

**APPRENTICESHIP REPORT**

**PT. PELABUHAN INDONESIA I (PERSERO)**

**Sungai Pakning Sub-Branch**

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**INTERNATIONAL BUSINESS ADMINISTRATION**

**STUDY PROGRAM**

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**STATE POLYTECHNIC OF BENGKALIS**

**BENGKALIS – RIAU**

**2022**

# APPRENTICESHIP REPORT

## PT. PELABUHAN INDONESIA I (PERSERO)

### Sungai Pakning Sub-Branch

Written as one of the conditions for completing Apprenticeship

**Kartini Nelviasari**  
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Bengkalis, 2022

**Kartini Nelviasari**  
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Polytechnic is one of the higher education institutions in the form of vocational education. The Bengkalis State Polytechnic was founded in 2001 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Regulation of the Minister of National Education No. 28 of 2011 concerning the Establishment, Organization and Administration of Bengkalis. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated as a country by the Minister of Cultural Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Noah, DEA.

Currently, Bengkalis State Polytechnic has 8 (eight) departments including the Department of Teknik Perkapalan, Teknik Mesin, Teknik Elektronika, Teknik Sipil, Administrasi Niaga, Bahasa Inggris, Teknik Informatika dan Maritim. Bengkalis State Polytechnic has 18 Study Programs consisting of 8 (Eight) D-III Study Programs including: Teknik Perkapalan, Teknik Mesin, Teknik Elektronika, Teknik Sipil, Administrasi Bisnis, Teknik Informatika, Nautika, dan Ketatalaksanaan Pelayaran Niaga. Bengkalis State Polytechnic also has 6 (six) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, International Business Administration, Public Finance Accounting and Software Engineering.

The Department of Commercial Administration is one of the majors at the Bengkalis State Polytechnic. The Department of Business Administration has 3 (three) Study Programs, 1 (one) of which is the D-III Study Program, namely the D-III Business Administration. In 2016, 2 (two) D-IV Study Programs were added, namely D-IV International Business Administration and Public Financial Accounting.

Practical Work is a series of activities that include understanding the concepts of science that are applied in work according to the profession of the study program. The Practical Work study program can add to the discourse of students' knowledge and abilities, as well as being able to solve some scientific problems in accordance with the theories that have been studied. Practical Work is carried out for all study programs at the Bengkalis State Polytechnic and is held according to a predetermined time, which aims to implement the theory gained in lectures into the world of work. The Business Administration Study Program will also require to carry out practical work in accordance with the field.

Apart from that, the purpose of the Job Training is to increase the experience and skills of students in the field of technology, increase knowledge, train abilities, and capture power in the economic and social fields through their direct involvement in various activities in industrial companies and offices that have been determined, and gain industry experience covering the processes and mechanisms of business administration and management in companies. This practical work is carried out after students complete a minimum of 4 (four) semesters which are carried out for four months.

Pelindo I Sungai Pakning is a place of Practical Work which will be carried out from the beginning of March 2022. PT Pelindo I is a branch of PT Pelabuhan Indonesia I (Persero) or Pelindo I located in Sungai Pakning where the Company focuses its main activities in the field of organizing and port service entrepreneurs, as well as optimizing the utilization of the Company's resources to produce high-quality and highly competitive goods and/or services to gain/pursue profits in order to increase Company Value by applying the principles of limited liability companies.

Bengkalis State Polytechnic is one of the universities that implement practical work programs. International Business Administration is one of the study programs of the Department of Commerce Administration in the Field of Office Administration, business and finance. Place of implementation of practical work in companies or government agencies according to the department. Students who will carry out work will determine their respective practical work places

through the approval of the practical work coordinator. In this case, the author determines practical work at PT Pelabuhan Indonesia (Persero) Sungai Pakning Sub branch in the Business and Engineering section because of the suitability of the study program with the type of business at the company so that the author wants to know more about his work.

## **1.2 Purpose of the Apprenticeship**

1. To find out the system and work procedures during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
2. To find out job descriptions during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
3. To find out the place and time of work during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
4. To find out the obstacles and solutions during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch

## **1.3 Significances of the Apprenticeship**

### **1.3.1 Significances for the Polytechnic student**

The implementation of this practical work activity is expected to provide benefits for students. Some of the benefits of practical work for Bengkalis State Polytechnic students are as follows:

1. This practical work activity is expected to increase the ability of students' skills and insights.
2. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
3. Students gain experience in applying theory according to the study program.
4. Train yourself to work responsibly and with discipline.

### **1.3.2 Significances for State Polytechnic of Bengkalis**

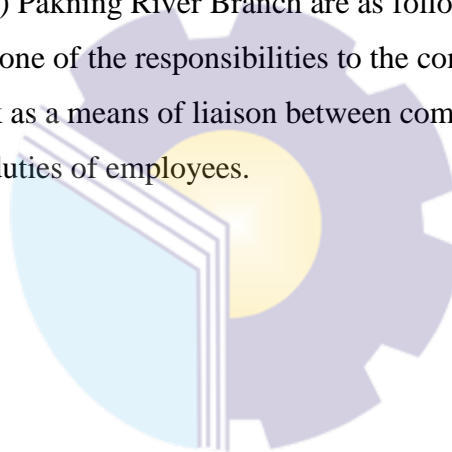
The implementation of this practical work activity is expected to provide benefits for universities. Some of the benefits of implementing practical work activities for Bengkalis State Polytechnic College are as follows:

1. The results of student practical work are expected to be used as feedback for educational institutions, especially the depth of the lecture material as a whole.
2. Practical work as a means of introducing universities and the Department of International Business Administration.
3. Establishment of mutually beneficial cooperation between universities and companies.

### 1.3.3 Significances for the company

This practical work activity is expected to provide benefits for the company. The benefits of implementing practical work activities for PT Pelabuhan Indonesia I (Persero) Pakning River Branch are as follows:

1. Can carry out one of the responsibilities to the community.
2. Practical work as a means of liaison between companies and universities.
3. Can ease the duties of employees.



## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile



**Figure 2.1 Logo of PT. Pelabuhan Indonesia (Persero)**  
Sumber: <https://upload.wikimedia.org/wikipedia/commons>

Pelabuhan Indonesia I (Persero) Sungai Pakning, abbreviated as Pelindo 1 Sungai Pakning, is one of the State-Owned Enterprises which is engaged in port terminal operator services. Sungai Pakning Port Established in 1972 along with the operation of special ports to serve the oil and gas industry. From the joint agreement of the Director General of Sea Transportation and the President Director of Pertamina. It is located in Sungai Pakning village, Bukit Batu District, Bengkalis Regency, Riau. Initially Pakning River Port was a representative under the Pekanbaru Port Branch.

Along with economic growth and the development of several factories and ship visits, the management of PT. Pelindo I took a policy to change the status of the Sungai Pakning Representative Port Pekanbaru Branch to Sungai Pakning Port Branch with the Decree of the Board of Directors No. KP. 32/1/ 14/ PI-10 on 12 January 2010 (Class V Port). And currently Sungai Pakning Port is a Class III port. Pelindo I Sei.Pakning This is located at JL. Yos Sudarso No.2.

#### 2.2 Vision and Mission

When establishing a company, the founder will usually have a dream or goal to achieve. This idea is poured into written form in the Vision and Mission.

### 2.2.1 Vision

Vision is a short sentence that describes future aspirations. PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch has a vision, namely *"To be a Major gateway of Indonesia to the global logistics networks"*.

### 2.2.2 Mission

Mission is a statement that confirms the vision through the choice of form or outline of the path to be taken to arrive at the vision that has been formulated in advance. Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch has a mission, namely *"To provide port & maritime services that are real & integrated with industrial estates of to support Indonesia & global logistics network by maximizing the economic benefits of the malaca strait"*.

## 2.3 Kind of business

Historically, the word business comes from English business, from the root word busy which means busy in the context of an individual, community, or society. In a sense, busy doing activities and jobs that bring profit. Etymologically, business means the state of a person or group of people busy doing work that makes a profit.

The types of businesses based on their activities are divided into four namely Agrarian Business, Extractive Business, Industrial Business and Service Business. Agrarian Business is a business activity carried out in the agricultural sector. Extractive Business is a business activity carried out in the mining sector. Industrial Business is a business activity carried out in the field of manufacturing or a business that produces products derived from raw goods. While the Service Business is an activity carried out in the service sector that produces products that are not visible or intangible. PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch is a company engaged in port services. The services at the company consist of:

#### 1. Guiding Service

Guidance is a scout activity in assisting, providing advice, information to the master about the condition of ports, waters, and local shipping lanes that

are important so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.

2. Delay Service

Tow ship is part of scouting which includes activities to push, pull or tow ships that are engaged in motion to moor or to release from the pier, trestle, dolphin, and other mooring facilities by using tugboats.

3. Floating Fenders.

Fender is a bumper that is used to dampen the impact that occurs when the ship will dock to the dock or at the time. moored ships rocked by the waves that occurred in the harbor. In general, these floating fenders are made of rubber, elastomeric foam and plastic.

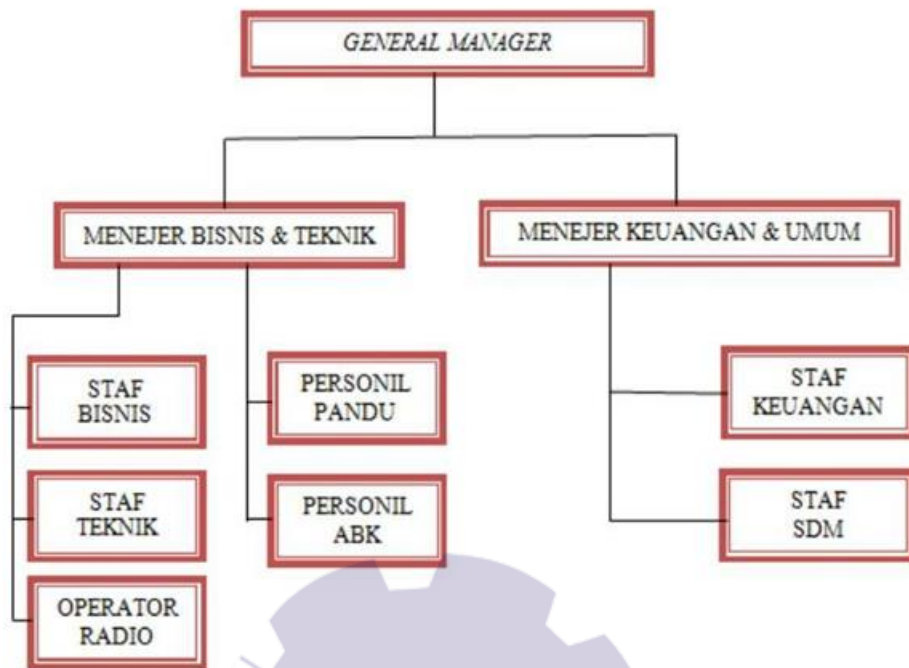
#### **2.4 Organizational Structure**

Organizational structure is very important in an organization or company, whether the organization is small or large, it still requires a clear organizational structure to achieve the set organizational goals. Organizational structure is a workflow or communication channel that is linked within a group.

An organization or company that begins to underestimate the formation of an organizational structure will be difficult to develop in the long term because the organizational structure has a very important role because it is the basis for the establishment and development of a business.

In general, the organizational structure that is easy to create and implement within the company is based on the work patterns and responsibilities within the company. A good organizational structure is supported by a clear division of tasks for each existing position. It is intended that the work carried out by each position can run in an orderly and efficient manner. The organizational structure of PT Pelabuhan Indonesia I (Persero) Sungai Pakning Branch is as shown below:





**Figure 2.2 Organization structure of PT Pelabuhan Indonesia I (Persero) Cabang Sungai Pakning**

*Source : PT Pelabuhan Indonesia I Cabang Sungai Pakning*

The description of the organizational structure of the PTPelabuhan Indonesia I (Persero) Sungai PakningSub-Branch is as follows:

1. General Manager

PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch is led by a General Manager who is the highest leader in the company who determines the main steps in implementing company policies and goals. In addition, the General Manager also has the task of approving and signing important documents relating to the company and is responsible for all company operational activities and the continuity of company activities.

2. Business and technical manager

Business and engineering managers have the task of dealing with business and engineering problems. In addition, Manage work on commercial and engineering. One of them is managing Pandu personnel in operations and managing technical work such as ship and office maintenance.

3. Finance and general manager

Finance and general managers have several tasks, namely managing accounts receivable from service users, handling external and internal problems. External problems such as handling employee welfare and internal problems such as handling Corporate Social Responsibility (CSR).

4. Business staff

Business staff under the supervision of business and engineering managers have duties in making ship service notes, following up on customer complaints, making monthly reports, production traffic and revenue.

