

**AN APPRENTICESHIP REPORT  
AT PT. RIAU ANDALAN PULP AND PAPER**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of  
English Study Program of State Polytechnic of Bengkalis*



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**2022**

## APPROVAL SHEET

This Apprenticeship Report written by **Ira Santika**, Reg. Number **5203191105** who had done the apprenticeship at **Stakeholder Relation PT. Riau Andalan Pulp and Paper** Jl. Lintas Timur, Pangkalan Kerinci Kabupaten Pelalawan, Riau started from May 09<sup>th</sup> to July 15<sup>th</sup>, 2022 by the following advisor:

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## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **IRA SANTIKA Reg. Number 5203191105** who has done the apprenticeship at Riau Andalan Pulp and Paper started from May 09<sup>th</sup> – July 15<sup>th</sup> 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, August 12<sup>th</sup>, 2022

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## ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at Stakeholder Relation PT. RAPP timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

1. Johny Custer, ST.,MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. Fanalisa Elfa, M.Pd as the Coordinator of Apprenticeship.
6. M. Sabri, M.Par., M.Rech as the Advisor of Apprenticeship Report.
7. Tengku Kespandiaras Head of Campus Relation
8. Nur Sakti Capaningrum as a supervisor for this apprenticeship
9. Kak Nadia, Bang Rey, Ko Andi, Ko Hendra, Bang Yoko, Bang Egri, Ko Albert, Pak Ilo, Kak Diah and all staff in SHR Department for the opportunity to internship in this department
10. Buk Sri, Buk Linda, Kak Nada, Kak Tasya, Bang Narto and Kak Engel as employee of KOPKAR PT. RAPP
11. All Lectures of Language Department in State Polytechnic of Bengkalis
12. All family members who gave never ending contributions in material and moral
13. All friends of English Study Program, especially for the sixth semester students of English Study Program

There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are very important in making this report.

Bengkalis, August 18<sup>th</sup>, 2022

Writer

Ira Santika

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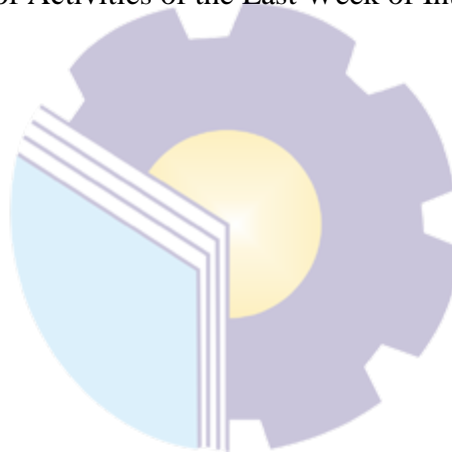


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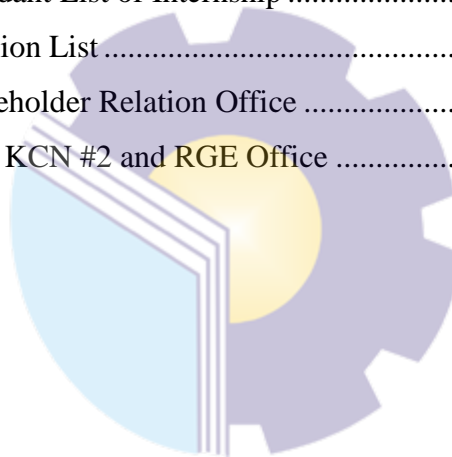
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# CHAPTER I

## INTRODUCTION

### 1.1. Background of Apprenticeship

Apprenticeship is a program that combines on-the-job training with classroom work and reading for students interested in a business or profession. Apprenticeships can also help students get a license to work in a regulated field. Apprenticeship is a program that allows you to gain valuable skills and qualifications. The curriculum combines classroom learning with on-the-job training to produce a skilled and competent worker. Apprenticeship levels include entry level, supervisory level, and management level. Professionals train apprentices at every level, and the time required is determined by the trainees' competence and ability. A successful apprenticeship will help you achieve great success in the workplace.

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

English is one of the study programs offered by the Language Department at the State Polytechnic of Bengkalis. One of the requirements for graduation is to complete an internship program. As a result, through this program, State Polytechnic of Bengkalis provides a learning experience and training to all students at State Polytechnic of Bengkalis in order to develop professional talents in science and technology. This program also ensures that students have the ability to adapt, have a strong work ethic, and be responsible, especially in the business

sector, where there is a lot of room for their graduates to develop significantly. As a result, the author chose and was offered an apprenticeship in SHR (Stakeholder Relation) at PT Andalan Pulp & Paper.

From May 09<sup>th</sup> to July 15<sup>th</sup>, 2022, an apprentice worked as a SHR (Stakeholder Relation) staff at PT. Riau Andalan Pulp and Paper. Stakeholder Relation handle the stakeholder relation management from regency level up to province.

## **1.2. Purpose of the Apprenticeship**

The purposes of the apprenticeship as follows:

1. To find out kinds of jobs done in Stakeholder Relation at PT. RAPP
2. To find out working procedures applied in Stakeholder Relation at PT. RAPP
3. To implement the theory learned in campus into the real practice in the workplace

## **1.3. Significance of the Apprenticeship**

### **1.3.1. Significance for the Apprentice**

Apprenticeship allows the apprentice to put what that have learned thus far into practice while also learning new things, particularly in the areas of English and business. The apprentice understands how to speak in public and attract people's attention.

### **1.3.2. Significance for State Polytechnic of Bengkalis**

Apprenticeship assists Polytechnic in preparing skilled alumni who are ready to work in the sector once they have completed their studies. As a result, the apprenticeship assists the polytechnic in developing and implementing its curriculum.

### **1.3.3. Significance for the Company**

Apprenticeship allows PT. RAPP to improve its image and branding by promoting its image. Furthermore, because the practical students have

worked in the industry, it is simple for PT. RAPP to discover and hire exchange students and experienced personnel.



## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1. Company History

Asia Pacific Resources International Holdings Ltd (APRIL), is a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 60,000 people, with assets totalling more than US\$25 billion and worldwide sales reach.

An advocate of a responsible corporate citizenship, APRIL and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C's: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environmental and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981, implements this vision.



Figure 2. 1 Figure of a Path to Prosperity

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as

APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%.



Figure 2. 2 Figure of Sowing the Seeds of Sustainable Forestry

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a

series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fibre plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fibre estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



**Figure 2. 3 Figure of Growth and Recognition**

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.



In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

## 2.2. Vision and Mission

Every company certainly has the desire to be better in the future, this is stated in the company vision of PT RAPP:

"To be one of the largest, best managed and most profitable fiber, pulp and paper companies in the world. Which is the preferred supplier to our customers and the preferred company to our people."

This vision reflects a company that wants to be one of the largest fiber, pulp and paper companies in the world, which has good management and is the most profitable, while also satisfying its customers and employees. To achieve this goal, all business units under PT. RGE especially PT. RAPP has the following vision:

"To be one of the world's largest pulp and paper companies with the best management, most profitable, sustainable and the company of choice for customers and employees."

There are also Core Values, that is T.O.P.I.C.C that are the goals of company. The T.O.P.I.C.C are:

1. We are aligned by our common purpose and work together as a **complementary team**.
2. We take **ownership** to achieve outstanding results and seek value at all times.
3. We develop our **people** to grow with us.
4. We act with **integrity** at all times.
5. We understand our **customers** and deliver best value to them.

6. We act with zero complacency and always strive for **continuous improvement**.

### **2.2.1. Vision**

- a. Implement and maintain a quality management system based on the international standard ISO 9001.
- b. Develop and define realistic quality objectives with descriptions of objectives and responsibilities for monitoring implementation to ensure continuous quality improvement.
- c. Actively seek and accommodate good information from customers about the products and services provided.
- d. Ensure policies are understood and implemented by each employee within their respective scope of work.
- e. Always do things right from the start and so on.

### **2.2.2. Mission**

- a. Establish and develop a regional business group managed by an international business consisting of highly motivated and committed professionals.
- b. Producing sustainable growth and always being the best in the industry and market segment entered.
- c. Maximizing company results that bring benefits to related parties, by participating and contributing to regional national socio-economic development.

### **2.3. Kinds of Business**

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

(Bright White Multi-Purpose Office). PaperOne™ products are superior at PT. Riau Andalan Pulp and Paper.



Figure 2. 4 The Main Product of PT. RAPP

PT. RAPP is divided into 6 business units (BU) where these BUs are members of the APRIL Group, namely:

- a. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
- b. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, roll and folio sheet.
- d. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
- e. Share Services

Shared services is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

## 2.4. Structure of Organizational

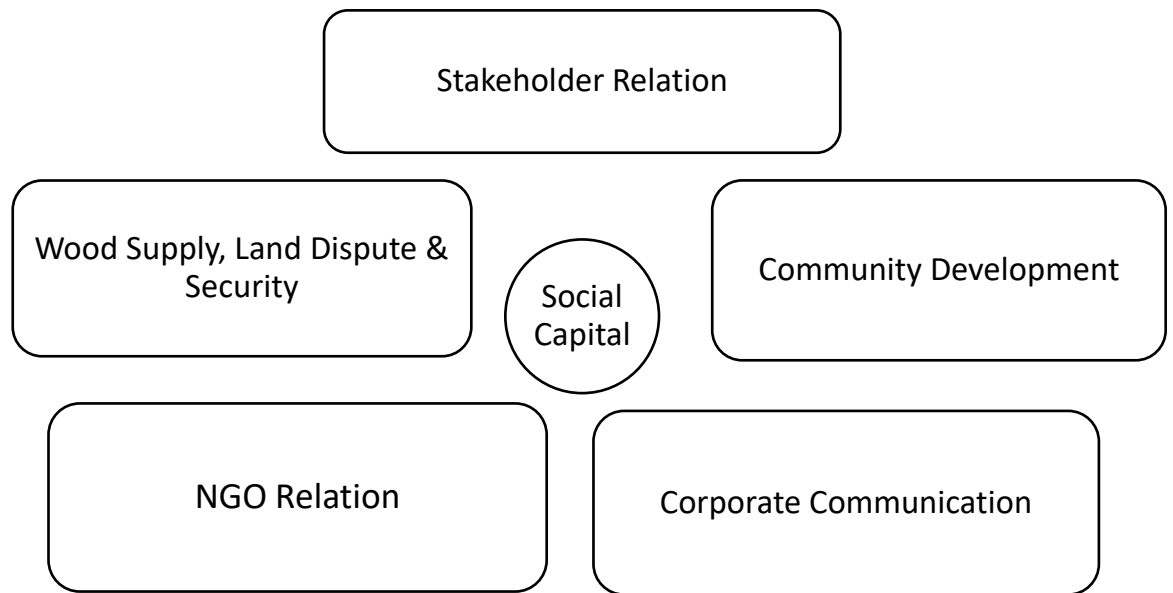
PT. RAPP is a company engaged in pulp and paper sector under the auspices of PT. RGE and joined the APRIL group. APRIL group is also a subsidiary of RGE (Raja Garuda Emas/Royal Golden Eagle). APRIL stands for

Asia Pasific Resources International Holding Limit. APRIL Group has a logo that contains two colors that is blue and green and the symbol of leaf. The symbol means this company has a sustainable business with plantations. Also, the blue color means energy efficiently and green color means renewable resources. Here is the APRIL company logo:



Figure 2. 5 Logo of the Company

PT RAPP is a company that has a specific community relations department to reach a wider range of stakeholders. Social Capital is the part that oversees several departments, namely Wood Supply, Land Dispute & Security (WLS), Corporate Communication (CORCOM), Stakeholder Relations (SHR), Community Development (CD), and NGO Relation.



