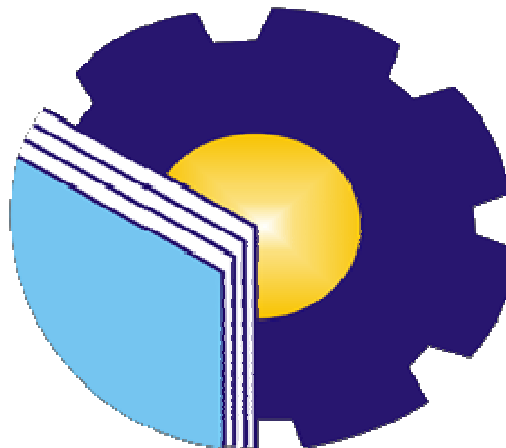


APPRENTICESHIP REPORT
PORT AUTHORITY AND HARBORMASTER OFFICE CLAS IV
SELAT PANJANG

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APPLIED BACHELOR STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTEMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2021

VALIDATION SHEET
JOB TRAINING REPORT
PORT AUTHORITY AND HARBOR MASTER OFFICE CLASS
IV SELATPANJANG

Written as One of the Requirement for Completing of the Job Training

T. MIRDA WATI
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Selatpanjang, August 24th, 2021

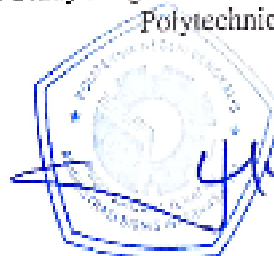


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PREFACE

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author so that he can complete practical work activities and has completed the practical work report that the author did at the Port Authority and harbormaster office class IV Selatpanjang on time, from February 15 to with July 30, 2021.

The author would also like to thank all employee of Port Authority and harbormaster office class IV Selatpanjang who are kind, friendly and welcome the author to join and have the opportunity to become one of the family members of the Port Authority and harbormaster office class IV Selatpanjang. This report was created to meet the needs of the campus as one of the programs for final semester students majoring in Commerce Administration, D4 International Business Administration study program, which is used as an application of learning gained during lectures in their respective fields.

In compiling this practical work report, the author realize that without the guidance and guidance of various parties this practical work report could not be completed in a timely manner, therefore the authors would like to thank all those who have been involved and helped the author. Related parties include:

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7. Mr. Kharil Rama, A.Md as TU and practical work supervisor who always provides guidance from the beginning to the end and always gives advice, direction and attention to the author.
8. Kind employees and employees of the Port Authority and harbormaster office class IV Selatpanjang, attention and understanding to the author during his internship at the company.
9. Parents and friends who always give encouragement and support to the author.

Thus this report the author makes earnestly, hopefully this practical work report can provide benefits for all parties and the author also requires criticism and suggestions from readers so that in the future the preparation of this report can be more perfect and easily digested by the reader.

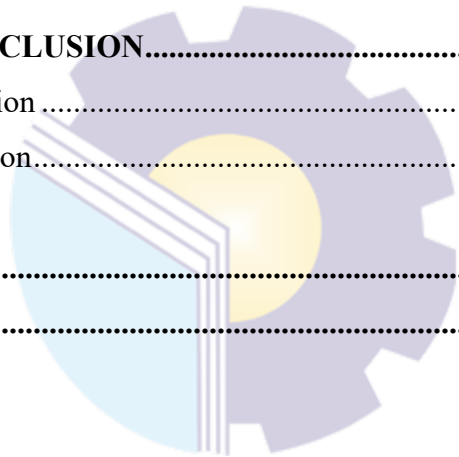
Bengkalis, July 2021

T.Mirda wati
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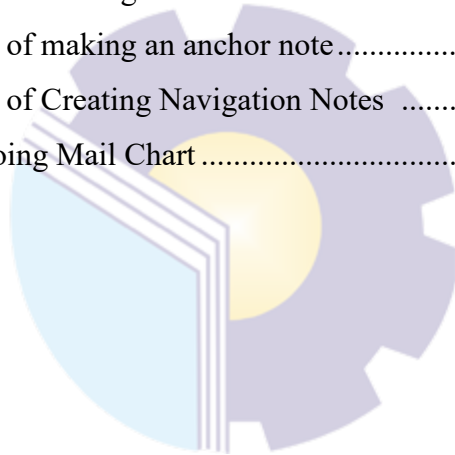
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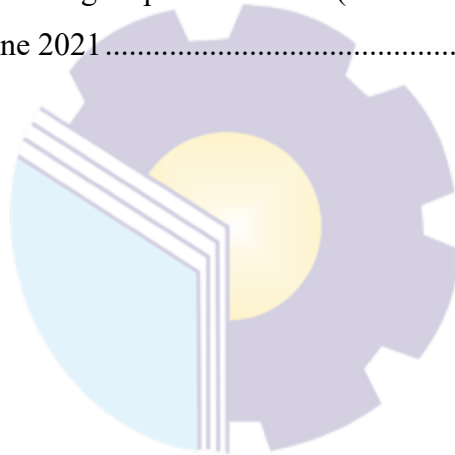
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a Polytechnic located in Bengkalis, Riau, Indonesia. The Bengkalis State Polytechnic was established by the Bengkalis Regency government in 2000 under the auspices of the Bangun Insani Foundation (YBI). Which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, the Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name Bengkalis State Polytechnic through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic and the Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the Bengkalis State Polytechnic has added 11 (eleven) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D2 Welding Engineering, D2 Power Generation System Engineering, D2 Computer Accounting, D4 Design Engineering Roads & Bridges, D3 Nautika, D3 Teknika, Management and Commercial Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. Thus, since 2000 until now the Bengkalis State Polytechnic has 8 (eight)

departments with 20 (twenty) study programs. with a curriculum oriented to the demands of a ready-made workforce, by implementing a program consisting of 40% theory and 60% practice. Until now, it has produced graduates who have entered the world of work and are widespread in Indonesia, both in companies, even government and private agencies.

Job training or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Job training can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college.

In this program, specifically for International Business Administration students in semester 8 (eight) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to carry out this program, the practical work coordinator provides several options or options for practical work places to students.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out the Job Training at PT. EMP Malacca Strait who is in the Meranti Islands Regency because during the Covid -19 Pandemic the company has not received students to carry out practical work activities at the company, so the author takes the second obsession, which is to choose to apply for practical work at the Port Authority and harbormaster office class IV Selatpanjang and accepted. The author hopes to gain knowledge while at the Port Authority and harbormaster office class IV Selatpanjang.when doing practical work the author is placed in the first two sections, the Recipient Treasurer section and the Agenda section. Practical work starting from February 15 to June 30, 2021.

1.2. Purpose of the Apprenticeship

Internship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected result, it is necessary to know the objective of the Job Training, which are follows:

1. To know the kind of business (the main tasks and functions of the Port Authority and Harbormaster Office Class IV Selatpanjang.
2. To know the working process of the Port Authority and Harbormaster Office Class IV Selatpanjang.
3. To know documents used in the work process at the Port Authority and Harbormaster Office Class IV Selatpanjang.
4. To know the job description of the work field being handled at the Port Authority and Harbormaster Office Class IV Selatpanjang.
5. To know the system and procedures for Job Training used in carrying out work on Port Authority and Harbormaster Office Class IV Selatpanjang.
6. To know the obstacles faced in completing the work Port Authority and Harbormaster Office Class IV Selatpanjang, and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the Port Authority and Harbormaster Office Class IV Selatpanjang.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Job Training 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 Job Training 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 Company History

Port Authority and Harbormaster Office Clas Iv Selat PanjangThe position of the Selatpanjang Harbor/Selatpanjang waters is located in the waters of the Air Hitam Strait, which is flanked by 2 (two) islands, namely Tebing Tinggi Island and Rangsang Island and the location of the Selatpanjang Harbor in Tebing Tinggi District with the capital city Selatpanjang, Meranti Islands Regency, Riau Province, which is legally and administratively separated from the Parent Regency which was previously under Bengkalis Regency, Riau Province, which was formed through Law Number 12 Year 2009, which consists of 4 islands, namely Pulau Rangsang, Merbau Island, Padang Island and Tebing Tinggi Island. With the area of Meranti Islands Regency: 3707.84 KM2, while the area of Selatpanjang City is 849.50 KM2.



Figure 2.1 Port Authority and Harbormaster Office Class IV Selatpanjang
Source: Processed Data 2021

By area boundaries include:

North : Malacca Strait, Bengkalis Regency

South : Siak Regency, Pelalawan Regency

West : Bengkalis Regency

East : Karimun Regency, Riau Islands Province

With the coordinate position of the Selatpanjang Port at the coordinate position:

2 $01^{\circ} - 01' - 00''$ LU

3 $102^{\circ} - 42' - 15''$ BT

The Working environment area or port interest area has been planned as follows:

1. The Work Environment Area (DLKR) is a land area of 9.4 Ha which is land that has been controlled by (PT. Persero) Pelabuhan Indonesia I Branch Tanjung Balai Karimun Selatpanjang Area ex. Land of Perum Pelabuhan I Selatpanjang Branch. The harbor and port authority office of Class IV Selatpanjang which was formerly the Port Administration Office (APDEL). APDEL as the sole and general person in charge, APDEL carries out two functions, government and exploitation at the port. The concretization of the authority of APDEL as the sole and general person in charge is stated in presidential decree no. 44 of 1985 concerning the implementation of service tasks in the main port work environment which regulates, among others 1 and 2, that:
 - a. The Water Work Environment Area of 2,642 Ha is located in the waters of the Black Air Strait, namely the position of Tg. Kungkung until Tg. Enemy.
 - b. The Environmental Interest Port Area (DLKP) covering an area of 4,191 Ha is located in the waters of the Air Hitam Strait, which is the position north of Tg. Kungkung to the southwest of the Kungkung Strait and

southeast of Tg. The enemy reaches the northwest coast of the Black Water Strait.

