

APPRENTICESHIP REPORT
PT INDAH KIAT PULP & PAPER Tbk – PERAWANG MILL
ACCEPTING INCOMING PROPOSALS AND EVENT ORGANIZER

SUHENDRA
5404181161



INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS BENGKALIS
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VALIDITY SHEET

APPRENTICESHIP REPORT PT INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL

Written as one of the conditions for completing Job Training

Suhendra
5404181161

Perawang, June 30th, 2022

Head of Public Relation
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

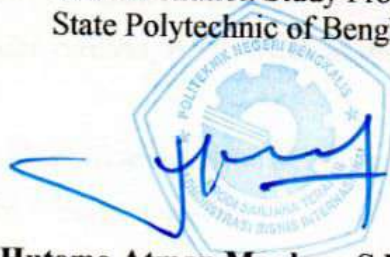


Armadi, SE., ME
SAP.615641

Advisor


M. Alkadri Perdana, B.Sc., M.Sc
NIP.198409262019031010

Approved by,
Head of International Business
Administration Study Program
State Polytechnic of Bengkalis



Hutomo Atman Maulana, S.Pd., M.Si
NIP.198908312018031001

PREFACE

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that she can complete practical work activities and have completed practical work reports that the authors do at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill on time, namely from March 01st 2022 until June 30th 2022.

The authors also express their gratitude to all employees of PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill.

In compiling this Job training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

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2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
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7. Mr. M. Alkadri Perdana, B.IT., M.Sc as the advisor of this Apprenticeship Report
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The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Bengkalis, 10 July 2022

Suhendra
NIM. 5404181161

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknik, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 2 Information System Security, and D4 English. For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has

9 (eight) majors with 20 (twenty) study programs. The D-IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work. The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months.

Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad. 3 Based on the above, the author as a student of the e International Business Administration Study Program is required to carry out practical work activities for a minimum of 4 months.

The author chose PT. Indah Kiat Pulp and Paper as an internship place because the author has been interested in this company since visiting in 2018 and has a relationship with a team from Public Relations. So that the author can do

practical work at PT. Indah Kiat Pulp and Pape, because during the current pandemic it is difficult to find a place to do practical work. During the implementation of practical work the author is placed in the Public Relations section. The author is also very interested in the world of Public Relations and has a dream to work in the Public Relations section of a company after completing his education. The implementation of this practical work really helps the author to learn more about Public Relations.

The implementation of the KP is starting from March 02, 2022 to June 30, 2021. The implementation of the KP is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions during practical work.
2. To explain practical workplace systems and procedures.
3. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Indah Kiat Pulp & Paper Tbk is a company engaged in the sector pulp integrated and paper with Foreign Investment (PMA) status. PT Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei), at that time he led Berkat Group. In 1975, Berkat Group, which has many subsidiaries, invited Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan. Then they conducted the first survey for a feasibility study with the location of the establishment of a paper factory in Serpong, Tangerang, West Java and a factory pulp in Central Java, Jambi, Riau and seven other areas.

In 1976, land acquisition permits were arranged, and investment permits were granted with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976 the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill was now officially established with Notary Ridwan Soesilo, SH. The application for the establishment of this factory is carried out with PMA status where the aim is to make it easier to bring in foreign workers, because local workers have not mastered paper making, in addition to providing incentives so that foreign investors want to enter Indonesia.

Factory design and feasibility studies were continued in 1977 to determine process technology and production capacity. After that, construction of a cultural paper factory (was carried out Wood Free Printing & Writing Paper the first phase of the) by installing 2 lines of paper machines, each with a capacity of 50 tons/day. This factory is located on Jalan Raya Serpong, Tangerang, West Java, which is near the Cisadane river. A year later, experimental production was carried out at a paper mill in Tangerang with satisfactory results. On June 1st, 1979, commercial production was carried out as well as the inauguration day of the birth of PT Indah Kiat Pulp & Paper Tbk Corporation Tangerang. The date was chosen because it coincided with the birth Mr. Soetopo, in addition to making the logo and motto, namely "To build the country, to educate the nation, and to preserve the

environment". Then the following year the second survey was conducted in Jambi and Riau ten times and to produce a phase II Tangerang paper mill by installing a paper machine with line 3rd capacity of 50 tons/day. After considering the location feasibility study data in 1975, the study was continued in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Sri Indrapura Regency, Riau Province. On September 5th, 1981, land acquisition and permits were carried out.

In 1982 forest clearing and leveling. The forest concession rights owned by PT Indah Kiat Pulp & Paper Tbk Corporation include the collection and logging, maintenance and sale of the following products:

1. HPH supplies (Logging) are the rights of forest entrepreneurs and the purpose of using timber (Logs) for sale with sustainable principles and principles.
2. Industrial Forest HPH (HTI) is a right granted for the management of unproductive forests into better forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area which will be converted into another within a maximum period of one year.

