

**APPRENTICESHIP REPORT  
TRANSPORTATION DEPARTMENT OF  
BENGKALIS REGENCY**

**By :**

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**APPLIED BACHELOR STUDY PROGRAM OF  
INTERNATIONAL BUSINESS ADMINISTRATION  
BUSINESS ADMINISTRATION DEPARTMENT  
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# VALIDATION SHEET

## JOB TRAINING REPORT TRANSPORTATION DEPARTMENT OF BENGKALIS REGENCY

Written as One of the Conditions for Completing Job Training

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## PREFACE

Praise and gratitude the author prays to Allah SWT, because of His blessings and grace, the author was able to complete this Apprenticeship Report. The Apprenticeship Report was carried out in order to fulfill one of the requirements to complete the study in the D-IV International Business Administration Study Program at State Polytechnic of Bengkalis.

The author realizes that without the help and guidance of various parties, it is very difficult for the author to complete this Apprenticeship Report. Therefore, the authors would like to thank to :

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During Apprenticeship in the Transportation Department of Bengkalis Regency, many lessons and knowledge that the author gained from employees in the office. Despite all that, the author also realized there are still many mistakes in the process of writing this report.

Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.

Bengkalis, August 2021

Author



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# CHAPTER I INTRODUCTION

## 1.1 Background of the Apprenticeship

Apprenticeship is an activity carried out by Bengkalis State Polytechnic students as one of the requirements to complete lectures especially in the Business Administration Department, Diploma-IV International Business Administration Study Program. In addition, this Apprenticeship activity is also beneficial for the students themselves so that they can prepare themselves to enter the world of work and become reliable professional workers in carrying out their work. Implementation of Apprenticeship for students can increase a sense of discipline and responsibility as well as to train students to think critically in solving a problem in a job.

In addition to fulfilling academic obligations, it is hoped that these activities can be a good effect between the industrial world so that students will be able to overcome competition in the world of work. and considering that the quality of education has been in the spotlight in the eyes of the world of education both from within and outside the country for the sake of creating quality human resources capable of making the world more advanced and making a better life. This activity aims to train and educate students so as to create superior and advanced humans with the knowledge they have while learning other things gained through experience during the Apprenticeship, because the knowledge gained will be very useful when entering the real world of work.

Transportation Department of Bengkalis Regency is an element of the implementation of regional autonomy that carries out regional government affairs led by a Head of Department. Transportation Department of Bengkalis Regency has the main task of carrying out regional government affairs in the fields of Road Traffic, Transportation and Mode Integration, Ports and Shipping based on the principle of autonomy and co-administration.

Selection the location of Apprenticeship is done to implement the theories that have been learned, train to add experience to adapt to the real world of work, to find out what things are needed by the Transportation Department and to know what systems are running at the Transportation Department of Bengkalis Regency.

In the implementation of the internship, the author was placed in the port sector. The Port Sector has the task of carrying out the preparation and implementation, policies, providing assistance as well as monitoring and evaluation in the port sector. Carrying out activities Apprenticeship at this department handles many fields related to administration processes, to gain experience regarding the application of the system that has been used, to know administration activities about local government in the fields of Road Traffic, Transportation and Mode Integration, Ports and Shipping. Through this internship, it is hoped can gain as much experience as possible, get an overview of the real working environment and gain new knowledge that is useful for life after lectures, especially in the field of administration.

## **1.2 Purposes of the Apprenticeship**

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

1. To know the kind of business (the main task and function) of the Transportation Department of Bengkalis Regency.
2. To know the working process at the Transportation Department of Bengkalis Regency.
3. To know documents used in the work process at the Transportation Department of Bengkalis Regency.
4. To know the job description during the Apprenticeship process at Transportation Department of Bengkalis Regency.
5. To know the system and procedures for Apprenticeship used in carrying out work on Transportation Department of Bengkalis Regency.
6. To know the obstacles faced in completing the work Transportation Department of Bengkalis Regency.

7. To know solutions in dealing with obstacles during Apprenticeship at the Transportation Department of Bengkalis Regency.

### **1.3 Significances of the Apprenticeship**

The benefits expected from the implementation of the Apprenticeship are as follows:

1. As one of the requirements that must be met to complete vocational education at the State Polytechnic of Bengkalis, especially the Diploma IV International Business Administration Study Program.
2. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
3. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
4. Students have the opportunity to analyze problems related to science applied in their work according to their study program.
5. State Polytechnic of Bengkalis received feedback from the Department on the ability of students who took part in the Apprenticeship in the world of work.
6. State Polytechnic of Bengkalis received feedback from the world of work for curriculum development and learning processes.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 History of the Transportation Department of Bengkalis Regency**

Transportation Department of Bengkalis Regency was formed in 2001 based on the Bengkalis Regency Regional Regulation Number 23 of 2001 concerning the Organization and Work Procedure of the Transportation Department of Bengkalis Regency.



**Figure 2. 1 Transportation Department of Bengkalis Regency Logo**

*Source : Google*

The logo of the Transportation Department is a symbolic form that depicts a large family of transportation. The logo consists of a circular shape that has elements of a Toothed Wheel, an Anchor, a Garuda bird and an Earth Circle. The meaning of the Logo elements are :

1. Toothed wheel means land transportation dimension.
2. Anchor means Sea Transportation Dimension.
3. Garuda Bird means Air Transportation Dimension.

4. The circle of the Earth means the Scope of Transportation Services.
5. Logo color consists of Sky Blue (cerulean blue) which means peace and Yellow means Majesty.

Transportation Department of Bengkalis Regency Office is located on Pramuka Street, Senggoro, Bengkalis Regency. Transportation Department is the implementing element of regional autonomy, led by a head who is under and responsible to the Regent through the Regional Secretary. With the enactment of Law No. 12 of 1956 concerning the Establishment of District Autonomous Regions in the Regional Environment of Central Sumatra Province, the central government provides a decentralization policy, which means that local governments can carry out local government, development and services. This needs to be utilized by the Regional Government in order to accelerate the distribution of welfare for the people in the region.



**Figure 2. 2 Transportation Department of Bengkalis Regency Office**

*Source : [bengkaliskab.go.id](http://bengkaliskab.go.id)*

Transportation Department of Bengkalis Regency has the main task of carrying out some regional household affairs in the field of transportation (facilities and infrastructure) as well as transportation facilities, which are their responsibilities and assistance tasks given by the Regent.

Transportation Department of Bengkalis Regency, apart from being a state servant as well as a public servant, is reflected among others in the implementation of the main tasks of government and development as well as the implementation of services to the community, which are manifested in the form of regulation, guidance, guidance, and provision of facilities for the community in accordance with applicable laws and regulations.

In 2005, based on the Bengkalis Regency Regulation Number 10 of 2005 concerning the Establishment of the Organization and Work Procedure of the Transportation Department of Bengkalis Regency, it was stipulated in Bengkalis on February 5, 2005 with the following organizational structure:

1. Head of Department ;
2. Administrative Section, consisting of:
  - a. Program Planning Sub Division;
  - b. Sub Division of General Administration and Finance.
3. Land Transportation Sector, consisting of:
  - a. Traffic and Land Transportation Section;
  - b. Section for Facilities and Infrastructure Technical Safety Infrastructure.
4. Sea Transportation Sector; consists of :
  - a. Sea Transport Traffic and Shipping Safety Section;
  - b. Harbor Section.
5. Air Transportation Sector; consists of :
  - a. Airport Section;
  - b. Aviation Safety Support Section.
6. Post and Telecommunications, consisting of:
  - a. Postal Section ;
  - b. Telecommunications Section.
7. Service Technical Implementation Unit.
8. Functional Position Group.

In 2012 changes were made to the Organizational Structure based on the Bengkalis Regency Regional Regulation Number 03 of 2012 concerning Organization and Work Procedures of the Bengkalis Regency Transportation, Communication and Information Office and Bengkalis Regent Regulation Number 65 of 2012 concerning Main Duties and Functions and Details of Duties at the Department of Transportation, Communication. and Informatics Bengkalis Regency with the position of the main tasks and functions of the organization that has the authority of regional autonomy in the field of transportation, communication and informatics with the organizational structure as follows:

1. Head of Department
2. Secretariat, in charge of:
  - a. Sub. Administration Section
  - b. Sub. Finance and Equipment Section
  - c. Sub. Programming Section
3. Land Transportation Sector, in charge of:
  - a. Land Transportation Facilities Section
  - b. Land Transportation Safety and Supervision Section
  - c. Section of Land Transportation and Land Transportation Infrastructure
4. Sea Transportation Sector, in charge of:
  - a. Sea Transportation Facilities Section
  - b. Sea Transport and Port Traffic Section
  - c. Sea Transportation Safety and Supervision Section
5. Field of Air Transportation, Communication and Information Technology, in charge of:
  - a. Air Transportation Section
  - b. Communication and Informatics Section
  - c. Communication and Informatics Infrastructure Section
6. Service Technical Implementation Unit (UPTD)
7. Functional Position Group.



In 2017 with the stipulation of Bengkalis Regency Regional Regulation Number 3 of 2016 concerning the Formation and Composition of Bengkalis Regency Regional Apparatuses, the Bengkalis Regency Transportation, Communication and Information Office became the Transportation Department of Bengkalis Regency with Bengkalis Regent Regulation Number 50 of 2016 (Regarding Position, Organizational Structure, Eselonering, Duties, Functions and Job Descriptions and Work Procedures at the Transportation Department of Bengkalis Regency) by carrying out government affairs which are the regional authority and assistance tasks in the field of transportation with the following organizational structure:

1. Head of Department ;
2. Secretariat, consisting of:
  - a. Program Preparation Sub Division;
  - b. General and Personnel Sub-Section; and
  - c. Sub Division of Finance and Equipment.
3. Road Traffic Sector, consisting of:
  - a. Traffic Impact and Engineering Management Section;
  - b. Supervision Section, Traffic Operational Control; and
  - c. Traffic and Transportation Safety Section.
4. The field of transportation and fashion integration, consisting of:
  - a. Section for Insider Transportation of Routes and Terminals;
  - b. Section for the Transportation of Persons not on the Route and the Transportation of Goods; and
  - c. Transportation Planning and Development Section.
5. Port sector, consisting of:
  - a. Port Development Section;
  - b. Port Dredging and Reclamation Section; and
  - c. Port Operation and Management Section.
6. Shipping sector, consisting of:
  - a. Section of Business Entities and Services Related to Shipping Transportation;

- b. Shipping Safety Section; and
  - c. River, Lake and Ferry Transportation Section.
7. Technical implementation Unit; and
  8. Functional Position Group.