2. Article 1 paragraph (1) for the implementation of service tasks in the main seaport working environment, the port administrator is the person in charge and the main leader for the smooth implementation of tasks in the main port work environment; paragraph (2) the port administrator is under and responsible to the minister of transportation.
3. Article 2 paragraph (1) port administrators control the smooth running of service tasks in the main port work area; paragraph (2) government agencies, work units and state-owned enterprises whose activities are located in the main port work area in carrying out their duties are assigned to port administrators in the sense of:
 - a. Operationally tactically responsible to the port administrator,
 - b. Technically, functionally, it is still fostered by the parent agency in the sense that the port administrator does not interfere in the technical field of the agency.

2.2 Vision and Mission

2.2.1 VisionPort Authority and harbormaster office class IV Selatpanjang

For an organization and company, vision is a bridge that connects the present with the future, There are three visions at the Port Authority and harbormaster office class IV Selatpanjang namely:

1. **Secure**
A situation that does not cause fear for service users when using sea transportation services, both on ships and in port areas by complying with all applicable provisions and regulations at the port
2. **Comfortable**
Conditions that occur on ships and ports where service users can enjoy their rights properly and correctly without being disturbed by other parties.

3. Congratulations

A condition of fulfilling the requirements that causes service users to avoid various risks that can endanger and threaten the lives of service users or goods on board or in ports.

2.2.2 MissionPort Authority and harbormaster office class IV Selatpanjang

The mission of the Directorate General of Sea Transportation, Port Authority and harbormaster office class IV Selatpanjang in realizing the expected goals are as follows:

1. Improving the implementation of security and supervision in the work environment and the interests of the Selatpanjang port area,
2. Improve supervision of ship safety during sailing and ensure smooth and smooth sea transportation in DLKP and DLKR Selatpanjang ports,
3. Ensure the smooth flow of passengers and goods, both domestically and abroad,
4. Creating employee discipline through a system of evaluation and supervision in stages in the Port Authority and harbormaster office class IV Selatpanjang,
5. Creating an integrated and transparent service system as well as improving coordination and consolidation with related agencies.



*Figure 2.2 Logo of KSOP Kelas VI Selatpanjang
Source: Data of KSOP Kelas VI Selatpanjang.*

Figure 2.2 is a form of the symbol of the Ministry of Transportation, which is an image or sign as a binder of the heart and the unity of the soul of the entire apparatus and is the embodiment of the nobility of the mission of the Ministry of Transportation in participating in realizing the ideals of the nation and state. The emblem consists of a circle and a ribbon with the inscription of the Ministry of Transportation of the Republic of Indonesia describing one unit, cohesiveness and integration in carrying out the tasks carried out by the Ministry of Transportation to achieve the ideals of the Nation and State.

The meaning of the elements on the symbol of the Port Authority and Harbormaster Office Class IV Selatpanjang:

1. Birds are symbolic of the fastest means to reach goals and the reach of transportation also symbolizes Air Transportation
2. Term is a solid and strong means of describing the mission of transportation to reach the Archipelago and the whole world with steadfastness and calm as well as symbolizing Sea Transportation
3. The globe describes the tasks and functions of Transportation serving Transportation services to all corners of the world
4. Rice and cotton mean clothing and food, which are the ideals of the Indonesian nation, namely a just and prosperous society
5. The 24 toothed wheel consists of 12 gold colors and 12 blue colors symbolizing the transportation apparatus carrying out their duties for 24 hours continuously as well as symbolizing Land Transportation
6. The outer circle of gold color symbolizes the entire Ministry apparatus functioning in the unity of the National Transportation system
7. Ribbons of rice and cotton symbolize justice and prosperity, two things that cannot be separated from each other.

2.3 Kind of Bussines

Theservices available at the Port Authority and harbormaster office class IV Selatpanjangare port services, issuance of port permits, services provided for port business activities including granting permits for port activities and other activities in carrying out port functions on land and in waters.

The duties and responsibilities of a harbormaster are very important in providing documents regarding the feasibility of ships, sailing permits, safety and security, and all sea transport shipping activities in Indonesian waters.

2.4 Organization Structure

The structure is a form of human resource management framework that shows the levels and responsibilities and authorities of each company in a joint effort to achieve the goals that have been set. The structure of the Class VI Selatpanjang Port Authority and Harbor Office can be seen in Appendix.

The duties and responsibilities of each of the Class VI office structures of the Harbormaster and Port Authority are:

1. Administration Section

The Administrative Section has the task of carrying out financial, staffing and general affairs, law and public relations as well as reporting on the Port Authority and Harbor Authority. In carrying out the tasks as intended, the Business Administration Section is divided into two parts namely :

- a. The Sub-section of Personnel and Finance has the task of carrying out personnel affairs, fostering and developing functional positions, managing financial affairs, reporting Agency Accounting System (SAI) and managing Non-Tax State Revenue (PNBP).
- b. The General and Public Relations sub-section has the task of carrying out correspondence, archives, household and general affairs, legal considerations and assistance, as well as public relations, preparation and dissemination of port regulations.

2. The Legal Status and Ship Certification

The Legal Status and Ship Certification Division has the task of carrying out inspection, testing and certification of seaworthiness, ship safety, prevention of pollution from ships and ship safety management, as well as determining the legal status of ships. In carrying out the tasks referred to in the Legal Status and Vessel Certification Division, there are two parts namely:

- a. The Ship Legal Status Section has the task of preparing measurement materials, registration, transfer of names, mortgages and national certificates, replacement of the ship's flag and installation of duct signs
- b. Ship Certification Section has the task of conducting inspections, ship design surveillance, construction supervision, ship overhaul and docking, nautical inspection and testing, technical, radio, ship electronics, ship stability calculation and testing, sailing trials, equipment testing, verification and preparation materials for issuing ship safety certificates, safety management and pollution prevention from ships, tank cleaning and pollution compensation protection.

3. Sailing, Guard and Patrol Safety Officer

The task of carrying out the orderly supervision of ship traffic in port waters and shipping lanes, guiding and delaying ships, issuing Sailing Approval Letters, loading and unloading activities in port waters, salvage and underwater work, loading and unloading of dangerous goods, special goods, refueling, waste hazardous and toxic materials (B3), order for embarkation and disembarkation of passengers, construction of port facilities, dredging and reclamation, implementation of search and rescue assistance (Search And Rescue / SAR), control and coordination of pollution prevention and fire suppression in ports, implementation of maritime environmental protection , carrying out inspection and verification of the ship and port facility security system (International Ship and Port Facility Security Code/ISPS-Code),

preliminary examination of ship accidents, law enforcement in the field of shipping safety and security as well as implementing coordination of government activities at the port involved it with the implementation of supervision and law enforcement in the field of shipping safety and security.

Sailing Safety, Guarding and Patrol, consisting of:

a. Sailing Safety Section

has the task of supervising the fulfillment of ship crewing requirements, preparing materials for issuing maritime documents, sea work agreements and certification of ship crews as well as protecting ship crews, carrying out orderly supervision of airports, ship movement (shifting), scouting and delaying ships in port waters and orderly sailing, then passage in and out of ships, foreign ships (port state control, flag state control and fulfillment of shipworthiness requirements and issuance of Sailing Approval Letters.

b. Guard, Patrol and Investigation Section

Has the task of guarding, securing and controlling the embarkation and debarkation of passengers at the port, supervision of loading and unloading activities of special goods, dangerous goods, refueling and waste of hazardous and toxic materials (B3), construction of port facilities as well as dredging and reclamation, patrols in port waters , supervision and security of the safety of ships entering and leaving the port, ships docking and anchoring, preparing coordination materials and providing search and rescue (SAR) assistance, overcoming marine pollution as well as preventing and extinguishing fires in port waters, supervising loading and unloading activities. in port waters, salvage and underwater work, carrying out inspections and verification of ship and port facilities security systems (International Ship and Port Facility Security Code/ISPS-Code), preparing preliminary examination materials on ship

accidents, as well as conducting criminal investigations in the field of shipping in accordance with statutory regulations.

4. Sea Traffic and Transportation Sector, and Port Business

The task of carrying out the regulation of ship traffic in and out of the port through ship scouting, ensuring security and order, the smooth flow of goods at the port, supervising the use of land and water areas of the port as well as the Working Environment Area and the Environmental Interest Area of the port, providing and regulating land and water use ports, provision and maintenance of wave barriers, harbor pools, shipping lanes, road networks, and Shipping Navigation Assistance Facilities, guarantee and maintenance of environmental sustainability at ports, preparation of Port Master Plans, Work Environment Areas and Port Interest Areas, and tariff proposals, as well as provision and service of port services needed by service users that have not been provided by the Port Business Entity, granting concessions or other forms to the Port Business Entity to carry out business activities at the port and preparing materials for the determination and evaluation of the port. port service operational performance standards. The Sector of Traffic and Sea Transportation, and Port Business, consists of:

a. Sea Traffic and Transportation Section

Has the task of preparing regulatory materials, controlling and supervising sea traffic and transportation activities, loading and unloading workforce, supervision of agency activities and representatives of foreign ship transportation companies, guaranteeing the smooth flow of goods, security and order at ports, regulating and organizing outgoing ship traffic. / enter the port through ship scouting, preparation of monitoring materials and evaluation of the application of standards for the use of equipment for loading and unloading activities and loading and unloading workers (TKBM).

b. Planning and Development Section

Has the task of preparing materials for the preparation of the Port Master Plan, plans and programs for the development and maintenance of port infrastructure facilities, guaranteeing and maintaining environmental sustainability at ports, development and maintenance programs for port service facilities and infrastructure that have not been provided by the Port Business Entity as well as drafting the construction design for basic facilities. ports and port support facilities, implementation of supervision over the use of land and port waters as well as the Work Environment and Port Interest Areas, as well as the determination and evaluation of service operational performance standards.

c. Business Guidance and Port Services Section

Has the task of preparing materials for regulating, controlling, supervising port facilities and operations, land and water use in ports, providing recommendations for approval of port locations, managing terminals for their own interests as well as increasing terminal capabilities and port operations 24 (twenty four) hours, drafting granting concessions, or other forms to Port Business Entities as well as providing and or providing port services that have not been provided by the Port Business Entities, drafting and proposing tariffs for the use of land and water, port facilities and port services, analysis and evaluation of the construction of wave restraints, shipping lanes , road network, and shipping navigation aid facilities as well as port service facilities and infrastructure needed by service users that have not been provided by the Port Business Entity and preparation of systems and procedures for port services, related service businesses. t with ports and transportation in the waters as well as the provision and management of information systems for transportation in waters and information systems for ports.