5. Engineering staff

Engineering staff under the supervision of business and engineering managers have the task of planning, implementing, controlling the preparation of facilities and the preparation of equipment and installations.

6. Radio operator

Radio operators have the task of recording ship arrivals and ship departures, providing information to ships that will enter or leave, notify Pandu who will be in charge of carrying ships. In addition, it also makes a recapitulation of ships entering and leaving the waters of ojek pilots. After that give permission in the IGMT application for the ship being served.

7. Scout Personnel

Scout Personnel are tasked with carrying the ship, leaning on and removing the ship from the dock (giving directions to the ship's master so that the safety and security of the ship is maintained). This scout service is only used for ships that have a gross content (grosstonnage) above 500.

8. Personnel of the Ship's Crew

Crew Personnel are crew members other than the captain or leader of the ship. The crew of the ship has the task of leaning over and picking up Pandu to the ship.

9. Financial Staff

The finance staff has the task of handling the company's financial income and expenditure under the supervision of the finance and general manager.

10. Human Resources Staff (HR)

HR staff has the task of managing employee welfare, assistance for corporate social responsibility, serving guests both internal and external guests.

## 2.5 The Business Process

A business process is a collection of related structured activities or work to solve a particular problem or which produces an output or service in order to achieve certain goals and support the achievement of strategic goals and objectives of an organization. Business does consist of various types and also various results that can be grouped. For this reason, every company or individual who will start a business must understand the character of the business process. From here the business process will be seen clearly if you have understood several business characters, as follows:

1. Definitive is the course of a process that must have definite inputs, limits, and outputs.
2. The sequence in the business process usually consists of activities that have stages in the intensity of space and time.
3. Customers in carrying out one's business processes must have recipients of the processed results.
4. Added value is a transformation in business processes that provides more value to the beneficiaries.
5. Linkage is an activity in a process that cannot stand alone but must be related to the structure of a business.

PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch is a company that focuses its main activities in the field of port service implementation and exploitation, as well as optimizing the utilization of the

company's resources to produce high quality and highly competitive services to gain profits in order to increase company value by applying the principles of the company PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch is a business entity in the form of a Limited Liability Company which is 100% owned by the Republic of Indonesia. The port, which is managed by PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch, only serves scout and tug services as well as floating fender operations. The company's business activities include:

1. Provision and/or services related to pilotage and ship towing.
2. Provision and/or service of docks and other facilities for mooring and loading and unloading.
3. Provision and/or service of harbor pools and waters for traffic and ships' berths.

Currently, various facilities and equipment are located at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branches, namely pilot boats, floating fenders and pilot motor piers. In addition, currently PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch has implemented the Indonesia Gateway Master Terminal (IGMT) which is an online and real-time request system for ship and goods services that is integrated with Inaportnet which makes it easier for service users who can control 24 hours. hours with service status monitoring.

## **2.6 Document Used for Activity**

The documents used while carrying out practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branches consist of:

1. Ship certificate

Ship certificate is a certificate that explains about the ship that will enter or leave. The contents of this certificate include the name of the ship, gross tonnage, length of the ship, ship's arrival and destination, ship's agent, arrival and completion hours, as well as the guide who will be on duty. The certificate has 3

(three) sheets where the first sheet is the original sheet and the next sheet is to be archived. The form of the ship certificate can be seen in figure 2.3 below:

The image shows two identical copies of a 'PERMINTAAN PENGGUNAAN JASA UNTUK KAPAL' (Ship Service Request) form. The top form is for PT PELABUHAN INDONESIA I (Persero) Sungai Pakning Sub-Branch, dated 23 June 2019. It details a request for a 20-foot container for a ship named 'PT. KAJU BATA - W/BG, MARUPULU-3222'. The bottom form is a duplicate of the same document.

**Figure 2.3 Ship Certificate**

Source : PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branches

## 2. Pranota Ship Service

Pranota is a document generated from the generate process in the IN NAREDNE IGMT application. Pranota contains the name of the ship, gross contents, type of ship, agency, billing purpose, NPWP, address, transportation, date of entry, date of exit and invoice ID. It also displays the services provided to the agent and the amount billed. For more details, you can see some pranota in figure 2.4 below:

The image shows a photograph of a blue binder containing a 'PRANOTA' (Ship Service Invoice) document. The document is a detailed invoice for ship services, including a list of items and their respective amounts, such as 'JUALAN TOTAL', 'POTONGAN HARGA / DISKON', and 'LAINNYA (TANPA DUTY)'. The total amount is Rp 382.714.880,00.

**Figure 2.4 Pranota**

Source : PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch

3. Note

Notes are documents that are produced after the receipt has been seen by financial staff and responded to by service users. Attached to this note are the payment code, date of entry, date of ship exit, name of entrepreneur, name of recipient, and due date and a more detailed calculation for the amount to be paid. In figure 2.5 the following is a note used by PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch.

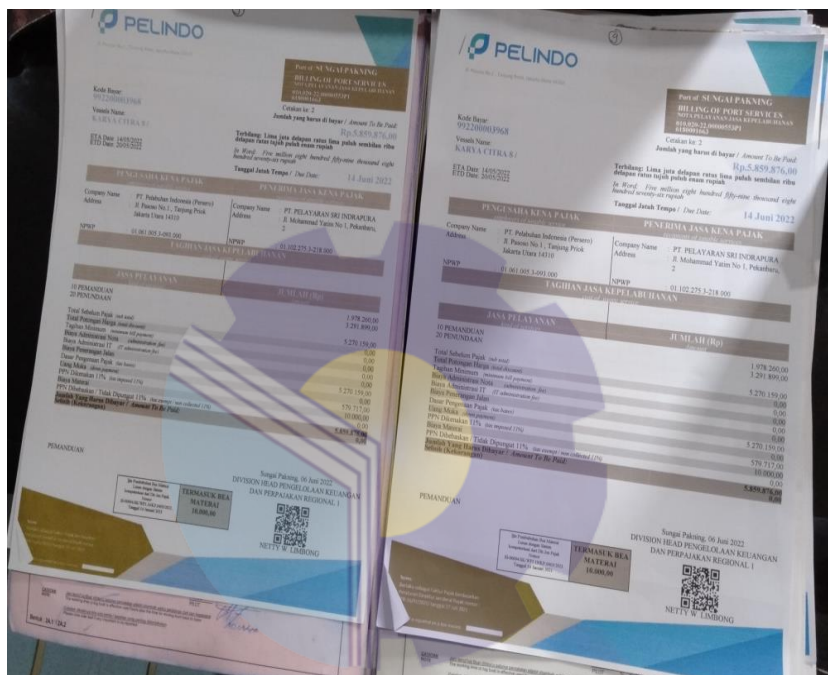


Figure 2.5 Notes

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

4. Official memo

Official memo is an internal communication tool between officials or official letters concerned with organizations or agencies that contain or contain notifications, requests, explanations, and reports. For more details can be seen in Figure 2.6 below:

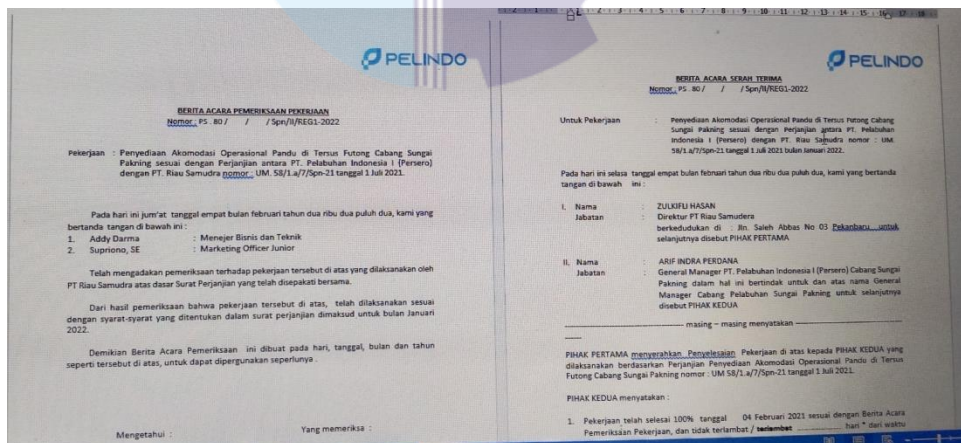


**Figure 2.6 Official Note**

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

## 5. Event News Sheet

Minutes are documents of legality to be used as evidence of a particular transaction or activity. The following figure 2.7 is an example of a work inspection report and a payment report at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.



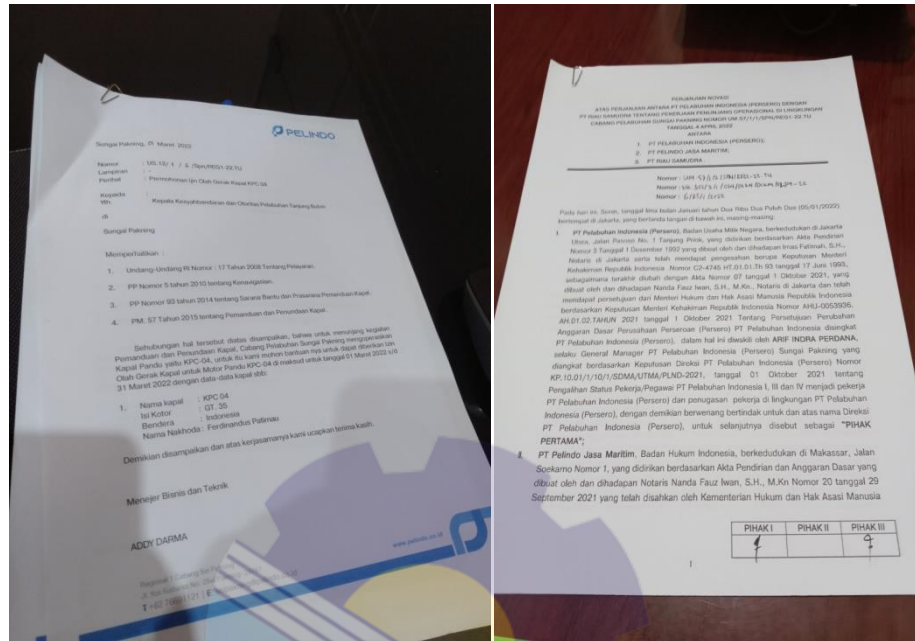
**Figure 2.7 Event News Sheet**

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

## 6. Official letter

Official letter is an official letter made by an agency or company that is used for official purposes. The official letter contains the work requirements issued by

the agency. Usually official letters contain announcements, granting permits, assigning assignments and others. Figure 2.8 below is an official letter that is often issued by PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch..



**Figure 2.8 Official Letter**  
 Source : PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.



## **CHAPTER III**

### **SCOPE OF THE APPRETECESHIP**

#### **3.1 Job Description**

There are several descriptions of the activities or tasks while carrying out practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch. The author carried out practical work for 4 (four) months which was carried out from March 1, 2022 to June 30, 2022 in the business and engineering section. A lot of work is done during practical work and from that work a lot of knowledge is obtained both in administration and finance.

The work that has been carried out during practical work at PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch in the business and engineering fields is as follows:

1. Make Official Notes through Electronic Mail management
2. Make Outgoing Mail Through E-mail management
3. make minutes of Meeting and Floating Fender.
4. File PT Pelindo Files.
5. Delivering Letters to KSOP
6. Make Minutes of Work Agreements and Minutes of Payments
7. Input the Guide Movement into the Guide Transport.
8. Sorting out the Archive of Port Service Notes.
9. Making Work Accident Reports, Filling Out Cooperative Savings Books and Delivering Letters to KSOP.
10. Create a Customer Complaint Resolution Matrix
11. Input TPP (Traffic production and income)
12. Entering the Guide Movement into the Guide incentive list and Filling in the Guide Movement Hours in the Guide Pocket Book.
13. Filling out the Cooperative Savings Book and Binding Accountability Reports (PRIMKOKARPEL)

### 3.2 Place of Apprenticeship

Practical work is carried out at the office of PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch, which is located at Jalan Yos Sudarso No. 2 Sungai Pakning, Bengkalis Regency, Riau Province Postal code 28761. The author as a practical work student is placed in the business and engineering division. The business and engineering division consists of business and engineering managers, business and engineering staff.

The following is the time, job details, and practical work assignments at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch from March 1, 2022 to June 30, 2022. Table 3.1 is some of the activities carried out by the author as a student of practical work on March 1 to On March 4, 2022, With entry conditions starting at 08.00 to 17.00 WIB for Monday-Thursday and from 08.00 to 16.30 WIB for Friday. Mr. Supriono was given the task of supervising a junior marketing officer and a different task from the second supervisor, namely Mr. RizkyAlansyari as an outsourcing employee in the business administration section.