**Figure 2. 6 Organizational Structure**

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

1. Social Capital

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

a. Wood Supply, Land Dispute & Security

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

dealing with land disputes in an effective and appropriate manner through a fair and transparent process, which prioritizes dialogue and consultation methods to reach a consensual agreement and prevent future disputes.

b. Corporate Communication

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

1. Corporate Visits

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

2. Media Relations

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

3. Events

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

**c. Stakeholder Relations**

Stakeholder relations is the company's front line in supporting the smooth operation of the company by building harmonious relationships with external stakeholders around the company's operations at the district and provincial levels. As for the external stakeholders, namely: government, legislative institutions,

informal leaders such as community leaders, traditional leaders, religious leaders, youth leaders, community organizations, youth organizations (OKP), local NGOs, and student organizations.

### Stakeholder Relations Activities

- a. Creating a harmonious and healthy relationship with external stakeholders by prioritizing the dignity of the company.
- b. Support and bridge the interests of departments/companies in dealing with external stakeholders
- c. Become an official representative of the company to attend calls, invitations from external stakeholders
- d. Be the company's representative and first door to deal with the external interests of stakeholders towards the company

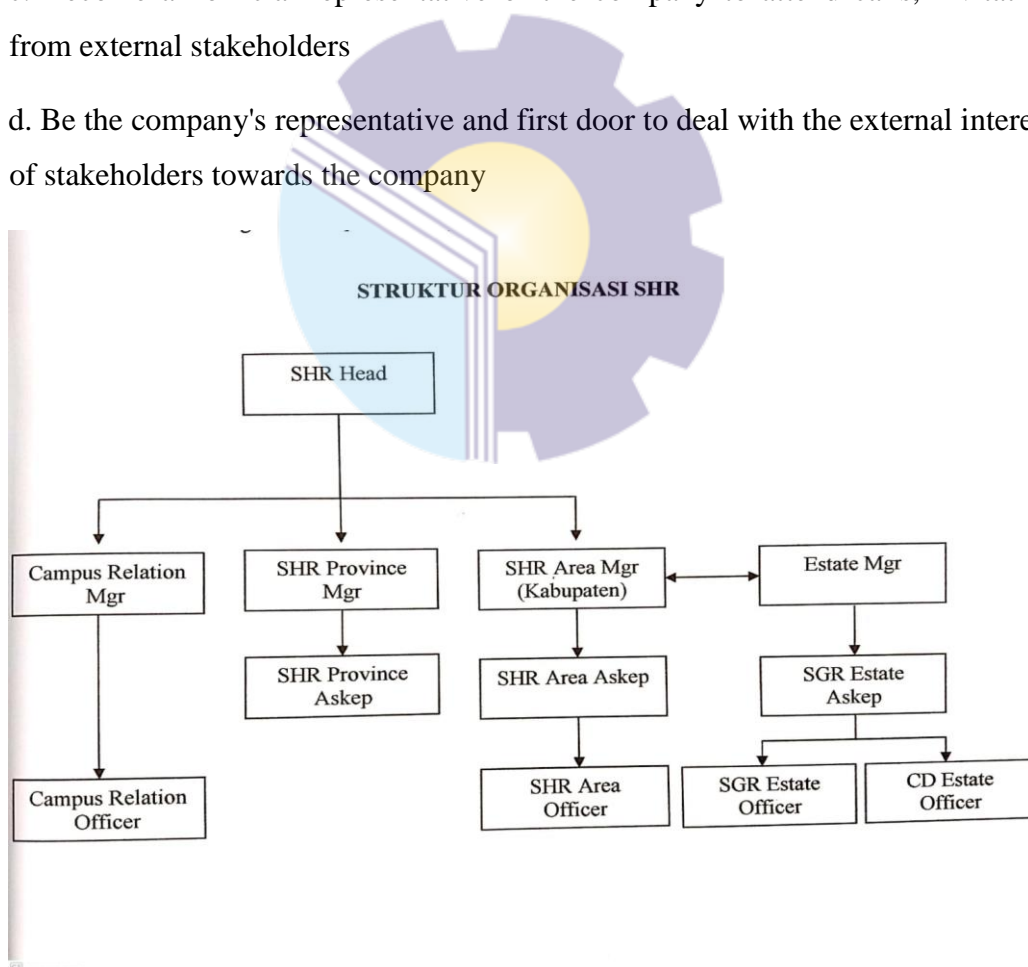


Figure 2. 7 Structure Organizational of SHR Management

Coordination between SHR team in HO and SGR team in estates:

- SHR team handle the stakeholder reaction management from regencies level up to province
- SGR team in estates take care the issues of village level up to district
- SGR team will coordinate with SHR team, if the issues are escalated to the higher level of district

### Engagement Methods

Potential Methods of Engagement	Inform	Support Activity	Involve	Collaborate / Empower
	<ul style="list-style-type: none"> <li>• Visit to stakeholders</li> <li>• Visit to company</li> <li>• Newspaper, magazine, leaflet</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Support proposal</li> <li>• Attend discussion &amp; event</li> <li>• Survey</li> <li>• Sharing information</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Forums</li> <li>• Provision of data</li> <li>• Conducting event</li> </ul>	<ul style="list-style-type: none"> <li>• Consultant</li> <li>• Join planning and shared projects</li> <li>• Training and capacity building</li> <li>• Focus group discussion</li> </ul>

#### c. Corporate Development

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



d. Non-Governmental Organization

An NGO is an organization founded by an individual or a group of people who voluntarily provide services to the general public without the aim of profiting from their activities. One of the NGO programs is regular meetings between company management and local NGO's and collaboration programs

## **2.5.Document Used for Activi**

There are several documents used for activity while doing Apprenticeship, as follows:

1. Donation Proposal Evaluation Sheet

The sheet used to assess incoming proposals is based on the assessment that has been provided and is an early stage before the proposal is processed further. This form contains the applicant's data, activities, benefit for the company. In this form, scoring is also done in the assessment of the proposal.

2. Donation Recapitulation

Donation recapitulation is a sheet that must be filled out after the donation proposal evaluation sheet because it contains the signature of each district HR, manager, and Social Capital Director. This sheet contains the purpose of the activity, the number of scoring and the total requested donation proposal.

3. RGE Exhibition Center

RGE Exhibition Center is a form that must be filled in because it is a request for permission to visit the RGE Exhibition Center. This form is made as a list of stakeholder visits to the RGE Exhibition Center. One of the activities carried out is an explanation of RGE from its inception until now.

4. Visit Request

Visit Request is a form containing a visit request that is approved by the company and is required for all visits from stakeholders to the company.

## **CHAPTER III**

### **SCOPE OF APPRENTICESHIP**

#### **3.1. Job Description**

The apprenticeship program had been done at Stakeholder Relation at PT. Riau Andalan Pulp and Paper started from 09<sup>th</sup> May to 15<sup>th</sup> July 2022. Working hours are from 08.00 to 17.00 with lunch break from 12.00 to 13.30 except on Sundays and in a month there are two days off on Saturday. On Saturdays, working hours are until 12.00.

There were kinds of main jobs during the apprenticeship which are follows

1. Scoring the Proposals
2. Creating Visit Form
3. Managing the Data of Internship
5. Handling Documents to Mil Office and Corporate Office
6. Recaping Job Application
7. Visiting Stakeholders
8. Accompanying Stakeholder Visits

#### **3.2. Working Procedure**

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

1. Procedure of Scoring the Proposal

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

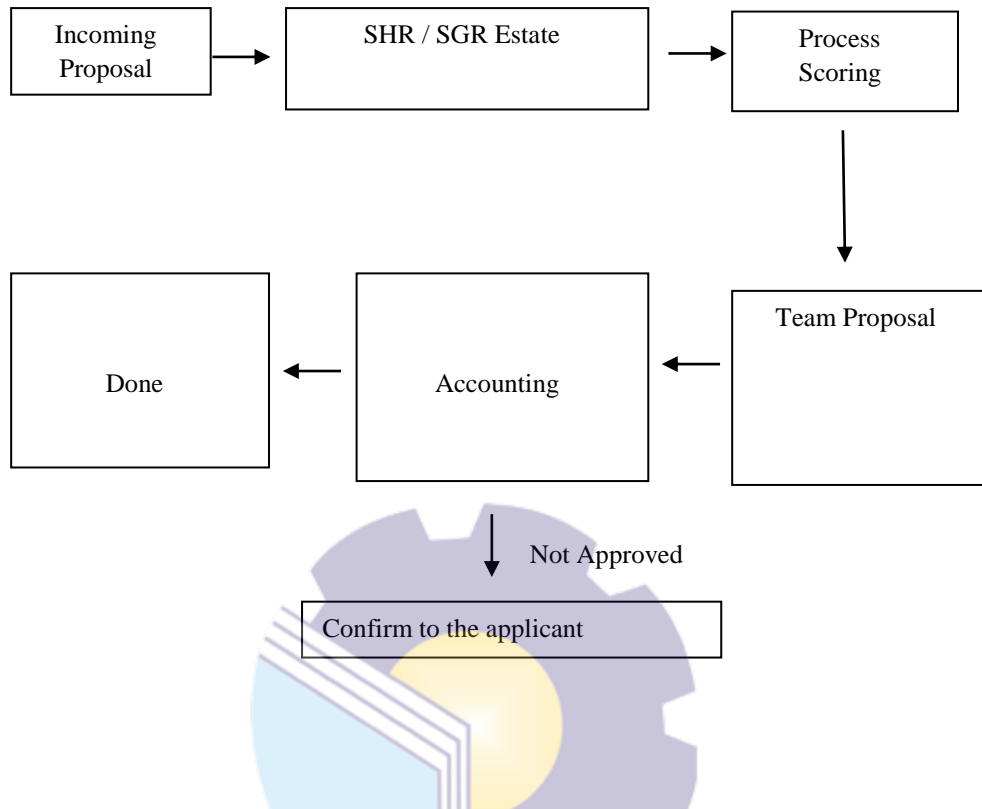


Figure 3. 1 Steps of Evaluation Proposal

2. Procedure of Creating a visit form

PT. RAPP has a lot of cooperation with stakeholders such as campuses and government. As a form of cooperation, stakeholders visited PT. RAPP such as in Kerinci Nursery Center, APR, APY, and RGE.

Every time there is a visit, we have to make a request form Visit., namely the Visit Request Form and the RGE Exhibition Center.