In addition, based on the Bengkalis Regent Regulation Number 50 of 2016 (Regarding Position, Organizational Structure, Echelonering, Duties, Functions and Job Descriptions and Work Procedures at the Transportation Department of Bengkalis Regency), the Bengkalis Regency Transportation Office also structurally supervises 8 UPTs of the Transportation Department of Bengkalis Regency, namely:

1. UPT Motor Vehicle Testing with Bengkalis Regent Regulation Number 22 of 2017 dated 26 May 2017 concerning Organizational Establishment and Work Procedures UPT PKB has a class A classification based in Duri (work area throughout Bengkalis Regency)
2. UPT Crossing with Bengkalis Regent Regulation Number 26 of 2017 dated May 26, 2017 concerning Organizational Establishment and Work Procedures UPT Crossing has a class B classification domiciled in Bengkalis (working area of Bengkalis Subdistrict and Bukit Batu District)
3. UPT Terminal with Bengkalis Regent Regulation Number 23 of 2017 dated May 26, 2017 concerning Organizational Formation and Work Procedures UPT Terminal has a Class B classification domiciled in Duri (work area of Mandau District, Pinggir District, Talang Muandau District and Bathin Solapan District)
4. Parking UPT with Bengkalis Regent Regulation Number 24 of 2017 dated May 26, 2017 concerning Organizational Formation and Work Procedures of Parking UPT has a class A classification located in Duri (working area of Mandau District, Pinggir District, Talang Mandau District and Bathin Solapan District)
5. UPT Port of Bengkalis Subdistrict with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of

Organization and Work Procedures of UPT Port in Bengkalis Subdistrict domiciled in Bengkalis with Class B Classification.

6. UPT Pelabuhan Bantan Subdistrict with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of Organization and Work Procedures of UPT Port in Bantan District domiciled in the New Strait with Class B Classification.
7. UPT Port of Rupert Sub-district with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Establishment of Organization and Work Procedures of UPT Port in Rupert District domiciled in Batu Panjang with Class B Classification.
8. UPT Port of North Rupert District with Bengkalis Regent Regulation Number 25 of 2017 dated May 26, 2017 concerning the Organization and Work Procedure of the Port UPT in North Rupert District domiciled in Tanjung Medang with Class B Classification.

The objectives of the Transportation Department of Bengkalis Regency Technical Implementation Unit are as follows:

1. To provide ease of service and public convenience in meeting needs in the field of transportation;
2. To improve the efficiency and effectiveness of performance in providing services to the community;
3. For the purpose of equal distribution of service fulfillment to the community in all sectors of facilities and infrastructure in the field of transportation;
4. Shorten lines of coordination and bureaucracy in handling urgent problems of an urgent nature;
5. Stringing integrated services between regions in order to realize the acceleration of regional development through transportation.

In managing the affairs of transportation facilities and infrastructure, the Bengkalis Regency Government through the Bengkalis Regent gives responsibility and authority to the Department of Transportation in running the transportation system in its territory. The role of the Department of Transportation

is very vital, because there are community mobility activities that occur every day and are continuous in order to meet the needs of life and considering that the development of an area depends on whether or not the implementation of transportation services.

Bengkalis Regency geographically consists of an archipelago which is bordered by waters and land. Administratively, Bengkalis Regency has an area of  $\pm 7,773.93 \text{ Km}^2$  which consists of 11 sub-districts including: Bengkalis District, Bantan District, Siak Kecil District, Bukit Batu District, Mandau District, Pinggir District, Rupert District, North Rupert District, Bathin Solapan District, Tualang Mandau District and Bandar Laksamana District with a total population an average of 543,987 million people with a total of 155 Fam/village.

The area of Bengkalis Regency in general can be grouped into 3 (three) geographic groups, namely: (1) geographical of coastal islands, (2) geographical of the coast and (3) geographical of land. Some areas of Bengkalis Regency are bordered by shallow waters and partly a canal from the mainland of the central and eastern parts of Sumatra Island. Bengkalis Regency which has geographically coastal islands, namely Bengkalis Island which consists of Bengkalis District and Bantan District with a total land area and surrounding waters of 938 Km<sup>2</sup>. or 93,840 hectares and Rupert Island which consists of Rupert District and North Rupert District with a land area and surrounding waters of 62,850 Ha or 1,524.85 Km<sup>2</sup>, where Rupert Island has 15 small islands that have names with characteristics of sediments. geological results of currents and wind dynamics in the surrounding waters. The 15 small islands are a group of islands located in the north of North Rupert District, namely: 1) Atung Island; 2) Mampu Beso Island; 3) Payung Island; 4) Mentele Island; 5) Baru Island; 6) Rampang Island; 7) Mampu Kecil Island; and 8) Ketam Island. Then the group of islands located in the western part of Rupert District which consists of: 9) Babi Island; 10) Kemunting Island; 11) Simpur Island; 12) Beting Aceh Island; 13) Beruk Island; 14) Pajak Island and 15) Tengah Island.

Geographically, the coastal area consists of Bukit Batu District and Siak Kecil District with a land and water area of 187,021 Ha or 1,870.21 Km<sup>2</sup>. The area is located in the waters of the Paking Strait which connects the area with Bengkalis Island and Merbau Island (Meranti Islands Regency). Furthermore, the geographical land area consists of Mandau District and Pinggir District which is the central and eastern stretch located on the island of Sumatra with undulating land elevation conditions with a total land area of 3,440.47 Km<sup>2</sup>.

## **2.2 Vision and Mission**

The vision of the Transportation Department of Bengkalis Regency is "The Realization of a Reliable Bengkalis Regency Transportation System in Supporting Regional and National Transportation Systems". The Mission Transportation Department of Bengkalis Regency are :

1. Realizing safe, smooth, orderly and controlled traffic conditions.
2. Realizing Rural and Urban public transportation facilities.
3. Realizing the quality of transportation services.
4. Realizing a good Management and Governance System.

## **2.3 Kind of Business**

In managing the affairs of transportation facilities and infrastructure, the Bengkalis Regency Government through the Bengkalis Regent gives responsibility and authority to the Transportation Department of Bengkalis Regency in running the transportation system in its territory. This is in accordance with the Kind of Business (main tasks and functions) of the Transportation Department.

Transportation Department of Bengkalis Regency has activities that are engaged in the formulation of technical policies in the field of transportation, implementation of government affairs and public services in the field of transportation, guidance and implementation of tasks in the field of transportation.

In carrying out these tasks, the Transportation Department of Bengkalis Regency has the following functions:

1. Formulation, policy planning, technical development and management,

general guidance, provision of licensing guidance in accordance with the policies set by the Regent.

2. Supervision and technical control in the field of transportation in accordance with the policies set by the Regent.
3. Guidance to the Department of Transportation which are technical and functional in nature based on the policies established by the regional government and the central government based on the statutory regulations that have been stipulated.
4. Administrative Management of the Office.
5. Management of the Technical Implementation Unit (UPT).

#### **2.4 Organisation Structure**

Since the establishment of the Transportation Department of Bengkalis Regency, the Head of the Transportation Department of Bengkalis Regency has changed 13 times from 2001 until now, as for the names that have been the Transportation Department of Bengkalis Regency Head, including:

1. Drs. H. Nurdin Bakar (2001)
2. H. Idris Ibrahim, SH (2002)
3. Drs. H. Zulkarnain, MM (2003)
4. Drs. Suhendri, MM (2006)
5. Ir. H. Anwar Zainal, MM (2007)
6. H. Wan Mukhtar, SH. MH (2008)
7. Drs. H. Jhoni Syafrizal (2009 to December 2011)
8. Drs. H. Elfian Ramli (January 2011 to March 2012)
9. Drs. H. Abdul Hamid Ahmadi (April 2012 to September 2012)
10. Ir. Emri Juliharnis, MT. Ph.D (October 2012 to February 2013)
11. H. Arman Aa, SE (March 2013 to October 2013)
12. H. Jaafar Arief, S. Sos. M.Si (November 2013 to September 2017)
13. Djoko Edy Imhar, S. Sos. M.Si (September 2017 to Present)

The following is the Organizational Structure of the Transportation Department of Bengkalis Regency :

