, May 15, 2024 | Creating and updating promotional content for social media | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, May 16, 2024 | Field monitoring of electrical system performance | Project sites |
| 5 | Friday, May 17, 2024 | Review of electrical safety protocols and hazard analysis | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, May 18, 2024 | Preparing reports and documentation for the week's activities | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the APRIL Learning Institute office is as follows:

Table 3.16 Work Agenda Report Third Week, May 20th - May 25th, 2024

| No | Day/Date | Activities | Location |
|----|---------------------------|---|-----------------------------------|
| 1 | Monday, May 20, 2024 | Review of electrical installations and equipment | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, May 21, 2024 | Site survey for new electrical projects | Various job sites |
| 3 | Wednesday, May 22, 2024 | Development of social media promotional strategies | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, 23, 2024 | <i>Waisak Day Holiday</i> | - |
| 5 | Friday, February 24, 2024 | <i>Waisak Day Holiday</i> | - |
| 6 | Saturday, May 25, 2024 | Documentation of field observations and safety measures | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.17 Work Agenda Report Fourth Week, May 27th - June 1st, 2024

| No | Day/Date | Activities | Location |
|----|----------------------|--|-----------------------------------|
| 1 | Monday, May 27, 2024 | Electrical systems analysis and maintenance procedures | PT. PLN Rianis Jaya Sebati Office |

| | | | |
|---|-------------------------|---|-----------------------------------|
| 2 | Tuesday, May 28, 2024 | Site assessment for ongoing and upcoming projects | Various job sites |
| 3 | Wednesday, May 29, 2024 | Designing and posting promotional content on social media | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, May 30, 2024 | Field observation and performance evaluation of installations | Project sites |
| 5 | Friday, May 31, 2024 | Review and update on electrical safety and hazard prevention | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, June 1, 2024 | Compilation and presentation of weekly reports and findings | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.18 Work Agenda Report Fifth Week, June 3rd - June 8th, 2024

| No | Day/Date | Activities | Location |
|----|-------------------------|---|-----------------------------------|
| 1 | Monday, June 3, 2024 | Review of electrical installation progress and issues | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, June 4, 2024 | Field inspection for new electrical projects and safety checks | Various job sites |
| 3 | Wednesday, June 5, 2024 | Creation of promotional content for upcoming electrical installations | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, June 6, 2024 | Monitoring of electrical systems and analysis of performance | Project sites |
| 5 | Friday, June 7, 2024 | Safety review and hazard prevention strategies | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, June 8, 2024 | Documentation of daily activities and observations | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.19 Work Agenda Report Sixth Week, June 10th - June 16th, 2024

| No | Day/Date | Activities | Location |
|----|--------------------------|--|-----------------------------------|
| 1 | Monday, June 10, 2024 | Assessment of electrical systems and ongoing maintenance tasks | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, June 11, 2024 | Site survey and inspection for new installation sites | Various job sites |
| 3 | Wednesday, June 12, 2024 | Development and design of promotional materials for social media | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, June 13, 2024 | Field monitoring of electrical installations and troubleshooting | Project sites |

| | | | |
|---|-------------------------|---|-----------------------------------|
| 5 | Friday, June 14, 2024 | Evaluation of electrical safety measures and hazard reports | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, June 15, 2024 | Preparation of weekly activity reports and summaries | PT. PLN Rianis Jaya Sebati Office |

Source: *ProcessedData2024*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.20 Work Agenda Report Seventh Week, June 17th - June 22nd, 2024

| No | Day/Date | Activities | Location |
|----|----------------------------|---|-----------------------------------|
| 1 | Monday, February 17, 2024 | <i>Eid Adha Holiday</i> | - |
| 2 | Tuesday, February 18, 2024 | <i>Eid Adha Holiday</i> | - |
| 3 | Wednesday, June 19, 2024 | Creating promotional posts for social media about electrical services | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, June 20, 2024 | Monitoring ongoing electrical projects and system performance | Project sites |
| 5 | Friday, June 21, 2024 | Discussing electrical hazards and updating safety protocols | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, June 22, 2024 | Compiling weekly documentation and activity reports | PT. PLN Rianis Jaya Sebati Office |