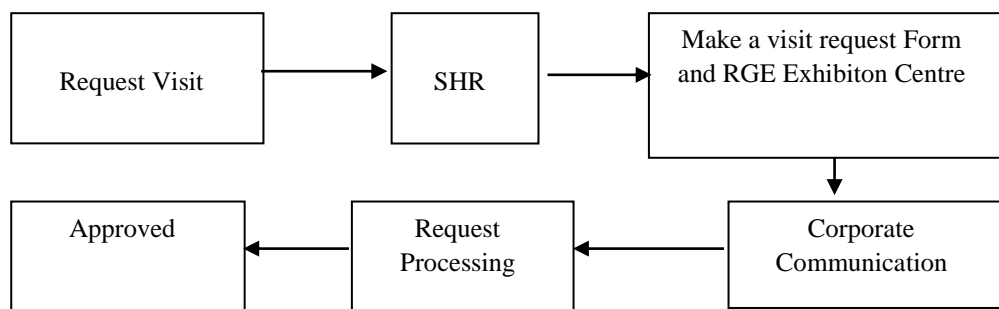


Figure 3. 2 Steps of Create Visit Form

### 3. Accompany Visit

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

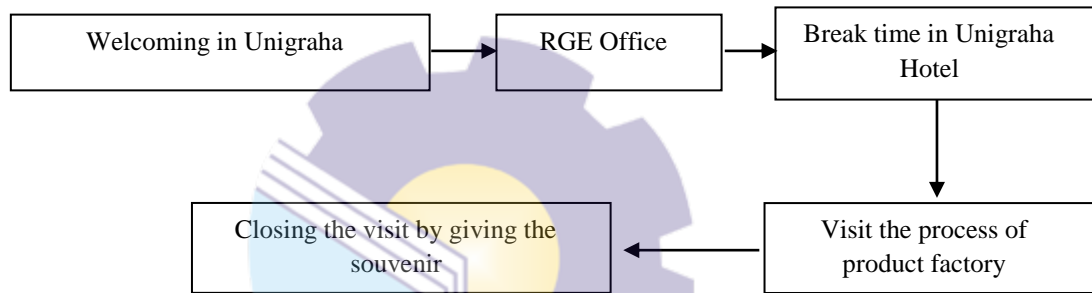
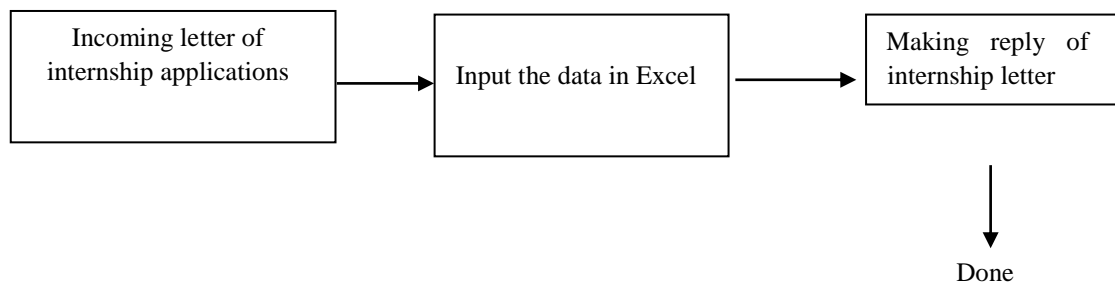


Figure 3.3 Steps of Accompany Visit

### 4. Manage data of internship

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

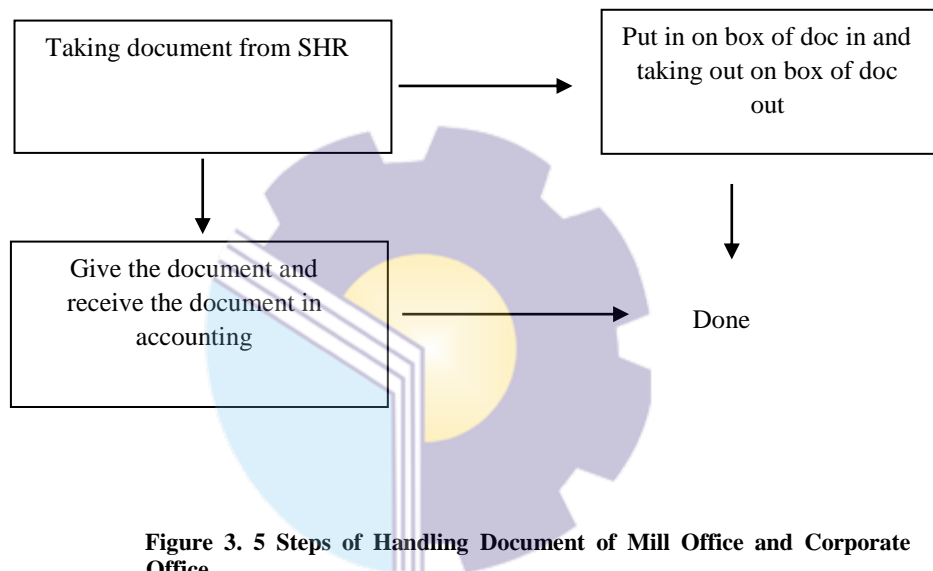
In addition, PT. RAPP opened the registration of internship with several requirements such as proposal of internship, letter of internship and Curriculum Vitae. The writer manage the incoming intership applicants. The data include name, university, major and others. After input the data, the writer making the reply of internship letter and fill the number of letter.



**Figure 3. 4 Step of Manage Data of Internship**

5. Handling document to Mill Office and Corporate Office

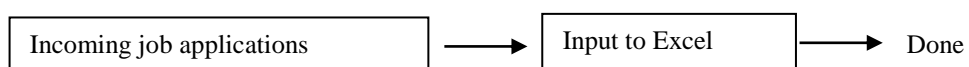
In SHR department, the work doing by online and offline method. The offline method is the copy of the file. The writer was handle several document such as Proposals Evaluation Sheet, Gate Pass of Employee Form and Claim Expense Form. This document will continue to handed over to Corporate Office and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



**Figure 3. 5 Steps of Handling Document of Mill Office and Corporate Office**

6. Procedure of Inputting the data of job application

In company, job is one of the important to anyone to get experience, knowledge and to reach the goals. PT. RAPP is international company that have a huge opportunity to reach carrer in work. It is the great to everyone in every background to achieve and develop the career. Because that opportunity, there are many job applications that enter in SHR Office. In this activity, the writer help to input the data of application. The data will input in Microsoft Office which include name, gender, date of birth, age, adress, last education, GPA, major, university and work experince.



**Figure 3. 6 Steps of Input Data of Job Application**

## 7. Stakeholder Visit

In SHR Department, there are engagement methods. One of engagement method is inform which is include visir to stakeholders. The stakeholders will manage by each of manager such as province, regencies, and SGR estate.

Stakeholder is individu, group, community, or society that have importance with company. SHR Office focused on eksternal stakeholder such as government, legislative institutions, informal leaders such as community leaders, traditional leaders, religious leaders, youth leaders, community organizations, youth organizations (OKP), local NGOs, and student organizations.

There are several agenda that has done in stakeholder visit. The first stop is in PT. ITA in Kurau Basecamp that doing the meeting between PT. RAPP and PT. ITA. PT. ITA is mining company that is located in Kepulauan Meranti Regency. After finished the meeting, the visit continue to meeting with head of village staff in Lukit and hand over the sea ambulance.

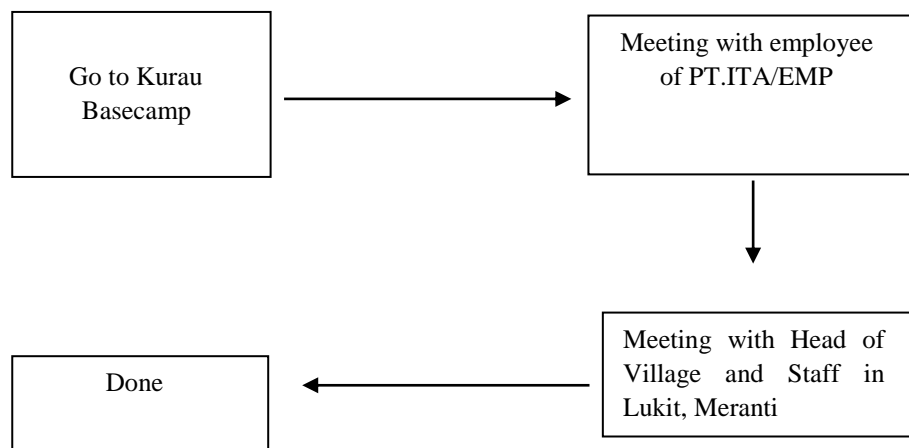


Figure 3. 10 Steps of Stakeholder Visit

### 3.3.Place of Apprenticeship

The apprenticeship was started from May 09<sup>th</sup> 2022 until July 15<sup>th</sup> 2022. It was done at PT. Riau Andalan Pulp And Paper, Kantor SHR Rukan Akasia Blok 1 No. 6 Jalan Lintas Timur Pangkalan Kerinci Kabupaten Pelalawan, Riau.

### 3.4.Kind And Description Of The Activity

The daily activities in SHR office PT Riau Andalan Pulp and Paper can be seen in the tables below:

**Table 3. 1.**  
**Agenda of the First Week Activities**  
**(Mei 09<sup>th</sup>-15<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday, 09 <sup>th</sup> May 2022	Briefing about safety induction	Campus Induction
2	Tuesday, 10 <sup>th</sup> May 2022	Meeting with Stakeholder Relation Department	SHR Office
3	Wednesday, 11 <sup>st</sup> May 2022	Signing the internship contract	ALI
4	Thursday , 12 <sup>nd</sup> May 2022	Scoring proposal of fund application	SHR Office
5	Friday, 13 <sup>rd</sup> May 2022	Scoring proposal of fund application	SHR Office
6	Saturday, 14 <sup>th</sup> May 2022	1. Learning module document about Stakeholder Relation 2. Checking the donation for orphans	SHR Office

7	Sunday, 15 <sup>th</sup> May 2022	OFF	OFF
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**Table 3. 2.**

**Agenda of the Second Week Activities  
(Mei 16<sup>th</sup>-22<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday, 16 <sup>th</sup> May 2022	Vesak Day	OFF
2	Tuesday, 17 <sup>th</sup> May 2022	1. Checking and arrange the document of donation for orphans 2. Filling the number for reply letter of internship	SHR Office
3	Wednesday, 18 <sup>th</sup> May 2022	1. Making an suggestion on the proposal fund application 2. Going to Corporate Office to handling document 3. Scoring of donation for orphans	SHR Office
4	Thursday, 19 <sup>th</sup> May 2022	1. Handling document to Corporate Office and Mill Office 2. Taking property office in Warehouse 3. Input data Safari Ramadhan each estate in Microsoft Excel	SHR Office
5	Friday, 20 <sup>th</sup> May 2022	1. Scoring of fund application 2. Making a list of major and faculty of each university in Riau Province	SHR Office
6	Saturday, 21 <sup>st</sup> May 2022	Handling document to Corporate Office	SHR Office
7	Sunday, 22 <sup>nd</sup> May 2022	OFF	OFF

**Table 3. 3.**

**Agenda of the Third Week Activities  
(Mei 23<sup>th</sup>-29<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
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1	Monday, 23 <sup>rd</sup> May 2022	1. Scoring proposal of fund application 2. Input the data of vehicle log book	SHR Office
2	Tuesday, 24 <sup>th</sup> May 2022	1. Inputting the data of vehicle log book 2. Translating document of SHR monthly meeting 3. Handling the document to Mill Office and LP&C	SHR Office
3	Wednesday, 25 <sup>th</sup> May 2022	1. Translating document of SHR Monthly meeting 2. Visiting tour with chancellor of Lancang Kuning University	SHR Office, RGE Office, Hotel Unigraha, KCN #2, Paper Mill, Rayon Mill, Yarn Mill
4	Thursday, 26 <sup>th</sup> May 2022	OFF	Ascension Day of Jesus Christ
5	Friday, 27 <sup>th</sup> May 2022	Scoring of fund application	SHR Office
6	Saturday, 28 <sup>th</sup> May 2022	OFF	OFF
7	Sunday, 29 <sup>th</sup> May 2022	OFF	OFF

**Table 3. 4.**

**Agenda of Fourth Week Activities  
(June 30<sup>th</sup>-04<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday, 30 <sup>th</sup> May 2022	1. Scoring proposal of fund application 2. Recaping job applications	SHR Office

2	Tuesday, 31 <sup>st</sup> May 2022	<ol style="list-style-type: none"> <li>1. Scoring proposal of fund application</li> <li>2. Filling the number for reply letter of internship</li> </ol>	SHR Office
3	Wednesday, 01 <sup>st</sup> June 2022	Monitoring and learning material about Stakeholder Relation with supervisor	SHR Office
4	Thursday, 02 <sup>nd</sup> June 2022	Making explanation of expenses without a receipt form	SHR Office
5	Friday, 03 <sup>rd</sup> June 2022	<ol style="list-style-type: none"> <li>1. Copying document proposal of fund application</li> <li>2. Taking property office in Warehouse</li> </ol>	SHR Office
5	Saturday, 04 <sup>th</sup> June 2022	OFF	OFF
5	Sunday, 05 <sup>th</sup> June 2022	OFF	OFF