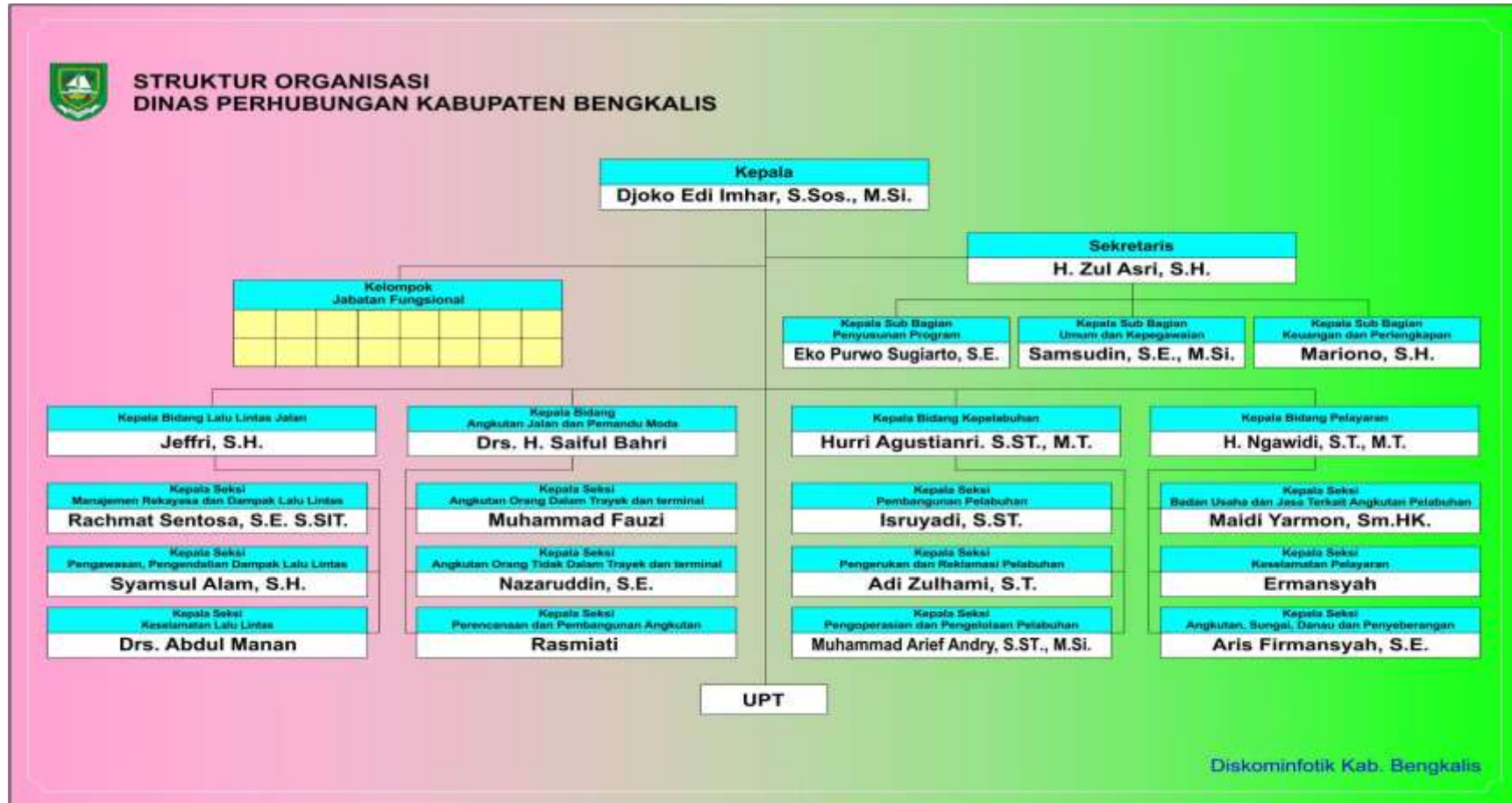


Figure 2. 3 Organizational Structure of the Transportation Department of Bengkalis Regency

Source : [bengkaliskab.go.id](http://bengkaliskab.go.id)

## 2.5 The Working Process

The role of the Transportation Department is very vital, because there are community mobility activities that occur every day and are continuous in order to meet the needs of life and considering that the development of an area depends on whether or not the implementation of transportation services in the area.

During Apprenticeship in Transportation Department of Bengkalis Regency, the author was placed in the Port sector. The Port Sector has the task of carrying out the preparation and implementation, policies, providing assistance as well as monitoring and evaluation in the port sector. To get a clear description of the port that is the scope of work from the Port Sector of Transportation Department of Bengkalis Regency, see Appendix 7 on this report.

The organizational structure of the port sector consists of Port development section, Port dredging and reclamation section and Port operation and management section. The working process is for Each work or project is carried out on the basis of the use of a pre-arranged budget. Stages of project implementation 1 work package there are 3 contracts, namely Planning, Physical and Monitoring. All documents and all administrative processes are completed. Document bookkeeping based on its stages, namely Planning, Physical and Monitoring. Then archived according to the year the project was carried out.



**Figure 2. 4 Project Document Archive**  
*Source: Writer Documentation, 2021*



The flow of development work at the Transportation Department of Bengkalis Regency can be seen in Figure 2.5 below.

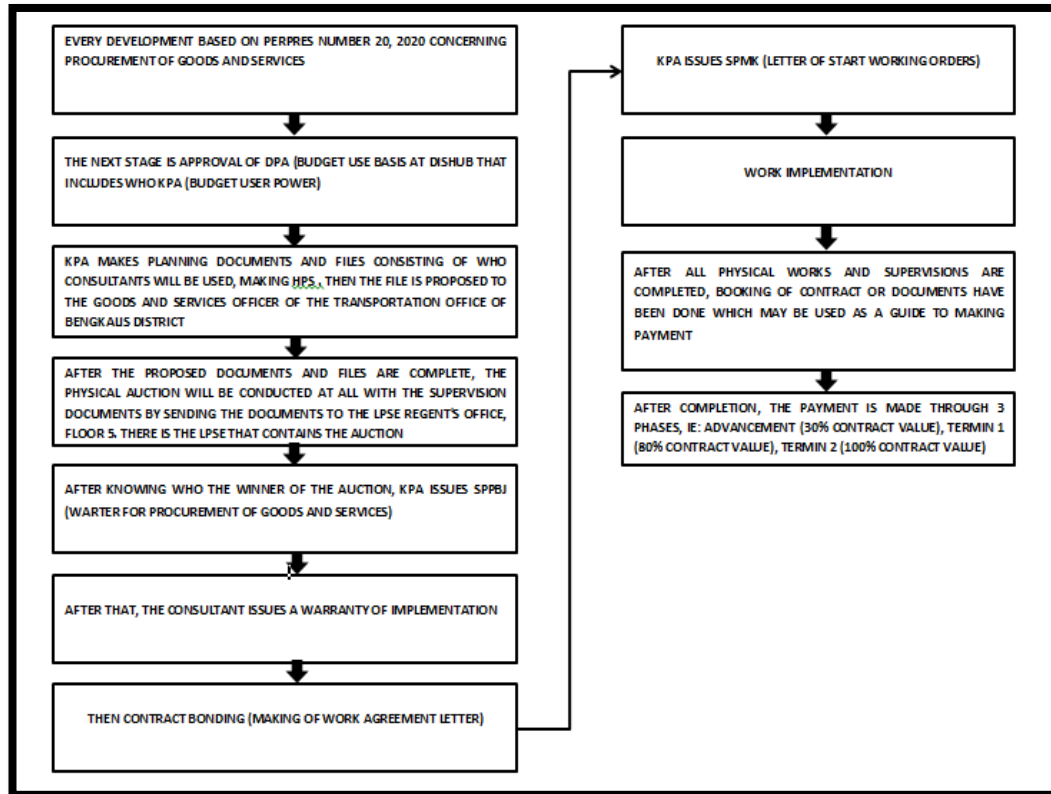


Figure 2. 5 Flowchart of Project Work at Transportation Department of Bengkalis Regency  
 Source: Processed Data, 2021

## 2. 6 Document Used for Activity

Documents commonly used in activities in the Port Sector of Transportation Department of Bengkalis Regency are as follows :

### 1. Letters.

Letters are one of the documents that are often created. Some examples of letters that are often used are cover letters for auctions, direct procurement process letters, proposal letters for shifting APBD for Fiscal of 2021 and request letters for land location measurements.

### 2. Budget Execution Documents (DPA).

a document containing a list of work to be carried out in one year of service which includes a work plan and the budget used.

3. Form Online Employee Performance Target (SKP).

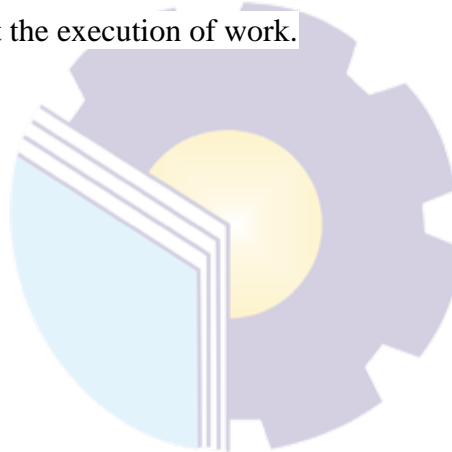
In the Port Sector of the Transportation Department of Bengkalis Regency, every month filling Employee Performance Target (SKP) which is filled in according to the workload.

4. Report of the Transportation Security Command Post.

Report of the Transportation Security Command Post during Eid al-Fitr at the Siak Kecil-Kab Border Post. Siak and the Tanjung Kapal Rupert Crossing Command Post.

5. Work Start Order (SPMK).

Work Start Order (SPMK) is a work order issued by the Commitment Making Officer/PPK in the contract document/Contract Agreement to immediately start the execution of work.



## **CHAPTER III**

### **SCOPE OF APPRENTICESHIP**

#### **3.1 Job Description**

Job description of Apprenticeship in the Transportation Department of Bengkalis Regency which starts on February 22<sup>nd</sup> to June 30<sup>th</sup> 2021. The work and task specifications carried out for 4 (Four) Months especially in the Port Sector are as follows:

1. Recording and Archiving Incoming/Outgoing Letter.
2. Filling Form and Input Data in Application.
3. Print Documents/Report.
4. Creating Format File.
5. Managing Business Travel Administration.
6. Making Bundle File Name.
7. Collecting Data.
8. Make Letter.
9. Following Social Services.
10. Duplicate Documents/Report.
11. Project Site Survey.
12. Prepare Project Proposal.
13. Scan Documents/Report.

#### **3.2 System and Procedure**

To make it easier for employees to carry out their duties, the Port Sector of the Transportation Department of Bengkalis Regency uses an internet-based system to facilitate online work, using applications and using manual systems. Online systems such as filling in Employee Performance Target (SKP) and forms for using the Special Allocation Fund( DAK) application for Activity Technical Executive Officer (PPTK) in the Port Sector.

While the applications that are often used in work are Microsoft Excel, Microsoft Power Point and Microsoft Word to create Project Completion Letters and Documents, web Design Bold and My Poster Wall to create proposal cover design. While the manual system used to record outgoing and incoming letters.

The Working procedures that have been carried out at the Bengkalis Regency Transportation Office starting from February 22<sup>nd</sup> to June 30<sup>th</sup>, 2021 in the Port Sector are as follows :

1. Recording and Archiving Outgoing/Incoming Letters.

Every outgoing letter, Incoming Letter, Invitation, Task Order Letter (SPT) and Official Note are recorded in a book according to the date of the letter, the origin of the letter and the subject submitted and then archived according to the Bundle that has been made. For incoming letters, letters are usually recorded based on the origin of the letter, letter number and a summary of the contents of the letter. After that, the letter is given a copy to be recapitulated and also given to the person concerned to be read. For outgoing letters, after the letter is completed, the letter is signed and a copy of the letter is recorded and then archived.