Source: *ProcessedData,2024.*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.21 Work Agenda Report Eighth Week, June 24th - June 29th, 2024

| No | Day/Date | Activities | Location |
|----|--------------------------|--|-----------------------------------|
| 1 | Monday, June 24, 2024 | Final assessment of electrical installations and safety measures | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, June 25, 2024 | Survey of new locations for upcoming electrical installations | Various job sites |
| 3 | Wednesday, June 26, 2024 | Designing promotional content for electrical services on social media | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, June 27, 2024 | Field monitoring and evaluation of electrical project outcomes | Project sites |
| 5 | Friday, June 28, 2024 | Reviewing and updating electrical hazard reports and safety procedures | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, June 29, 2024 | Finalizing and submitting weekly activity and progress reports | PT. PLN Rianis Jaya Sebati Office |

Source: *ProcessedData,2024.*

The agenda of activities or tasks carried out by the author during the implementation of the Field Work Practice at PT. PLN Rianis Jaya Sebati at the Electrical department is as follows:

Table 3.22 Work Agenda Report Ninth Week, July 1st - July 6th, 2024

| No | Day/Date | Activities | Location |
|----|-------------------------|---|-----------------------------------|
| 1 | Monday, July 1, 2024 | Final review of electrical system installations and updates | PT. PLN Rianis Jaya Sebati Office |
| 2 | Tuesday, July 2, 2024 | Conducting site surveys for ongoing and new projects | Various job sites |
| 3 | Wednesday, July 3, 2024 | Creating and posting promotional content on social media for recent electrical work | PT. PLN Rianis Jaya Sebati Office |
| 4 | Thursday, July 4, 2024 | Monitoring performance and compliance of electrical systems | Project sites |
| 5 | Friday, July 5, 2024 | Reviewing electrical safety protocols and updating hazard reports | PT. PLN Rianis Jaya Sebati Office |
| 6 | Saturday, July 6, 2024 | Preparing and finalizing the comprehensive job training report and documentation | PT. PLN Rianis Jaya Sebati Office |

Source: Processed Data, 2024.

3.5 Obstacles and Solutions Faced During Job Training

3.5.1 Obstacles

During the job training at PT. PLN Rianis Jaya Sebati, several challenges were encountered:

1. There were occasional restrictions on access to certain project sites, which hindered the ability to perform thorough on-site inspections and assessments. This limitation affected the ability to fully understand and document the real-time implementation of electrical installations.
2. Communication with various departments and team members was occasionally inconsistent, leading to delays in receiving necessary information and instructions. This issue impacted the timely execution of tasks and coordination between different segments of the job training.
3. The software tools used for project documentation and promotion faced technical issues, such as system crashes and compatibility problems. These technical difficulties disrupted workflow and delayed the completion of promotional content and project reports.

4. The scope of tasks assigned varied significantly from week to week, leading to periods of inactivity or underutilization of skills. This variability affected the overall consistency and productivity of the job training experience.

3.4.2 Solutions

To address these obstacles and improve the job training experience, the following solutions are proposed:

1. Establish clearer protocols and permissions for accessing project sites to ensure consistent and uninterrupted access. This could involve pre-planning site visits and coordinating with site managers in advance.
2. Implement more effective communication channels, such as regular updates and scheduled meetings, to ensure timely information exchange. Adopting project management tools could also enhance communication and coordination.
3. Provide additional technical support and training for the software tools used in documentation and promotion. Ensuring that all users are familiar with the tools and have access to technical support can minimize disruptions caused by technical issues.
4. Develop a more structured approach to task allocation, with clear guidelines and consistent assignments. Regularly review and adjust task assignments to match the trainees' skill levels and ensure continuous engagement and productivity.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During the Job Training Company at PT. PLN Rianis Jaya Sehati, the internship provided valuable insights into the practical aspects of electrical contracting and supply services. The internship enabled the application of theoretical knowledge acquired during academic studies to real-world scenarios, particularly in the context of electrical installations, site surveys, promotional activities, and hazard assessments. The key findings from the internship are summarized as follows:

1. The tasks performed included conducting electrical site surveys, creating promotional logos for social media, monitoring electrical installations in the field, and evaluating electrical hazards. These activities allowed for a hands-on understanding of the processes involved in electrical contracting and the importance of accurate documentation and safety measures.
2. The internship aimed to enhance skills in various areas, such as assessing electrical systems, effectively promoting services through digital media, and ensuring safety protocols are followed. The experience highlighted the necessity of thorough site evaluations and the need for clear, impactful promotional content to attract potential clients.
3. Various tools and software were utilized during the internship, including digital design tools for creating promotional material and technical equipment for field assessments. These tools were essential for performing tasks efficiently and effectively.
4. Key data involved customer site assessment reports, promotional content drafts, and safety hazard analysis. Proper management and accurate recording of this data were crucial for maintaining the quality and safety of electrical services provided.