**Table 3. 5.**

**Agenda of the Fifth Week Activities  
(June 6<sup>th</sup>-12<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday, 06 <sup>th</sup> June 2022	<ol style="list-style-type: none"> <li>1. Scoring proposal of fund application</li> <li>2. Monitoring about SAP with supervisor</li> <li>3. Accompany medical student from University of Riau to KCN #2</li> </ol>	SHR Office dan KCN#2
2	Tuesday, 07 <sup>th</sup> June 2022	Scoring proposal of fund application	SHR Office

3	Wednesday, 08 <sup>th</sup> June 2022	Join Riau Toastmaster Club Special Meeting	Bayas Room Lt. 2 ALI
4	Thursday, 09 <sup>th</sup> June 2022	1. Scoring proposal of fund application 2. Recap job applications Merkap 3. Fill the document of visit guest	SHR Office
5	Friday, 10 <sup>th</sup> June 2022	Scoring proposal of fund application	SHR Office
5	Saturday, 11 <sup>st</sup> June 2022	OFF	OFF
5	Sunday, 12 <sup>nd</sup> June 2022	OFF	OFF

**Table 3. 6.**

**Agenda of the Sixth Week Activities  
(June 13<sup>th</sup>-14<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday, 13 <sup>rd</sup> June 2022	1. Scoring proposal of fund application 2. Filling the number for reply letter of internship 3. Making corporation agreement summary	SHR Office
2	Tuesday, 14 <sup>th</sup> June 2022	1. Scoring proposal of fund application 2. Handling the document to Mill Office 3. Accompany supervisor to Community Development Office	SHR Office, Mill Office, Corporate Office

3	Wednesday, 15 <sup>th</sup> June 2022	1. Scoring proposal of fund application 2. Inputting the data of Safari Ramadhan	SHR Office
4	Thursday, 16 <sup>th</sup> June 2022	Going to PT. Imbang Tata Persada and Lukit Regency	Kurau Basecamp & Lukit
5	Friday 17 <sup>th</sup> June 2022	1. Inputting data about entertainment cost form and expense claim form 2. Preparing to RAT in Unigraha Hotel	SHR Office, Unigraha Hotel
6	Saturday 18 <sup>th</sup> June 2022	RAT in Unigraha Hotel	Unigraha Hotel
7	Sunday 19 <sup>th</sup> June 2022	OFF	OFF

**Table 3. 7.**

**Agenda of the Seventh Week Activities  
(June 20<sup>th</sup>-26<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday 20 <sup>th</sup> June 2022	1. Fill the number for reply letter of internship 2. Preparing to give a souvenirs to Jamaah Haji	SHR Office
2	Tuesday 21 <sup>st</sup> June 2022	1. Handover Souviners to Jamaah Haji of Pelalawan Province 2. Scoring proposal of fund application 3. Recap job application	SHR Office, Ulul Azmi Mosque
3	Wednesday 22 <sup>nd</sup> June 2022	1. Scoring proposal of fund application 2. Making internship report	SHR Office

4	Thursday 23 <sup>rd</sup> June 2022	1. Scoring proposal of fund application 2. Making internship report	SHR Office
5	Friday 24 <sup>th</sup> June 2022	1. Scoring proposal of fund application 2. Making internship report	SHR Office
6	Saturday 25 <sup>th</sup> June 2022	OFF	OFF
7	Sunday 26 <sup>th</sup> June 2022	OFF	OFF

**Table 3. 8.**  
**Agenda of the Eighth Week Activities**  
**(June 27<sup>th</sup>- July 02<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday 27 <sup>th</sup> June 2022	Scoring proposal of fund application	SHR Office
2	Tuesday 28 <sup>th</sup> June 2022	1. Fill the number for reply letter of internship 2. Scoring proposal of fund application 3. Farewell Dinner with student internship of Polbeng	SHR Office, Kampung Kopi Caffe
3	Wednesday 29 <sup>nd</sup> June 2022	Attending to signMoU between PT. RAPP dan D3 Teknologi Pulp and Paper in UNRI	UNRI
4	Thursday 30 <sup>rd</sup> June 2022	1. Scoring proposal of fund application 2. Preparing souvenir for Corporate Community 3. Taking Counsumbale SHR in Warehouse Office	Corcom Office, Warehouse Office

5	Friday 01 <sup>th</sup> July 2022	1. Scoring proposal of fund application 2. Handling document to Kopkar 3. Joining Internship student presentation	SHR, KOPKAR
6	Saturday 02 <sup>nd</sup> July 2022	1. Scoring proposal of fund application 2. Inputting vehicle log book	SHR
7	Sunday 03 <sup>th</sup> July 2022	OFF	OFF

**Table 3. 9.**  
**Agenda of the Last Week Activities**  
**(July 04<sup>th</sup>- July 10<sup>th</sup>, 2022)**

NO	Day/Date	Activity	Place
1	Monday 04 <sup>th</sup> July 2022	1. Scoring proposal of fund application 2. Making id badge for internship student 3. Helping for Handling internship student	SHR Office
2	Tuesday 05 <sup>th</sup> July 2022	1. Manage the data of Internship Student 2. Scoring proposal of fund application	SHR Office
3	Wednesday 06 <sup>th</sup> July 2022	1. Translating SHR monthly meeting 2. Preparing to presentation of internship 3. Scoring proposal of fund application	SHR Office
4	Thursday 07 <sup>th</sup> July 2022	Managing data of internship student	SHR Office
5	Friday 08 <sup>th</sup> July 2022	Presentation of internship	SHR

6	Saturday 09 <sup>nd</sup> July 2022	OFF	OFF
7	Sunday 10 <sup>th</sup> July 2022	OFF	OFF



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. Conclusion**

After doing the apprenticeship program in Stakeholder Relation PT.

Riau Andalan Pulp and Paper there is some conclusion as follow:

1. There are some kinds of job done during the apprenticeship; scoring the proposal, fill a visit form, accompany the visit, input the data, handling the documents to mill office and corporate office, recap job application.
2. The working procedures are based on Standard Operating Procedure (SOP) of Stakeholder Relation in PT. Riau Andalan Pulp and Paper. There were several documents used for activity while doing apprenticeship program; donation proposal evaluation sheet, donation recapitulation, RGE Exhibiton Centre, Visit Request.
3. After doing the apprenticeship program at PT. RAPP, several subject materials acquired in campus such as; Business Writing, Business Communication, Office Management, Translation, Reading, Speaking, Public Relation, Etika Profesi were applied in real practice such as in practice speaking with other employees, handling telephoning, translating the documents, replying an business letter.

#### **4.2. Suggestion**

It is suggested to State Polytechnic of Bengkalis to provide a longer time for apprenticeship program of at least four months to give proper acces for the students to acquire more knowledge and experience in the company.



## APPENDICES


### APPENDIX A

#### Daily Activity of Internship

#### DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : May 09<sup>th</sup>, 2022


No	Job Description	Supervisor	Signature
1.	Meeting Mr. Tengku Kespandiar and Mr. Tata from Campus Relation Department	Nur Sakti Capaningrum	
2.	Going to Safety Induction		
<b>NOTE: Good</b>			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Safety Induction is about K3 when doing a work in the office. The explanation about that was given by Mr. Abdurrahim.

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Tuesday

Date : May 10<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to Stakeholder Relation Department	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The meeting is about to explain about when the apprenticeship will finish and what should do while doing the apprenticeship. The information was given by Mr. Tata Haira</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Wednesday

Date : May 11<sup>st</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to April Learning Institute	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In the ALI, the contract about internship was signed. The explanation about contract handle by Ms. Lusi. In there, we are getting mini tour in the office such as in cafeteria and the room on second floor.</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : May 12<sup>nd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal of fund application	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to processs in Mill Office. The applicant for this proposal is TP. PKK Desa Sering</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : May 13<sup>th</sup> , 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal of fund application	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to processs in Mill Office. The applicant for this proposal is Pengurus Kantor Cabang PMII RIAU-KEPRI.

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Saturday

Date : May 14<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Checking the donation for orphans	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

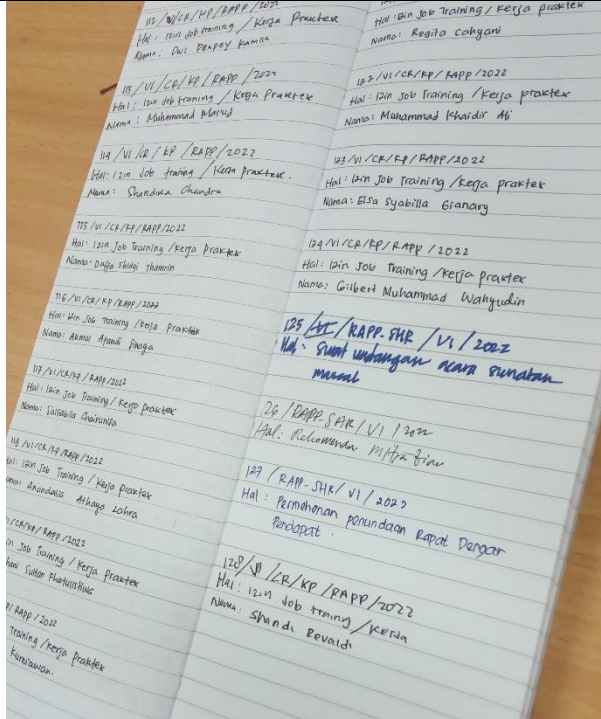
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>One of the project in SHR in April is Safari Ramdhan that include to give donation for orphans.</p>

## DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : May 17<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling the number for reply letter of internship	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In RAPP, student from university apply to internship in this company. The company will replay the application proposal if the student accept to internship in RAPP</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : May 18<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to Corporate Office	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Following to handle the document to Corporate Office.</p>

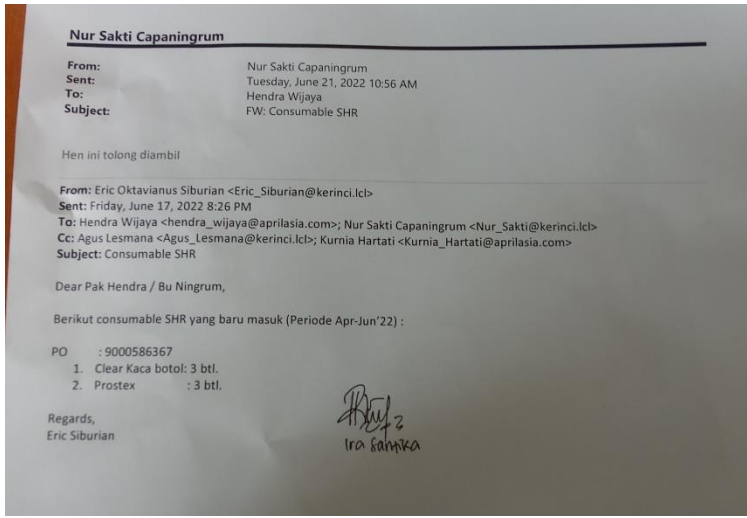


**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Thursday

Date : May 19<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Taking property office in Warehouse	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

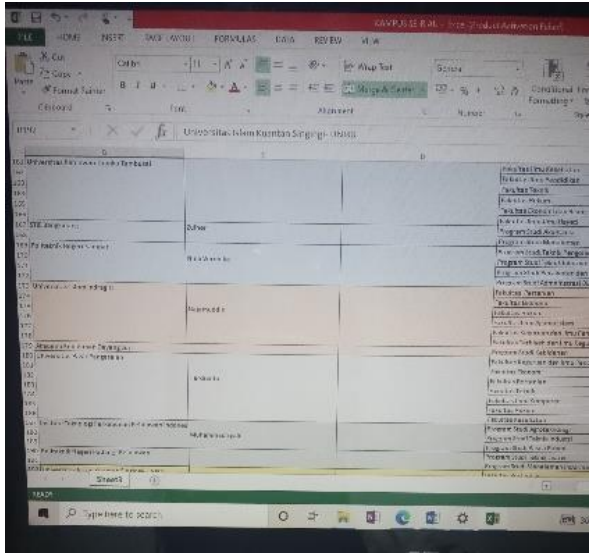
No.	THE PICTURE OF ACTIVITY	INFORMATION
1.	 <p>The screenshot shows an email from Eric Oktavianus Siburian to Nur Sakti Capaningrum. The email discusses the receipt of consumable SHR equipment for the office. It lists the items: 1. Clear Kaca botol: 3 btl. and 2. Prostex : 3 btl. The email is signed by Eric Siburian.</p>	<p>This is the equipment in the Warehouse for SHR Office as the office needed</p>