*Table 3.1 table of activity from the first week of 01 March 2022 to 04 March 2022.*

Date and time	Activity	assignor
Monday- Friday March 01- 04 March 2022	Introduction yourself	Supriono & Rizky Alansyari
	Enter the Scout Diploma Data by Using the Microsoft Excel Application, then Print it	
	- Inputting Work Accident Reports	
	- Inputting Customer Complaint Resolution Matrix	
	- Take the Pelindo Stamp/Stamp in the Public Room.	
	- Learn to Copy Files on a Printer. - Learn to Scan Files on Printers.	

*Source : Data Process 2022*

Table 3.2 shows some of the activities carried out by the author on March 7, 2022 to March 11, 2022. In this second week, the author was given a different task from the first supervisor, namely Mr. Supriono and a different task from the second supervisor, namely Mr. RizkyAlansyari as an employee. outsourcing business administration.

*Table 3.2 table of activities from the second week of 07 March 2022 to 11 March 2022*

Date and time	Activity	Assignor
Monday- Friday	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	

March 07- 11 March 2022	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	Supriono & Rizky Alansyari
	Scan PO Futong Accommodation	
	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	
	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	

Source : Data Process 2022

In table 3.3 are some of the activities carried out by the author as a practical work student on March 14, 2022 to March 18, 2022. There are several tasks that are different from the previous week. In 1 week, Mr. Supriono gave several different tasks. Then, RizkyAlansyari's different task in this 1 week was to input Pandu Transport.

Table 3.3 table of activities from the second week of 14 March 2022 to 18 March 2022

Date and time	Activity	assignor
Monday- Friday March 14- 18 March 2022	Scan Job Checker Minutes	Supriono & Rizky Alansyari
	Scanning the Handover Minutes(Provision of Scout Operation Accommodation at Tersus Futong)	
	Fill out the Savings Book (Cooperative Association)	
	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	
	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	
	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	
	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.	

Source : Data Process 2022

Table 3.4 shows some of the activities carried out by the author as a practical work student from March 21, 2022 to March 25, 2022. Mr. Supriono has

additional duties, namely making minutes of agreements, binding payment reports, scanning several letters, then continuing to input Transport Guides.

**Table 3.4 table of activities from the fourth week of March 21, 2022 to March 25, 2022**

<b>Date and time</b>	<b>Activity</b>	<b>assignor</b>
Monday- Friday March 21 - 25 March 2022	Make an official memo regarding approval of P Pelindo's floating fender operational costs.	Supriono
	Scan News Events	
	Scan the Novation Agreement on the Agreement between PT Pelabuhan Indonesia (Persero) and PT Riau Samudera.	
	Inputting data on payment of Lumpsum Pandu Laut that guides to Dumai (for the month of February)	
	Inputting Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for February)	
	Binding the Accountability Report (PRIMKOKARPEL)	

Source : Data Process 2022

Table 3.5 shows a description of the activities carried out by the author as a practical work student on March 28, 2022 to April 1, 2022. This week the author was given a new job by Mr. Supriono, namely Scanning Minutes of the Discussion Meeting Addendum to the Cbg Operational Vehicle Rental Agreement. SeiPakning, Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) SeiPakning Branch and several other tasks.

**Table 3.5 table of activities from the fifth week of 28 March 2022 to 01 April 2022**

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
Monday- Friday March 28 - 1 April 2022	Scanning Minutes of Meeting Discussion Addendum to the Cbg Operational Vehicle Rental Agreement. Sei Pakning	Supriono
	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning.	
	Scanning Recapitulation of Revenue Sharing Revenue Sharing Calculation of Cbg Sei Pakning Regional Guidelines for the Period of February 2022	
	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch.	
	-Creating a Memory of the Operational	

	Performance Explanation of the	
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*Source : Data Process 2022*

In table 3.6 displays a description of the activities carried out by the author on April 04, 2022 to April 8, 2022, in this sixth week the author was given a different task from Mr. RizkyAlansyari as an outsourcing employee in the business administration section, namely Delivering letters to KSOP, Arranging the Scout Ship Movement that will inputted in Excel, inputted data on payment of lump sum money for PanduLaut that led to Dumai, inputted transport for Pandu.

*Table 3.6 table of activities from the sixth week of 04 April 2022 to 08 April 2022*

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
Monday- Friday April 4 - 8 April 2022	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch.	Supriono & Rizky Alansyari
	Arrange the Guidance Ship Movements to be inputted in Excel	
	Sending Letters to KSOP	
	Entering the Payment Data for the Lumpsum Pandu Laut that guides to Dumai (for the month of February)	
	Inputting Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for February)	

*Source : Data Process 2022*

Table 3.7 shows a description of the activities carried out by the author on April 11, 2022 to April 15, 2022. This week the author got a new task from Mr. Supriono, namely Archiving Office documents, scanning floating fender files, then the task of Mr. RizkyAlansyari, namely inputting Transport Pandu . And the author participated in the Pelindo Program, namely Social Care which was carried out at the Bukit - Batu Sub-District Head Office. For other jobs, it's still the same, it's just that other assignments are made with other matters and still with the same supervisor.

*Table 3.7 table of activities from the seventh week of April 11, 2022 to April 15, 2022*

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
Monday- Friday April 11 - 15 April 2022	Archiving Service Work Files (Office Memorandum)	Supriono & Rizky Alansyari
	Filing Floating Fender Files Owned by PT Pelindo	
	Scanning PT Pelindo's Floating Fender Files.	

	Submitting Approval Files for Payment of Pandu Transport Fees for March 2022	
	PT Pelindo Conducts Social Care Program for Ramadan 1443 H / 2022 M. Maritime Personnel in the Hall of the Sei Pakning Sub-District Office	

Source : Data Process 2022

Table 3.8 shows some of the activities carried out by the author on April 18, 2022 to April 22, 2022. On Sunday the author was given a different task by Mr. RizkyAlansyari, namely filling out the Pandu Pocket Book, and for other tasks, it was still the same, only the subject of the assignment was different.

*Table 3.8 table of activities from the eighth week of April 18, 2022 to April 22, 2022*

Date and time	Activity	Assignor
Monday- Friday April 18 - 22 April 2022	Make a Memorandum of Service regarding Approval of Ship Delay Sharing Payments	Supriono & Rizky Alansyari
	Scan the addendum to the amendment to the rental agreement for the scout shuttle rental.	
	Delivering the Memorandum of the Office of the Financial Spatial	
	Delivering the Pandu Incentive Payment File for March 2022 to the Financial Room	
	Delivering April 2022 KSOP Supervision Files to the Finance Room	
	Filling the Scout Clock in the Guide Pocket	

Source : Data Process 2022

Table 3.9 shows some of the activities carried out by the author on April 25, 2022 to April 29, 2022. This week the author was given a different task from Mr. Supriono, namely sending voices to TIKI, Scanning PT Pelindo office files, for other work the same as last week's work was just a matter of a different assignment.

*Table 3.9 activity table from the ninth week of April 25, 2022 to April 29, 2022*

Date and time	Activity	Assignor
Monday- Friday April 25 - 29 April 2022	Scanning PT Pelindo's Floating Fenders.	Supriono & Rizky Alansyari
	Scanning the Floating Fender of CV Wimalindo	
	The Takjil Distribution Program to the Sei Pakning Community by PT Pelindo for 5 days.	
	Continue Filling in the Scout Movement Clock in the Guide Pocket Book	
	Take the General Manager's Stamp in the Public Room, Then the File is Scanned.	
	Delivering Letters to TIKI.	
	Eid Al-Fitr Holiday.	

Source : Data Process 2022

Table 3.10 shows several activities carried out by the author from 02 May 2022 to 06 May 2022. This week the author does not carry out activities at the office because of the IdulFitri holiday.

**Table 3.10 activity table from the tenth week of 02 May 2022 to 06 May 2022**

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
2 sd 6	Eid Al-Fitr Holiday	Supriono

*Source : Data Process 2022*

Table 3.11 shows some of the activities carried out by the author on May 9, 2022 to May 13. In this eleventh week, the writer is still doing the same activities as the previous week, only the matters of the assignment are different and they are still with the same supervisor, namely Mr. Supriono and Mr. Rizky Alansyari.

**Table 3.11 activity table from the eleventh week 09 May 2022 to 13 May 2022**

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
Monday- Friday May 9 – 13 May 2022	Scanning PT Pelindo's floating fenders.	Supriono & Rizky Alansyari
	Take the General Manager's Stamp in the Public Room, Then The File is Scanned.	
	Delivering the Memorandum of the Office of the Financial Spatial	
	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of April).	
	Entering Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for April)	

*Source : Data Process 2022*

Table 3.12 shows some of the activities carried out by the author from May 16, 2022 to May 20, 2022. In this twelfth week the author is still doing the same work, namely calculating the Pandu's transport and delivering letters to TIKI assigned by Rizky Alansyari.

**Table 3.12 Activity table from the twelfth week of 16 May 2022 to 20 May 2022**

<b>Date and time</b>	<b>Activity</b>	<b>Assignor</b>
Monday- Friday May 16 – 20 May 2022	16th Holiday (Wesak Day)	Supriono & Rizky Alansyari
	Entering Data for Payment of Lumpsum Pandu Laut that guides to Dumai (for April)	
	Entering Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton. (for the month of April)	

	Input Reimbursement for Pandu Laut Sungai Pakning Meal Reimbursement at Morong Station	
	Scanning Ship Notes	
	Delivering Letters to TIKI	

Source : Data Process 2022

Table 3.13 shows some of the activities carried out by the author on May 23, 2022 to May 27, 2022. This week the author received a new assignment from Mr. Supriono for other work, which is still the same as the previous week, only the subject of his assignment is different.

**Table 3.13 Activity table from the thirteenth week of 23 May 2022 to 27 May 2022**

Date and time	Activity	Assignor
Monday- Friday May 23 – 27 May 2022	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch for May 2022	Supriono
	File PT Pelindo	
	Entering Data for Payment of Lumpsum Pandu Laut that guides to Dumai (for April)	
	Entering Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton. (for the month of April)	

Source : Data Process 2022

Table 3.14 shows some of the activities carried out by the author on 30 May 2022 to 03 June 2022. This week the author is still doing the same work as the previous week given by Mr. Supriono.

**Table 3.14 activity table from the fourteenth week of 30 May 2022 to 03 June 2022**

Date and time	Activity	Assignor
Monday- Friday May 30 – 3 June 2022	Scanning PT Pelindo's Floating Fenders.	Supriono
	Scanning the Floating Fender of CV Wimalindo.	
	Scan the official memo regarding approval of payment for Pandu's meal reimbursement for April 2022.	
	Archiving Service Notes to the Port.	
	Scanning Minutes of job inspection.	

Source : Data Process 2022

Table 3.15 shows several activities carried out by the author from June 06 to June 10, 2022. In this fifteenth week, the author was given the same task as last month, namely inputting Transport Pandu, and several other tasks.

**Table 3.15 activity table from the fifteenth week of 06 June 2022 to 10 June 2022**

Date and time	Activity	Assignor
Monday- Friday	Delivering Letters to the Port Authority and Port	Supriono



June 6 – 10 June 2022	Authority Offices	& Rizky Alansyari
	Archiving Office Documents	
	Scanning Minutes of Payments for Service Operation Cooperation	
	Counting Scout Moves	
	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of May 2022)	
	Entering Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton. (for May 2022)	

*Source : Data Process 2022*

Table 3.16 shows several activities carried out by the author from June 13, 2022 to June 17, 2022. In this sixteenth week, the author received a new job from Mr. Supriono, namely archiving office files, calculating TB hours that differ between Mega Lestari and PT Pelindo.

*Table 3.16 activity table from the sixteenth week of June 13, 2022 to June 17, 2022*

Date and time	Activity	Assignor
Monday- Friday June 13 – 17 June 2022	Archiving service receipts to the port	Supriono & Rizky Alansyari
	Scanning RAB for operational accommodation assistance costs for Futong Tarsus Scouts 2022-2023	
	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of May 2022)	
	Entering Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton. (for May 2022)	
	Calculating TB Delay Hours. Mega Lestari Between PT Pelindo and PT PCP.	

*Source : Data Process 2022*

Table 3.17 shows some of the activities carried out by the author on June 20, 2022 to June 24, 2022. This week he is still doing the same work as the previous week and there are no new assignments this week, it's just that the subject of the assignment is different, and this week In this case, the author asks for one day's permission because there are urgent matters that must be resolved by Mr. Rizky Alansyari.