2.5. The Working Process

In the implementation of this practical work activities, the author is placed in 2 (two) parts, namely the recipient's Treasurer and the Agenda. In the Treasurer's section, the author is given several powers and responsibilities to carry out the following tasks:

1. Recipient Treasurer

Granted the authority and responsibility to perform the following tasks:

- a. Billing
- b. Make an item note Make an anchor note
- c. Create navigation notes
- d. Receipt stamp,

2. Part of Scheduling Letters

- a. Schedule every incoming letter
- b. Schedule outgoing mail

2.6. Document Used for Activity

In carrying out practical work activities, the author has several documents that are used in daily activities at the Port Authority and Harbormaster Office Class IV Selatpanjang, which are as follows:

1. Temporary loading line certificate document

Figure 2.3 shows the form of a temporary loading line certificate document dokumenPort Authority and Harbormaster Office Class IV Selatpanjang.

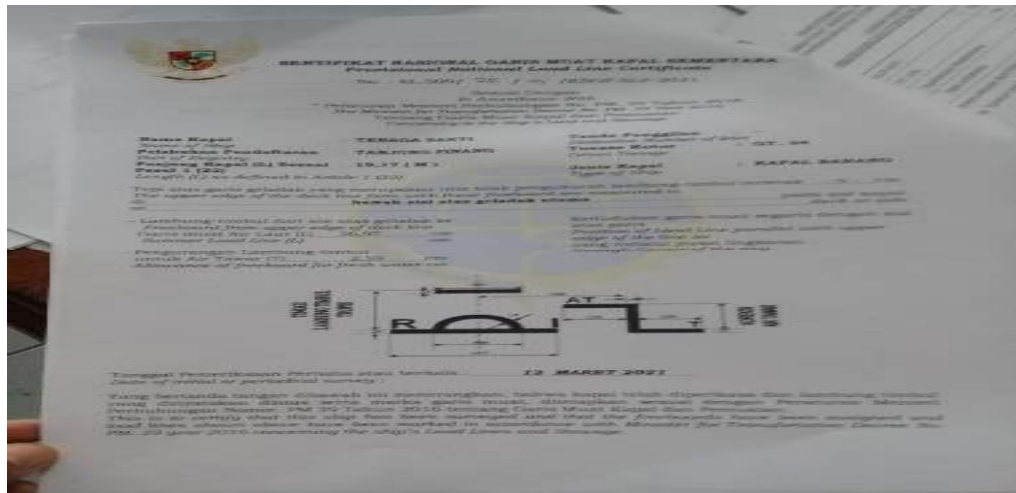


Figure 2.3 Exit letter of application for extension of loading line national certificate
 Source: Processed Data 2021

2. Minimum manning information document

Figure 2.4 shows the form of the minimum manning certificate document form.



Figure 2.4 Letter of issuance of personnel certificate
 Source: Processed Data 2021

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at the Class VI Selatpanjang Harbor Authority and Port Authority for four months, starting from February 15, 2021 to June 30, 2021. During the internship period (KP), the author is placed in 2 (two) sections, namely the recipient Treasurer and the Agenda. In the Treasurer's section, the author is given several powers and responsibilities to carry out the following tasks:

1. **Making Billing**

Billing generation or issuance of Billing code/identification code for the type of payment/deposit to be made Mandatory Paying/Mandatory Deposit. Making online collections through the Online Non-Tax State Revenue Information System, hereinafter abbreviated as SIMPONI, is an information system managed by the Directorate General of Budget, Ministry of Finance, which includes the PNBP Planning System, Billing System, and PNBP Reporting System.

2. **Make Item Notes**

Making Notes for Goods or Goods Services is as proof of payment for goods that have been transported by cargo ships in the waters of Port Authority and Harbormaster Office Class IV Selatpanjang.

3. **Make an Anchor Note**

Making Notes on Anchoring / Anchoring and Mooring Services is a service provided for the benefit of ships anchored either at the port or in other places. Mooring Services are services provided for ship activities that are moored at the pier or not at the pier but are still in the waters of the Port Authority and Harbormaster Office Class IV Selatpanjang.

4. Create Navigation Notes

Making a Navigation Note or Receipt of Navigation Services is proof of receipt obtained for the use of the Sailing Navigation Assistance Facility (SBNP) / Sign Money, navigation dock facility rental services, Shipping Telecommunication services, salvage services and underwater work, health inspection services, and granting licenses for the company's authority to repair and maintain shipping safety equipment.

5. Making Receipts

Receipt which will be proof of payment or receipt of a sum of money, and signed by the head treasurer of the recipient at the Port Authority and Harbormaster Office Class IV Selatpanjang.

6. Schedule every incoming letter

Make Letter Disposition. Disposition has a meaning, namely the opinion of an official regarding the affairs contained in an official letter, which is written directly on the letter in question or on a special sheet. Disposition has the aim that staff or subordinates can follow up on orders given by superiors, and these orders are carried out based on orders in the letter. Actions taken by subordinates in the form of reply letters or other actions in completing orders. This letter is an incoming and outgoing letter submitted by a company agent.

7. Schedule outgoing mail

Filling out the Exit Form Numbering the Outgoing Letter is used to find out what letters and what requests are wanted by the Regional Ship Company or according to the KSOP Class IV Selatpanjang insight. Letters issued in the form of Loading Line certificates, Ship Radio Certificates, Temporary/Permanent Large Passes, Small Passes, Ship Safety Certificates, Minimum Manning Certificates, Mutation Approval Letters, Dangerous Goods Loading and Unloading Permits and outgoing letters are addressed to the ship's agent who takes care of making the certificate.

3.2 System and Procedure of the Apprenticeship

To make it easier for employees to carry out their duties, the company uses an internet-based system to facilitate online work, uses applications and uses manual systems.

3.2.1 Operational System

The system used by the author in carrying out practical work activities is an online and offline system. For the task of the online system, the author schedules every incoming and outgoing letter using the application. As for offline, every application letter for sailing approval for passenger ships will be written with the name of the ship and submitted to the receiving treasurer for billing, docking notes, and receipts.

3.2.2 Working Procedure

There are several internship procedures that have been carried out at the Port Authority and harbormaster office class IV Selatpanjang which starts from Learning on 15 February to 30 June 2021 at the Port Authority and harbormaster office class IV Selatpanjang in the agenda section as follows:

1. Billing

Billing system is an electronic payment method using a billing code and Article 1 number 5, billing code is an identification code issued through the billing system for a type of payment or deposit to be made by the Taxpayer. Basically, tax e-billing is a system provided by the Directorate General of Taxes. E-billing is tax payment through electronic media by using billing code as transaction code.

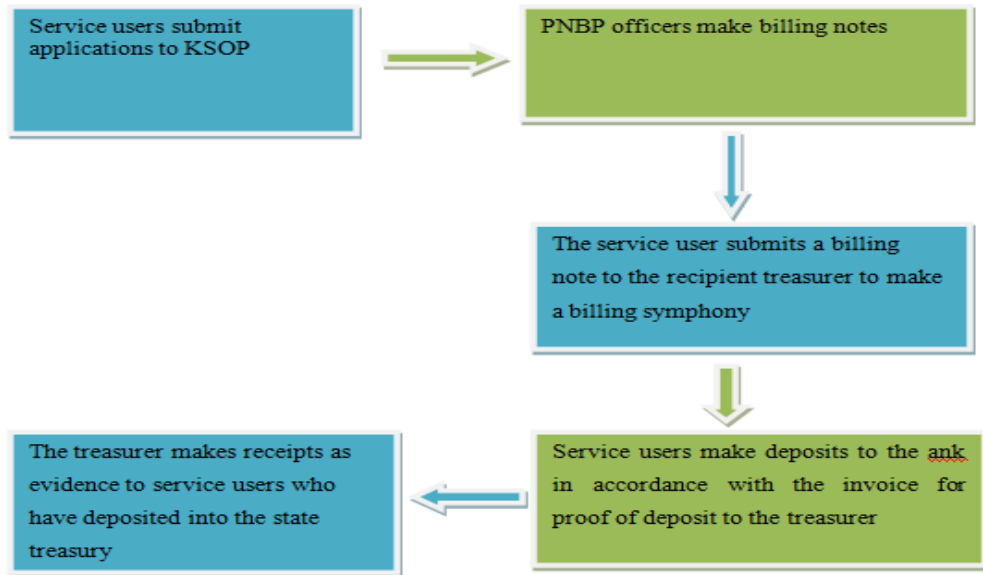


Figure 3.1 Billing payment graph

Source: Process Data 2021

2. Item note

In making a Goods Note which has been signed by the Head of the Beneficiary Treasurer, it is necessary to make a Goods Note first. Figure 3.2 is a chart illustrating the process of making the Goods Note and the signature of the Head Treasurer of the Goods Note Recipient.