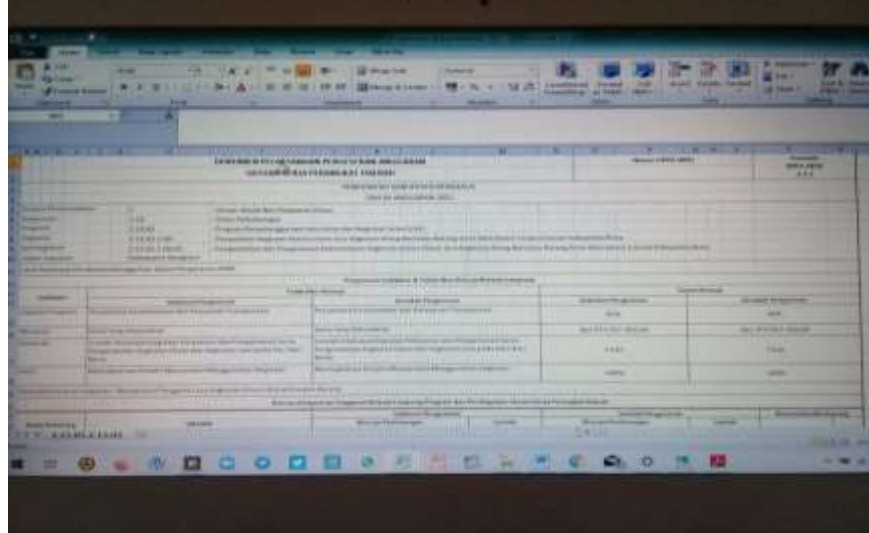
**Figure 3. 1 Recording and Archiving Outgoing and Incoming Letters**

*Source : Writer Documentation, 2021*

2. Filling Form and Input Data in Application/Website.

In the Port Sector of the Transportation Department of Bengkalis Regency, frequent Filling form or data input, such as input data on changes and shifts

of Special Allocation Fund (DAK) in the port sector, input and filling in the Employee Performance Target (SKP).



**Figure 3. 2 Input Data**

*Source : Writer Documentation, 2021*

3. Printing Document/Report.

Printing is an activity to convert softcopy into hardcopy which requires a tool in the form of a printer. One of the uses of this printer is when printing Report of the Transportation Security Command Post during Eid al-Fitr at the Siak Kecil-Siak Border Post and the Tanjung Kapal Rupert Crossing Command Post. The example of printing documents can be seen in figure 3.5 below.

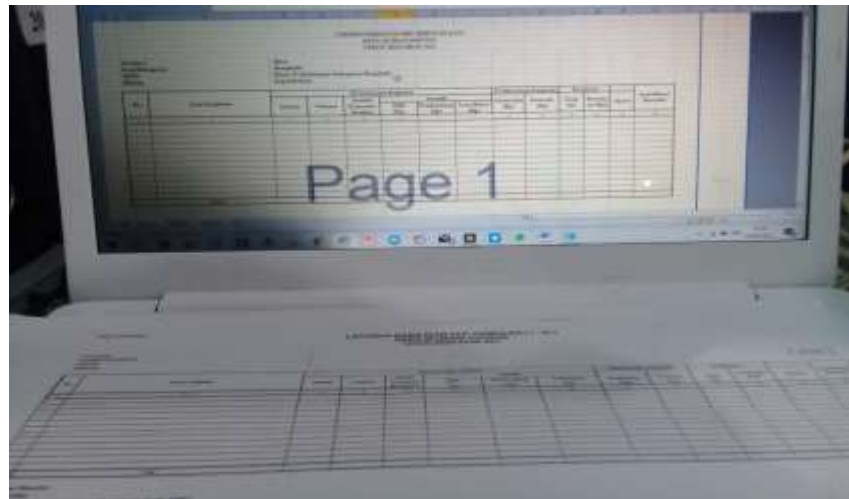


**Figure 3. 3 Prepare and Print a Report**

*Source : Writer Documentation, 2021*

4. Creating Format File.

Documents to be created are usually formatted first so that it is easier to fill out or input data. The file format created can be in the form of Word, Excel or other applications.



**Figure 3. 4 Making format file for Quarterly Report**

*Source : Writer Documentation, 2021*

5. Managing Business Travel Administration.

Administration of official travel that is often carried out includes printing documents for official travel needs and printing proof of accommodation during business trips. The author also refunds the rest of the business trip. to Riau Kepri Bank Bengkalis.



**Figure 3. 5 Re-deposit of the rest of the official travel money to Riau Kepri Bank**

*Source : Writer Documentation, 2021*

6. Making Bundle File Name.

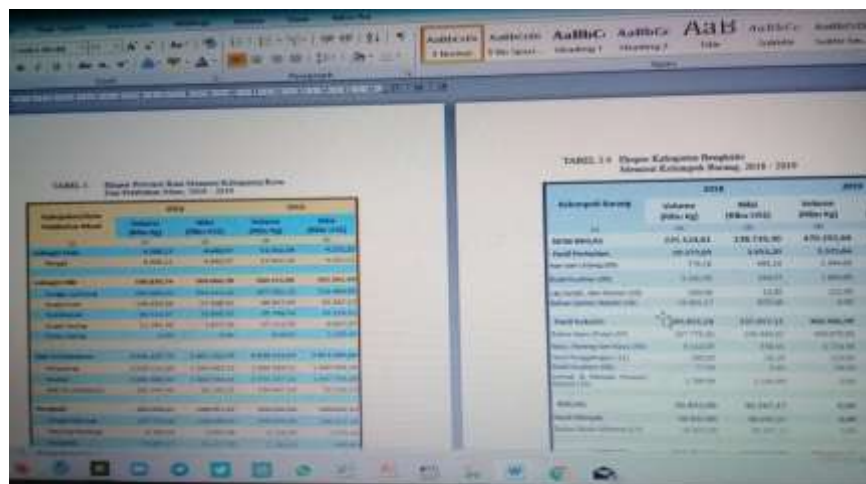
Each file or document received and made is classified and grouped based on the Document Content and the year of the Document. For each new file that is considered important, a separate bundle is made according to the File Type so that it is easy when needed in the future.



**Figure 3. 6 Making Bundle File Name**  
*Source : Writer Documentation, 2021*

7. Collecting Data.

Data collection is usually done to complete the project documents and files required in the project requirements. The collected data is usually in the form of documents or photos.



**Figure 3. 7 Collecting Export-Import Data**  
*Source : Writer Documentation, 2021*



8. Make a Letters.

Letter writing is one of the activities that are often carried out. Several letters that have been made include cover letters for project file requirements, land power of attorney, work agreement letters and also land sale and purchase agreements. Letters are usually printed using a printer with paper that has been provided either with plain paper or paper that already has letterhead. After the letter is completed and printed, the letter is checked first whether there are errors in writing or formatting. After that, the letter is then signed by the person concerned and then recorded and archived.



Figure 3. 8 Create and Print Letters  
Source : Writer Documentation, 2021



9. Following Social Services.

Social Services within the Transportation Department of Bengkalis Regency during the last 4 months was carried out 3 times, including at the Air Putih Ferry Port, Sei Selari Pakning Ferry Port and Bandar Sri Laksamana.



**Figure 3. 9 Mutual Cooperation of the Transportation Department at the Port of Bandar Sri Laksamana Bengkalis**

*Sources : Writer Documentation, 2021*

10. Duplicate Document/Report.

Document duplicating is a process of reproducing documents with a specific purpose. The documents that are often duplicated are the Basic Budget Use (DPA) and Land Certificates. The method of duplicating documents is as follows :

- a. First, Press the ON button to turn on the copier.
- b. Place the paper to be copied on the glass that is the copy area. It is usually located under the scanner and adjust the position of the paper
- c. Press the paper select button, then set the paper size to be used.
- d. number buttons to set how many sheets of paper to be copied.
- e. Press the start button, then wait for a few moments until the photocopier finishes removing the paper that is the result of the photocopy.
- f. When the machine is finished, turn it off by pressing the Off button.



**Figure 3. 10 Duplicate Document**  
*Source : Writer Documentation, 2021*

#### 11. Project Site Survey.

In the process of developing a project to be carried out, a survey is usually carried out at the location where the project will be built. Usually a survey is carried out to see the condition of the land or the environment around the object to be built and to carry out documentation, measurement and data collection which will later be needed during the planning and development process. One of the surveys carried out is the Documentation and Measurement of Buildings and Warehouses at the BUMD Port which will later be built by the Cargo Port.



**Figure 3. 11 Survey and Measurement of Buildings and Warehouses at BUMD Port**  
*Source : Writer Documentation, 2021*

12. Make a Project Proposal.

The making of this proposal which will later be submitted to the Head of the Department of Transportation and the Regent of Bengkalis as a consideration for the construction of the Plan for the Implementation of the Sea Freight Route (Sea Toll) in the Border Area of Bengkalis Regency, Riau Province and the plan for the construction of the Ketam Putih Ferry Port.