*Table 3.17 activity table from the seventeenth week of June 20, 2022 to June 24, 2022*

Date and time	Activity	Assignor
Monday- Friday June 20 – 24 June 2022	Take the General Manager's Stamp in the Public Room, Then the File is Scanned.	Rizky Alansyari
	Inputting the Implementation of Guidance	

	(Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch (for May 2022)	
	Scanning PT Pelindo's Floating Fender Minutes Files	
	Scanning the Floating Fender Minutes File belonging to CV Wimalindo	

Source : Data Process 2022

In table 3.18 shows some of the activities carried out by the author on June 26, 2022 to June 30, 2022. In this eighteenth week the author is still doing the same work as the previous week, only the subject of the assignment is different and is still with the same supervisor, namely Mr. Supriono .

**Table 3.18 activity table from the eighteenth week of June 26, 2022 to June 30, 2022**

Date and time	Activity	Assignor
Monday- Friday June 27 – 30 June 2022	Take the General Manager's Seal in the Common Room.	Supriono
	scan the Coklit Payment Application to PT RAPP.	
	Deliver Files to TIKI.	
	Archiving Office Documents/Files.	
	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch (for May 2022)	
	Fill out the Cancellation Request Form	

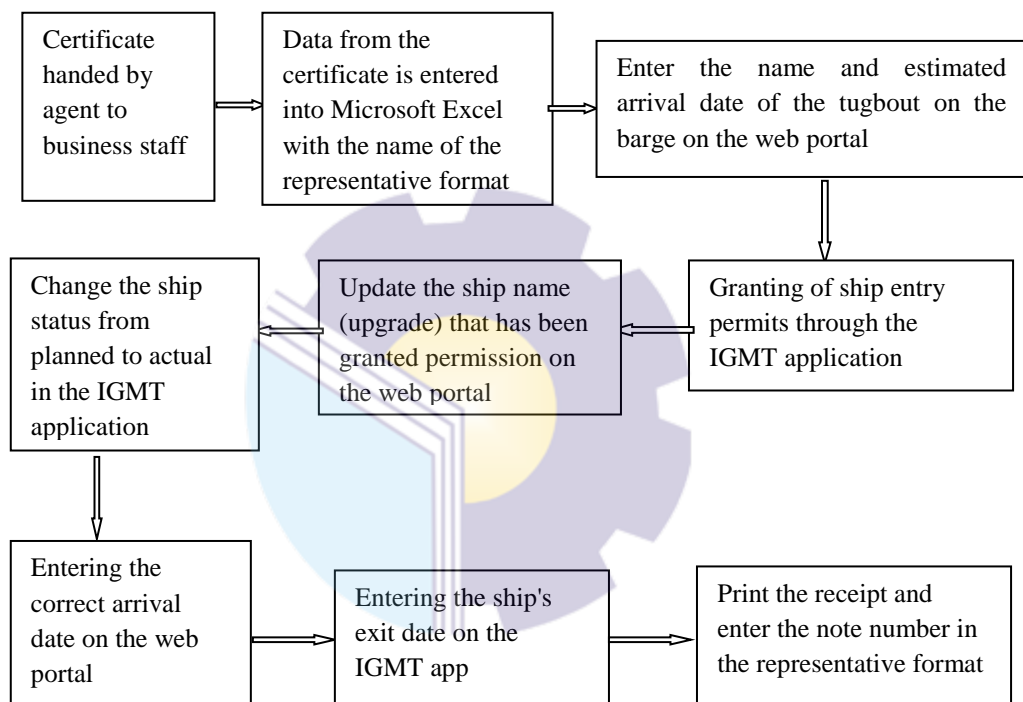
Source : Data Process 2022

### 3.3 System and Procedure

The system used at PT Pelabuhan Indonesia I (Persero) Pakning River Branch is an online and offline system. The online system is used to create and generalize port service reports using the Indonesia Gate Master Terminal (IGMT) application and web portal, create official letters and official notes through Electronic Mail Management using Google Chrome, enter Monthly Work Plans and Key Performance Indicator on the Pelindo 1 (PI) website and sending email via zimbra or gmail. While the offline system is used for TPP entry (production and revenue traffic), entry of the Pandu movement to the scout incentive list, making introductions, making work inspection reports and news the payment event created the 2019 Hanay Talky (FIT) receipt list.

According to the Indonesian Big Dictionary (KBBI), the procedure is an activity stage to complete an activity. The procedures for each work carried out by the author in the business and engineering staff division are:

1. Make a ship service receipt via the official website and the IGMT application the certificate given by the agent will be processed through the Indonesia Gateway Terminal Master (IGMT) application and the web portal. The steps in making pranota can be seen in the following figure 3.1:

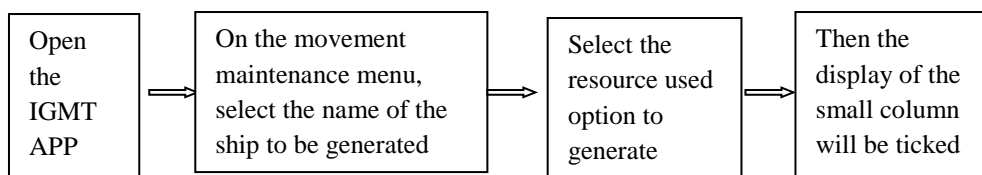


**Figure 3.1 Procedure of making pre-nota**

*Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

- a. The ship name data is taken from the Vessel Master Sheer and then copied to the P&T sheet. After that, open the web portal on mo:ila. Enter the Annada Maritim Nusantara agent password. Select new voyage request. Select the name of the tugboat and enter the estimated entry and exit dates. After that, enter the visit type by selecting the commercial option, while the visit category select general. Check again whether it is correct or not then save.

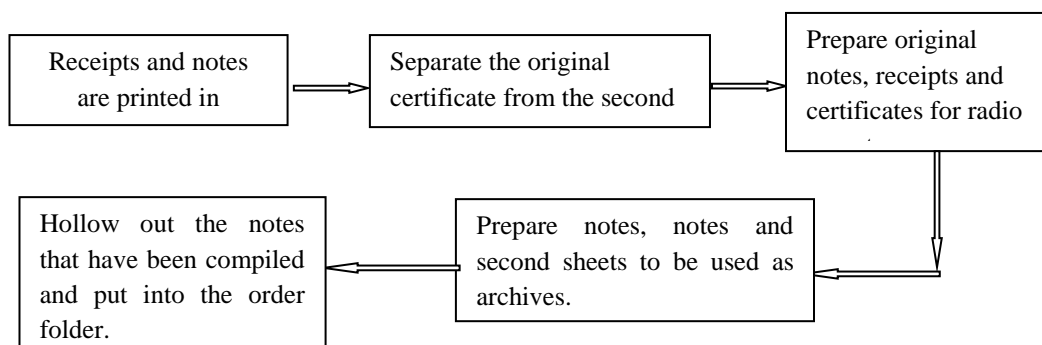
- b. Open the IGMT application to give permission for incoming ships. Click the work inquiry menu then select the searcher to search for the name of the ship then click the green flag. After that in the new voyage work menu select pennit request then select initial marine service and save. Then right-click the action task select permit request then the status will be complete. After that do the same steps for the barge (barge).
  - c. Reopen the web portal, look for the name of the barge to update the ship name.
  - d. Reopen the IGMT application to change the status to complete. Then still in the IGMT application, select the movement maintenance menu and find the name of the barge and replace it with the real date according to the certificate. This is to change the status from planned to actual.
  - e. Then reopen the web portal to update the ship name. Fill in the date of exit and then save.
  - f. Re-open the IGMT\_ application, the same as the previous step to fill in the correct exit date according to the certificate and then save it. Then select the resource used menu for the generate process. Then the receipt will be published and printed.
2. Generate is the process after the ship's service certificate is still in the planned status and then the actual will be generated to generate a certificate. The steps to generate start by opening the IGMT application and then entering the password. In the movement maintenance menu, select the name of the ship, for example Arcadia with the ship code ARC0023 then select the resourced used menu. See if it is correct according to the notification from the radio operator or not. If it is correct then click generate. Then column viewsmall it will be ticked. Figure 3.2 below shows the procedure for generating notes.



**Figure 3.2 Generate pre-note ship service through the IGMT application**

*Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

3. Print the memorandum and memorandum of service of the ship through the IGMT application and archive the memorandum of port service Pranota that has been generated from the generate process will be printed. Printing receipts and notes is not the same as printing other documents. The step to print the receipt is right-click on the previous generate view. After that, select send to report then select send selected report. There are several options that appear then select pranota. Then the preview will be archived. The original certificate will be separated from the second sheet. The original certificate is combined with the original Pandu certificate. While the second sheet of certificate is used as an archive. For unltan archives starting from notes, receipts and certificates. After that it is put together and then perforated so that it can be inserted into the Ordner folder. Arrange the notes according to the first ship to enter. For more details, can be seen in the following figure 3.3:

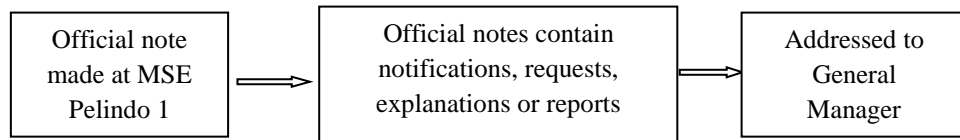


**Figure 3.3 Procedure of Print and archiving Pre-note and note**

*Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

4. Make official notes through Electronic Mail Management (MSE)

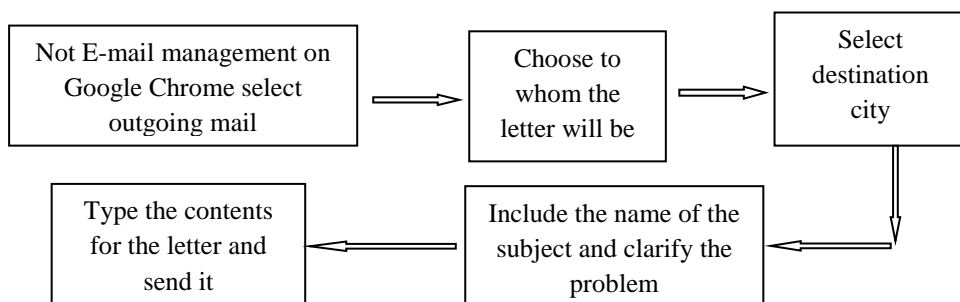
Official notes are made to be submitted to General Management regarding payment approval. Official notes sent by business and engineering managers for more details can be seen in Figure 3.4 below:



**Figure 3.4 Make official memorandum through electronic mail management**  
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

The first step in making this official memo is to open MSE Pelindo I on Google Chrome. Select the sender, namely the business and engineering manager, select the destination, namely the general manager and type the content to be submitted and then send.

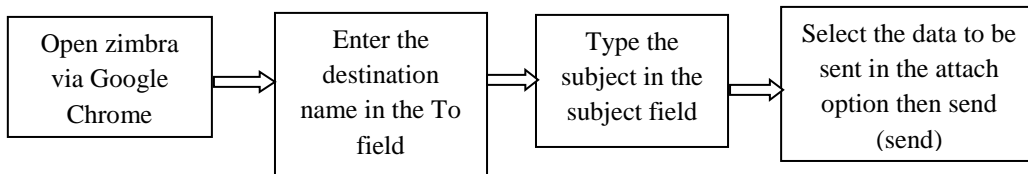
5. Make an official letter through electronic mail management (MSE) The purpose of the official letter is to inform the superiors something. The steps to make an official letter are to open electronic mail management on google chrome. Choose to whom the letter will be sent along with a copy, for example to the General Manager. Choose the destination city, which is Medan because the city of Medan is the head office of PT Pelabuhan Indonesia I (Persero) Pakning River Branch. Fill in the column from whom this letter is from and the examiner of this letter. List Plihal and classification.



**Figure 3.5 Make Office Letter through electronic mail management**  
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

6. Sending E-mail via the zimbra app  
 Zimbra is usually used by a company to send email. Enter the name of the destination to whom in the To column, enter the subject in the subject, and

select the data to be sent in the attach option. Then select send figure 3.6. This is the procedure for sending email via the Zimbra application.