4.2 Suggestion

Based on the experiences gained during the job training at PT. PLN Rianis Jaya Sebati, the following suggestions are offered:

1. Interns should take the initiative to understand the company culture and the different roles within the team. Proactive engagement with mentors and colleagues can facilitate smoother integration into the workplace and enhance learning outcomes.
2. Maintaining a respectful and professional demeanor is essential. Interns should be mindful of their interactions with employees, avoiding any behavior that could be perceived as unprofessional or inappropriate.
3. Interns entrusted with sensitive information or access credentials must handle such data with the utmost care. It is important to communicate any issues or changes promptly to supervisors to maintain trust and security.
4. Given the importance of accurate data handling in electrical contracting, interns should exercise caution when inputting and managing data. Ensuring accuracy in documentation and understanding the implications of electrical hazards are crucial for effective and safe operations.

REFERENCES

- Vadhillah, S., & Tobari, T. (2016). Karakteristik Kepemimpinan PT Energi Sejahtera Mas Dumai. *JMKSP (Jurnal Manajemen, Kepemimpinan, dan Supervisi Pendidikan)*, 1(2),
- ALI, F. A. (2021). Pengaruh Kepemimpinan Dan Motivasi Kerja Terhadap Kepuasan Kerja Dan Kinerja Karyawan Pt. Rianis Jaya Sehati Kota Dumai.

APPENDICES

Appendix 1. Apprenticeship application Letter



Nomor :012/RJS/DUM/V/2024
Lampiran :-
Hal. : Penerimaan Kerja Praktek (KP)

Dumai, 07 Mei 2024
Kepada Yth :
Bapak Wakil Direktur I
POLITEKNIK NEGERI
BENGKALIS
Di -
Bengkalis.

Dengan Hormat,

Memperhatikan Surat Saudara yang kami terima dengan No. 677/PL31/TU/2024, Tanggal 02 Mei 2024. Tentang penempatan mahasiswa kerja praktek industri dengan ini kami sampaikan bahwa kami menerima mahasiswa praktek tersebut di perusahaan kami terhitung mulai dari **06 Mei s/d 05 Juli 2024**. Adapun nama mahasiswa tersebut :

| NO | NAMA MAHASISWA/NIM | PRODI |
|----|--------------------------|--------------------------------------|
| 1. | M. Zulkarnain/5404201305 | D4 Administrasi Bisnis Internasional |

Demikian kami sampaikan untuk dapat dimaklumi dan kami ucapkan terima kasih.

Hormat Kami
PT. RIANIS JAYA SEBATI

SYAMSUL BAHRI HR
Direktur Utama

Appendix 2. Apprenticeship completion letter



Nomor :060/RJS/DUM/VII/2024
Lampiran : -
Hal : Selesai Kerja Praktek (KP)

Dumai, 30 Juli 2024
Kepada Yth :
Bapak Wakil Direktur I
POLITEKNIK NEGERI
BENGLALIS
Di -
Bengkalis.

Dengan Hormat,
Memperhatikan Surat Saudara yang kami terima dengan No. 677/PL31/TU/2024, Tanggal 02 Mei 2024. Tentang penempatan mahasiswa kerja praktek industri dengan ini kami sampaikan bahwa mahasiswa praktek tersebut telah menyelesaikan kan kerja praktek nya di perusahaan kami dengan Baik, Terhitung mulai dari **06 Mei s/d 05 Juli 2024**. Adapun nama mahasiswa tersebut :

| NO | NAMA MAHASISWA/NIM | PRODI |
|----|--------------------------|--------------------------------------|
| 1. | M. Zulkarnain/5404201305 | D4 Administrasi Bisnis Internasional |

Demikian kami sampaikan untuk dapat dimaklumi dan kami ucapkan terima kasih.