Meanwhile, the operation of the paper machine line 3 at the Tangerang paper mill was carried out in addition to the preparation of the mill location pulp in Perawang and Pinang Sebatang villages, Tualang District, Siak Sri Indrapura Regency, Riau Province. A year later the physical construction of plant Pulp Phase I of the began in Riau Province. Simultaneously, loading and unloading facilities were also built in the form of a special port that can be docked by ocean ships with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometers from the factory location Pulp on the banks of the Siak river.

The trial plant was Pulp carried out with the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto on May 24th, 1984. At that time the capacity the mill pulp bleached sulphate (Bleached Kraft Pulp) is 75,000 tons/year, so that the needs pulp of paper mills in Tangerang do not need to be imported anymore but are met by troops Pulp from Riau Province. This factory is the first sulfate factory in Kentang made from wood in Indonesia. This year, the

construction of Industrial Plantation Forests (HTI) was started based on a collaboration between PT Indah Kiat Pulp & Paper Corporation and PT Arara Abadi.

In 1985 the production of pulp reached 250 tons/day, then the second phase of industrial forest plantation development planning was continued. This year, PT Indah Kiat Pulp & Paper Corporation had suffered losses due to the effects of the world recession, production quality was still unstable, in addition to the replacement of the leader from Mr. Soetopo Jananto to his first son.

The year 1987 was a transition period from Mr. Boediono Jananto to Teguh Ganda Wijaya, the son of Mr. Eka Wijaya. In this year, production of Pulp 300 tons/day was achieved after modification of production facilities. Phase I of the paper mill construction in Perawang began in 1988 by installing the first line of cultural paper machines (Wood Free Printing & Writing Paper) with a capacity of 150 tons/day. The existence of this factory makes the Perawang factory a pulp and paper mill. In 1989 the construction of a phase II paper mill in Perawang was carried out with the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe, Aceh under the name KKA. Then in 1990, the construction of the Phase II factory in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons/day which is one of the largest cultural paper machines in Asia.

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is at Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang is better known as Perawang with a population of about 102,306 people is an industrial city on the edge of the Siak River.



Figure 2.1 PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

Perawang city is located between 0o32"- 0o51" north latitude and 101o28" – 101o52" east longitude. The altitude from the sea level is between 0.5-5 meters with air temperatures around 22oC to 33oC. The Perawang area as well as the Siak area generally consists of lowlands and soil structures that tend to be red-yellow podzolic from sedimentary rocks and alluvials as well as organosol soils containing gley humus in the form of swamps or subsoil (peat). The shape of the area is approximately 75% flat to choppy and 25% wavy to hilly. Other areas bordering the city of Perawang are in the north in the District of Mandau, Kabupaten Minas, the southern part in the District of Kerinci Kanan, Pekanbaru City, the western part in the District of Minas, and the eastern part in the District of Sei Mandau.

The trial production plant phase II sold shares to the public and cooperatives with 54.39% of shares in PT Putri Nusa Eka Persada, 19.99% of Chung Hwa Pulp Corporation , and 8.69% of Yueng Fong Yu Manufacturing.

The process of preparing for the implementation of the Father's Child program is carried out, which is a program for linking large industries with small industries by the Ministry of Industry and the Regional Government of Riau Province. Inauguration Adopted conducted concerning Industry leather, leather footwear industry, batik, garment apparel, metal casting, traditional weaving Siak, metallic paint and others. A year later, plant was developed Pulp phase III of the, starting with a capacity of 1,300 tons/day, where trial production was carried out at the end of the year. In addition, PT Indah Kiat Pulp & Paper Corporation also helped

the government by accepting 20 apprentices from East Timor based on the Ministry of Manpower Program.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mills Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one is with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to :

1. Raised two adopted children in Perawang, namely convection and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

In 1996 was a year of appreciation for PT Indah Kiat Pulp & Paper. In addition to receiving the Upakarti award from the President, PT Indah Kiat Pulp & Paper was also awarded a blue rating, the environment and the Minister of Environmental Welfare regarding a healthy environment. In the same year, the trial production of the mill Pulp IV and preparations for the construction of the III paper mill were carried out.

In 1997 PT Indah Kiat Pulp & Paper received another Zero Accident (zero work accident) award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, PT Indah Kiat Pulp & Paper received a worker from East Timor.

In 1998 the construction of paper mill III with a capacity of 1,300 tons/day was achieved and the construction of the building was started Training Center at a cost of two billion (RP 2 billion). PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the HPH Group:

1. PT Arara Abadi concession area of \pm 265,000 Ha.
2. PT Wira Karya Sakti concession area of \pm 220,000 Ha.

3. Mapala Rabda concession area of $\pm 155,000$ Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of $\pm 166,000$ Ha. e.
PT. Murini Timber concession area of $\pm 116,000$ Ha.