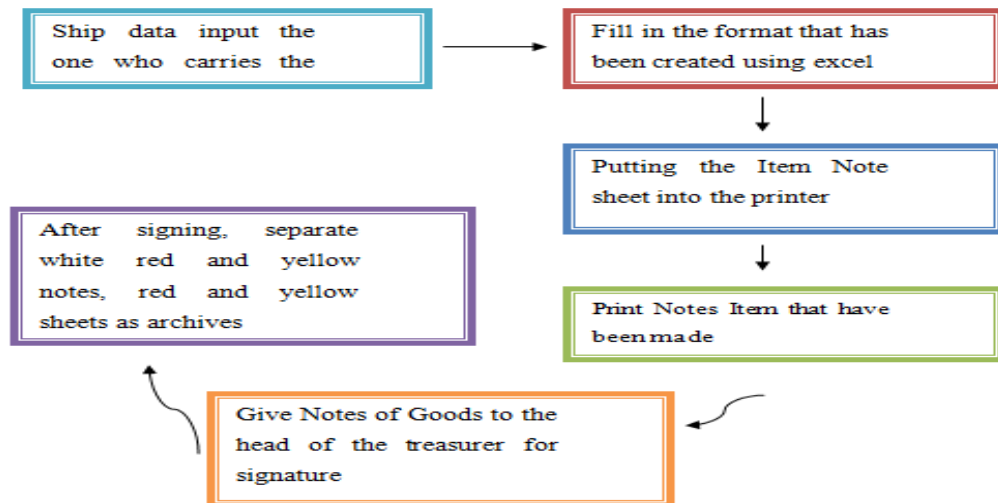


Figure 3.2 : Chart of making Goods Note

Source: Processed Data 2021

3. Make an anchor note

In making an anchoring note with the signature of the head treasurer, the recipient needs to make a landing note first. Figure 3.3 is a chart illustrating the process of making anchor notes and the signature of the head treasurer of the recipient for the anchor notes.

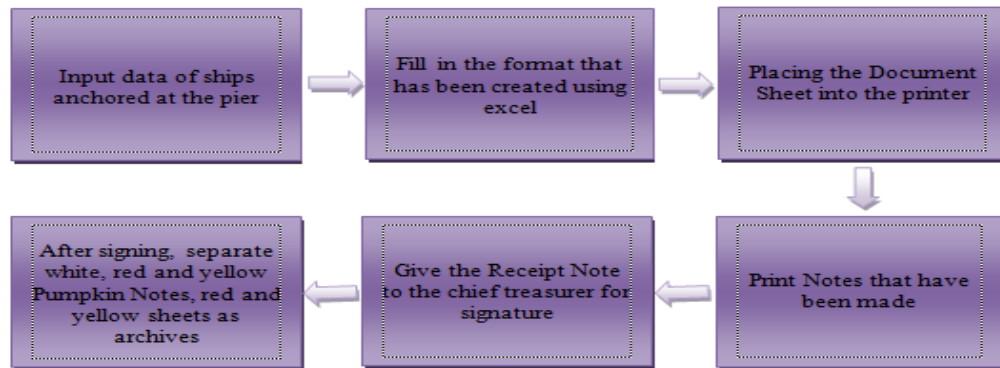


Figure 3.3 Chart of making an anchor note
Source: Processed Data 2021

4. Create navigation notes

In making a Navigation Note with the signature of the Head of the Recipient Treasurer, a Navigation Note must be made first. Figure 3.4 is a chart illustrating the process of making a Navigation Note and the signature of the Head Treasurer of the Navigation Note Recipient.

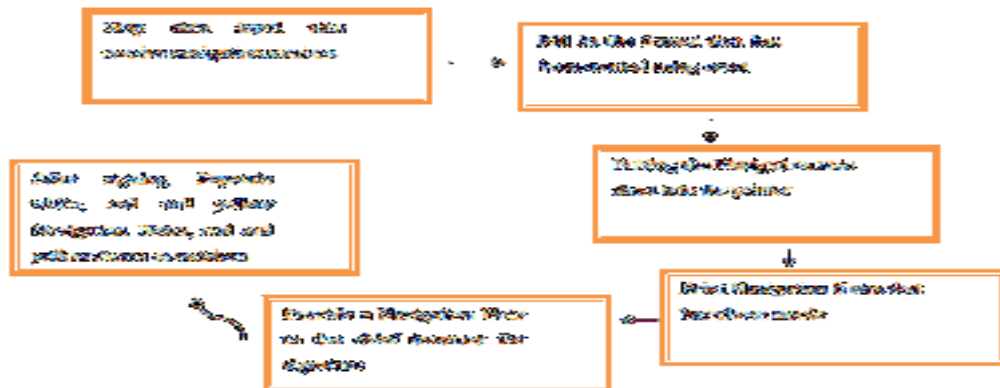


Figure 3.4 Chart of Creating Navigation Notes
Source: Processed Data 2021

5. Create a Receipt

In making a receipt that has been signed by the Head Treasurer, the recipient must first make a receipt. In Figure 3.5 is a chart illustrating the process of making receipts and signatures of the Receiving Treasurer.

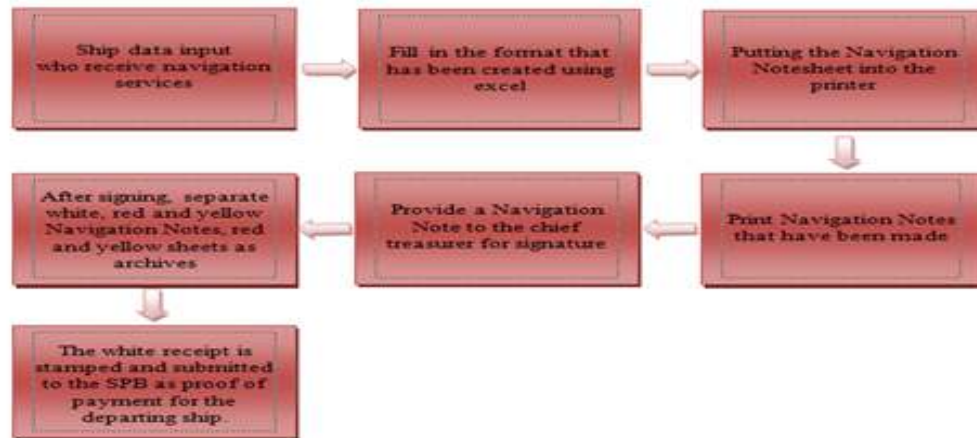


Figure 3.5 : Receipt Making Chart
Source: Processed Data 2021

6. Handling incoming and outgoing mail

Furthermore, in the Agenda Section, the author is given the task of scheduling each incoming and outgoing letter. The procedure carried out by the author on his task is:

- a) The incoming letter received will be scheduled in advance according to the incoming mail data using the mail agenda header link. Open the letter and check the completeness of the letter (attachment to the letter if any)
- b) If the letter uses an envelope, the author will open the envelope of the letter and it will be scheduled to be a disposition sheet
- c) After the incoming letter is scheduled, a disposition sheet of the letter will be printed

- d) After the disposition sheet is printed the disposition sheet will be in acres into one according to the letter.
- e) Next, the writer will separate the application letter for the passenger carrier from other letters.
- f) After being separated, all letters will be entered by security in the office of the head of the office for disposition, if the head of the office is carrying out an external service, the letter will be disposed of by the PJ who has been directed by the head of the office to dispose of the letter
- g) If the letter has been assigned by the Head of the office, the Head of the office will ring the bell to collect all the letters that have been disposed of.
- h) Classify letters based on the address addressed (eg letters addressed to the Division of Traffic and Sea Transportation, and Port Business)
- i) Furthermore, all letters will be delivered to the appropriate room according to the type and application of the letter

7. Schedule outgoing letters

In numbering outgoing mail, you must first fill out the outgoing mail form. Figure 3.7 is a chart illustrating the process of numbering outgoing mail.

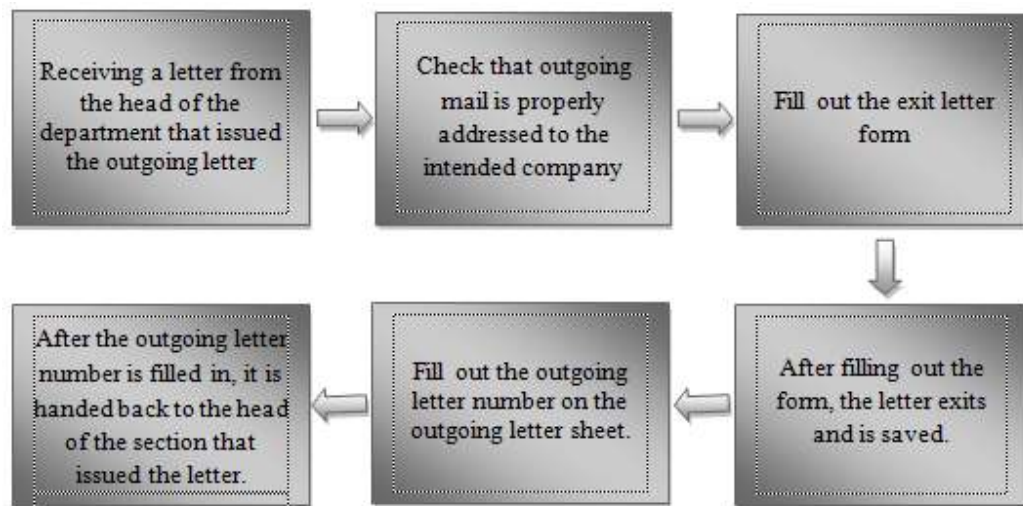


Figure 3.7 Outgoing Mail Chart
 Source: Processed Data 2021

3.3. Place of Apprenticeship

3.3.1 Place of the Apprenticeship

This Job Training (KP) activity was carried out at the Port Authority and harbormaster office class IV Selatpanjang along Jalan Tanjung Harapan, Alah Air Timur., Tebing Tinggi District, Meranti Islands Regency, Riau.