## DAILY ACTIVITY APPRENTICESHIP

Day : Friday

Date : May 20<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Helping Campus Relation to make alist of university in Riau Province	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

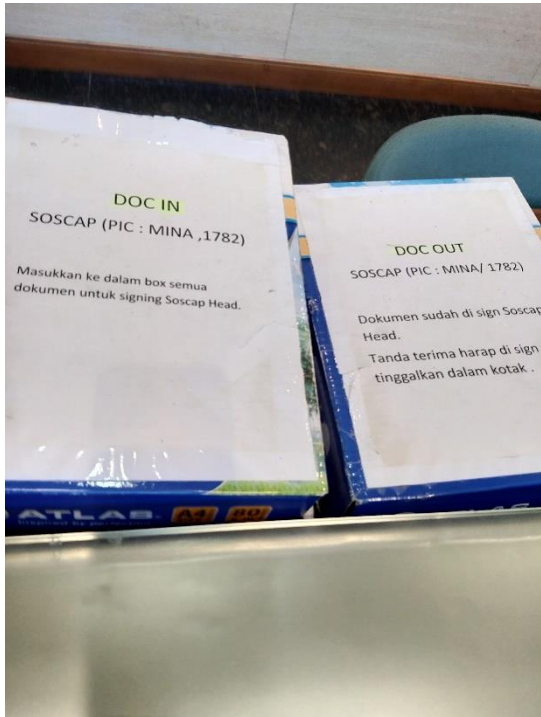
No.	THE PICTURE OF ACTIVITY	INFORMATION
		In this list include the faculty and major in each university in Riau Province and in the next list is add the rector of university

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Saturday

Date : May 19<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to Corporate Office	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

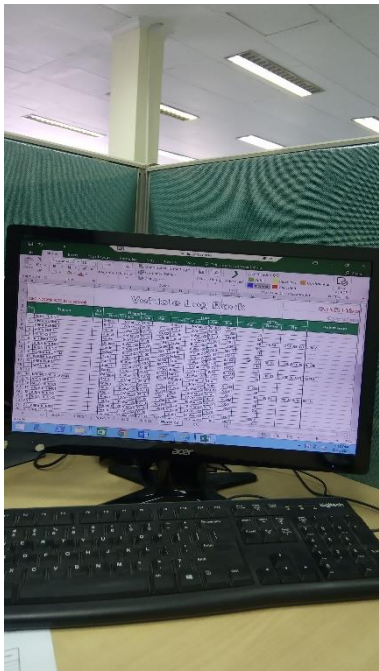
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In the Corporate Office, the document will put in box in or taking out the document from box out</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Monday

Date : May 23<sup>rd</sup> , 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling vehicle log book	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

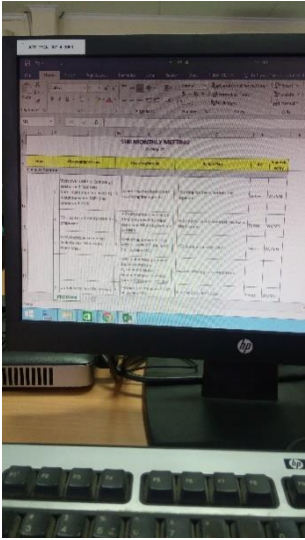
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this vehicle log book, the tract of how long the transportation office for official travel and how much the cost that have been used</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Tuesday

Date : May 24<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Translating document of SHR Monthly meeting	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this SHR Monthly meeting, there agenda that have been or will held. The document written in Indonesia. To provide the document to understand and reach the standard, the translate was needed</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Wednesday

Date : May 25<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Accompanying visit tour with chancellor of Lancang Kuning University	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

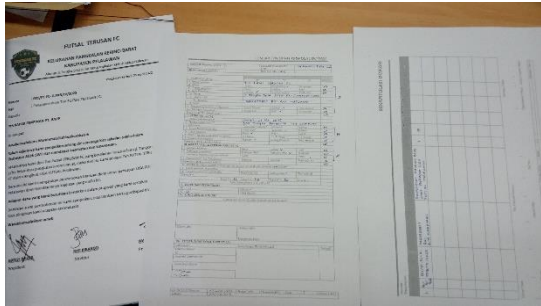
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The location is in Royal Golden Eagle Group, which is shelter April Group. In this section, the stakeholder given briefing and explanation about company history.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : May 27<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring of fund application	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

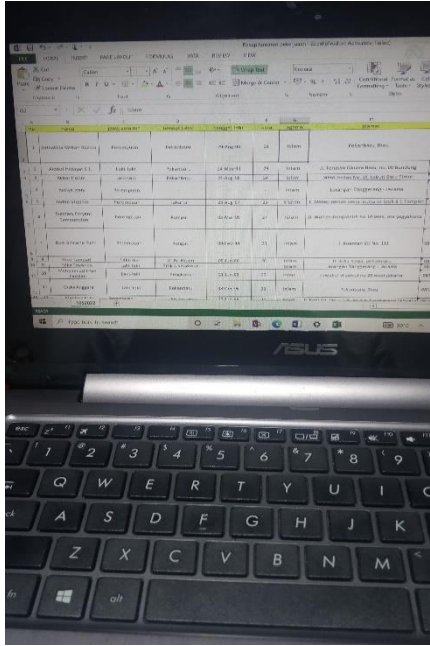
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to processs in Mill Office. The applicant for this proposal is Futsal Terusan FC</p>

## DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : May 30<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Inputting applicant for job applications	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this list, there are the biodata of applicant such as name, university, IPK, job experince</p>




**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Tuesday

Date : May 31<sup>st</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling the number for reply letter of internship	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

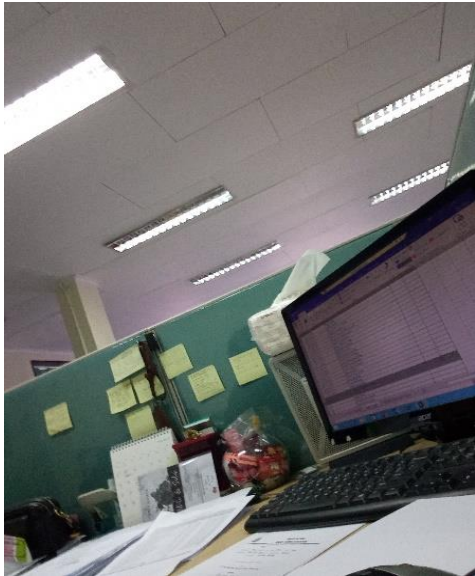
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In RAPP, student from university apply to internship in this company. The company will replay the application proposal if the student accept to internship in RAPP</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Wednesday

Date : June 01<sup>st</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Monitoring and learning material about Stakeholder Relation	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

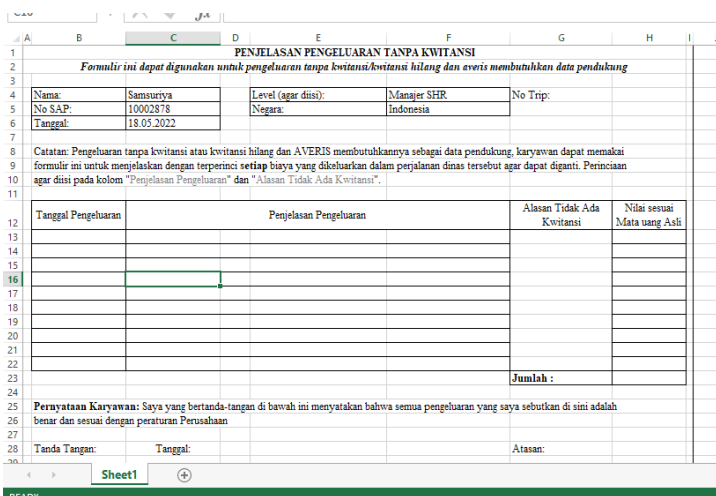
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Ms. Ningrum as a supervisor give a material about SHR Office especially explain about each department in SHR Office such as CD, WLS etc.

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday,

Date : June 02<sup>nd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making explanation of expenses without a receipt form	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

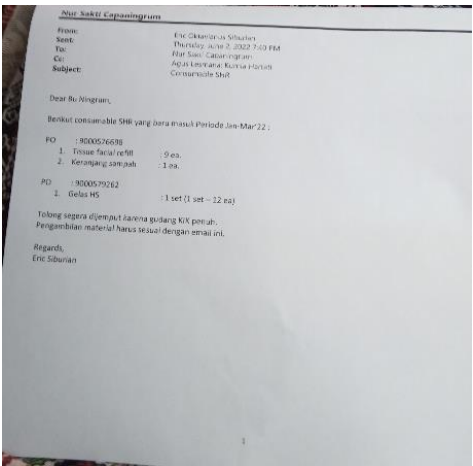
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This form made by Microsoft office which include the expenses without the receipt</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : June 03<sup>rd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Taking property office in Warehouse	Nur Sakti Capaningrum	
NOTE: Good			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This is the list of property that SHR Office needed and the property taking in Warehouse Office</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Monday

Date : June 06<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Accompanying medical student from University of Riau to KCN #2	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This is the picture of young doctor from University of Riau that visited to Kerinci Central Nursery and the information about nursery of eucalyptus and acacia given by Mr.</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : June 08<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Joining Riau Toastmaster Club Special Meeting	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The toastmaster Club theme is Gender Equality and women empowerment with the keynote speaker Susan Slabbert as Environmental and Sustainability Specialist in April Group.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Thursday

Date : June 09<sup>th</sup> , 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal of fund application	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

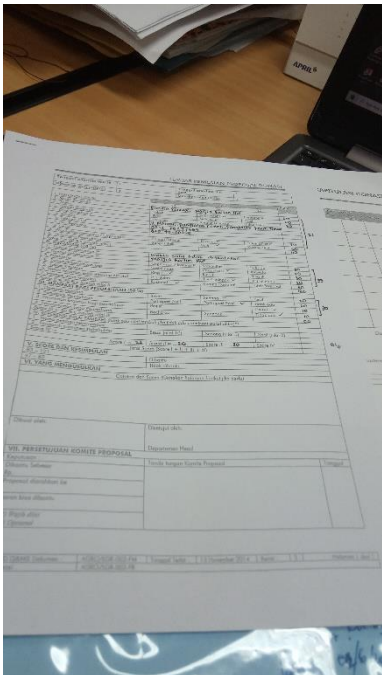
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to processs in Mill Office.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : June 10<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal of fund application	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office.