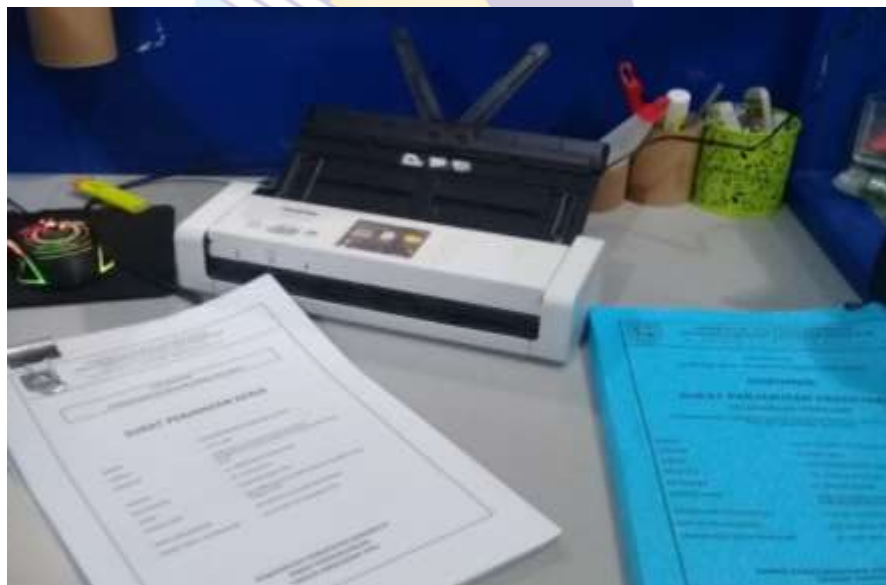


**Figure 3. 12 Making Project Proposals for Cargo Ports and Sea Toll Roads**  
*Source : Writer Documentation, 2021*

### 13. Scan Document/Report.

Each document that has been created, usually requires a soft file which must also be prepared by scanning the document. With Scanner the results will appear on the computer monitor screen so that after that it can be modified as desired. Scanned documents include DPA, SPMK Files, SPPBJ, and Cover of Work Agreement Documents. The stages of document printing are as follows :

- a. First, make sure the scan machine is turned on and Connect the scanner with the computer.
- b. After that, Place the document to be scanned on the paper-laying port.
- c. Make sure the computer you are using has a scanner drive in use, after this select the scan menu and the document will run.
- d. Finally, the scanned document can be selected whether to save in the form of files, images or pdf.



**Figure 3. 13 Scanning Project Documents**  
*Source : Writer Documentation, 2021*

### 3.3 Place of Apprenticeship

The Apprenticeship is carried out in The Transportation Department of Bengkalis Regency for Ports Sector, which is located at Pramuka Street No. 050 Bengkalis District, Bengkalis Regency, Riau Province.



**Figure 3. 14 Workspace for the Port of Transportation Department of Bengkalis Regency**  
*Source : Writer Documentation, 2021*

Time of Apprenticeship is carried out for 4(Four) Months, from Monday February 22<sup>nd</sup> to Wednesday June 30<sup>th</sup> 2021.

**Table 3. 1 Apprenticeship Schedule**

No	Day	Working Hours		Place
1	Monday to Thursday	Morning	08:00 to 12:00	Transportation Department of Bengkalis Regency
		Afternoon	14:00 to 16:00	
	Friday	Morning	08:00 to 11:30	
		Afternoon	14:00 to 16:30	
2	Saturday-Sunday	Holiday		

*Source: Processed Data, 2021*

### 3.4 Kind and Description of the Activity

To find out more clearly the description of the daily activities carried out during Apprenticeship at the Transportation Department of Bengkalis Regency, especially in the Port Sector, can be seen in the following table :

In the first week, the Author did not do much Apprenticeship work because still in the adjustment stage. Work carried out such as Recording and Archiving Incoming Letter.

**Table 3. 2 Apprenticeship Report on the First Week (Week 1)**

No	Day/Date	Activities	Place
1	Monday February 22, 2021	Directions from the Head of the General and Civil Service Subdivision on Practical Work in the Transportation	Bengkalis Regency Transportation Office

		Department of Bengkalis Regency	
2	Tuesday February 23, 2021	a. Introduction to the Port Work Environment b. Typing of Head of Field Registration File c. Recording and archiving Incoming Letter	Port Sector
3	Wednesday February 24, 2021	Recording and archiving Incoming letter	Port Sector
4	Thursday February 25, 2021	Recording and archiving incoming letter	Port Sector
5	Friday February 26, 2021	Recording and archiving of Getting on/off passengers report	Port Sector

Source: Processed Data, 2021

In the second week, a lot of work has been done and ordered, such as file management and filling out forms.

**Table 3.3 Apprenticeship Report on the Second Week (Week 2)**

No	Day/Date	Activities	Place
1	Monday March 01, 2021	Recording and Archiving Official Notes	Port Sector
2	Tuesday March 02, 2021	Recording and Archiving Letters from the Information Communications and Statistics Service	Port Sector
3	Wednesday March 03, 2021	a. Recording and Archiving of incoming invitations for meetings with the Head of the Transportation Department of Bengkalis Regency b. Archiving Invitation Letter	Port Sector
4	Thursday March 04, 2021	Filling out the form for using the DAK application for PPTK in the Port Sector	Port Sector
5	Friday March 05, 2021	Printing SK PPTK File for Port Sector	Port Sector

Source: Processed Data, 2021

In the third week, work done such as fill out forms, make data for civil servants in the Port Sector and Creating an Email Account.

**Table 3.4 Apprenticeship Report on the Third Week (Week 3)**

No	Day/Date	Activities	Place
1	Monday March 08, 2021	Creating of the Village Activity Plan List	Port Sector
2	Tuesday March 09, 2021	Printing Village Activity Plan List	Port Sector
3	Wednesday March 10, 2021	Filling out the form for using the DAK application for PPTK in the Port Sector	Port Sector
4	Thursday March 11, 2021	Isra Mi'raj Day	



5	Friday March 12, 2021	a. Making Civil Servant Data for Port Sector b. Creating an Email Account for Head of Port Dredging and Reclamation	Port Sector
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Source: Processed Data, 2021

This week, Continuing to Update Port Civil Servant data, Making File Bundle Names and Recap and Archive of Incoming Letters from Regional Secretary and BPDB.

**Table 3. 5 Apprenticeship Report on the Fourth Week (Week 4)**

No	Day/Date	Activities	Place
1	Monday March 15, 2021	a. Making Civil Servant Data for Port Sector b. Recording and Archiving of BPKAD Workshop Invitations on Updating District Government ASN Family Data. Bengkalis 2021	Port Sector
2	Tuesday March 16, 2021	Recording and Archiving of Incoming Letters from the Regional Secretary regarding the 2021 Clean City Assessment	Port Sector
3	Wednesday March 17, 2021	Creating a Cash Budget Filling Table Format	Port Sector
4	Thursday March 18, 2021	a. Creating the Bundle Name of the task order File for the Port Sector b. Recording and Archiving of Letters from the Regent of Bengkalis Regarding the Implementation of Musrenbang Bengkalis Regency for 2021	Port Sector
5	Friday March 19, 2021	Recording and Archiving of Letters from BPBD Regarding the Names of Participants in the Coordination Meeting on Karhutla Disaster Management	Port Sector

Source: Processed Data, 2021

This week, carry out the work of calculating Changes and Adjustments to the Port Sector Budget Execution Documents (DPA).

**Table 3. 6 Apprenticeship Report on the Fifth Week (Week 5)**

No	Day/Date	Activities	Place
1	Monday March 22, 2021	Creating and Calculating Documents for the Implementation of Budget Shifts for Regional Apparatus Work Units	Port Sector
2	Tuesday March 23, 2021	Creating and Calculating Documents for the Implementation of Budget Shifts for Regional Apparatus Work Units	Port Sector
3	Wednesday March 24, 2021	Creating and Calculating Budget Shift Implementation Documents	Port Sector

4	Thursday March 25, 2021	Creating and Calculating Budget Shift Implementation Documents	Port Sector
5	Friday March 26, 2021	Creating and Calculating Budget Shift Implementation Documents	Port Sector

Source: Processed Data, 2021

In the Sixth week, assisting the work of filling out the Employee Online SKP for the Port Sector, and participating in Mutual Cooperation between the Transportation Service, Police and Army at the Sei Pakning Ferry Port.

**Table 3. 7 Apprenticeship Report on the Sixth Week (Week 6)**

No	Day/Date	Activities	Place
1	Monday March 29, 2021	Filling Online SKP	Port Sector
2	Tuesday March 30, 2021	Filling Online SKP	Port Sector
3	Wednesday March 31, 2021	a. Creating a Table for Completing Progress Reports Quarterly for Special Allocation Funds for Fiscal 2021 b. Recording and Archiving of Incoming Letters from the Regional Secretary Regarding the Public Service Innovation Competition	Port Sector
4	Thursday April 01, 2021	Following Social Services of Transportation Department of Bengkalis Regency at Ferry Port. Sei Pakning	Sei Pakning Ferry Port.
5	Friday April 02, 2021	Isa Al-Masi's Day	

Source: Processed Data, 2021

This week, assisting in the preparation of a list of priority development proposals proposed by the Head of the Port Sector, Passenger on/off Data Archive for February and March and delivering the remaining funds from official trips to Riau Kepri Bank behind the BAPENDA office.

**Table 3. 8 Apprenticeship Report on the Seventh Week (Week 7)**

No	Day/Date	Activities	Place
1	Monday April 05, 2021	a. Making a List of Proposed Priority Development of Bengkalis Regency in 2022 from the Port Sector of the Transportation Department of Bengkalis Regency. b. Returning of the remaining funds from the Head Office for Dredging and Reclamation of Ports to Riau Kepri Bank BAPENDA.	Port Sector
2	Tuesday April 06, 2021	Making the Name of the Proposed Bundle for Port Sector	Port Sector



3	Wednesday April 07, 2021	Collecting Data of proposed port documents	Port Sector
4	Thursday April 08, 2021	Recording and Archiving Passenger on/off for February and March	Port Sector
5	Friday April 09, 2021	Creating of Official Report for PT ABATA's	Port Sector

Source: Processed Data, 2021

In the Eighth week, the work carried out such as help Filling Out Online SKP, Printing Documents and Recording and Archiving Incoming Letters.

**Table 3. 9 Apprenticeship Report on the Eighth Week (Week 8)**

No	Day/Date	Activities	Place
1	Monday April 12, 2021	a. Printing the Report on the Physical and Financial Realization of Operational Expenditures of the District Budget. Bengkalis Fiscal 2021 b. Recording and Archiving of Letters from UPT Port of North Rupal District	Port Sector
2	Tuesday April 13, 2021	Recording and Archiving of Letters	Port Sector
3	Wednesday April 14, 2021	a. Filling Online SKP b. Recording and Archiving of Letters from the SEKDA concerning Issuance of User IDs for PPK and Procurement Officers	Port Sector
4	Thursday April 15, 2021	Filling Online SKP	Port Sector
5	Friday April 16, 2021	Filling Online SKP	Port Sector

Source: Processed Data, 2021

This week, there are preparations for several project files that must be prepared as well as taking part in the Survey and Building measurements.