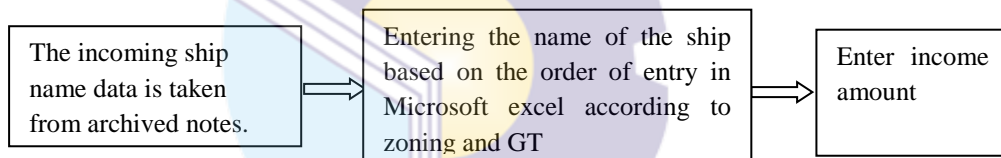


**Figure 3.6 sending E-mails through Zimbra**

*Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

7. Entry TPP (Traffic Production and Revenue)

TPP entry is carried out to see incoming income. If the note has been issued, TPP entry activities use Microsoft Excel. The procedure for conducting TPP Entry can be seen in figure 3.7 below:



**Figure 3.7 Prosedur of Entry TPP**

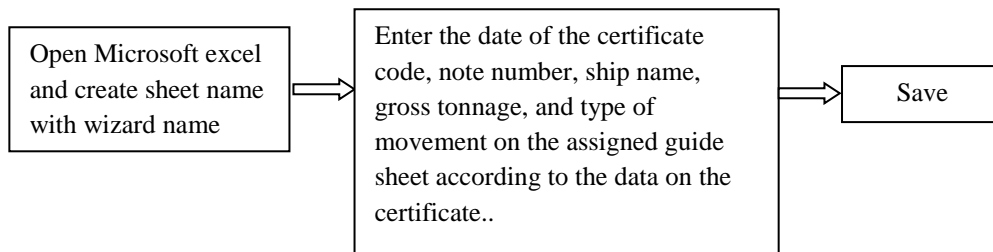
*Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

8. Entry of the scout movement to the scout incentive list

Every ship that enters and leaves is guided by a scout. The certificate has determined who the guide will be on duty. For Guidance Entry to a list of Incentives guided by business staff using Microsoft Excel is given the name of the guide. When the entry is made, enter the date, certification code, note number, name of the ship, Gross Tonage (GT), and the movement on the assigned guide sheet. The motion of the ship indicates whether the ship is entering, moving or exiting.

There are several movements such as the movement from anchoring to the Pertamina pier so this indicates that the ship is moving. Anchoring to the futong pier indicates that the ship is entering and the futong pier to the sea

indicates the ship is leaving. Figure 3.8 below is the steps for the entry of the scout movement to the list of scout incentives.



**Figure 3.8 Procedure of scout movement entry to scout incentive list**

*Source : PT pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning*

#### 9. Make a cover letter

A cover letter is made for a port service billing note addressed to the agent. If the agent has paid the bill, a new note will be issued explaining that the bill has been paid.

### 3.4 Obstacles Faced During Apprenticeship

While carrying out practical work, work can be carried out, but there are obstacles such as an error entering data into the laptop, causing the data to error and damage to the wifi network in the room when using the master terminal/IGMT application or inputting data.

### 3.5 Solutions to the problems encountered

While carrying out the Job Training at PT. Pelindo 1 Pakning River Branch, for more details, see the following description, there are several solutions to the obstacles faced. To overcome these obstacles, there are several ways, namely to avoid the occurrence of these errors to input / re-enter the data more carefully. For the second solution in dealing with obstacles that occur when the wifi network is damaged in the room when using the master terminal/IGMT application is to wait for the technician to repair the wifi in the room.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTIONS**

#### **4.1 Conclusion**

The activities carried out by the author during the practical work were making invoices for ship services through the web portal and the IGMT application, TPP entry (production and revenue traffic), entry of pilot movements to the pilot incentive list, Making outgoing letters via electronic mail management (MSE), printing receipts and ship service notes through the IGMT application, filing port service notes, making cover letters, making work inspection reports and payment reports, making official notes through MSE, sending letters through the zimbra application, entering RKB plans and RKB Realization as well as KPIs on the Pelindo1 website , create a 2019 handy talky receipt list and sort out the archive of ship service notes for MP.1/5-024 and KPC-04 and according to the guide ship crossing journal.

Practical work is carried out at the office of PT Pelabuhan Indonesia I (Persero) Paining River Branch, which is located at JalanYosSiidarlo No. 2 Sungai Paining, Bengkalis Regency, Riau Province Postal code 28761. The author as a student of practical work is placed in the business and engineering division. The practical work is carried out from March 2, 2022 to June 30, 2022, for 18 weeks.

The system used at PT Pelabuhan Indonesia I (Persero) Pakning River Branch is an online and offline system. The online system is used to generate port service receipts using the Indonesian Gateway Master Terminal (IGMT) application and web portal, create official letters and official notes through Electronic Mail Management (MSE) using Google Chrome, enter Monthly Work Plans (RKB) and Key Performance Indicators (KPI) on the Pelindo1 (PI) website and send an email via zimbra or gmail. While the offline system is used for TPP entry (production and revenue traffic), scout movement entry to the scout

incentive list, making cover letters, making work inspection reports and payment reports and making a list of Handy Talky (HT) terminals in 2022.

The procedure for making receipts starts from the application, namely the submission of a notification of ship arrival (PKK). Pranota was created using the IGMT application and web portal. After that, PT Pelabuhan Indonesia 1 Sungai Pakning Branch will give permission through the IGMT application. Next In is updated the name of the ship through the web portal. Then change the ship status from planned to actual in the IGMT application. After that, the receipt will be printed.

The procedure for generating starts with opening the IGMT application and then entering the password. On the movement maintenance menu, select the name of the ship, for example Arcadia with the ship code ARC0023 then select the resourcedused menu. See if it is correct according to the notification from the radio operator or not. If it is correct then click generate. Then the small column display will be checked. Then the receipt that has been generated from the generate process will be printed. The step to print the receipt is right-click on the previous generated display. After that, select send to report then select send selected report. There are several options that appear then select pranota. Then the preview will be archived. The original certificate will be separated from the second sheet. The original certificate is combined with the original Pandu certificate. While the second sheet certificate is used as an archive. For the order of archives starting from notes, receipts and certificates. After that it is put together and then perforated so that it can be inserted into the Ordner folder.

The Plain procedure for making official notes and official letters is through Electronic Mail Management. Official notes are made to be submitted to the general manager regarding payment approval. The official note is sent by the Business and Engineering Manager. Steps For the entry of the Guide movement to this incentive list is done by the business staff using microsoft excel. Each microsoft excel sheet pad is named Pandu. When this entry is made, enter the date, certificate code, note number, ship name, gross tonnage (GT), and movement on the assigned guide sheet.

## 4.2 Suggestions

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

### 1. Author

Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

### 2. College

Student Author also provide suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability, thinking before taking action, always being patient and obedient and must learn to manage everything assigned job.

### 3. Company

After The Author runs the Apprenticeship activities at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

### 4. State Polytechnic of Bengkalis

The suggestion for the State Polytechnic of Bengkalis campus is to hold This Apprenticeship can be used as an evaluation, and should be provided to students before carrying out the Apprenticeship in accordance with the field or course material in accordance with the Apprenticeship company. And the person concerned will deliver students who will do practical work on the first day of entry, and pick them back up when students have finished doing practical work.

## REFERENCE

Author, Tim. 2021. Practical Work Guidelines (KP) for Bengkalis State Polytechnic Students: Bengkalis State Polytechnic.

PT Pelabuhan Indonesia I (Persero) SeiPakning Branch. 2022. History of Pelindo, (<https://pelindo.co.id/page/sejarah-pelindo>) accessed on June 21, 2022.

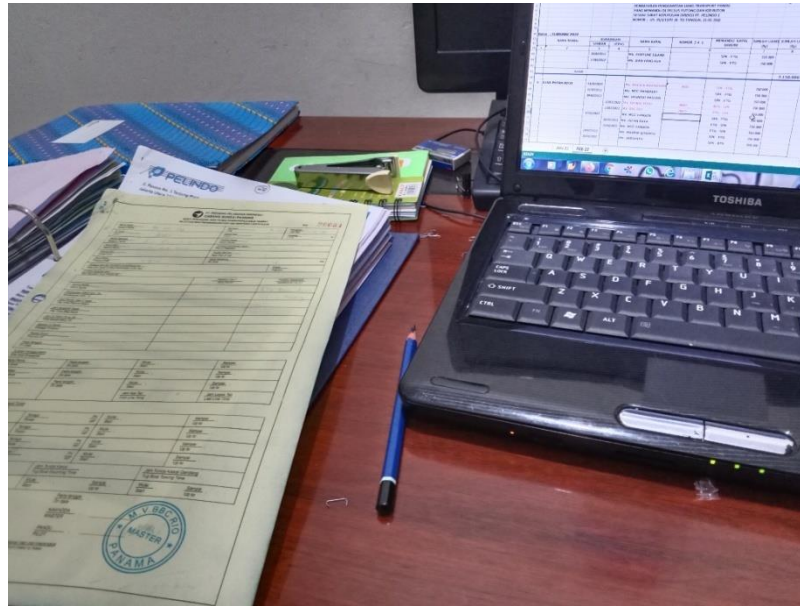
PT Pelabuhan Indonesia I (Persero) SeiPakning Branch. 2022. Company Vision and Mission, (<https://pelindo.co.id/page/visi-misi>) accessed on June 21, 2022.

Rusly, Brisco. 2021. The new logo of the Indonesian Port Company or Pelindo resulting from the merger of the previous 4 Port SOEs, ([www.pelindo.co.id](http://www.pelindo.co.id)) accessed on 7 June 2022.



## APPENDICES

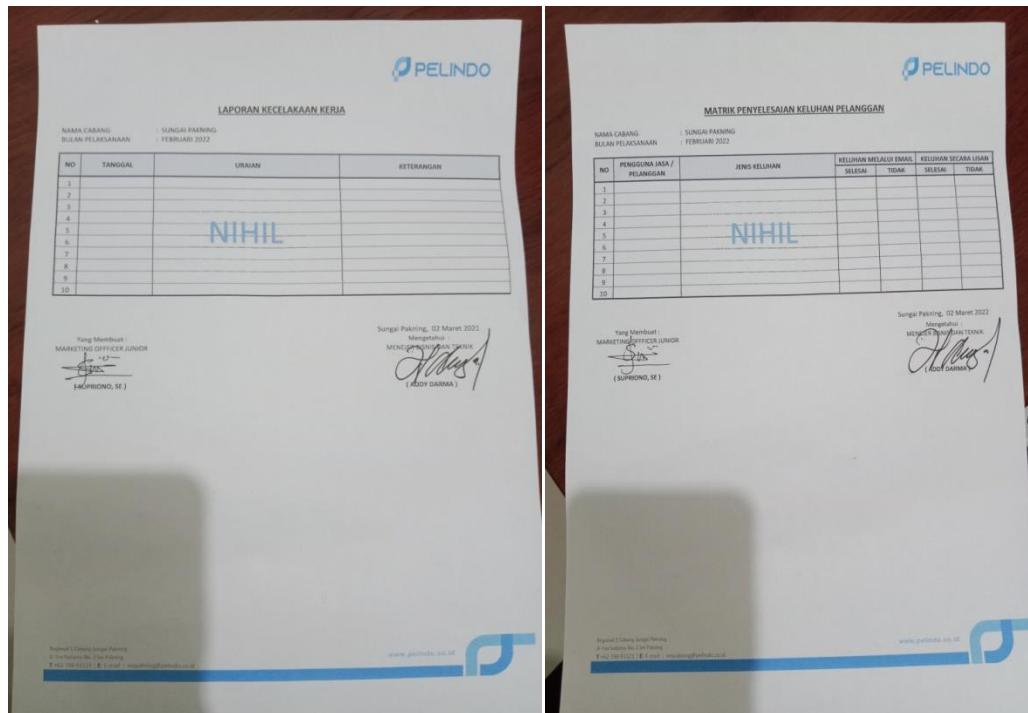
Appendices 1 :Input TPP (Traffic production and income)



Appendices 2 :Filling in the Guide Movement Hours in the Guide Pocket Book



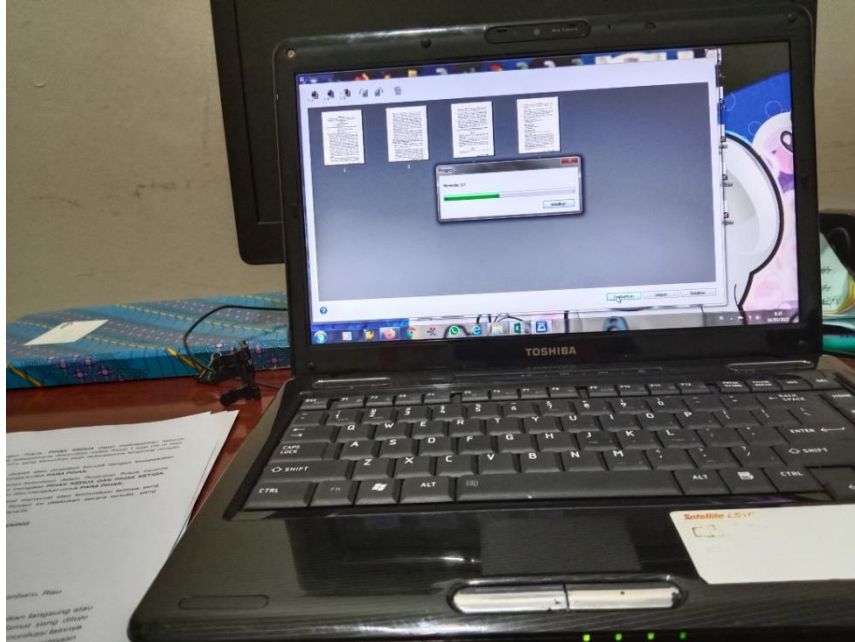
Appendices 3 : Making Work Accident Reports and Customer Complaint Reports.