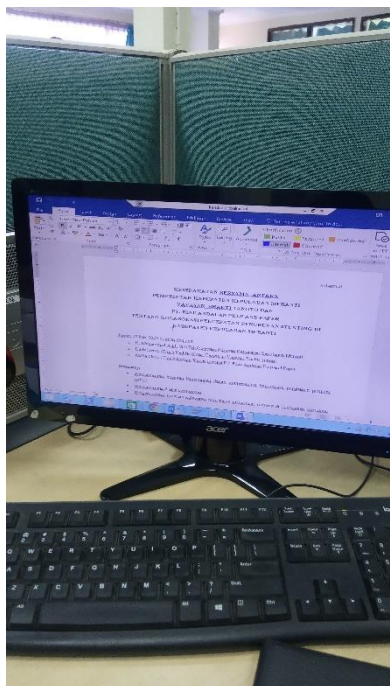


**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Monday

Date : June 13<sup>rd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making corporation agreement summary	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This agreement is between Pemkab Meranti, Tanoto and PT. Rapp about Kolaborasi Percepatan Penurunan Stunting di Meranti</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Tuesday

Date : June 14<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Meeting with Community Development in Townsite II	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

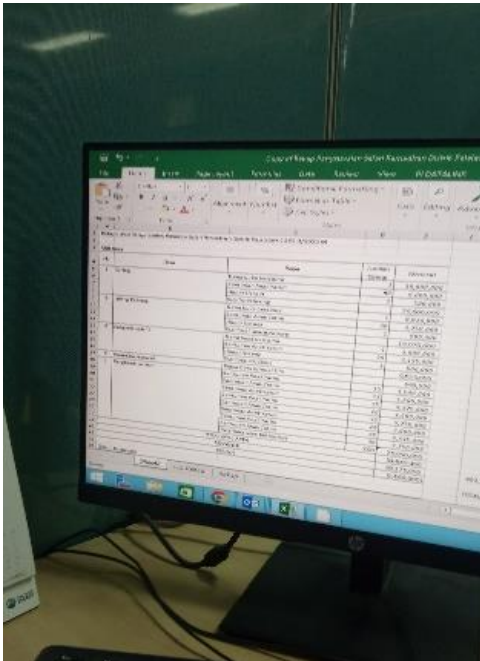
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Meeting with Mr. Muslim, the head of community development in estate Siak-Meranti. Also there are M. Rini, Ketua Nelayan Pelalawan, Mr. Hendri (Kampar Kuansing)

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Wednesday

Date : June 15<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Validating the data of Safari Ramadhan	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Re-arranging and checking the balance for the cost of estate Pelalawan, estate Kampar-Kuansing, Siak, and Meranti.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Thursday

Date : June 16<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Meeting with PT. ITA	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Meeting with the team of PT. Imbang Tata Alam about corporation with PT. RAPP</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Thursday

Date : June 17<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Preparing to RAT	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Helping to prepare Rapat Anggota Tahunan Koperasi Karyawan in Unigraha Hotel. The comitte setting the sound system, practice and the setting room</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Saturday

Date : June 18<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	RAT in Unigraha Hotel	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		The event was done and all the team taking a picture which is include the Kopkar Employee and Student Internship from State Polytechnic of Bengkalis

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Monday

Date : June 20<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Preparing to give a souvenirs to Jamaah Haji	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		This is the team of preparing to coordinator the souvenirs handover

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Tuesday

Date : June 21<sup>st</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Souvenirs handover for Hajj Pilgrims of Pelalawan	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This handover held in Ulul Azmi Mosque for 141 Hajj Pilgrims in Pelalawan Regency.</p>

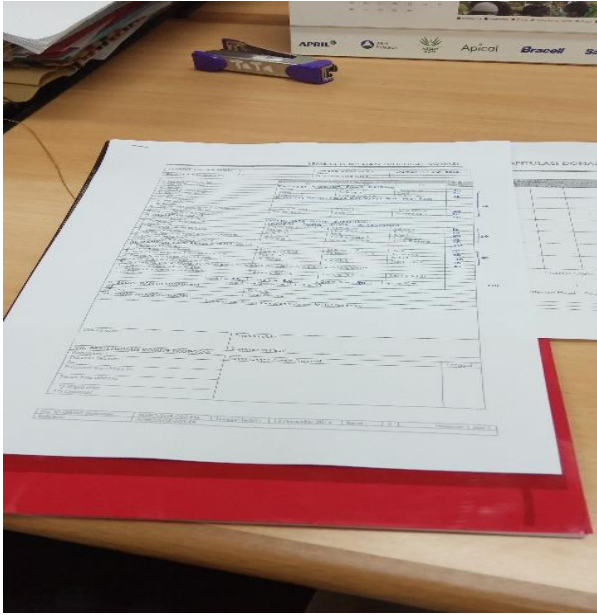


**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Wednesday

Date : June 22<sup>nd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring the proposal	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

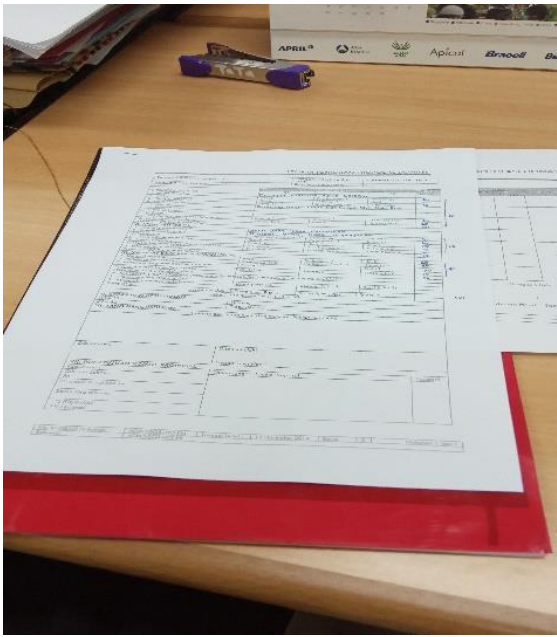
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Thursday

Date : June 23<sup>rd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring the proposal	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

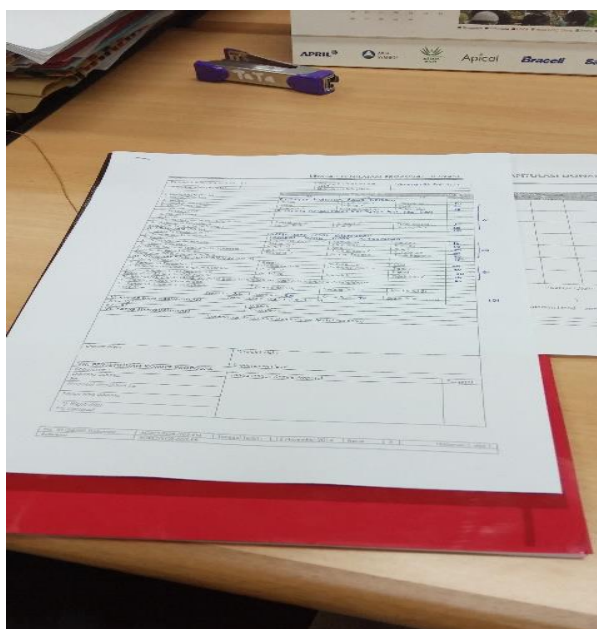
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : June 24<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring the proposal	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

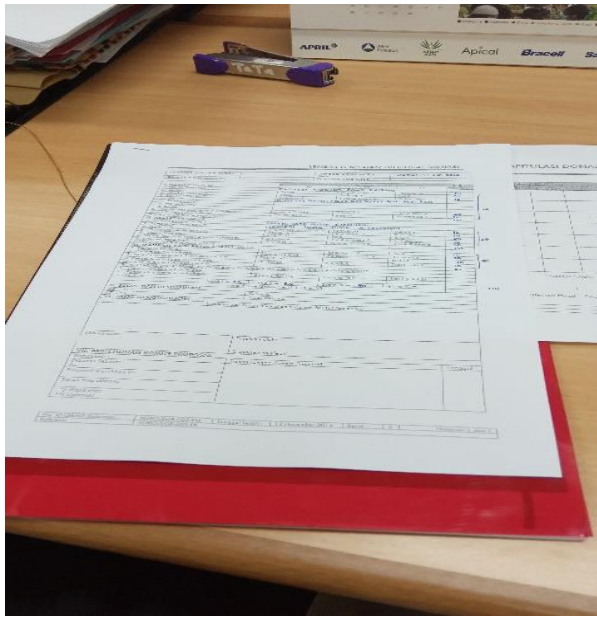
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office.</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Monday

Date : June 27<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring the proposal	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office.</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : June 28<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Farewell Dinner with student internship of Polbeng	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

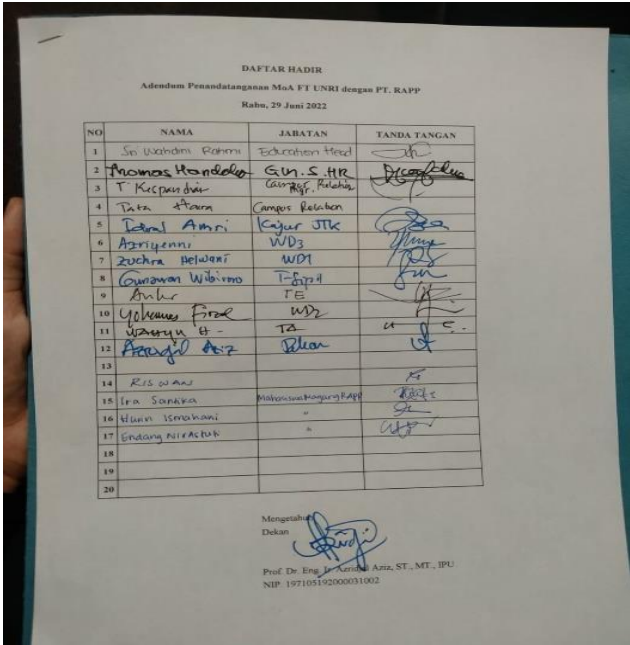
No	THE PICTURE OF ACTIVITY	INFORMATION
.		This is the dinner with internship student in PT. RAPP from State Polytechnic of Bengkalis. There are also employee of Kopkar attend this dinner.

## DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : June 29<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Attending to sign MoU between PT. RAPP dan D3 Teknologi Pulp and Paper in UNRI	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this event also there are Head Major of Technic Faculty and Human Resources Direksi PT. RAPP</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : June 30<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Preparing souvenir for Corporate Community	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This is the souvenir to stakeholder from government. There are twelve packages</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Friday

Date : July 01<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Joining Internship student presentation	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>There is three student presentation their internship in PT. RAPP. They are internship in Kopkar and Unigraha Hotel</p>

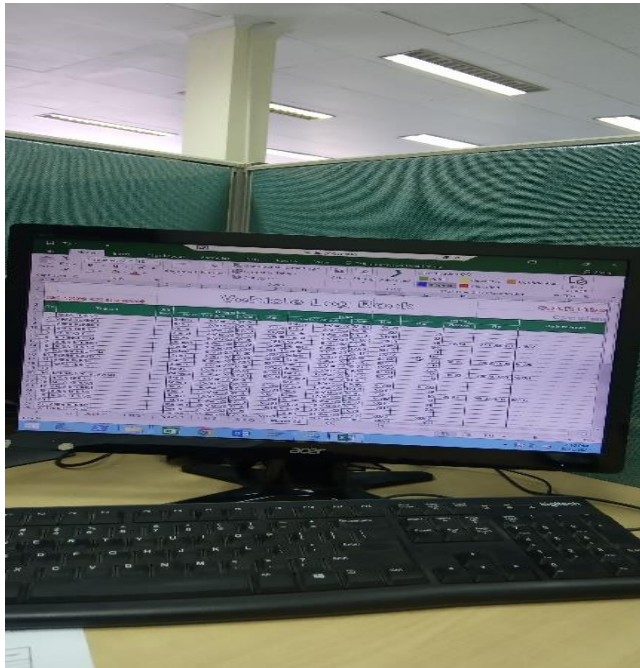


**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Saturday

Date : July 02<sup>nd</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Inputting vehicle log book	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		In this vehicle log book, the tract of how long the transportation office for official travel and how much the cost that have been used

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : July 04<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making id badge for internship student	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			


No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>There is three student enter to SHR Office and another student to get id badge in SHR Office</p>