**Table 3. 10 Apprenticeship Report on the Ninth Week (Week 9)**

No	Day/Date	Activities	Place
1	Monday April 19, 2021	Preparation of Documents for Managing DAK Auctions for Construction of River and Lake Piers for People and Goods	Port Sector
2	Tuesday April 20, 2021	Preparation of Documents for Managing DAK Auctions for Construction of River and Lake Piers for People and Goods	Port Sector
3	Wednesday April 21, 2021	Survey and Measurement of Buildings on BUMD Port Harbor Road	Port Sector
4	Thursday April 22, 2021	Preparation of Application Files for Land Measurement to the State Land Agency	Port Sector
5	Friday April 23, 2021	Making a Land Measurement Letter to the State Land Agency	Port Sector

Source: Processed Data, 2021

This week, helped prepare project documents for the River and Lake Pier Construction and made several Cover Letters.

**Table 3. 11 Apprenticeship Report on the Tenth Week (Week 10)**

No	Day/Date	Activities	Place
1	Monday April 26, 2021	Preparation of Bidding Documents for River and Lake Pier Construction Projects for People and Goods	Port Sector
2	Tuesday April 27, 2021	Preparation of Bidding Documents for River and Lake Pier Construction Projects for People and Goods	Port Sector
3	Wednesday April 28, 2021	Preparation of Cover Letter for Tender for River and Lake Pier Construction Projects for People and Goods	Port Sector
4	Thursday April 29, 2021	Revised Cover Letter for Tender for River and Lake Pier Construction Projects for People and Goods	Port Sector
5	Friday April 30, 2021	Delivery of Auction Documents to ULP Bengkalis Regent's Office	Port Sector

Source: Processed Data, 2021

In the Eleventh week, the work carried out included helping to make a Letter of Submission of Complete Data Supporting the Development of the Ketam Putih Ferry Port and printing documents.

**Table 3. 12 Apprenticeship Report on the Eleven Week (Week 11)**

No	Day/Date	Activities	Place
1	Monday May 03, 2021	Recording and Archiving for Passenger Drop-off Report Data at the Port of Tanjung Medang	Port Sector
2	Tuesday May 04, 2021	Making a Letter of Submission of Complete Data to Support the Development of the Ketam Putih Crossing Port	Port Sector
3	Wednesday May 05, 2021	Taking of documents for information on plans (advice planning) for the construction of the Ketam Putih Village Crossing Port at the Public Works Service	Port Sector
4	Thursday May 06, 2021	Organizing SPPD Files (Official Travel Warrant)	Port Sector
5	Friday May 07, 2021	Printing Business Travel Report	Port Sector

Source: Processed Data, 2021

This week, faced with the atmosphere of Eid, but still preparing some files such as writing a letter to be signed by the Regent of Bengkalis and addressed to the Governor of Riau regarding the Proposal for the Sea Toll Route Network.

**Table 3. 13 Apprenticeship Report on the Twelveth Week (Week 12)**

No	Day/Date	Activities	Place
1	Monday May 10, 2021	Preparation of the Regent's Letter for the Proposal of the Sea Toll Route Network to the Governor of Riau	Port Sector
2	Tuesday May 11, 2021	Revision of the Regent's Letter for the Proposal of the Sea Toll Route Network to the Governor of Riau	Port Sector
3	Wednesday May 12, 2021	Eid Al-Fitr 1442 H	
4	Thursday May 13, 2021	Eid Al-Fitr 1442 H	
5	Friday May 14, 2021	Eid Al-Fitr 1442 H	

Source: Processed Data, 2021

This week, assisting in the preparation and printing of the Transportation Security Command Post Report during Eid al-Fitr at the Siak Kecil- Siak Border Post and the Tanjung Kapal Rupert Crossing Command Post and than participating in the Mutual Cooperation of the Transportation Department of Bengkalis Regency at Bandar Sri Laksamana Bengkalis Port.

**Table 3. 14 Apprenticeship Report on the Thirteenth Week (Week 13)**

No	Day/Date	Activities	Place
1	Monday May 17, 2021	a. Making Absences for the Transportation Service Referring to the Order of Transportation Control Tasks During Eid b. Printing SPTB (Letter of Validation of Identity) Taspem Port Staff	Port Sector
2	Tuesday May 18, 2021	a. Following Social Services for the Transportation Department at Bandar Sri Laksamana Bengkalis Port b. Preparation of Idul Fitri Command Post Implementation Report (Siak Kecil- Siak Regency)	1. Port of Bandar Sri Laksamana Bengkalis 2. Port Sector
3	Wednesday May 19, 2021	Preparation of Idul Fitri Command Post Implementation Report (Siak Kecil- Siak Regency)	Port Sector
4	Thursday May 20, 2021	Preparation of Reports on the Implementation of the Idul Fitri Command Post for the Tanjung Kapal Rupert Crossing	Port Sector
5	Friday May 21, 2021	Preparation and Printing of Reports on the Implementation of the Idul Fitri Command Post for the Tanjung Kapal Rupert Crossing	Port Sector

Source: Processed Data, 2021

This week, help prepare project files and all necessary administration and documents for the development of the project to be implemented.

**Table 3. 15 Apprenticeship Report on the Fourteenth Week (Week 14)**

No	Day/Date	Activities	Place
1	Monday May 24, 2021	Completing of Documents for the Construction of Fenders for the Port of BSSR, Bantan District	Port Sector
2	Tuesday May 25, 2021	Revision and Adjustment of Articles in Contract Documents	Port Sector
3	Wednesday May 26, 2021	Vesak Day	
4	Thursday May 27, 2021	Revision and Adjustment of Articles in Contract Documents	Port Sector
5	Friday May 28, 2021	a. Creating a Construction Safety Plan File b. Duplicate DPA Documents	Port Sector

Source: Processed Data, 2021

This week, author was absent for a week because sick and after confirming to the Port Sector at the Transportation Department of Bengkalis Regency, author was given time to rest.

**Table 3. 16 Apprenticeship Report on the Fifteenth Week (Week 15)**

No	Day/Date	Activities	Place
1	Monday May 31, 2021	Sick	
2	Tuesday June 01, 2021	Pancasila Day	
3	Wednesday June 02, 2021	Sick	
4	Thursday June 03, 2021	Sick	
5	Friday June 04, 2021	Sick	

Source: Processed Data, 2021

In week Sixteenth, with the Section Chief Port Development prepares a proposal for the development of the Ketam Putih Ferry Port as well as a proposal for an Activity Plan for the Implementation of the Sea Freight Route (Sea Toll) in the Border Area of Bengkalis Regency, Riau Province.

**Table 3. 17 Apprenticeship Report on the Sixteenth Week (Week 16)**

No	Day/Date	Activities	Place
1	Monday June 07, 2021	Printing reports on the physical and financial realization of the Bengkalis Regency APBD operating expenditures Fiscal for 2021	Port Sector

2	Tuesday June 08, 2021	Making a proposal for the activity plan for the development of the Ketam Putih Ferry Port and Power Point to be submitted to the Head of the Transportation Department of Bengkalis Regency	Port Sector
3	Wednesday June 09, 2021	Making an Activity Proposal Plan for the development of the Ketam Putih Ferry Port with the Head of the Port Operations and Management Section, Mr. Arief Andri to be submitted to the Head of the Transportation Department of Bengkalis Regency	Port Sector
4	Thursday June 10, 2021	Making an Activity Proposal Plan for the Implementation of the Sea Freight Transport Route (Sea Toll Road) in the Border Area of Bengkalis Regency, Riau Province	Port Sector
5	Friday June 11, 2021	Making an Activity Proposal Plan for the Implementation of the Sea Freight Route (Sea Toll Road) in the Border Area of Bengkalis Regency, Riau Province Delivering the Two Proposals to Pacific Shops for Binding	Port Sector

Source: Processed Data, 2021

This week, make the name of the file bundle and make several letters such as the Warrant for the Provision of Goods and Services and the power of attorney for the land.

**Table 3. 18 Apprenticeship Report on the Seventeenth Week (Week 17)**

No	Day/Date	Activities	Place
1	Monday June 14, 2021	Collecting the Project proposal file	Port Sector
2	Tuesday June 15, 2021	Making a bundle for the 2021 Port Sector SPJ Copy File	Port Sector
3	Wednesday June 16, 2021	Preparation of cover letter for supervising the construction of people's piers (rivers/lakes) for people and goods in North Rupert District	Port Sector
4	Thursday June 17, 2021	Making a cover letter for the Direct Procurement Process to PPBJ	Port Sector
5	Friday 18 June 2021	Making Land Power of Attorney	Port Sector

Source: Processed Data, 2021

On the Eighteenth week, helping to make a Land Power of Attorney for Land Acquisition in Ketam Putih, printing proof of official travel and making a Land Purchase Agreement.

**Table 3. 19 Apprenticeship Report on the Eighteenth Week (Week 18)**

No	Day/Date	Activities	Place
1	Monday June 21, 2021	a. Making a Land Power of Attorney for Land Acquisition in the Ketam Putih b. Printing proof of travel of the Head of the Port Office Muhammad Arief Andry	Port Sector
2	Tuesday June 22, 2021	Making a letter for the process of adjusting the terminal operating permit for self-interest (TUKS ) PT. Banliem Jaya Sejahtera to the Director General of Sea Transportation, Directorate General of Sea Transportation.	Port Sector
3	Wednesday June 23, 2021	Printing proposal documents to be submitted to the Bengkalis Regent	Port Sector
4	Thursday June 24, 2021	Creating and printing a work agreement letter for Supervision of People's Wharf Development (River/Lake) for people and goods in North Rupert District CV. Aneka Karya Consultant	Port Sector
5	Friday June 25, 2021	Making a Letter of Agreement for the Sale and Purchase of Land	Port Sector

Source: Processed Data, 2021

This week, Scan Project Documents, make Minutes and Revise Proposal Completeness The plan for the development of the Ketam Putih Ferry Port and the proposed Activity Plan for the Implementation of the Sea Freight Route (Sea Toll) in the Border Area of Bengkalis Regency, Riau Province.