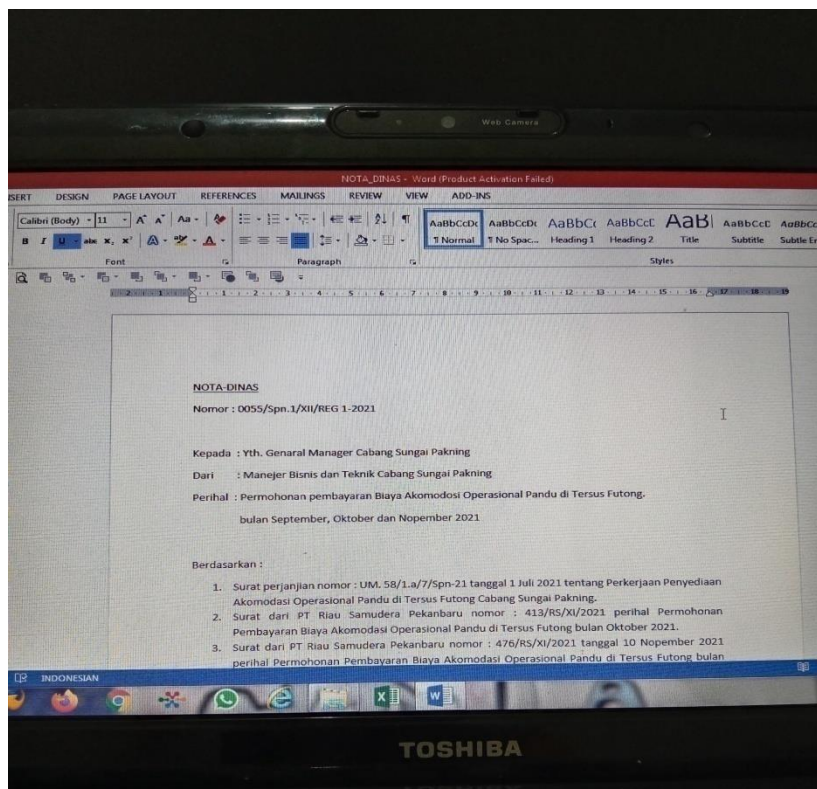
Appendices 4 :Business and Engineering Office Archives



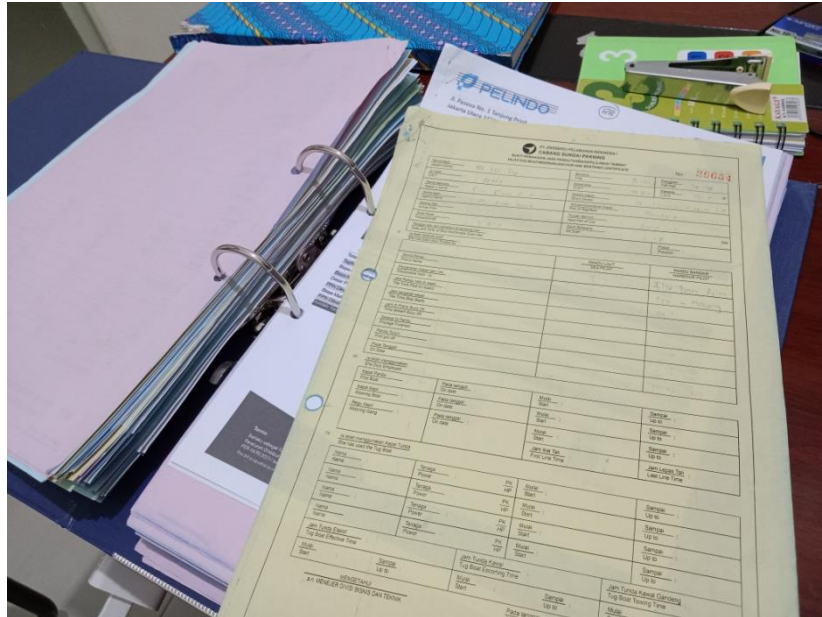
Appendices 5 :Scanning Office Files of PT. Pelabuhan Indonesia I (Persero)  
Sungai PakningSub-Branch



Appendices 6 :Make a Memorandum of Service Requesting Accommodation  
Payments



Appendices 7 : Archiving of Port Services Note



Appendices 8 :List of Internship Values

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK**  
**PT. PELABUHAN INDONESIA (PERSERO) SUNGAI PAKNING**  
 Jalan Yos Sudarso No. 2 Sungai Pakning

Nama : Kartini Nelvisari  
 NIM : 5404181182  
 Asal Perguruan Tinggi : Politeknik Negeri Bengkalis  
 Program Studi : DIV- Administrasi Bisnis Internasional


No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	96
2.	Tanggung- jawab	25%	98
3.	Penyesuaian diri	10%	97
4.	Hasil Kerja	30%	99
5.	Perilaku secara umum	15%	98
Total Jumlah ( 1+2+3+4+5 )		100%	97,6

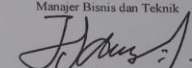
Keterangan :

Nilai : **Kriteria**  
 81 – 100 : Istimewa  
 71 – 80 : Baik sekali  
 66 – 70 : Baik  
 61 – 65 : Cukup Baik  
 56 – 60 : Cukup

Catatan :


Sungai Pakning, 30 Juni 2022  
 Disetujui oleh,

Marketing Officer  
  
 Supriyono, SE  
 NIPP. 102389

Manajer Bisnis dan Teknik  
  
 Addy Darma  
 NIPP. 101921



## Appendices 9 :Letter of Statement of Implementing Practical Work



**SURAT KETERANGAN**  
NO: KP.30/3 /// SPN- 22.TU

General Manager PT. Pelabuhan Indonesia (Persero) Cabang Sungai Pakning dengan ini menerangkan bahwa :

Nama	: Kartini Nelviasari
Tempat Tanggal Lahir	: Lubuk Garam, 20 Januari 2001
NIM	: 5404181182
Asal Perguruan Tinggi	: Politeknik Negeri Bengkalis
Pogram Studi	: D-IV Administrasi Bisnis Internasional


Adalah *benar* Telah selesai Melaksanakan Praktek Magang pada tanggal 02 Maret 2022 s.d 30 Juni 2022 dikantor PT Pelabuhan Indonesia (Persero) Cabang Pelabuhan Sungai Pakning.

Demikian Surat Keterangan ini dibuat dengan sebenarnya untuk dapat dipergunakan sebagaimana mestinya.

Dikeluarkan di : SUNGAI PAKNING  
Pada Tanggal : 01 Juli 2022

CABANG SUNGAI PAKNING  
An. GENERAL MANAGER  
MENEJER KEJANGAN DAN UMUM

  
IRZA KHUDRI

[www.pelindo.co.id](http://www.pelindo.co.id) 

## Appendices 10 :Reply Letter from PT Pelabuhan Indonesia (Persero) Sungai Pakning Sub Branch



Surabaya, 12 Januari 2022

Nomor : LHM/SQ/1.2/Sipr/REGI-22

Lampiran :-

Perihal : Survei Kerja Praktis

Kepada :

Yth. Direktur Politeknik Negeri Bengkulu

di

Bengkulu

Menyebutkan surat dari Politeknik Negeri Bengkulu nomor : DSG/PL/1/11/2022 tanggal 06 Januari 2022 perihal Perencanaan Kerja Praktis.

Sehubungan hal tersebut diatas, pada prinsipnya kami setuju memberikan kesempatan kepada Mahasiswa/i dari Politeknik Negeri Bengkulu untuk melaksanakan Praktis Magang di Kantor PT. Pelabuhan Indonesia (Persero) Cabang Sungai Pakning yang berhitung mulai 1 Maret 2022 s.d 1 Juni 2022 dengan menyertakan surat kesediaan (Minimal Sheet A4) yang ditandatangani pejabat kesediaan yang ditugaskan di PT Pelabuhan Indonesia (Persero) Cabang Sungai Pakning.

Adapun nama Mahasiswa sebagai berikut:

No.	Nama	NIM	Program Studi
1.	Tya Arisari	540401013	DI - Administrasi Bisnis Internasional
2.	Kurnia Nurhasani	540401012	DI - Administrasi Bisnis Internasional

Demikian disampaikan, atas perhatiannya diucapkan terima kasih.

J. A. General Manager Cabang Sungai Pakning  
Manajemen Keuangan dan Umum



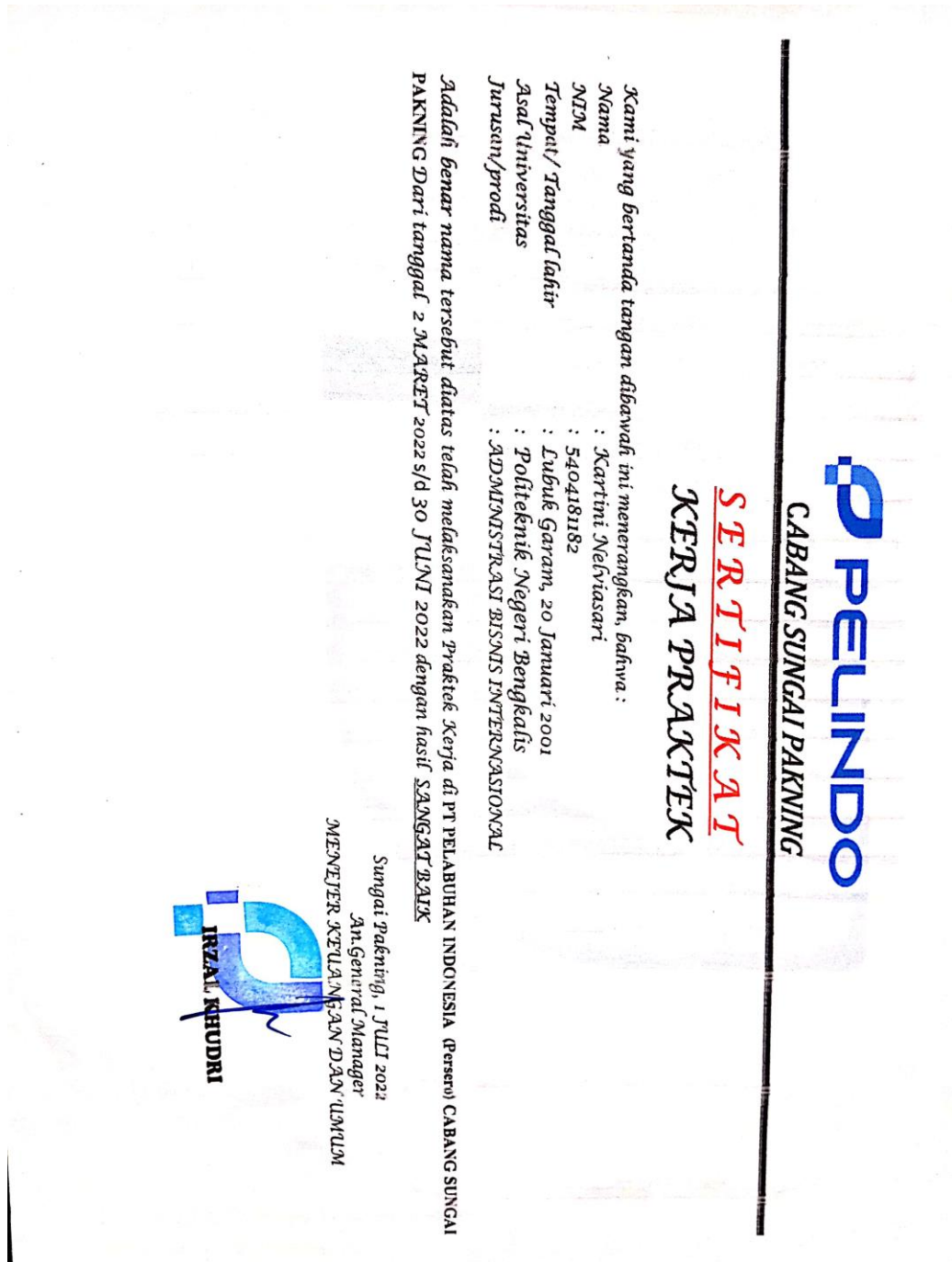
SP224-010/011

Begonia 1 Cabang Sungai Pakning  
Jl. Yos Sudarso No. 2, Sri Pakning  
Telp: 010-9121 | E-mail: [www@pelindo.co.id](mailto:www@pelindo.co.id)