3.3.2 Time of the Apprenticeship

The time for the Job Training (KP) is carried out for 20 (twenty) weeks starting from Monday, February 15, 2021 to Wednesday, June 30, 2021. The list of working days at the Selatpanjang Customs and Excise Office is shown in table 3.1 below:

Table 3.1 Job Training Schedule (KP)

No	Day	Working hours	Agency
1	Monday s/d Saturday	07:30 s/d 16:00	KSOP Selatpanjang
2	Sunday	Holiday	Sign in

Source: Processed Data 2021

3.2.3 Description of the Apprenticeship activities

To find out more clearly the description of the activities carried out during internship at the Port Authority and harbormaster office class IV Selatpanjang can be seen in the following table:

Table 3.2 Job Training Report Week 1 (First) 15 to 20 February 2021

No	Day/Date	Name of activity	Section
1	Monday 15 February 2021	1. Met Mr. TU (Kharli rama, A.Md) to confirm the internship 2. Waiting for the division of fields for each student 3. Division of fields and introduction to staf	-
2	Tuesday 16 February 2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer

3	Wednesday 17 February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer
4	Thursday 18 February2021	Sick	-
n5	Friday 19February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer
6	Saturday 20February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer

Source: Processed Data 2021

Table 3.2 is the first week of practical work activities. This week the writer was placed in the receiving treasurer's room. The author is taught to make billing, receipts, anchor notes, navigation notes.

Table 3.3 Internship Report Week 2 (Second) Date 22 to 27 February 2021

No	Day/Date	Name of activity	Section
1	Monday 22February2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer
2	Tuesday 23February2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer
3	Wednesday 24 February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer
4	Thursday 25 February2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer
5	Friday 26February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer
6	Saturday 27February2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer

Source: Processed Data 2021

Table 3.3 is the second week of February, the authors carry out the same activities as the first week, making Billing, Receipts, anchoring notes, navigation notes.

Table 3.4 Internship Report for Week 3 (Third) Date 01 to 06 March 2021

No	Day/Date	Name of activity	Section
1	Monday 01 March 2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer
2	Tuesday 02 March 2021	1. Billing 2. Receipt 3. Item note 4. Navigation note	Financial Treasurer
3	Wednesday 03 March 2021	1. Billing 2. Receipt 3. Labuh notes 4. Navigation note	Financial Treasurer
4	Thursday 04 March 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 05 March 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 06 March 2021	Sick	-

Source: Processed Data 2021

Table 3.4 is the third week the authors carry out the same activities as the first week, making Billing, Receipts, anchoring notes, navigation notes. However, on March 4, the author was moved to the agenda section, every time there was a letter, the incoming application would be scheduled by the author as well as every outgoing letter would also be on the agenda.

Table 3.5 Internship Report Week 4 (Fourth) Date 08 to 13 March 2021

No	Day/Date	Name of activity	Section
1	Monday 08 March 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 09 March 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 10 March 2021	Incoming and outgoing mail agenda	Agenda

4	Thursday 11 March 2021	Isra 'and Mi'raj Holiday of Prophet Muhammad SAW	-
5	Friday 12 March 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 13 March 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.5 is the fourth week the writers carry out activities that have an agenda, every time there is a letter, an incoming application will be scheduled by the author as well as every outgoing letter will also be on the agenda.

Table 3.6 Internship Report Week 5 (Fifth) Date 15 to 20 March 2021

No	Day/Date	Name of activity	Section
1	Monday 15 March 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 16 March 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 17 March 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 18 March 2021	Permission	-
5	Friday 19 March 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 20 March 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.6 is the fifth week the authors carry out the same activities as the fourth week of scheduling each incoming and outgoing letter.

Table 3.7 Internship Report Week 6 (Sixth) Date 22 to 27 March 2021

No	Day/Date	Name of activity	Section
1	Monday 22 March 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 23 March 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 24 March 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 25 March 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 26 March 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 27 March 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.7 is the sixth week the authors carry out the same activities as the previous week by scheduling every incoming and outgoing letter.

Table 3.8 Job Training Report Week 7 (Seventh) 29 to 03 April 2021

No	Day/Date	Name of activity	Section
1	Monday 29 March 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 30 March 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 31 March 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 01 April 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 02 April 2021	The day of the death of Jesus Christ	-
6	Saturday 03 April 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.8 is the seventh week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.9 Internship Report Week 8 (Eighth) Date 05 to 10 April 2021

No	Day/Date	Name of activity	Section
1	Monday 05 April 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 06 April 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 07 April 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 08 April 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 09 April 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 10 April 2021	Sick	-

Source: Processed Data 2021

Table 3.9 is the eighth week the author carries out the same activities as the previous week, scheduling every incoming and outgoing letter.

Table 3.10 Internship Report Week 9 (Ninth) April 12 to 17, 2021

No	Day/Date	Name of activity	Section
1	Monday 12 April 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 13 April 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 14 April 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 15 April 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 16 April 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 17 April 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.10 is the ninth week the authors carry out the same activities as the previous week to schedule each incoming and outgoing letter.

Table 3.11 Internship Report Week 10 (tenth) 19 to 24 April 2021

No	Day/Date	Name of activity	Section
1	Monday 19 April 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 20 April 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 21 April 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 22 April 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 23 April 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 24 April 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.11 is the tenth week that the authors carry out the same activities as the previous week by scheduling each incoming and outgoing letter.

Table 3.12 Job Training Report Week 11 (Eleventh) Date 26 to 01 May 2021

No	Day/Date	Name of activity	Section
1	Monday 26 April 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 27 April 2021	Sick	-
3	Wednesday 28 April 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 29 April 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 30 April 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 01 May 2021	Labor day holiday	-

Source: Processed Data 2021

Table 3.12 is the eleventh week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.13 Job Training Report Week 12 (Twelfth) Date 03 to 08 May 2021

No	Day/Date	Name of activity	Section
1	Monday 03 May 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 04 May 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 05 May 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 06 May 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 07 May 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 08 May 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.13 is the twelfth week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.14 Job Training Report Week 13 (Thirteenth) 10 to 15 May 2021

No	Day/Date	Name of activity	Section
1	Monday 10 May 2021	Permission	-
2	Tuesday 11 May 2021	Permission	-
3	Wednesday 12 May 2021	Permission	-
4	Thursday 13 May 2021	Eid holiday	-
5	Friday 14 May 2021	Eid holiday	-
6	Saturday 15 May 2021	Permission	-

Source: Processed Data 2021

Table 3.14 is the thirteenth week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.15 Job Training Report Week 14 (Fourteenth) Date 17 to 22 May 2021

No	Day/Date	Name of activity	Section
1	Monday 17 May 2021	Incoming and outgoing mail agenda	Agenda

2	Tuesday 18 May 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 19 May 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 20 May 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 21 May 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 22 May 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.15 is the fourteenth week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.16 Internship Report Week 15 (Thirteenth) 24th to 29th May 2021

No	Day/Date	Name of activity	Section
1	Monday 24 May 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 25 May 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 26 May 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 27 May 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 28 May 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 29 May 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.16 is the fifteenth week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.17 Internship Report Week 16 (Thirteenth) 31 to 05 June 2021

No	Day/Date	Name of activity	Section
1	Monday 30 May 2021	Incoming and outgoing mail agenda	Agenda

2	Tuesday 01 June 2021	Pancasila Birthday Holiday	-
3	Wednesday 02 June 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 03 June 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 04 June 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 05 June 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.17 is the sixteenth week the authors carry out the same activities as the previous week in scheduling each incoming and outgoing letter.

Table 3.18 Job Training Report Week 17 (Seventeenth) Date 07 to 12 June 2021

No	Day/Date	Name of activity	Section
1	Monday 07 June 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 08 June 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 09 June 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 10 June 2021	Sick	-
5	Friday 11 June 2021	Sick	-
6	Saturday 12 June 2021	Sick	-

Source: Processed Data 2021

Table 3.18 is the seventeenth week the authors carry out the same activities as the previous week in scheduling each incoming and outgoing letter.

Table 3.19 Internship Report Week 18 (Eighteenth) Date 14 to 19 June 2021

No	Day/Date	Name of activity	Section
1	Monday 14 June 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 15 June 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 16 June 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 17 June 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 18 June 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 19 June 2021	Incoming and outgoing mail agenda	Agenda

Source: Processed Data 2021

Table 3.19 is the eighteenth week the authors carry out the same activities as the previous week, scheduling each incoming and outgoing letter.

Table 3.20 Job Training Report Week 19 (Seventeenth) Date 21 to 26 June 2021

No	Day/Date	Name of activity	Section
1	Monday 21 June 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 22 June 2021	Incoming and outgoing mail agenda	Agenda
3	Wednesday 23 June 2021	Incoming and outgoing mail agenda	Agenda
4	Thursday 24 June 2021	Incoming and outgoing mail agenda	Agenda
5	Friday 25 June 2021	Incoming and outgoing mail agenda	Agenda
6	Saturday 26 June 2021	Permission	-

Source: Processed Data 2021

Table 3.20 is the nineteenth week the authors carry out the same activities as the previous week in scheduling each incoming and outgoing letter.

Table 3.21 Job Training Report Week 20 (Seventeenth) Date 28 to 30 June 2021

No	Day/Date	Name of activity	Section
1	Monday 28 June 2021	Incoming and outgoing mail agenda	Agenda
2	Tuesday 29 June 2021	Incoming and outgoing mail agenda	Agenda

3	Wednesday 30 June 2021	Incoming and outgoing mail agenda	Agenda
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Source: Processed Data 2021

Table 3.21 is the twentieth week of the writer doing the same activities as the previous week to schedule every incoming and outgoing letter.

3.4 Kind and Description of Activity

This Field Work Practice (KP) activity was carried out at the Port Authority and harbormaster office class IV Selatpanjang. Practical work place in the receiving treasurer and agenda section, from 15 February to 30 June 2021.

The following is a description of the work carried out in the work unit during the internship:

1. The Ship Entry Letter book is used to find out what ships and what requests are wanted by the Ship Company that is in the Territory or under KSOP insight.
2. Outgoing Letters, Incoming Outgoing Letters are used to find out what ships and what requests are wanted by the Ship Company in the Territory or under KSOP insight.
3. Letter Disposition Book. Disposition has a meaning, namely the opinion of an official regarding the affairs contained in an official letter, which is directly written on the letter in question or on a special sheet.

3.4.1 Obstacle in during Apprenticeship

In the implementation of this practical work activity, the author must have found several obstacles that made it difficult for the author to complete the task, with the obstacles.