**Table 3. 20 Apprenticeship Report on the Nineteenth Week (Week 19)**

No	Day/Date	Activities	Place
1	Monday June 28, 2021	Scanning of SPMK, SPPBJ, and COVER of Employment Agreement Documents	Port Sector
2	Tuesday June 29, 2021	Prepare reports for payment of advances for construction work and issuance of construction and operation permits for river and lake ports	Port Sector
3	Wednesday June 30, 2021	a. Making of term 1 construction work and issuing permits for construction and operation of river and lake ports b. Revision of Proposals and Adding an attachment to the bengkalis export and import data to the Project proposal	Port Sector

Source: Processed Data, 2021

### **3.5 Obstacle and Solution**

#### **3.5.1 Obstacles**

The obstacles faced during the Apprenticeship process at Transportation Department of Bengkalis Regency are as follows:

1. In the Port Sector of Transportation Department of Bengkalis Regency, Internet connection problems often occur , such as frequent errors and slow connections. Thus disrupting work, such as filling out forms and filling out online SKP.
2. In the Port Sector of Transportation Department of Bengkalis Regency, the printer that is used often has problems such as getting stuck when photocopying documents.

#### **3.5.2 Solutions**

Solutions that can be done to face obstacles during the Apprenticeship process include :

1. Internet connection problems require the author to use a personal hotspot connection or using another field connection although sometimes it has a slower connection.
2. When the printer and copy machine have problem or photocopy documents in large quantities, author have to do it in a larger photocopying machine in the Secretariat Room.

## **CHAPTER IV CONCLUSION AND SUGGESTION**

### **4.1 Conclusion**

After doing Apprenticeship at the Transportation Department of Bengkalis Regency, especially in the Port Sector, the following conclusions can be obtained are as follow :

1. The kind of busines (the main task and function) of the Transportation Department of Bengkalis Regency are formulation of technical policies in the field of transportation, implementation of government affairs and public services in the field of transportation, guidance and implementation of tasks in the field of transportation.
2. The working process at the Transportation Department of Bengkalis Regency especially Port Sector, for each work or project is carried out on the basis of the use of a pre-arranged budget. Stages of project implementation 1 work package there are 3 contracts, namely Planning, Physical and Monitoring.
3. The documents used in the work process at the Transportation Department of Bengkalis Regency include : direct procurement process letters, proposal letters for shifting APBD for Fiscal of 2021 and request letters for land location measurements, Budget Execution Documents (DPA), Form Online SKP Report of the Transportation Security Command Post, Work Start Order (SPMK).
4. The job description during the Apprenticeship process at Transportation Department of Bengkalis Regency namely Recording and Archiving Incoming/Outgoing Letter, Generating Bundle File Name, Scan Documents/Report, Print Documents/Report, Duplicate Documents/Report, Input Data, Managing Business Travel Administration, Project Site Survey, Following Mutual Cooperation, Prepare Project Proposal and Make Letter.



5. The working systems and procedures in the Transportation Department of Bengkalis Regency Port Sector use an online system, application system and manual system. All of these systems make it easier to do work, especially in jobs involving administrative processes in the Port Sector.
6. During the Apprenticeship in Transportation Department of Bengkalis Regency there are several obstacles are faced, such as internet connection problems and inadequate work equipment to handle large amounts of documents.
7. The solutions in dealing with obstacles during Apprenticeship process at the Transportation Department of Bengkalis Regency, that is with using a personal internet connection and for photocopy documents in large quantities are using larger equipment in the Secretariat Room.

#### **4.2 Suggestion**

Suggestions that can be given during the implementation of Apprenticeship at the Transportation Department of Bengkalis Regency are as follows :

1. In order for the work to run smoothly and quickly, more adequate equipment are needed such as computers, more sophisticated printer machines and larger photocopiers.
2. Considering the internet connection in an organization is one of the important elements in the implementation of effective and efficient work, so the internet network access must be improved because many jobs are based online.

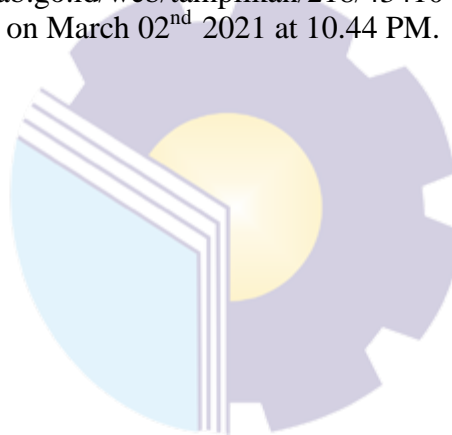
## REFERENCES

Dinas Perhubungan Kabupaten Bengkalis. 2019. *Laporan Akuntabilitas Kinerja Instansi Pemerintah Kabupaten Bengkalis*. Accessed on July 26<sup>th</sup> 2021 at 10.44 PM.

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<https://ppid.bengkaliskab.go.id/web/tampilkan/218/43410414131> profil\_dishub.Pdf. Accessed on March 02<sup>nd</sup> 2021 at 10.44 PM.



## APPENDICES

### Appendix 1 : Apprenticeship Reply Letter



#### PEMERINTAH KABUPATEN BENGKALIS DINAS PERHUBUNGAN

Jalan Pramuka No. 050 Bengkulu, Kode Pos: 28714  
Telp. (0766) 21865 Fax. (0766) 21865 E-Mail: dishub@bengkalisKab.go.id

#### NOTA DINAS

**Kepada** : 1. Kepala Bidang Kepelabuhan  
2. Kepala Bidang Pelayaran  
3. Kepala UPT Penyeberangan  
4. Kepala UPT Pelabuhan Kecamatan Bengkalis

**Dari** : Kepala Dinas Perhubungan Kabupaten Bengkalis

**Tanggal** : 15 Februari 2021

**Nomor** : 800/dishub/2021/

**Perihal** : Penempatan Mahasiswa/i Kerja Praktik (KP)

Sehubungan dengan Surat Direktur Politeknik Negeri Bengkalis Nomor : 3567/PL31/AK/2020 Tanggal 30 November 2020 Hal Permohonan Kerja Praktik (KP). Bersama ini disampaikan nama mahasiswa/i untuk ditempatkan pada bidang saudara. Mahasiswa/i dimaksud agar diberdayakan dan dibina sesuai dengan disiplin ilmunya terhitung mulai tanggal 15 Februari 2021 s/d 30 Juni 2021, sebagai berikut.

No	Nama	Program	Penempatan
1	2	3	4
1	HENDRI KURNIAWAN	D-IV Administrasi Bisnis Internasional	Bidang Kepelabuhan
2	GAMA ANDRIO	D-IV Administrasi Bisnis Internasional	Bidang Pelayaran
3	KURNIASARI	D-IV Administrasi Bisnis Internasional	UPT Penyeberangan
5	MIRNA NELFIANI	D-IV Administrasi Bisnis Internasional	UPT Pelabuhan Kecamatan Bengkalis

Demikian di sampaikan atas perhatiannya diucapkan terimakasih.

h.h. KEPALA DINAS PERHUBUNGAN  
KABUPATEN BENGKALIS  
SEKRETARIS



H. ZUL ASRI, SH  
NIP. 19660118 190203 1 004

## Appendix 2 : Apprenticeship Statement Letter



### PEMERINTAH KABUPATEN BENGKALIS DINAS PERHUBUNGAN

Jalan Pramuka No. 050 Bengkulu, Kode Pos: 28714  
Telp. (0766) 21865 Fax. (0766) 21865 E-Mail: dishub@bengkalis.go.id

#### SURAT KETERANGAN

No. 552 /DISHUB/PLBHM/VI/2021/12

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Hendri Kurniawan  
Tempat/Tanggal Lahir : Bengkulu, 11 September 1999  
Alamat : Jalan Sukatani Desa Resam Lapis Kecamatan Bantan,  
Kab. Bengkulu

Telah melakukan Kerja Praktek pada Instansi kami, Dinas Perhubungan Kabupaten Bengkulu sejak tanggal 15 Februari 2021 sampai dengan 30 Juni 2021 sebagai tenaga Kerja Praktik (KP).

Selama bekerja di Instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

KEPALA BIDANG KEPELABUHAN  
DINAS PERHUBUNGAN  
KABUPATEN BENGKALIS



HURRI AGUSTIANRI, S.ST., MT

Pembina (IV/a)

NIP : 19750810 200003 1 004

### Appendix 3 : Apprenticeship Assessment Sheet

**PENILAIAN KERJA PRAKTIK (KP)**  
**DINAS PERHUBUNGAN KABUPATEN BENGKALIS**


Nama : Hendri Kurniawan  
NIM : 5404171084  
Program Studi : D4 Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung-jawab	25%	100
3.	Penyesuaian diri	10%	100
4.	Hasil Kerja	30%	99
5.	Perilaku secara umum	15%	100
Total Jumlah ( 1+2+3+4+5 )		100%	497

Keterangan :  
 Nilai : Kriteria  
 81-100 : Istimewa  
 71-80 : Baik sekali  
 66-70 : Baik  
 61-65 : CukupBaik  
 56-60 : Cukup

Catatan :  
 KRITERIA MAHASISWA YANG KOMPETEN DAN MEMILIKI  
 KEPERIBADIAN BAIK AKAH MENGHARIPKAN NAMA INSTITUSI  
 DISAMPING ASPEK BAIK DARI INSTANSI TEMPAT KERJA PR-  
 AKTER TERHADAP PESERTA (MAHASISWA) YANG ISTIMEWA.