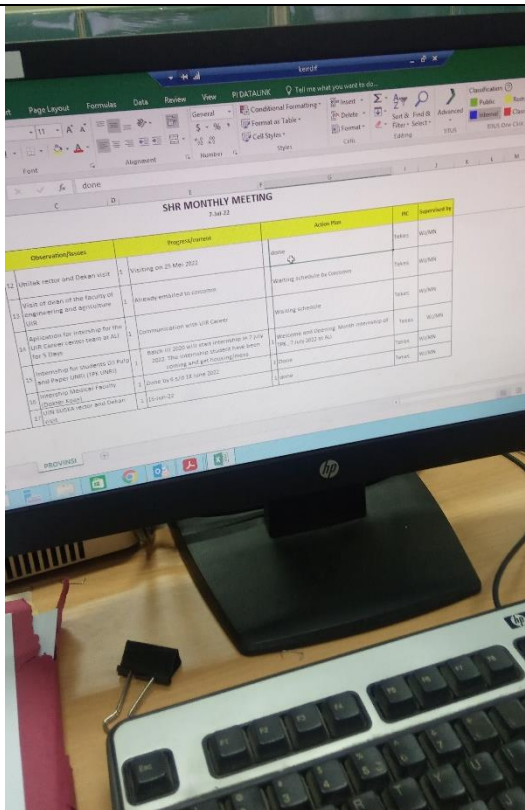


## DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : July 06<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Translating SHR Monthly meeting	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

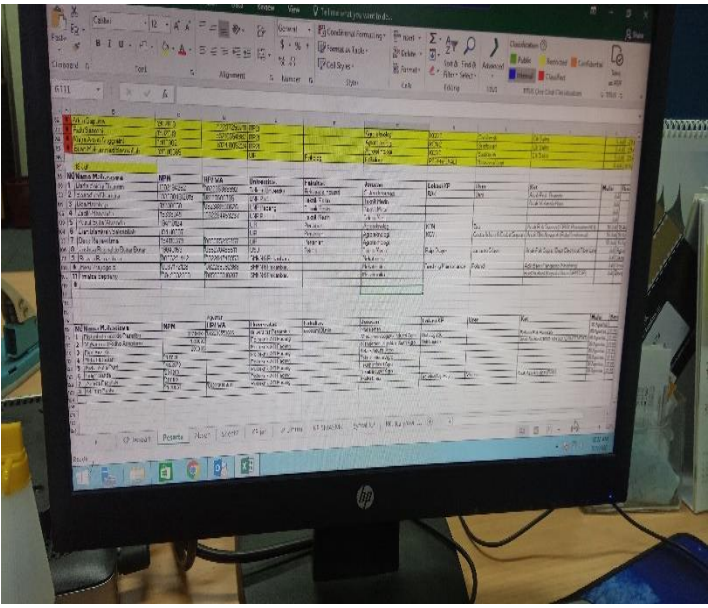
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>There are SHR monthly meeting that written in Bahasa and will translate to English</p>

## DAILY ACTIVITY APPRENTICESHIP

Day : Thursday

Date : July 07<sup>th</sup>, 2022


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Managing data of internship student	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

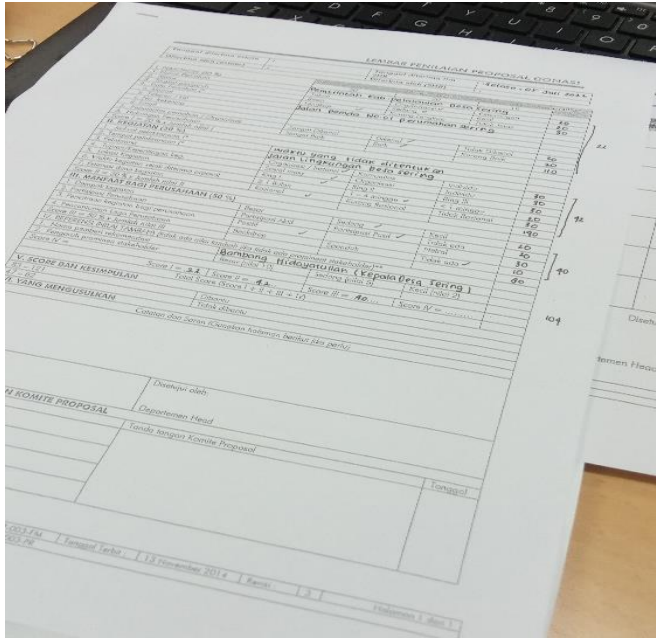
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Inputting the data to excel such as name, university, and internship location</p>

## DAILY ACTIVITY APPRENTICESHIP

Day : Friday

Date : July 08<sup>th</sup>, 2022

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring the proposal	Nur Sakti Capaningrum	
<b>NOTE: Good</b>			

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>There are several proposal to scoring. The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for company. After write the data, we count the final score, if the score is high, the proposal will continue to process in Mill Office</p>

APPENDIX B

Form of Scoring Proposal

<b>LEMBAR PENILAIAN PROPOSAL DONASI</b>																		
Tanggal diterima estate :		Tanggal diterima tim SHR :																
Diterima oleh (estate) :		Diterima oleh (SHR) :																
				Nilai														
				30                      20                      10														
<b>I. PEMOHON (20 %)</b>																		
1. Nama Pemohon	Takoh	Org/Instansi	Perorangan															
2. Status	Besar	Sedang	Kecil															
3. Tingkat pengaruh	Lengkap	Kurang Lengkap	Tidak Jelas															
4. Data Pemohon (*)																		
a. Alamat																		
b. Telepon / HP																		
c. No. Rekening																		
d. Email																		
5. Popularitas pemohon / Organisasi	Sangat Dikenal	Dikenal	Tidak Dikenal															
6. Hubungan Perusahaan	Sangat Baik	Baik	Kurang Baik															
Score I = 20 % x Jumlah nilai I																		
<b>II. KEGIATAN (30 %)</b>																		
1. Jadwal pelaksanaan (*) :																		
2. Tempat pelaksanaan (*) :																		
3. Pelaksana	Organisasi / Instansi	Komunitas	Individu															
4. Tujuan/Kepentingan keg.	Sosial masy	Organisasi	Individu															
5. Lokasi Kegiatan	Ring I	Ring II	Ring III															
6. Waktu kegiatan sejak diterima prposal	≥ 1 Bulan	1 – 4 minggu	< 1 minggu															
7. Estimasi dana kegiatan	Rasional	Kurang Rasional	Tidak Rasional															
Score II = 30 % x Jumlah nilai II																		
<b>III. MANFAAT BAGI PERUSAHAAN (50 %)</b>																		
1. Dampak kegiatan	Besar	Sedang	Kecil															
2. Partisipasi Perusahaan	Partisipasi Aktif	Partisipasi Pasif	Tidak ada															
3. Pencitraan kegiatan bagi perusahaan	Positif		Netral															
4. Pencantuman Logo Perusahaan	Backdrop	Sponduk	Tidak ada															
Score III = 50 % x Jumlah nilai III																		
<b>IV. REFERENSI (NILAI TAMBAH) (tidak ada nilai tambah jika tidak ada prominent stakeholder)**</b>																		
1. Nama pemberi rekomendasi																		
2. Pengaruh prominen stakeholder	Besar (nilai 10)	Sedang (nilai 5)	Kecil (nilai 2)															
Score IV =																		
Score I = .....		Score II = .....		Score III = .....														
Score IV = .....		Score IV = .....																
Total Score (Score I + II + III + IV)																		
<b>V. SCORE DAN KESIMPULAN</b>																		
83 – 121		Dibantu																
47 – 82		Tidak dibantu																
<b>VI. YANG MENGUSULKAN</b>																		
Catatan dan Saran (Gunakan halaman berikut jika perlu)																		
Dibuat oleh:		Disetujui oleh:																
		Departemen Head																
<b>VII. PERSETUJUAN KOMITE PROPOSAL</b>																		
Keputusan :		Tanda tangan Komite Proposal		Tanggal														
Dibantu Sebesar Rp.																		
Proposal diarahkan ke																		
Saran bisa dibantu																		
*) Wajib diisi																		
**) Opsional																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No. ID Q&amp;MIS Dokumen :</td> <td>AGRO/SGR-003-FM</td> <td>Tanggal Terbit :</td> <td>13 November 2014</td> <td>Revisi :</td> <td>3</td> <td>Halaman 1 dari 1</td> </tr> <tr> <td>Referensi :</td> <td>AGRO/SGR-003-PR</td> <td colspan="5"></td> </tr> </table>					No. ID Q&MIS Dokumen :	AGRO/SGR-003-FM	Tanggal Terbit :	13 November 2014	Revisi :	3	Halaman 1 dari 1	Referensi :	AGRO/SGR-003-PR					
No. ID Q&MIS Dokumen :	AGRO/SGR-003-FM	Tanggal Terbit :	13 November 2014	Revisi :	3	Halaman 1 dari 1												
Referensi :	AGRO/SGR-003-PR																	






APPENDIX D

Visit Request Form

<b>VISIT REQUEST</b>		<b>Internal</b> Date: Revision: Done by:
<b>MEETING ROOM:</b> <input type="checkbox"/> Hotel Unigraha <input type="checkbox"/> Corporate Office <input type="checkbox"/> Pulp Mill Office <input type="checkbox"/> Paper Mill Office <input type="checkbox"/> Riaufiber Office <input type="checkbox"/> RTC Office <input type="checkbox"/> ALI Building <input type="checkbox"/> Others:	<b>MEETING ROOM REQUIREMENTS: (NA)</b> <input type="checkbox"/> White screen <input type="checkbox"/> LCD projector <input type="checkbox"/> Computer, laptop <input type="checkbox"/> Sound system <input type="checkbox"/> TV and VCR <input type="checkbox"/> Refreshments (snacks) <input type="checkbox"/> Mineral water <input type="checkbox"/> Others:	
<b>FOOD AND BEVERAGE:</b> <b>Breakfast:</b> <input type="checkbox"/> Buffet <input type="checkbox"/> A la carte <input type="checkbox"/> Family-style <b>Lunch:</b> <input type="checkbox"/> Buffet <input type="checkbox"/> A la carte <input type="checkbox"/> Family-style	<b>Dinner:</b> <input type="checkbox"/> Buffet <input type="checkbox"/> A la carte <input type="checkbox"/> Family-style <b>Packed/boxed meals:</b> <input type="checkbox"/> Preferences: _____ _____	
<b>Other Requirements:</b> _____ _____ _____		
Requested by:  _____ <b>Name Of Requester</b> <b>Department of Requester</b>	Endorsed by:  _____ <b>Djarot Handoko</b> Corporate Communications Manager	
Cost Center charges approved by:  _____ <b>Business Unit Head</b> (Visit Host to secure approval from BU Head)	Visit Approved by:  _____ <b>Mhd. Ali Shabri</b> Operation Director	
Visit Request Form – Rev0 (2011)	Page 2 of 2	

APPENDIX E

Handover Form (Serah Terima Berita Acara)



**BERITA ACARA  
SERAH TERIMA BANTUAN**

---

Nomor: .....

Pada hari ini ..... tanggal ..... bulan ..... tahun .....

Bertempat di ..... Kecamatan .....

Kabupaten .....

Telah dilakukan serah terima bantuan

Dari :  
**PT. Riau Andalan Pulp and Paper (Riaupulp)**

Kepada :  
.....

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

Total bantuan Rp.....  
Terbilang  
(.....)