Hormat Kami
PT. RIANIS JAYA SEBATI

SYAMSUL BAHRI HARUN
Direktur Utama

Appendix 3 Certificate

| | |
|---|--|
| PT. RIANIS JAYA SEBATI PUSAT DUMAI | |
| SERTIFIKAT | |
| Pengalaman Kerja Lapangan Nomor : 061/PKL/RJS/DUM/VII/2024 | |
| Menerangkan Bahwa : | |
| Nama | : M. ZULKARNAIN |
| Tempat tgl lahir | : Teluk Lecah, 13 Maret 2003 |
| Nim | : 5404201305 |
| MahaSiswa | : Politeknik Negeri Bengkalis |
| Prodi | : D4 Administrasi Bisnis Internasional |
| TELAH MENGIKUTI : | |
| Pengalaman Kerja Lapangan dengan materi : Kerja Praktek, Terhitung dari tanggal 06 Mei s/d 05 Juli 2024 . Dengan hasil BAIK . | |
| Daftar penilaian tercantum dibalik halaman ini. | |
| Fast Foto 3 x 4 | Dumai, 30 Juli 2024 PT. RIANIS JAYA SEBATI  PT. RIANIS JAYA SEBATI PUSAT - DUMAI SYAMSUL BAHRIL HARUN Direktur Utama |

Appendix 4. Apprenticeship Assessment Sheet

| DAFTAR NILAI PENGALAMAN KERJA LAPANGAN | | | | | |
|---|--------------------------------------|--|-------------|---|------------|
| TAHUN : 2024 | | | | | |
| MATERI : PRAKTEK KERJA INDUSTRI | | | | | |
| I. SIKAP | | | | | |
| No | Sikap | Nilai | | | Keterangan |
| | | A | B | C | |
| 1 | Disiplin | A | | | Amat Baik |
| 2 | Kerjasama | A | | | Amat Baik |
| 3 | Inisiatif | | B | | Baik |
| 4 | Tanggung Jawab | A | | | Amat Baik |
| 5 | Kebersihan | A | | | Amat Baik |
| II. KOMPETENSI | | | | | |
| No | Kompetensi Dasar | Nilai | Keterangan | | |
| 1 | Pemasangan KWH Meteran (APF) | 98,0 | Sangat Baik | | |
| 2 | Pemasangan Cirip MCB (PBB) | 98,0 | Sangat Baik | | |
| 3 | Pemasangan Skalar Dan Stok Kontak | 98,0 | Sangat Baik | | |
| 4 | Pemnyambungan Kabel | 97,0 | Sangat Baik | | |
| 5 | Pemasangan Instalasi Rumah Sederhana | 97,0 | Sangat Baik | | |
| 6 | Rangkaian Pipa Instalasi Listrik | 98,0 | Sangat Baik | | |
| 7 | Pemahatan Tembok (Membohok) | 95,0 | Sangat Baik | | |
| 8 | Pemasangan Pipa Tusam | 97,0 | Sangat Baik | | |
| Mengetahui Direktur Utama PT. RIANIS JAYA SEBATI | | Dumai, 30 Juli 2024 Pembimbing Lapangan | | | |
|  SYAMSUL BAHRI HARUN | |  SYAMSIR | | | |