Bengkalis, 30 Juni 2021  
 Pembimbing Bidang Kelelabuhan  
 Dinas Perhubungan Kabupaten Bengkalis

  
 SUHAIMI A.Md  
 NIP. 198401012012121007

**Appendix 4 : List of Apprenticeship Attendance Sheet**

**DAFTAR HADIR MAHASISWA KERJA PRAKTIK (KP)  
POLITEKNIK NEGERI BENGKALIS  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS  
BIDANG KEPELABUHAN TAHUN 2021**

**NAMA : HENDRI KURNIAWAN  
NIM : 5404171084**

BULAN	JAM KERJA		TANGGAL																														KETERANGAN					
	1	2	3																															4				
FEBRUARI	TANGGAL			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
	P																																					
	S																																					
MARET	TANGGAL			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	P																																					
	S																																					
APRIL	TANGGAL			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	P																																					
	S																																					
MEI	TANGGAL			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	P																																					
	S																																					
JUNI	TANGGAL			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	P																																					
	S																																					

P = PAGI  
S = SIANG  
 = HARI KERJA  
 = HARI LIBUR

PEMBIMBING BIDANG KEPELABUHAN  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS  
  
SUBAUMI A. MULI  
NIP. 195840101 201212 1 007




**Appendix 5 : Apprenticeship Certificate**



## Appendix 6 : Apprenticeship Revision List

**CONSULTATION SHEET  
STUDENT JOB TRAINING GUIDANCE  
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Hendri Kurniawan  
Student Number : 5404171084  
Place : Transportation Department of Bengkalis Regency  
Advisor : Teguh Widodo, S.Sos., M.SM. M.Rech

No	Day/Date	Revision	Advisor
	Rabu, 21 Juli 2021	<ul style="list-style-type: none"><li>- Revisi Cover</li><li>- Revisi Preface</li><li>- Revisi Margin</li><li>- Revisi Paragraf</li><li>- Revisi Uraian gambar</li><li>- Revisi Document Used for Activity</li><li>- Revisi Sumber Gambar.</li><li>- Revisi numbering</li><li>- Tambahkan obstacle solution</li></ul>	

Bengkalis, July 21<sup>st</sup> 2021




Teguh Widodo, S.Sos., M.SM. M.Rech  
NIK. 0905062



**CONSULTATION SHEET  
STUDENT JOB TRAINING GUIDANCE  
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Hendri Kurniawan  
Student Number : 5404171084  
Place : Transportation Department of Bengkalis Regency  
Advisor : Teguh Widodo, S.Sos., M.SM. M.Rech

No	Day/Date	Revision	Advisor
	Jumat, 30 Juli 2021	<ul style="list-style-type: none"><li>- Revisi Numbering Preface</li><li>- Revisi daftar isi</li><li>- Revisi Untuk Tujuan</li><li>- Revisi paragraf pengantar obstacle dan solution</li><li>- Revisi Suggestion</li></ul>	


Bengkalis, July 30<sup>th</sup> 2021



Teguh Widodo, S.Sos., M.SM. M.Rech  
NIK. 0905062

**CONSULTATION SHEET**  
**STUDENT JOB TRAINING GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Hendri Kurniawan  
Student Number : 5404171084  
Place : Transportation Department of Bengkalis Regency  
Advisor : Teguh Widodo, S.Sos., M.SM, M.Rech

No	Day/Date	Revision	Advisor
		<ul style="list-style-type: none"><li>- Revisi kata pengantar</li><li>- Revisi Spasi Tabel</li><li>- Revisi Conclusion dan Sugestion</li></ul> <p style="text-align: center;"><u>Acc</u></p>	



Bengkalis, August 05<sup>th</sup> 2021



Teguh Widodo, S.Sos., M.SM, M.Rech  
NIK. 0905062

**CONSULTATION SHEET  
STUDENT JOB TRAINING GUIDANCE  
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Hendri Kurniawan  
 Student Number : 5404171084  
 Place : Transportation Department of Bengkalis Regency  
 Advisor : Teguh Widodo, S.Sos., M.SM. M.Rech

No	Day/Date	Revision	Advisor
4	19 Agustus 2021	<ul style="list-style-type: none"> <li>- Revisi penggunaan istilah pada Bab III</li> <li>- Revisi urutan job desc dan menambahkan jobdesc</li> <li>- Revisi Daftar pustaka</li> </ul>	
5	19 Agustus 2021	Acc laporan ke	

Bengkalis, August 19<sup>th</sup> 2021

  
Teguh Widodo, S.Sos., M.SM. M.Rech  
 NIK. 0905062



**Appendix 8 : Workspace for the Port Sector of Transportation Department  
of Bengkalis Regency**



**Appendix 9 : Handing over Souvenirs, Certificates and Photos with the Transportation Department of Bengkalis Regency Staff**




**Appendix 10 : Daily Activity**

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 22 Februari 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pengarahan dari Kasubag Umum dan Kepegawaian tentang Kerja Praktik di Lingkungan Dinas Perhubungan		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 23 Februari 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1 2 3	Pengenalan Lingkungan Kerja Bidang Kepelabuhanan Pemindahan Bedas Pencatatan Kepala Bidang Administrasi Surat Keluar dan Surat Masuk		
	Catatan Pembimbing Industri		


No	GAMBAR KERJA	KETERANGAN



**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 24 Februari 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Mencatat dan Mengarsipkan Surat Masuk		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 25 Februari 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Mencatat dan Mengarsipkan Surat Masuk		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 26 Februari 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Mencatat dan Mengarsipkan Laporan Turun Naik Penumpang		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 01 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pencatatan dan Pengaspalan Nota Dinas		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 02 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pencatatan dan Pengasipan Surat Masuk Dinas Komunikasi Informasi dan Statistik		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

✚ TANGGAL : 03 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pencatatan dan Pengarsipan undangan masuk untuk rapat dengan Kepala Dinas Perhubungan Kabupaten Bengkalis		
2	Pengarsipan Surat undangan		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 04 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pengisian form penggunaan aplikasi DAK untuk PPTK Bidang Kepelabuhan		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 05 Maret 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Mencetak Bekas SK PPTK Bidang Kepelembuhan		
	Catatan Pembimbing Industri		


No	GAMBAR KERJA	KETERANGAN



**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 29 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pengisian SKP ONLINE		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 30 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pengisian SKP ONLINE		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 31 Maret 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat Tabel Pengisian Laporan Kemajuan Per Triwulan Dana Alokasi Khusus Tahun Anggaran 2021		
2	Pengisian Surat Masuk Dari Sekretaris Daerah Tentang Kompetisi Inovasi Pelayanan Publik		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 01 April 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	FARAF
1	Gotong Royong Dishub di Sei Selari		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 02 April 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
	Libur Wafat Isa Al-Masih		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 03 Mei 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pencatatan dan Pengarsipan Surat Untuk Data Laporan Turun Naik Pemmpang Di Pelabuhan Tanjung Medang		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 04 Mei 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pembuatan Surat Penyampaian Kelengkapan Data Dukung Pembangunan Pelabuhan Penyeberangan Keram Putih		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 05 Mei 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pengambilan Beskas Keterangan Rencana (Advice Planning) Pembangunan Pelabuhan Penyeberangan Desa Ketan Putih		
	Catatan Pembimbing Industri		




No	GAMBAR KERJA	KETERANGAN



**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 06 Mei 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Merapikan Bebas SPPD ( Surat Perintah Perjalanan Dinas)		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 07 Mei 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Mencetak Laporan Perjalanan Dinas		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 17 MEI 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pembuatan Absen Untuk Dinas Perhubungan Yang Menujuk Dari Surat Perintah Tugas Pengendalian Transportasi Selama Idul Fitri		
2	Mencerak SPTB (Susat Pengesahan Tanda Bukti Diri) Taspem Staff Bidang Kepelabuhan		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 18 MEI 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1 2	Gotong Royong di Bandar Sei Laksamana Pembuatan Laporan Pelaksanaan Posko Idul Fitri ( Siak Kecil- Kab Siak)		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 19 MEI 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pembuatan Laporan Pelaksanaan Posko Idul Fitri (SiakKecil- Kab Siak)		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 20 MEI 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pembuatan Laporan Pelaksanaan Posko Idul Fitri Penyeberangan Tanjung Kapa Rupa		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 21 MEI 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Pembuatan Laporan Pelaksanaan Posko Idul Fitri Penyeberangan Tanjung Kapak Rupa		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 7 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Merapikan dan mencetak berkas laporan realisasi fisik dan keuangan kegiatan belanja operasi APBD Kabupaten Bengkalis Tahun Anggaran 2021 Unit kerja: Dinas Perhubungan		
	Catatan Pembimbing Industri		


No	GAMBAR KERJA	KETERANGAN



**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 8 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat Proposal Kegiatan Rencana pembangunan Pelabuhan Penyeberangan Ketam Putih serta Power Point Untuk diserahkan kepada Kepala Dinas Perhubungan Kabupaten Bengkalis		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 09 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat Proposal Pertama untuk Kegiatan Rencana pembangunan Pelabuhan Perseberangan Ketam Putih serta Power Point Bersama Kepala Seksi Pengoperasian dan Pengelolaan Pelabuhan Bapak Arief Andri untuk di serahkan kepada Kepala Dinas Perhubungan Kabupaten Bengkalis		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Kamis

TANGGAL : 10 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat Proposal Kedua untuk Kegiatan Rencana Penyelenggaraan Trayek Jauh Angkutan Barang Dilaut (Tol Laut) pada Kawasan Perbatasan Kabupaten Bengkalis Provinsi Riau		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Jumat

TANGGAL : 11 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat Proposal Kegiatan Rencana Penyelenggaraan Trayek Jalur Angkutan Barang Dilaut (Tol Laut) pada Kawasan Perbatasan Kabupaten Bengkulu Provinsi Riau Pengantaran Kedua Proposal Ke toko pacific depan sma 3 untuk dilakukan Penjilidan		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Senin

TANGGAL : 28 Juni 2021


No	URAIAN KEGLATAN	PEMBERI TUGAS	PARAF
1	Scan File SPK, SPMK, SPPEJ, dan Cover		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Selasa

TANGGAL : 29 Juni 2021


No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat berita acara pembayaran uang muka pekerjaan pembangunan dan penerbitan izin pembangunan dan pengoperasian pelabuhan sungai dan danau		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN

**LAPORAN HARIAN  
KERJA PRAKTIK (KP)  
DINAS PERHUBUNGAN KABUPATEN BENGKALIS**

HARI : Rabu

TANGGAL : 30 Juni 2021

No	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1	Membuat berita acara termin 1 pekerjaan pembangunan dan penerbitan izin pembangunan dan pengoperasian pelabuhan sungai dan danau.		
2	Menambahkan lampiran data ekspor impor bengkalis pada proposal untuk diserahkan kepada bupati bengkalis		
	Catatan Pembimbing Industri		

No	GAMBAR KERJA	KETERANGAN