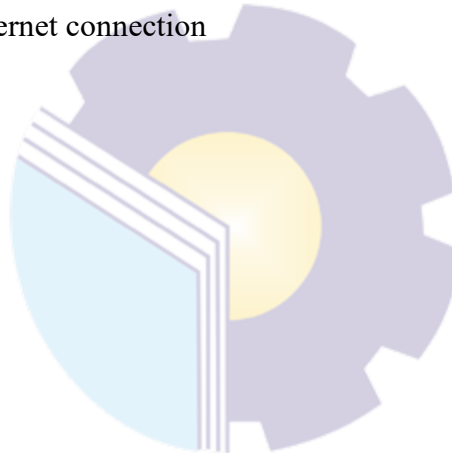
The obstacles faced during the practical work process at the Port Authority and Harbormaster Office Class IV Selatpanjang are as follows:

1. There is a problem with the printer being damaged when printing the disposition sheet
2. Often runs out of cut paper to print disposition sheets
3. Internet connection problem

3.4.2. Solutions to overcome obstacles during Apprenticeship

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

1. Save cut paper stock to make disposition sheet
2. Use private internet connection



CHAPTER IV CONCLUSION AND SUGGESTION

4.1. Conclusion

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

1. The kind of business services available at the Port Authority and harbormaster office class IV Selatpanjang are port services, issuance of port permits, services provided for port business activities including granting permits for port activities and other activities in carrying out port functions on land and in waters.
2. The system used by the author in carrying out practical work activities is an online and offline system. For the task of the online system, the author schedules every incoming and outgoing letter using the application. As for offline, every application letter for sailing approval for passenger ships will be written with the name of the ship and submitted to the receiving treasurer for billing, docking notes, and receipts.
3. Documents that are often used in practical work activities include: application letter for sailing approval, application letter for extension of ship certificate, small pass letter, ship document letter.
4. The author is given tasks in 2 (two) fields, namely the receiving treasurer section and the agenda section that is taught to make billing, anchor notes, navigation notes, goods notes, receipt stamps, agenda for incoming and outgoing letters
5. Work systems and procedures at the Seaport Port Authority and Harbormaster Office Class IV Selatpanjang use online systems, application systems and manual system. the system and procedures that apply in making Billing, every ship entering and leaving the agent will pay Non-Tax State

Revenue to the beneficiary Treasurer by using a billing code. And for the agenda section, each incoming letter will be scheduled according to the incoming letter form, then printed into a disposition sheet, after that a disposition sheet.

6. During the job training at the Port Authority and Harbormaster Office Class IV Selatpanjang several obstacles were encountered, such as internet connection problems, printer damage, and running out of cut paper for disposition sheets.
7. In dealing with the obstacles encountered during the job training process at the Port Authority and Harbormaster Office Class IV Selatpanjang this is done by using a personal internet connection and keeping a stock of cut paper for disposition sheets.

4.2. Suggestion

Suggestions that can be given during the implementation of job training at the Port Authority and Harbormaster Office Class IV Selatpanjang:

1. In order for the work to run smoothly and quickly, more adequate equipment and 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, internet network access must be improved because many jobs are based online



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APPENDICES

Appendix 1 : Internship Statement Letter

**KEMENTERIAN PERHUBUNGAN**
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG

Jalan Pelabuhan No. 2
Selatpanjang - 28723

Telp
E-Mail
Web - Site

0783-31134
KESKOP@KEMPTB.LAC

TC
TLX
FAX

0783-34347

Nomor : KP.114/02/02/KSOP.SLP-2021
Palsifikasi :
Lampiran :
Perihal : Selesai Kerja Praktik (KP)

Selatpanjang, 01 Juli 2021

Kopada
Yth.
1. I. MIFIDAWATI
2. RINI ANDRIANI
(Mahasiswa Politeknik
Negeri Bengkalis)

di-
Tempat

1. Sehubungan dengan Surat Wakil Direktur I Politeknik Negeri Bengkalis Nomor : 201/PL.31/AK/2021 tanggal 04 Januari 2021 perihal Permohonan Kerja Praktik (KP) dan Surat Kepala Kantor KSOP Kelas IV Selatpanjang Nomor KP. 114/02/02/KSOP.SLP-2021 Tanggal 03 Februari 2021 Perihal Kerja Praktik,
2. Berdasarkan butir 1 (satu) diatas, disampaikan bahwa mahasiswa Politeknik Negeri Bengkalis tersebut telah melakukan Kerja Praktik (KP) di Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Selatpanjang dimulai tanggal 15 Februari 2021 sampai dengan tanggal 30 Juni 2021. Dengan catatan bahwa Mahasiswa tersebut telah menaati segala aturan yang berlaku di Kantor Kesyahbandaran dan Otoritas Pelabuhan Kelas IV Selatpanjang dan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.
3. Demikian, atas perhatiannya diucapkan terima kasih.

KEPALA KANTOR
KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG
Pelaksana Harian


SUHARTO
Pengata Muda Tk. I (III/b)
NIP-19660811 190203 1 002

Appendix 2 : Internship Assessment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG**

Nama : T. Mirda Wati
NIM : 5404171122
Program Studi : Administrasi Bisnis Internasional

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung Jawab	25%	90
3.	Penyesuaian Diri	10%	85
4.	Hasil Kerja	30%	90
5.	Perilaku Secara Umum	15%	85
Total Jumlah (1+2+3+4+5)		100%	

Keterangan :

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

Catatan:

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Selatpanjang, Juli 2021


KHARLI RAMA, A.Md
NIP. 198605132008121004

Appendix 3 : Attendance sheet



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG**

Jalan Pelabuhan No. 2
Selatpanjang – 28753

Telp : 0763 – 31134
E-Mail : ksopsip@gmail.com
Web – Site : -

TG: -
TLX :-
Fax : 0763-33347

NAMA : T. MIRDAWATI

NIM : 5404171122

ABSEN HARIAN BULAN FEBRUARI 2021

HARI	TANGGAL	PARAF		KETERANGAN
		PAGI	SIANG	
Senin	15	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	16	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	17	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	18	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	19	<i>[Signature]</i>	<i>[Signature]</i>	<i>Isi B</i>
Sabtu	20	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	22	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	23	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	24	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	25	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	26	<i>[Signature]</i>	<i>[Signature]</i>	
sabtu	27	<i>[Signature]</i>	<i>[Signature]</i>	

DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG
PETUGAS TATA USAHA



[Signature]
KHARIFRAMA, A.Md
NIP - 198805132008121004



KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG

Jalan Pelabuhan No. 2
Selatpanjang – 28753

Telp
E-Mail
Web – Site

0763 – 31134
ksopsip@gmail.com

TG: -
TLX : -
Fax : 0763-33347

NAMA : T. MIRDAWATI
NIM : 5404171122

ABSEN HARIAN BULAN MARET 2021

HARI	TANGGAL	PARAF		KETERANGAN
		PAGI	SIANG	
Senin	1	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	2	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	3	<i>[Signature]</i>	<i>[Signature]</i>	
kamis	4	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	5	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	6	<i>[Signature]</i>	<i>[Signature]</i>	<i>cuti</i>
Senin	8	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	9	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	10	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	11			
Jumat	12	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	13	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	15	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	16	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	17	<i>[Signature]</i>	<i>[Signature]</i>	
kamis	18	<i>[Signature]</i>	<i>[Signature]</i>	<i>izin</i>
Jumat	19	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	20	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	22	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	23	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	24	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	25	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	26	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	27	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	29	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	30	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	31	<i>[Signature]</i>	<i>[Signature]</i>	

DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG
PETUGAS TATA USAHA



[Signature]
KHARIL RAMA, A.Md
NIP : 198605132008121004



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG**

Jalan Pelabuhan No. 2
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Web – Site : -

TG: -
TLX :-
Fax : 0763-33347

NAMA : T. MIRDAWATI

NIM : 5404171122

ABSEN HARIAN BULAN APRIL 2021

HARI	TANGGAL	PARAF		KETERANGAN
		PAGI	SIANG	
Kamis	1	<i>sd</i>	<i>sd</i>	
Jumat	2			
Sabtu	3	<i>sd</i>	<i>sd</i>	
Senin	5	<i>sd</i>	<i>sd</i>	
Selasa	6	<i>sd</i>	<i>sd</i>	
Rabu	7	<i>sd</i>	<i>sd</i>	
Kamis	8	<i>sd</i>	<i>sd</i>	
Jumat	9	<i>sd</i>	<i>sd</i>	
Sabtu	10	<i>sd</i>	<i>sd</i>	<i>sabtu</i>
Senin	12	<i>sd</i>	<i>sd</i>	
Selasa	13	<i>sd</i>	<i>sd</i>	
Rabu	14	<i>sd</i>	<i>sd</i>	
Kamis	15	<i>sd</i>	<i>sd</i>	
Jumat	16	<i>sd</i>	<i>sd</i>	
Sabtu	17	<i>sd</i>	<i>sd</i>	
Senin	19	<i>sd</i>	<i>sd</i>	
Selasa	20	<i>sd</i>	<i>sd</i>	
Rabu	21	<i>sd</i>	<i>sd</i>	
Kamis	22	<i>sd</i>	<i>sd</i>	
Jumat	23	<i>sd</i>	<i>sd</i>	
Sabtu	24	<i>sd</i>	<i>sd</i>	
Senin	26	<i>sd</i>	<i>sd</i>	
Selasa	27	<i>sd</i>	<i>sd</i>	<i>sabtu</i>
Rabu	28	<i>sd</i>	<i>sd</i>	
Kamis	29	<i>sd</i>	<i>sd</i>	
Jumat	30	<i>sd</i>	<i>sd</i>	

**DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG
PETUGAS TATA USAHA**



KHARLI RAMA, A.Md
NIP : 198605132008121004



**KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG**

Jalan Pelabuhan No. 2
Selatpanjang – 26753

Telp : 0763 – 31134
E-Mail : ksopslp@gmail.com
Web – Site : -

TG. -
TLX -
Fax : 0763-33347

NAMA : T. MIRDAWATI

NIM : 5404171122

ABSEN HARIAN BULAN JUNI 2021

HARI	TANGGAL	PARAF		KETERANGAN
		PAGI	SIANG	
Selasa	1			
Rabu	2	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	3	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	4	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	5	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	7	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	8	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	9	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	10	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Jumat	11	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Sabtu	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Senin	14	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	15	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	16	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	17	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	18	<i>[Signature]</i>	<i>[Signature]</i>	
Sabtu	19	<i>[Signature]</i>	<i>[Signature]</i>	
Senin	21	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	22	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	23	<i>[Signature]</i>	<i>[Signature]</i>	
Kamis	24	<i>[Signature]</i>	<i>[Signature]</i>	
Jumat	25	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Sabtu	26	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Senin	28	<i>[Signature]</i>	<i>[Signature]</i>	
Selasa	29	<i>[Signature]</i>	<i>[Signature]</i>	
Rabu	30	<i>[Signature]</i>	<i>[Signature]</i>	

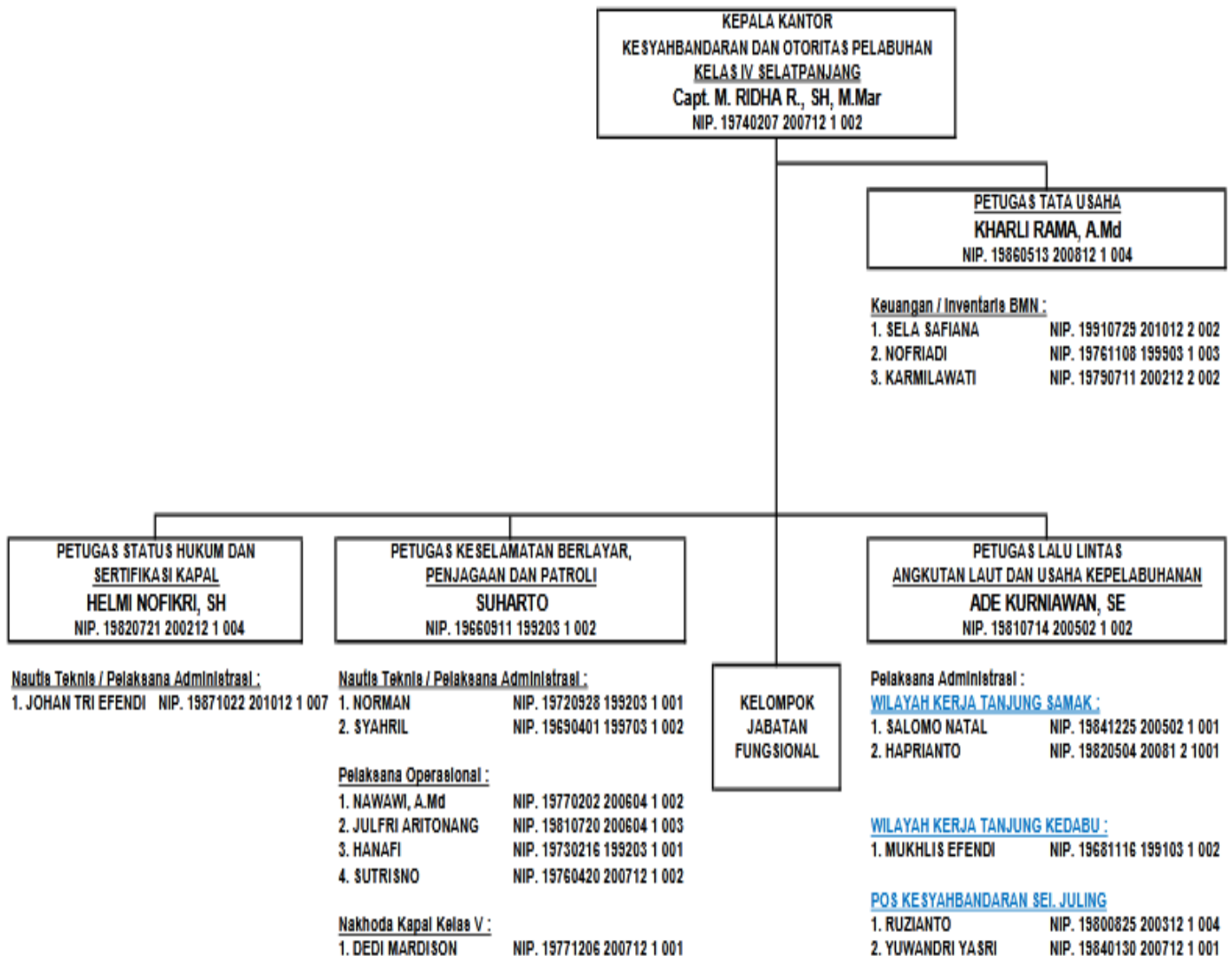
DIREKTORAT JENDERAL PERHUBUNGAN LAUT
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN
KELAS IV SELATPANJANG
PETUGAS TATA USAHA

[Signature]
KHARLI RAMA, A.Md
NIP. 198605132008121004

Appendix 4 : Struktur organisasi ksop kelas VI selatpanjang



STRUKTUR ORGANISASI
KANTOR KESYAHBANDARAN DAN OTORITAS PELABUHAN KELAS IV SELATPANJANG
 Berdasarkan Peraturan Menteri Perhubungan Republik Indonesia Nomor : PM.76 Tahun 2018 Tanggal 25 Januari 2018




Appendix 5: Galery





Appendix 6 : Application letter for sailing approval

E R T Y U I O
D E G H J K L

 PERUSAHAAN PELAYARAN RAKYAT
PT. CITRA GADING LESTARI
PUSAT SELATPANJANG
Jalan Tebing Tinggi No. 46 Telp (0763) 31864
SELATPANJANG – RIAU

Selatpanjang, 15 MARET 2021
Kepada
Yth. Kepala Kantor Kesyahbandaran dan
Otoritas Pelabuhan Kelas IV Selatpanjang
di
Selatpanjang.

Nomor : 77/CGL/SLP/2021
Lampiran : 1 (satu) berkas
Perihal : **Permohonan Surat Persetujuan Berlayar.**

- Dengan memperhatikan Peraturan Menteri Perhubungan Nomor 82 Tahun 2014 tentang Tata Cara Penerbitan Surat Persetujuan Berlayar, maka dengan ini kami mengajukan permohonan memperoleh Surat Persetujuan Berlayar terhadap kapal milik/keagenan ;
 - Nama Kapal : MTTB.KERITANG JAYA EXPRESS RIU No 214
 - Tanda Panggilan : --
 - Nomor IMO : --
 - Bendera : Indonesia
 - Tonase Kotor : GT. 06
 - Nama Nakhoda : JONI
 - Jumlah awak kapal : 03 Orang
 - Jumlah muatan/penumpang : Ton/Orang
 - Tanggal/jam selesai kegiatan : Tgl. 16 MARET 2021 Jam 07.30 WIB
 - Tanggal/jam rencana tolak : Tgl. 16 MARET 2021 Jam 07.30 WIB
 - Pelabuhan Tujuan : TELUK BELITUNG
- Sebagai bahan pertimbangan terlampir disampaikan 1 (satu) berkas dokumen yang terdiri dari ;
 - Surat Pernyataan Nakhoda (*master sailing declaration*)
 - Dokumen muatan/penumpang
 - Daftar Awak Kapal (*crew list*)
 - Bukti pelunasan pembayaran Penerimaan Negara Bukan Pajak (PNBP).
- Demikian disampaikan, atas perhatiannya diucapkan terima kasih.

Pemohon,
PT.PELRA CITRA GADING LESTARI
PUSAT SELATPANJANG


H. THAMRIN
Direktur

Appendix 7 :Billing



Appendix 8 : Navigation Notes, Item Note,



Appendix 9 : 1receipt, Labuh Notes

REPUBLIK INDONESIA
 DIREKTORAT JENDERAL KEHUTANAN
 KANTOR : _____

REKUITMEN DAN MELAYANAN KEHUTANAN
 FF No. 11/104/2013

Nomor : _____
 Tema FLUKA : _____

<p> Kapan: _____ Nama: _____ Alamat: _____ Pekerjaan: _____ No. HP: _____ No. Email: _____ No. Telepon: _____ Tanggal: _____ </p>	<p> No. _____ Nama: _____ No. HP: _____ No. Email: _____ Tanggal: _____ </p>
--	--

No	Jenis Jasa	Keterangan	Terdapat dalam Lembar Kerja Pekerjaan*
1	Substansi	171a - Kebutuhan Rp _____	171a - Kebutuhan Rp _____
		171b - Kebutuhan Rp _____	
1	Substansi	171a - Kebutuhan Rp _____	171a - Kebutuhan Rp _____
		171b - Kebutuhan Rp _____	
1	Substansi	171a - Kebutuhan Rp _____	171a - Kebutuhan Rp _____
		171b - Kebutuhan Rp _____	
1	Substansi	171a - Kebutuhan Rp _____	171a - Kebutuhan Rp _____
		171b - Kebutuhan Rp _____	
		Jumlah Total	Rp _____

* Kertas yang digunakan adalah Kertas Bergaris Putih 70/90cm

Tanggal: _____

Tanggal: _____

Appendix 10 : Exit letter of application for extension of loading line national certificate



Appendix 11 : Letter of Ship radio document

LAPORAN
PEMERIKSAAN PERALATAN RADIO KAPAL
ISI KOTOR 35 m/d 300 GT (100 S/D 850 M³)

|||

Nama Kapal : KM. METRO INDAH .