Appendix 5. Daily Activity

APPRENTICESHIP LOGBOOK OF DAILY ACTIVITIES PT. RIANIS JAYA SEBATI

Name : M. Zulkarnain
Educational Institutions : State Politechnic of Bengkalis
Study Program : International Business Administration
Date : May 6 - May 11, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|------------------------|--|-----------------------------------|-------------------|
| 1 | Monday, May 6, 2024 | Introduction to the company and its departments | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 2 | Tuesday, May 7, 2024 | Overview of electrical systems and safety protocols | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 3 | Wednesday, May 8, 2024 | Site survey for employee work locations | Various job sites | "Jambh" |
| 4 | Thursday, May 9, 2024 | <i>Ascension Day of Jesus Christ Holiday</i> | - | "Jambh" |
| 5 | Friday, May 10, 2024 | <i>Ascension Day of Jesus Christ Holiday</i> | - | "Jambh" |
| 6 | Saturday, May 11, 2024 | Discussion on electrical voltage hazards and safety measures | PT. PLN Rianis Jaya Sebati Office | "Jambh" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politecnich of Bengkalis
 Study Program : International Business Administration
 Date : May 13 – May 18, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|-------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, May 13, 2024 | Analysis of electrical installation projects | PT. PLN Rianis Jaya Sebati Office | "Sumbh" |
| 2 | Tuesday, May 14, 2024 | Site inspection for safety compliance | Various job sites | "Sumbh" |
| 3 | Wednesday, May 15, 2024 | Creating and updating promotional content for social media | PT. PLN Rianis Jaya Sebati Office | "Sumbh" |
| 4 | Thursday, May 16, 2024 | Field monitoring of electrical system performance | Project sites | "Sumbh" |
| 5 | Friday, May 17, 2024 | Review of electrical safety protocols and hazard analysis | PT. PLN Rianis Jaya Sebati Office | "Sumbh" |
| 6 | Saturday, May 18, 2024 | Preparing reports and documentation for the week's activities | PT. PLN Rianis Jaya Sebati Office | "Sumbh" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : Satate Politechnic of Bengkalis
 Study Program : Internatinal Business Administration
 Date : May 20 – May 25, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|-------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, May 20, 2024 | Review of electrical installations and equipment | PT. PLN Rianis Jaya Sebati Office | "Sumb" |
| 2 | Tuesday, May 21, 2024 | Site survey for new electrical projects | Various job sites | "Sumb" |
| 3 | Wednesday, May 22, 2024 | Development of social media promotional strategies | Various job sites | "Sumb" |
| 4 | Thursday, May 23, 2024 | <i>Waisak Day Holiday</i> | - | "Sumb" |
| 5 | Friday, May 24, 2024 | <i>Waisak Day Holiday</i> | - | "Sumb" |
| 6 | Saturday, May 25, 2024 | Documentation of field observations and safety measures | PT. PLN Rianis Jaya Sebati Office | "Sumb" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politechnic of Bengkalis
 Study Program : International Business Administration
 Date : May 27 – June 1, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|-------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, May 27, 2024 | Electrical systems analysis and maintenance procedures | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 2 | Tuesday, May 28, 2024 | Site assessment for ongoing and upcoming projects | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 3 | Wednesday, May 29, 2024 | Designing and posting promotional content on social media | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 4 | Thursday, May 30, 2024 | Field observation and performance evaluation of installations | Project sites | "Jambh" |
| 5 | Friday, May 31, 2024 | Review and update on electrical safety and hazard prevention | PT. PLN Rianis Jaya Sebati Office | "Jambh" |
| 6 | Saturday, June 1, 2024 | Compilation and presentation of weekly reports and findings | PT. PLN Rianis Jaya Sebati Office | "Jambh" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politechnic of Bengkalis
 Study Program : International Business Administration
 Date : June 3 – June 8, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|-------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, June 3, 2024 | Review of electrical installation progress and issues | PT. PLN Rianis Jaya Sebati Office | "Sumb" |
| 2 | Tuesday, June 4, 2024 | Field inspection for new electrical projects and safety checks | Various job sites | "Sumb" |
| 3 | Wednesday, June 5, 2024 | Creation of promotional content for upcoming electrical installations | PT. PLN Rianis Jaya Sebati Office | "Sumb" |
| 4 | Thursday, June 6, 2024 | Monitoring of electrical systems and analysis of performance | PT. PLN Rianis Jaya Sebati Office | "Sumb" |
| 5 | Friday, June 7, 2024 | Safety review and hazard prevention strategies | PT. PLN Rianis Jaya Sebati Office | "Sumb" |
| 6 | Saturday, June 8, 2024 | Documentation of daily activities and observations | PT. PLN Rianis Jaya Sebati Office | "Sumb" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politechnic of Bengkalis
 Study Program : International Business Administration
 Date : June 10 – June 15, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|-----------|--------------------------|--|-----------------------------------|--------------------------|
| 1 | Monday, June 10, 2024 | Assessment of electrical systems and ongoing maintenance tasks | PT. PLN Rianis Jaya Sebatl Office | "Sumb" |
| 2 | Tuesday, June 11, 2024 | Sitesurvey and inspection for new installation sites | PT. PLN Rianis Jaya Sebatl Office | "Sumb" |
| 3 | Wednesday, June 12, 2024 | Development and design of promotional materials for social media | PT. PLN Rianis Jaya Sebatl Office | "Sumb" |
| 4 | Thursday, June 13, 2024 | Field monitoring of electrical installations and troubleshooting | PT. PLN Rianis Jaya Sebatl Office | "Sumb" |
| 5 | Friday, June 14, 2024 | Evaluation of electrical safety measures and hazard reports | Project sites | "Sumb" |
| 6 | Saturday, June 15, 2024 | Preparation of weekly activity reports and summaries | PT. PLN Rianis Jaya Sebatl Office | "Sumb" |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : Politeknik Negeri Bengkalis
 Study Program : International Business Administration
 Date : June 17 – June 22, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|--------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, June 17, 2024 | <i>Eid Adha Holiday</i> | - | <i>"Sumb"</i> |
| 2 | Tuesday, June 18, 2024 | <i>Eid Adha Holiday</i> | - | <i>"Sumb"</i> |
| 3 | Wednesday, June 19, 2024 | Creating promotional posts for social media about electrical services | PT. PLN Rianis Jaya Sebati Office | <i>"Sumb"</i> |
| 4 | Thursday, June 20, 2024 | Monitoring ongoing electrical projects and system performance | PT. PLN Rianis Jaya Sebati Office | <i>"Sumb"</i> |
| 5 | Friday, June 21, 2024 | Discussing electrical hazards and updating safety protocols | PT. PLN Rianis Jaya Sebati Office | <i>"Sumb"</i> |
| 6 | Saturday, June 22, 2024 | Compiling weekly documentation and activity reports | PT. PLN Rianis Jaya Sebati Office | <i>"Sumb"</i> |