[www.pelindo.co.id](http://www.pelindo.co.id)



Appendices 11 : Certificate From PT Pelabuhan Indonesia (Persero) Sungai Pakning Sub Branch



## Appendices 12 :Practical Work Attendance

### Daftar Hadir Kerja Praktek (KP)

PT. Pelindo 1 Cabang Sungai Pakning

Periode 1 Maret s/d 30 Juni 2022

No	Nama	Minggu Ke-	Hari	Tanggal	Waktu	Paraf
1	Kartini Nelviasari	1	Selasa	01 Maret 2022	08.00 WIB – 17.00 WIB	<i>[Signature]</i>
2	Kartini Nelviasari		Rabu	02 Maret 2022		<i>[Signature]</i>
3	Kartini Nelviasari		Kamis	03 Maret 2022		Libour
4	Kartini Nelviasari		Jum'at	04 Maret 2022		<i>[Signature]</i>
5	Kartini Nelviasari	2	Senin	07 Maret 2022		<i>[Signature]</i>
6	Kartini Nelviasari		Selasa	08 Maret 2022		<i>[Signature]</i>
7	Kartini Nelviasari		Rabu	09 Maret 2022		<i>[Signature]</i>
8	Kartini Nelviasari	3	Kamis	10 Maret 2022		<i>[Signature]</i>
9	Kartini Nelviasari		Jum'at	11 Maret 2022		<i>[Signature]</i>
10	Kartini Nelviasari		Senin	14 Maret 2022		<i>[Signature]</i>
11	Kartini Nelviasari	4	Selasa	15 Maret 2022		<i>[Signature]</i>
12	Kartini Nelviasari		Rabu	16 Maret 2022		<i>[Signature]</i>
13	Kartini Nelviasari		Kamis	17 Maret 2022		<i>[Signature]</i>
14	Kartini Nelviasari	5	Jum'at	18 Maret 2022		<i>[Signature]</i>
15	Kartini Nelviasari		Senin	21 Maret 2022		<i>[Signature]</i>
16	Kartini Nelviasari		Selasa	22 Maret 2022		<i>[Signature]</i>
17	Kartini Nelviasari	6	Rabu	23 Maret 2022		<i>[Signature]</i>
18	Kartini Nelviasari		Kamis	24 Maret 2022		<i>[Signature]</i>
19	Kartini Nelviasari		Jum'at	25 Maret 2022		<i>[Signature]</i>
20	Kartini Nelviasari	7	Senin	28 Maret 2022		<i>[Signature]</i>
21	Kartini Nelviasari		Selasa	29 Maret 2022		<i>[Signature]</i>

22	Kartini Nelviasari	8	Rabu	30 Maret 2022	<i>[Signature]</i>
23	Kartini Nelviasari		Kamis	31 Maret 2022	<i>[Signature]</i>
24	Kartini Nelviasari		Jum'at	01 April 2022	<i>[Signature]</i>
25	Kartini Nelviasari	9	Senin	04 April 2022	<i>[Signature]</i>
26	Kartini Nelviasari		Selasa	05 April 2022	<i>[Signature]</i>
27	Kartini Nelviasari		Rabu	06 April 2022	<i>[Signature]</i>
28	Kartini Nelviasari	10	Kamis	07 April 2022	<i>[Signature]</i>
29	Kartini Nelviasari		Jum'at	08 April 2022	<i>[Signature]</i>
30	Kartini Nelviasari		Senin	11 April 2022	<i>[Signature]</i>
31	Kartini Nelviasari	11	Selasa	12 April 2022	<i>[Signature]</i>
32	Kartini Nelviasari		Rabu	13 April 2022	<i>[Signature]</i>
33	Kartini Nelviasari		Kamis	14 April 2022	<i>[Signature]</i>
34	Kartini Nelviasari	12	Jum'at	15 April 2022	Libour
35	Kartini Nelviasari		Senin	18 April 2022	Libour
36	Kartini Nelviasari		Selasa	19 April 2022	<i>[Signature]</i>
37	Kartini Nelviasari	13	Rabu	20 April 2022	<i>[Signature]</i>
38	Kartini Nelviasari		Kamis	21 April 2022	<i>[Signature]</i>
39	Kartini Nelviasari		Jum'at	22 April 2022	<i>[Signature]</i>
40	Kartini Nelviasari	14	Senin	25 April 2022	<i>[Signature]</i>
41	Kartini Nelviasari		Selasa	26 April 2022	<i>[Signature]</i>
42	Kartini Nelviasari		Rabu	27 April 2022	<i>[Signature]</i>
43	Kartini Nelviasari	15	Kamis	28 April 2022	<i>[Signature]</i>
44	Kartini Nelviasari		Jum'at	29 April 2022	<i>[Signature]</i>
45	Kartini Nelviasari		Senin	02 Mei 2022	<i>[Signature]</i>
46	Kartini Nelviasari	Selasa	03 Mei 2022	<i>[Signature]</i>	

47	Kartini Nelviasari		Rabu	04 Mei 2022	Cuti Bersama
48	Kartini Nelviasari		Kamis	05 Mei 2022	Cuti Bersama
49	Kartini Nelviasari		Jum'at	06 Mei 2022	Cuti Bersama
50	Kartini Nelviasari		Senin	09 Mei 2022	Jail
51	Kartini Nelviasari		Selasa	10 Mei 2022	Jail
52	Kartini Nelviasari	11	Rabu	11 Mei 2022	Jail
53	Kartini Nelviasari		Kamis	12 Mei 2022	Jail
54	Kartini Nelviasari		Jum'at	13 Mei 2022	Jail
55	Kartini Nelviasari		Senin	16 Mei 2022	Libur
56	Kartini Nelviasari		Selasa	17 Mei 2022	Jail
57	Kartini Nelviasari	12	Rabu	18 Mei 2022	Jail
58	Kartini Nelviasari		Kamis	19 Mei 2022	Jail
59	Kartini Nelviasari		Jum'at	20 Mei 2022	Jail
60	Kartini Nelviasari		Senin	23 Mei 2022	Jail
61	Kartini Nelviasari		Selasa	24 Mei 2022	Jail
62	Kartini Nelviasari	13	Rabu	25 Mei 2022	Jail
63	Kartini Nelviasari		Kamis	26 Mei 2022	Libur
64	Kartini Nelviasari		Jum'at	27 Mei 2022	Jail
65	Kartini Nelviasari		Senin	30 Mei 2022	Jail
66	Kartini Nelviasari		Selasa	31 Mei 2022	Jail
67	Kartini Nelviasari	14	Rabu	01 Juni 2022	Libur
68	Kartini Nelviasari		Kamis	02 Juni 2022	Jail
69	Kartini Nelviasari		Jum'at	03 Juni 2022	Jail
70	Kartini Nelviasari		Senin	06 Juni 2022	Jail
71	Kartini Nelviasari	15	Selasa	07 Juni 2022	Jail

72	Kartini Nelviasari		Rabu	08 Juni 2022	Jail
73	Kartini Nelviasari		Kamis	09 Juni 2022	Jail
74	Kartini Nelviasari		Jum'at	10 Juni 2022	Sakit
75	Kartini Nelviasari		Senin	13 Juni 2022	Jail
76	Kartini Nelviasari		Selasa	14 Juni 2022	Jail
77	Kartini Nelviasari	16	Rabu	15 Juni 2022	Jail
78	Kartini Nelviasari		Kamis	16 Juni 2022	Jail
79	Kartini Nelviasari		Jum'at	17 Juni 2022	Jail
80	Kartini Nelviasari		Senin	20 Juni 2022	Jail
81	Kartini Nelviasari		Selasa	21 Juni 2022	Jail
82	Kartini Nelviasari	17	Rabu	22 Juni 2022	Jail
83	Kartini Nelviasari		Kamis	23 Juni 2022	Jail
84	Kartini Nelviasari		Jum'at	24 Juni 2022	Jail
85	Kartini Nelviasari		Senin	27 Juni 2022	Jail
86	Kartini Nelviasari	18	Selasa	28 Juni 2022	Jail
87	Kartini Nelviasari		Rabu	29 Juni 2022	Jail
88	Kartini Nelviasari		Kamis	30 Juni 2022	Jail

Sungai Pakning, 30 Juni 2022


Pembimbing KP

  
**Sudriyono, SE**  
 NIP. 102389

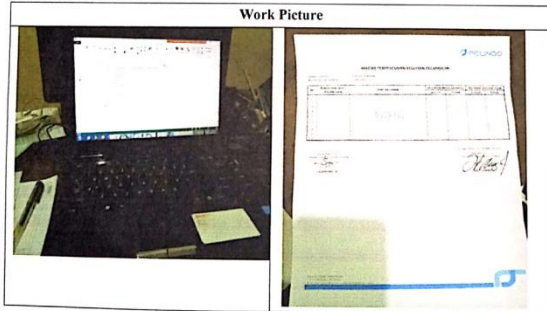
### Appendices 13 :Daily activity of the Job

#### Daily Activities Of The Job

Month : March  
 Week : 1  
 Day : Monday- friday  
 Date : March 01- 04 March 2022


No	Description of Activities	Task Assignnor	Signature
1	Introduction yourself	SUPRIONO, SE	
2	Enter the Scout Diploma Data by Using the Microsoft Excel Application, then Print it		
4	- Inputting Work Accident Reports		
5	- Inputting Customer Complaint Resolution Matrix		
6	- Take the Pelindo Stamp/Stamp in the Public Room.		
7	- Learn to Copy Files on a Printer. - Learn to Scan Files on Printers.		
8	Holiday		

#### Work Picture

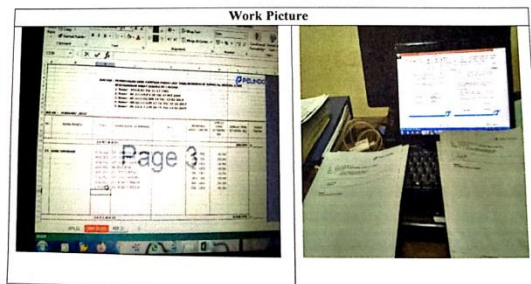


#### Daily Activities Of The Job

Month : March  
 Week : 2  
 Day : Monday- friday  
 Date : March 07- 11 March 2022


No	Description of Activities	Task Assignnor	Signature
1	Permission	SUPRIONO, SE	
2	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
3	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		
4	Scan PO Futong Accommodation		
5	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
6	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		
7	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
8	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		

#### Work Picture

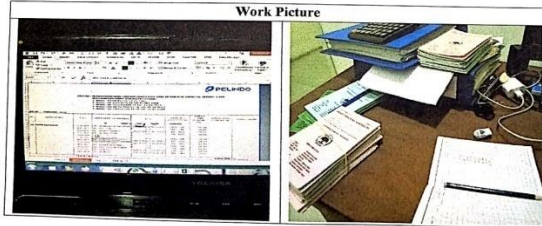


**Daily Activities Of The Job**

Month : March  
 Week : 3  
 Day : Monday- friday  
 Date : March 14 - 18 March 2022


No	Description of Activities	Task Assignnor	Signature
1	Scan Job Checker Minutes	SUPRIONO, SE	
2	Scanning the Handover Minutes(Provision of Scout Operation Accommodation at Tersus Futong)		
3	Fill out the Savings Book (Cooperative Association)		
4	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
5	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		
6	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
7.	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		
8	Inputting the data for the payment of the Lumpsum Pandu Laut that led to Dumai.		
9	Inputting Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton.		