Nomor Register : 495 / pp

DKP III - 10

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Monday
Date : February 15, 2021


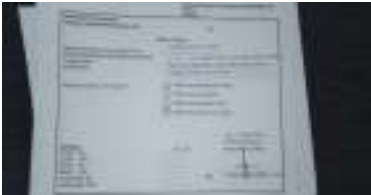


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Met Mr. TU (Kharli Rama, A.Md) to confirm the internship. Waiting for the division of fields for each student Division of fields and introduction to sfat		
Industry Guidance Notes			

No	Working	Explanation

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Tuesday
Date : February 16, 2021

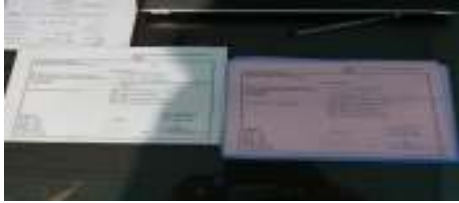


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Billing	Kharli Rama, A.Md	
2.	Receipt creation		
3.	Making Item Notes, Navigation		
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Billing 2. Receipt 3. Item Note 4. Navigation Notes
2.		
3.		
4.		

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Wednesday
Date : February 17, 2021


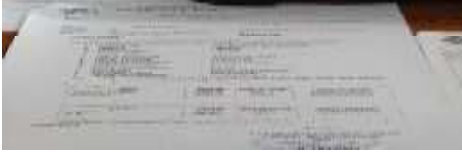
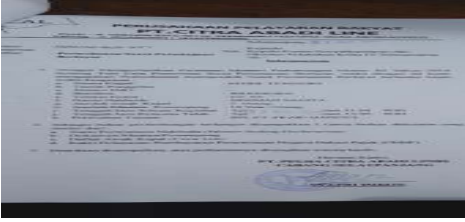
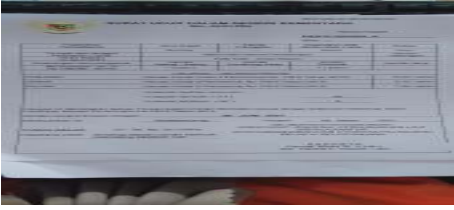
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Billing	Kharli Rama, A.Md	
2.	Receipt creation		
3.	Anchor Note Making, Navigation		
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Receipts
2.		2. Labuh Notes
3.		3. Navigation Notes

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Tuesday
Date : May 18, 2021


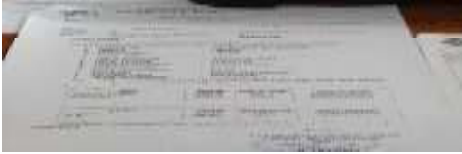
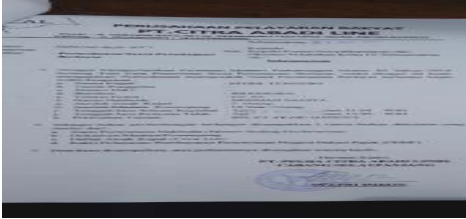
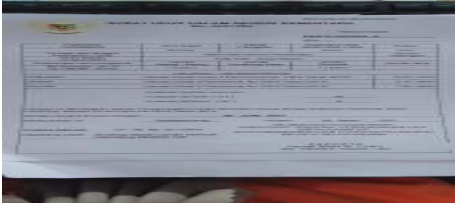
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day :Friday
Date : May 19, 2021


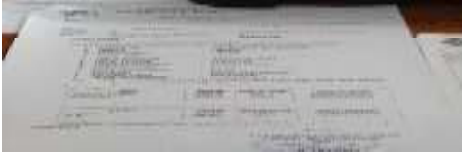
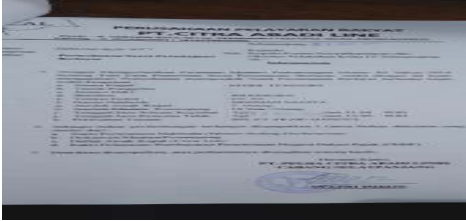
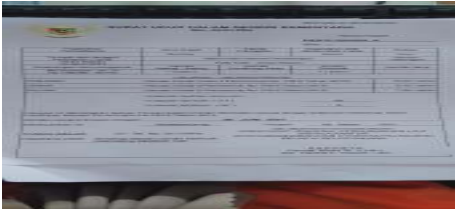
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day :Monday
Date : March 01, 2021


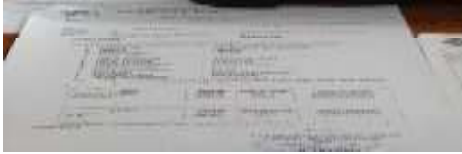
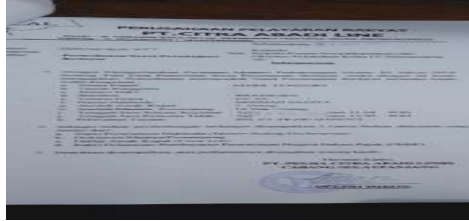
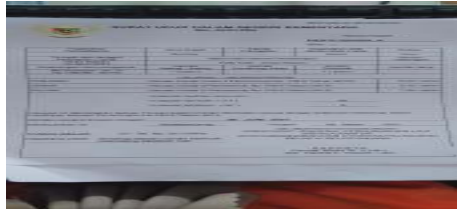
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day :Wendesday
Date : March 03, 2021


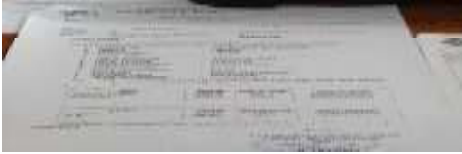
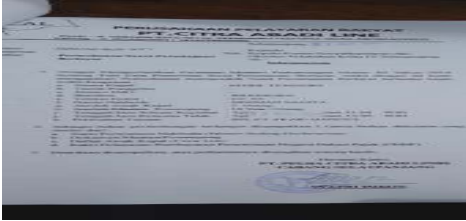
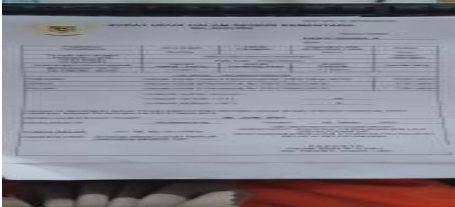
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Thursday
Date : April 01, 2021


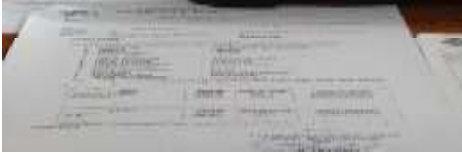
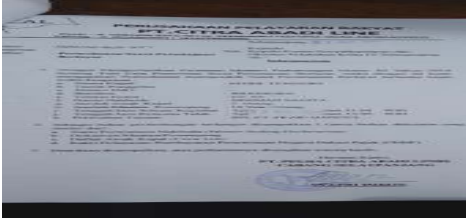
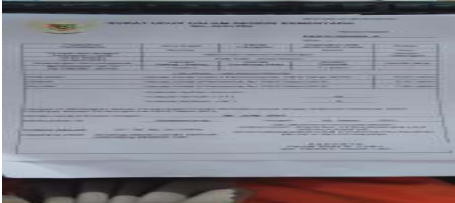
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Saturday
Date : April 03, 2021


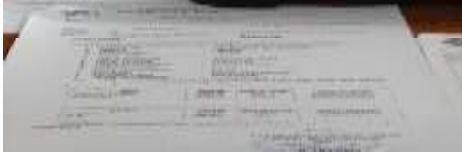
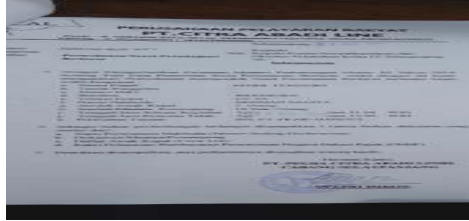
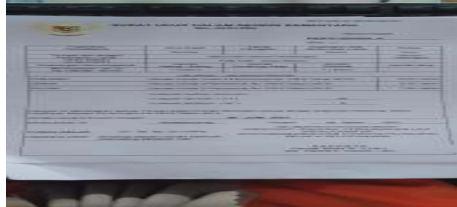
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITES
OF THE JOB TRAINING (KP)**

Day : Tuesday
Date : june 29, 2021



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Making the disposition sheet for incoming mail letter
2.		2. Incoming letter of application for minimum manning extension
3.		3. Incoming letter for sailing application
4.		4. Safety certificate exit letter

**DAILY ACTIVITIES
OF THE JOB TRAINING (KP)**

Day : Wednesday
Date : june 30, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Incoming and outgoing mail agenda	Kharli Rama, A.Md	
	Industry Guidance Notes		

No	Working	Explanation
1.		1. Incoming letter of application to sail Mv. Dumai line -12
2.		2. Outgoing mail data

**CONSULTATION SHEET
STUDENT PRACTICAL WORK GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV
STUDY PROGRAM**

NAME
NPM
PLACE
SUPERVISOR

: T. Mirda Wati
: 5404171122
: KSOP Kelas IV Selatpanjang
: TEGUH WIDODO, S.sos., M. SM., M.Rech

No	Date	Revision	Paraf Pembimbing
1	21 July 2021	Perbaiki tata letak cover bab I, 2, 3 dan 4	
2	4 Agustus 2021	Perbaiki kesimpulan sesuai dengan tujuan.	
3	5 Agustus 2021	<u>ACC</u>	


Bengkalis, July 2021



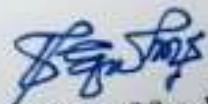
TEGUH WIDODO, S.sos., MSM., M.Rech
NIK. 0905062

REVISION LETTER
APPRENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : T. Mirda Wati
NIM : 5404171122
PLACE : Port Authority And Harbour Master Office Class IV
Selatpanjang
ADVISOR : Teguh Widodo, S.Sos., M.SM., M.Rech

NO	DAY/DATE	REVISION	ADVISOR
1)	18 Agustus 2021	- Revisi Lampiran 10 - Referencer dibuat lengkap. - Halaman jangan terpotong dan direvisi	
2)	19 Agustus 2021	Perbaiki Saran.	
3)	19 Agustus 2021	Acc pada setiap proposal	

Bengkalis, August 19th, 2021
Advisor


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