Bantuan ini merupakan bentuk kepedulian dan rasa tanggung jawab sosial perusahaan terhadap masyarakat sekitar  
Semoga Allah SWT senantiasa melimpahkan Rahmat dan HidayahNya kepada kita

Diserahkan oleh, Diterima oleh,

\_\_\_\_\_

Disaksikan oleh,

\_\_\_\_\_

No. ID Q&MIS Dokumen : AGRO/CDP-001-FM Tanggal Terbit : 04 Mei 2009 Revisi : 0 Halaman 1 dari 1

CC BY-SA

APPENDIX F

RGE Exhibition Center Form



**RGE EXHIBITION CENTER  
PANGKALAN KERINCI  
Application Form**

No:\*\*

<b>Name of Organisation/s Visiting:</b>			
<b>Name/s of Visit Delegation Leaders:</b>  * Please use the attached form to provide names of all visitors			
<b>Total number of visitors:</b>	Person (s)		
<b>Preferred Visit Time:</b>	Date:	Arrival: am/pm	Depart: am/pm
<b>Purpose of Visit</b>			
<b>Language required for presentation</b>	1. Bahasa	2. English	3. Mandarin
<b>Remarks:</b>			
<b>Name of Host/Applicant:</b>		Date:	Signature:
For Official Use:			
Application received: Date:	Visit Approved for:	Gallery : Yes / No	
		Exhibition Hall : Yes / No	
Corporate Communication Manager: Date:	RTC & Corporate Visit Coordinator: Date:	Approval by RGE Director External Affairs: Date:	

**Important Notes:**

1. All requests to visit the RGE Exhibition Center must be made at least 7 days in advance by submitting this application form to the RTC & Corporate Visit Coordinator. Last minute applications will not be processed.
2. A visit can only take place after approval is officially given by the RTC & Corporate Visit Coordinator and/or RGE Director External Affairs
3. The Host of the visiting group must ensure punctual arrival.
4. No photography and videography are allowed in the RGE Exhibition Center.

APPENDIX G  
Certificated of Internship

Internal



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

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

www.aprilasia.com  
www.paperone.com

Nomor : ~~ap~~/VI/CR/KP/RAPP/2022  
Lamp : -  
Hal : Surat Keterangan Magang

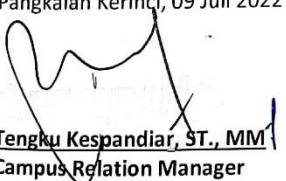
Kepada Yth,  
**Direktur Politeknik Negeri Bengkalis**

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

No	Nama	NIM	Prodi
1	Ira Santika	5203191105	D-III Bahasa Inggris

Dengan ini menerangkan bahwa mahasiswa tersebut telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper tanggal 09 Mei – 09 Juli 2022. Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 09 Juli 2022

  
**Tengku Kespandiar, ST., MM**  
Campus Relation Manager

## APPENDIX H

### Evaluation Form

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. RIAU ANDALAN PULP AND PAPER

Nama : IRA SANTIKA  
NIM : 5203191105  
Program Studi : D-III BAHASA INGGRIS  
Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	80
2.	Tanggung- jawab	25%	75
3.	Penyesuaian diri	10%	80
4.	Hasil Kerja	30%	75
5.	Perilaku secara umum	15%	75
	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 :

.....  
.....  
.....  
.....

Pangkalan Kerinci, July 09<sup>th</sup> 2022



Nur Sakti Capaningrum  
Askep SHR

APPENDIX I

Attendant List of Intern

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

Name : Ira Santika  
NIM : 5203191105  
Supervisor : Nur Sakti Capaningrum  
Position : Askep SHR

No	Date	Time				Signature
		Morning		Afternoon		
		In	Out	In	Out	
1	Monday, 09 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
2	Tuesday, 10 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
3	Wednesday, 11 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
4	Thursday, 12 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
5	Friday, 13 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
6	Saturday, 14 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
7	Sunday, 15 May 2022	-	-	-	-	OFF
8	Monday, 16 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
9	Tuesday, 17 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
10	Wednesday, 18 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
11	Thursday, 19 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
12	Friday, 20 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
13	Saturday, 21 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>

Mengetahui,  
Askep SHR

*Ira Santika*  
Nur Sakti Capaningrum  
SAP. 10009763

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

Name : Ira Santika  
NIM : 5203191105  
Supervisor : Nur Sakti Capaningrum  
Position : Askep SHR

No	Date	Time				Signature
		Morning		Afternoon		
		In	Out	In	Out	
14	Sunday, 22 May 2022	-	-	-	-	OFF
15	Monday, 23 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
16	Tuesday, 24 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
17	Wednesday, 25 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
18	Thursday, 26 May 2022	-	-	-	-	OFF
19	Friday, 27 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
20	Saturday, 28 May 2022	-	-	-	-	OFF
21	Sunday, 29 May 2022	-	-	-	-	OFF
22	Monday, 30 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
23	Tuesday, 31 May 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
24	Wednesday, 01 June 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
25	Thursday, 02 June 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>
26	Friday, 03 June 2022	08:00	12:00	13:30	17:00	<i>Ira Santika</i>

Mengetahui,  
Askep SHR

*Ira Santika*  
Nur Sakti Capaningrum  
SAP. 10009763

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

Name : Ira Santika  
NIM : 5203191105  
Supervisor : Nur Sakti Capaningrum  
Position : Askep SHR

No	Date	Time				Signature
		Morning		Afternoon		
		In	Out	In	Out	
40	Friday, 17 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
41	Saturday, 18 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
42	Sunday, 19 June 2022	-	-	-	-	OFF
43	Monday, 20 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
44	Tuesday, 21 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
45	Wednesday, 22 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
46	Thursday, 23 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
47	Friday, 24 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
48	Saturday, 25 June 2022	-	-	-	-	OFF
49	Sunday, 26 June 2022	-	-	-	-	OFF
50	Monday, 27 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
51	Tuesday, 28 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
52	Wednesday, 29 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>

Mengetahui,  
Askep SHR

*[Signature]*  
**Nur Sakti Capaningrum**  
SAP. 10009763

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

Name : Ira Santika  
NIM : 5203191105  
Supervisor : Nur Sakti Capaningrum  
Position : Askep SHR

No	Date	Time				Signature
		Morning		Afternoon		
		In	Out	In	Out	
27	Saturday, 04 June 2022	-	-	-	-	OFF
28	Sunday, 05 June 2022	-	-	-	-	OFF
29	Monday, 06 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
30	Tuesday, 07 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
31	Wednesday, 08 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
32	Thursday, 09 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
33	Friday, 10 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
34	Saturday, 11 June 2022	-	-	-	-	OFF
35	Sunday, 12 June 2022	-	-	-	-	OFF
36	Monday, 13 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
37	Tuesday, 14 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
38	Wednesday, 15 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>
39	Thursday, 16 June 2022	08:00	12:00	13:30	17:00	<i>[Signature]</i>

Mengetahui,  
Askep SHR

*[Signature]*  
**Nur Sakti Capaningrum**  
SAP. 10009763

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

Name : Ira Santika  
 NIM : 5203191105  
 Supervisor : Nur Sakti Capaningrum  
 Position : Askep SHR

No	Date	Time				Signature
		Morning		Afternoon		
		In	Out	In	Out	
54	Thursday, 30 June 2022	08:00	12:00	13:30	17:00	
55	Friday, 01 July 2022	08:00	12:00	13:30	17:00	
56	Saturday, 02 July 2022	08:00	12:00	13:30	17:00	
57	Sunday, 03 July 2022	-	-	-	-	OFF
58	Monday, 04 July 2022	08:00	12:00	13:30	17:00	
59	Tuesday, 05 July 2022	08:00	12:00	13:30	17:00	
60	Wednesday, 06 July 2022	08:00	12:00	13:30	17:00	
61	Thursday, 07 July 2022	08:00	12:00	13:30	17:00	
62	Friday, 08 July 2022	08:00	12:00	13:30	17:00	
63	Saturday, 09 July 2022	08:00	12:00	13:30	17:00	
64	Sunday, 10 July 2022	-	-	-	-	OFF

Mengetahui,  
Askep SHR



**Nur Sakti Capaningrum**  
SAP. 10009763









## APPENDIX J

### Revision List

#### REVISION LIST APPRENTICESHIP REPORT

Name : Ira Santika  
NIM : 5203191105  
Advisor : M. Sabri, S.Pd., M.Par  
Location : PT. Riau Andalan Pulp and Paper

NO	DAY/DATE	REVISION	ADVISOR
1	07 June 2022	chapter I	
2	15 June 2022	chapter I and II	
3	21 July 2022	Chapter III Daily Activity Table	
4	22 July 2022	chapter III (continue)	
5	01 August 2022	chapter IV	
6	02 August 2022	OK. Continue to seminar	 See

Bengkalis, August 02<sup>nd</sup>, 2022

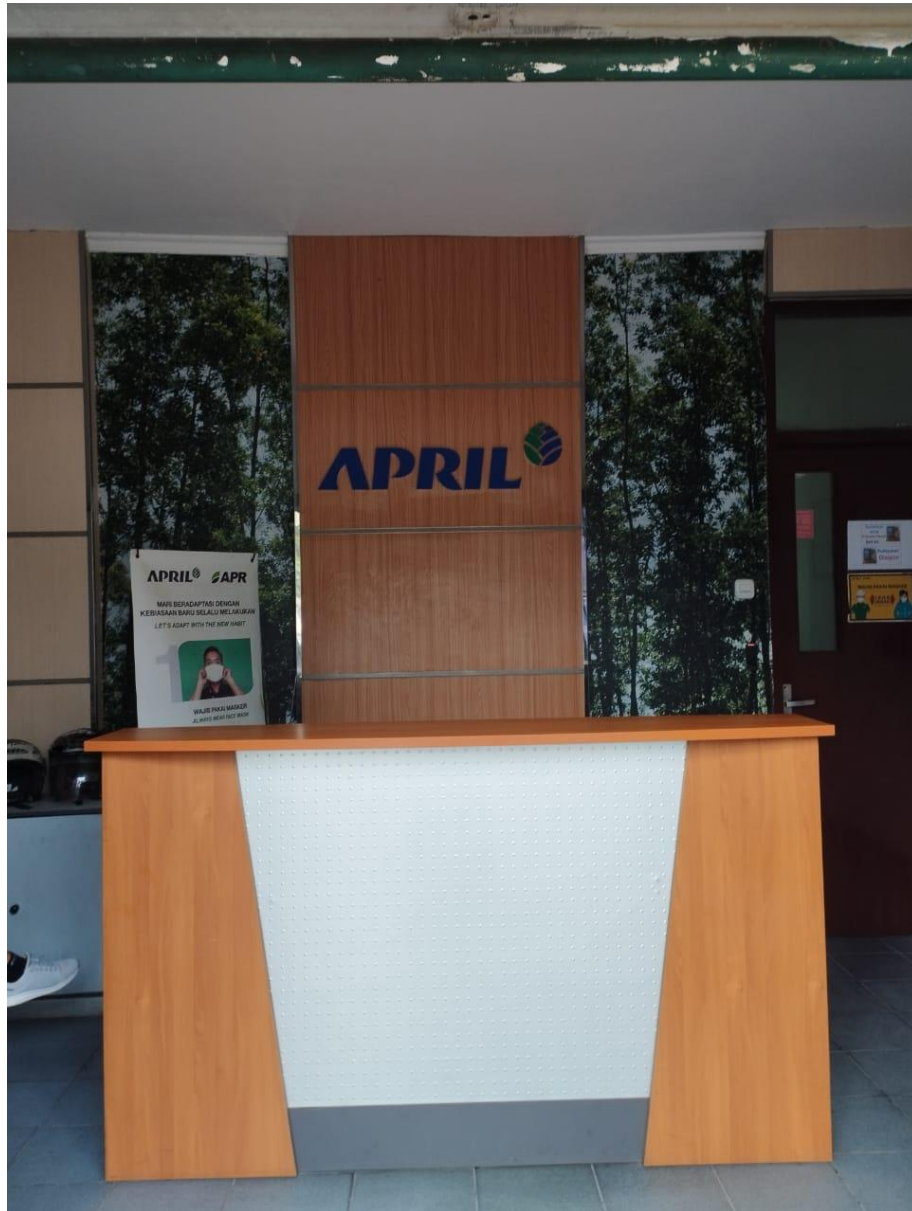
Advisor



M. Sabri, S.Pd., M.Par

NIP. 197710292014041001

APPENDIX K  
Stakeholder Relation Office



## APPENDIX L

### Visit KCN #2 and RGE Office