**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politechnic of Bengkalis
 Study Program : International Business Administration
 Date : June 24 – June 29, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|-----------|--------------------------|--|-----------------------------------|--------------------------|
| 1 | Monday, June 24, 2024 | Final assessment of electrical installations and safety measures | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |
| 2 | Tuesday, June 25, 2024 | Survey of new locations for upcoming electrical installations | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |
| 3 | Wednesday, June 26, 2024 | Designing promotional content for electrical services on social media | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |
| 4 | Thursday, June 27, 2024 | Field monitoring and evaluation of electrical project outcomes | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |
| 5 | Friday, June 28, 2024 | Reviewing and updating electrical hazard reports and safety procedures | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |
| 6 | Saturday, June 29, 2024 | Finalizing and submitting weekly activity and progress reports | PT. PLN Rianis Jaya Sebati Office | <i>Jumb</i> |

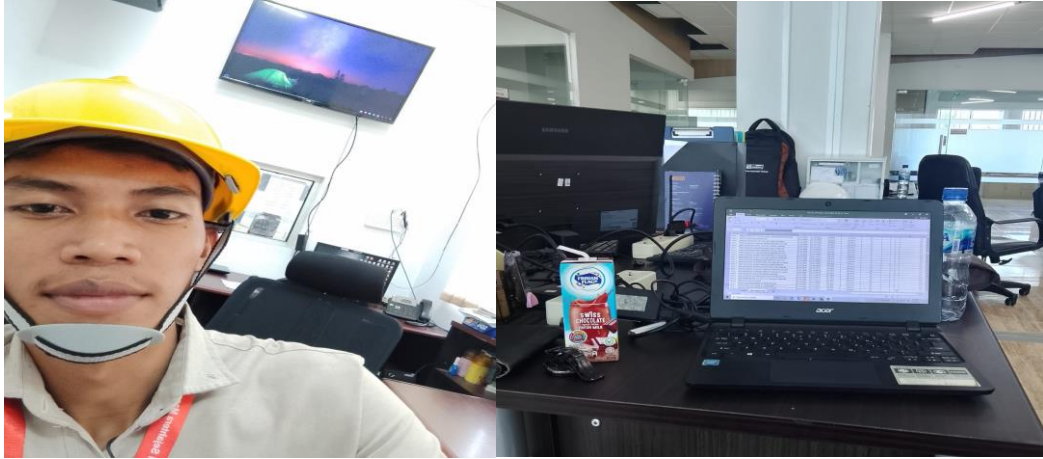
**APPRENTICESHIP LOGBOOK OF
DAILY ACTIVITIES
PT. RIANIS JAYA SEBATI**

Name : M. Zulkarnain
 Educational Institutions : State Politechnic of Bengkalis
 Study Program : International Business Administration
 Date : July 1 – July 6, 2024

| No | Date | Description of Activities | Location | Field Coordinator |
|----|-------------------------|---|-----------------------------------|-------------------|
| 1 | Monday, July 1, 2024 | Final review of electrical system installations and updates | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |
| 2 | Tuesday, July 2, 2024 | Conducting site surveys for ongoing and new projects | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |
| 3 | Wednesday, July 3, 2024 | Creating and posting promotional content on social media for recent electrical work | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |
| 4 | Thursday, July 4, 2024 | Monitoring performance and compliance of electrical systems | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |
| 5 | Friday, July 5, 2024 | Reviewing electrical safety protocols and updating hazard reports | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |
| 6 | Saturday, July 6, 2024 | Preparing and finalizing the comprehensive job training report and documentation | PT. PLN Rianis Jaya Sebatl Office | "Jambh" |

Appendix 6. Figure of Apprenticeship

1. Preparing Document



2. With Logistics Department Employees



3. Delivery Preparation



4. Checking Installation Progress