**Work Picture**

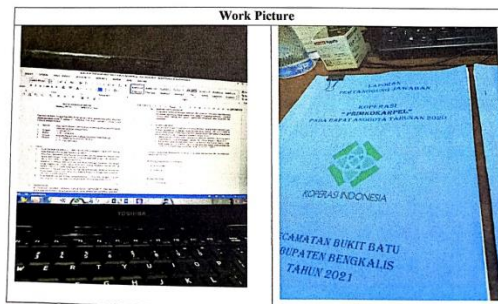


**Daily Activities Of The Job**

Month : March  
 Week : 4  
 Day : Monday- friday  
 Date : March 21 - 25 March 2022


No	Description of Activities	Task Assignnor	Signature
1	Make an official memo regarding approval of PT Pelindo's floating fender operational costs.	SUPRIONO, SE	
2	Scan News Events		
3	Scan the Novation Agreement on the Agreement between PT Pelabuhan Indonesia (Persero) and PT Riau Samudera.		
4	Inputting data on payment of Lumpsum Pandu Laut that guides to Dumai (for the month of February)		
5	Inputting Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for February)		
6	Binding the Accountability Report (PRIMKOKARPEL)		

**Work Picture**

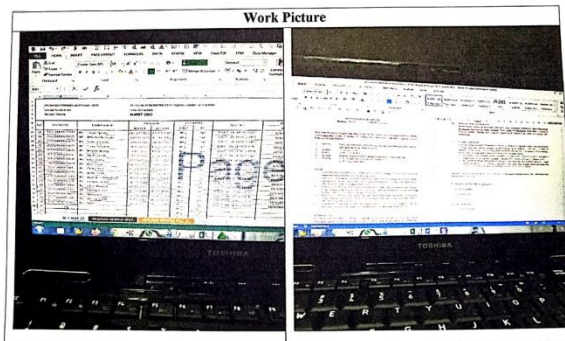


**Daily Activities Of The Job**

Month : March to April  
 Week : 5  
 Day : Monday- friday  
 Date : March 28 - 1 April 2022

No	Description of Activities	Task Assignnor	Signature
1	Scanning Minutes of Meeting Discussion Addendum to the Cbg Operational Vehicle Rental Agreement. Sei Pakning	SUPRIONO, SE	
2	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning.		
3	Scanning Recapitulation of Revenue Sharing Revenue Sharing Calculation of Cbg Sei Pakning Regional Guidelines for the Period of February 2022		
4	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch.		
5	-Creating a Memory of the Operational Performance Explanation of the		


**Work Picture**



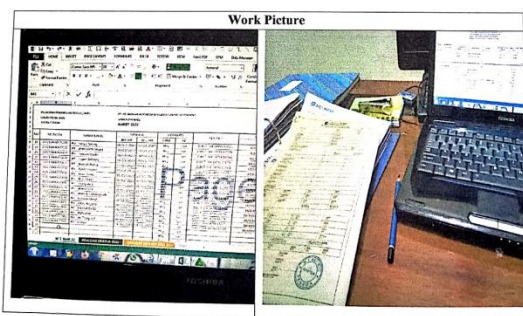


**Daily Activities Of The Job**

Month : April  
 Week : 6  
 Day : Monday- friday  
 Date : April 4 - 8 April 2022


No	Description of Activities	Task Asiggnor	Signature
1	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch.	SUPRIONO, SE	
2	Arrange the Guidance Ship Movements to be inputted in Excel		
3	Sending Letters to KSOP		
4	Entering the Payment Data for the Lumpsum Pandu Laut that guides to Dumai (for the month of February)		
5	Inputting Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for February)		

**Work Picture**

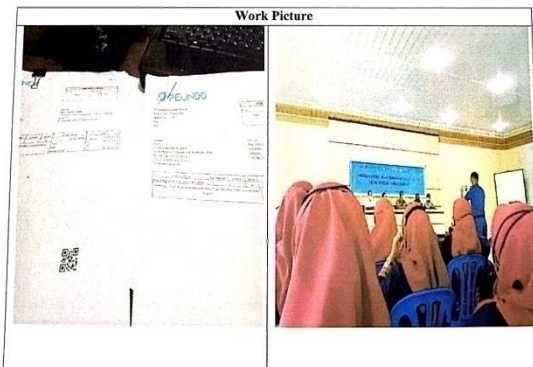


**Daily Activities of The Job**

Month : April  
 Week : 7  
 Day : Monday- friday  
 Date : April 11 - 15 April 2022


No	Description Of Activities	Task Asiggnor	Signature
1	Archiving Service Work Files (Office Memorandum)	SUPRIONO, SE	
2	Filing Floating Fender Files Owned by PT Pelindo		
3	Scanning PT Pelindo's Floating Fender Files.		
4	Submitting Approval Files for Payment of Pandu Transport Fees for March 2022		
5	PT Pelindo Conducts Social Care Program for Ramadan 1443 H / 2022 M. Maritime Personnel in the Hall of the Sei Pakning Sub-District Office		

**Work Picture**

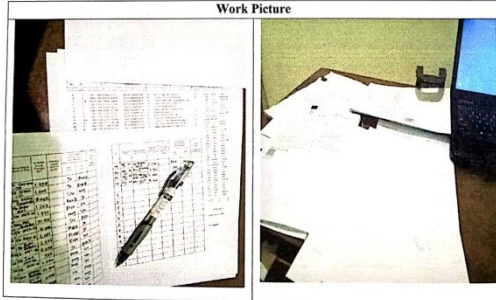


**Daily Activities of The Job**

Month : April  
 Week : 8  
 Day : Monday- friday  
 Date : April 18 - 22 April 2022


No	Description Of Activities	Task Assignnor	Signature
1	Make a Memorandum of Service regarding Approval of Ship Delay Sharing Payments	SUPRIONO, SE	
2	Scan the addendum to the amendment to the rental agreement for the scout shuttle rental.		
3	Delivering the Memorandum of the Office of the Financial Spatial		
4	Delivering the Pandu Incentive Payment File for March 2022 to the Financial Room		
5	Delivering April 2022 KSOP Supervision Files to the Finance Room		
6	Filling the Scout Clock in the Guide Pocket		

**Work Picture**



**Daily Activities Of The Job**

Month : April  
 Week : 9  
 Day : Monday - friday  
 Date : April 25 - 29 April 2022


No	Description of Activities	Task Assignnor	Signature
1	Scanning PT Pelindo's Floating Fenders.	SUPRIONO, SE	
2	Scanning the Floating Fender of CV Wimalindo		
3	The Takjil Distribution Program to the Sei Pakning Community by PT Pelindo for 5 days.		
4	Continue Filling in the Scout Movement Clock in the Guide Pocket Book		
5	Take the General Manager's Stamp in the Public Room, Then the File is Scanned.		
6	Delivering Letters to TIKI.		
7	Eid Al-Fitr Holiday.		

**Working Pic**

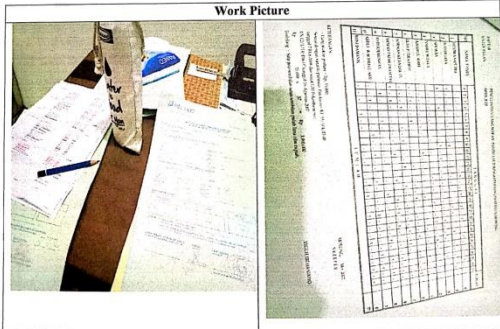


**Daily Activities Of The Job**

Month : May  
 Week : 11  
 Day : Monday- friday  
 Date : May 9 – 13 May 2022


No	Description of Activities	Task Assignnor	Signature
1	Scanning PT Peindo's floating fenders.	SUPRIONO, SE	
2	Take the General Manager's Stamp in the Public Room, Then The File is Scanned.		
3	Delivering the Memorandum of the Office of the Financial Spatial		
4	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of April).		
5	Entering Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton.(for April)		

**Work Picture**

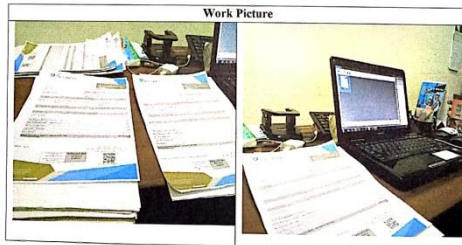


**Daily Activities Of The Job**

Month : May  
 Week : 12  
 Day : Monday- friday  
 Date : May 16 – 20 May 2022


No	Description of Activities	Task Assignnor	Signature
1	16th Holiday (Wesak Day)	SUPRIONO, SE	
2	Entering Data for Payment of Lumpsum Pandu Laut that guides to Dumai (for April)		
3	Entering Payment for Reimbursement for Transport for Pandu who guides to Pelsus Futong and KIB Buton. (for the month of April)		
4	Input Reimbursement for Pandu Laut Sangai Pakning Meal Reimbursement at Morong Station		
5	Scanning Ship Notes		
6	Delivering Letters to TIKI		

**Work Picture**

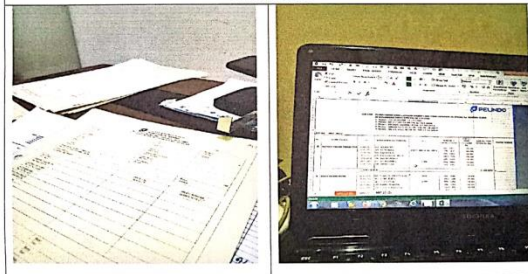


**Daily Activities Of The Job**

Month : June  
 Week : 15  
 Day : Monday- friday  
 Date : June 6 – 10 June 2022


No	Description of Activities	Task Assignor	Signature
1	Delivering Letters to the Port Authority and Port Authority Offices	SUPRIONO, SE	
2	Archiving Office Documents		
3	Scanning Minutes of Payments for Service Operation Cooperation		
4	Counting Scout Moves		
5	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of May 2022)		
6	Entering Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton. (for May 2022)		

**Work Picture**

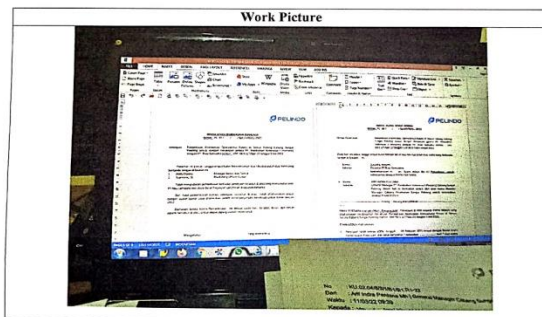


**Daily Activities Of The Job**

Month : May - June  
 Week : 14  
 Day : Monday- friday  
 Date : May 30 – 3 June2022


No	Description of Activities	Task Assignor	Signature
1	Scanning PT Pelindo's Floating Fenders.	SUPRIONO, SE	
2	Scanning the Floating Fender of CV Wimalindo.		
3	Scan the official memo regarding approval of payment for Pandu's meal reimbursement for April 2022.		
4	Archiving Service Notes to the Port.		
5	Scanning Minutes of job inspection.		

**Work Picture**

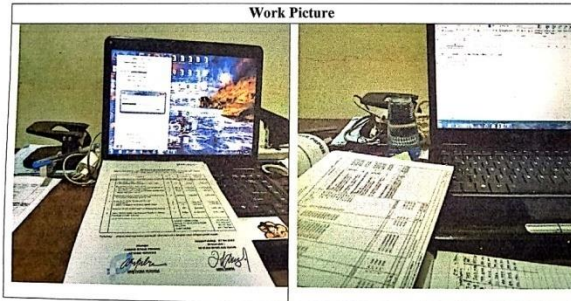


**Daily Activities Of The Job**

Month : June  
 Week : 16  
 Day : Monday- friday  
 Date : June 13 – 17 June 2022


No	Description of Activities	Task Assignor	Signature
1	Archiving service receipts to the port	SUPRIONO, SE	
2	Scanning RAB for operational accommodation assistance costs for Futong Tarsus Scouts 2022-2023		
3	Entering the Data for the Payment of Lumpsum Pandu Laut that guides to Dumai (for the month of May 2022)		
4	Entering Payment for Reimbursement for Transport Pandu who guides to Pelsus Futong and KIB Buton. (for May 2022)		
5	Calculating TB Delay Hours. Mega Lestari Between PT Pelindo and PT PCP.		

**Work Picture**

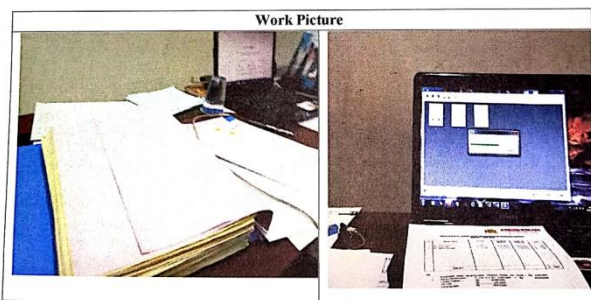


**Daily Activities Of The Job**

Month : June  
 Week : 17  
 Day : Monday- friday  
 Date : June 20 – 24 June 2022


No	Description Of Activities	Task Assignnor	Signature
1	Take the General Manager's Stamp in the Public Room, Then the File is Scanned.	SUPRIONO, SE	
2	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch (for May 2022)		
3	Scanning PT Pelindo's Floating Fender Minutes Files		
4	Scanning the Floating Fender Minutes File belonging to CV Wimalindo		

**Work Picture**



**Daily Activities Of The Job**

Month : June  
 Week : 18  
 Day : Monday - Thursday  
 Date : June 27 – 30 June 2022

No	Description Of Activities	Task Assignnor	Signature
1	Take the General Manager's Seal in the Common Room.	SUPRIONO, SE	
2	scan the Coklit Payment Application to PT RAPP.		
3	Deliver Files to TIKI.		
4	Archiving Office Documents/Files.		
5.	Inputting the Implementation of Guidance (Tersus/Bup) PT. Pelabuhan Indonesia (Persero) Sei Pakning Branch (for May 2022)		
6	Fill out the Cancellation Request Form		

**Work Picture**