Broadly speaking, initially PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill :

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk is to become the producer pulp number one and paper in the world with international standards in the 21st century, which is dedicated to providing the best for customers, shareholders, employees and society.

2. Mission

The missions of PT Indah Kiat Pulp & Paper Tbk are as follows:

- a. Increase world market share.
- b. Using the latest technology in the development of new products as well
- c. as the implementation of factory efficiency.
- d. Improving human resources through training .
- e. Realizing a sustainable business commitment in all operational
- f. activities.

2.3 Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (lineboard and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of

each company and also on the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the company's main objectives that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.1. below as follows:

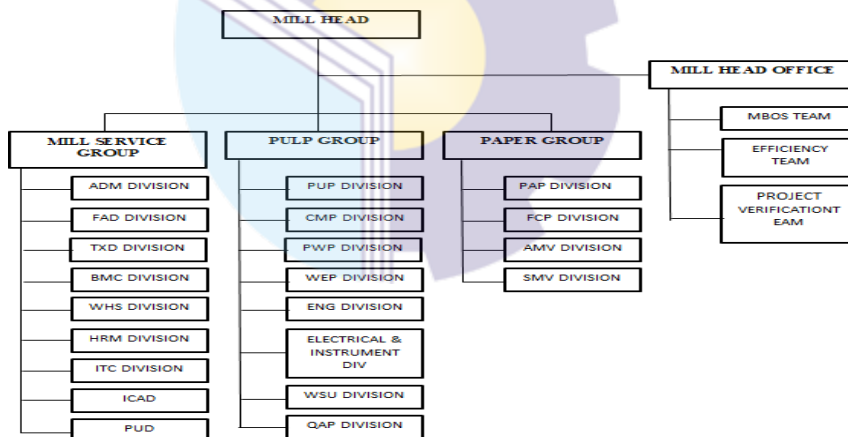


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

Public Relations requires ongoing planning to benefit the company's growth. This is based on the belief that the life of the company will depend on public opinion. Therefore, activities Public Relations must be carried out to form a positive response from the public opinion. The Public Relations relationship that occurs at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a two-way relationship. On the one hand, its function is to interpret the company for society.

While on the other hand, activities are Public Relations able to produce information about what is expected by the community towards the company.

The ongoing activities of the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill cannot be separated from the influence of the community environment, given that the community is the target market for industry and the environment used by the company to blend in with the community's residence. Therefore, there is an awareness of the importance of paying attention to and involving the community's role in decisions and activities in the industrial and business environment.

To carry out PR activities properly, a process is needed. Bearing in mind, PR activities are not only concerned with the final result, but also the method taken to obtain the final result. The work process of the Division Public Relations can be seen in Figure 2.2 below as follows:

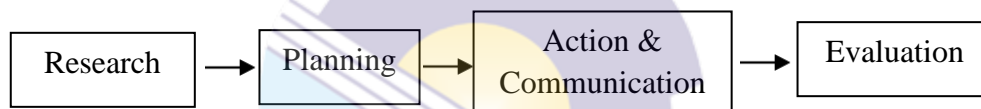


Figure 2.3 The working process of Public Relation Division
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

1. Research (research)

Public Relations of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill must recognize the symptoms and causes of the problems that occur in society terkat company. Therefore, Public Relations needs to be involved in fact-gathering research. Public Relations needs to monitor and read about the understanding, opinions, attitudes, and behavior of the people who are interested in and affected by the company's actions. “What's happening now?” are the words that describe this stage. Public Relations must be observant in looking at data and facts that are closely related to the work to be done. All information must be obtained as completely as possible. In the stage of defining research, Public Relations must process existing factual data, make comparisons, make judgments, and produce judgments, so that conclusions and accuracy can be obtained from the factual data that has been obtained. The process is Public Relations not as simple as collecting data and facts, but

also must prioritize processing, research, classifying, and compiling data in such a way as to facilitate problem solving later. Research in this data search can be done by surveys and polls, interviews, focus group discussions, in-depth interviews, and walking around research.

2. Planning (planning)

After the stage of research and data search, Public Relations proceed to the planning stage. In this stage, Public Relations performs the preparation of the problem and makes thoughts to solve the problem and determine the people who will work on the problem later. This planning should not be ignored, but must be considered carefully because it will determine the success of the work Public Relations as a whole. Planning is prepared on the data and facts that have been obtained, not based on the wishes of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is made to create a work program based on company policies that are also adapted to the interests of the community. The keywords of this stage are, "What should we do and why?".

3. Action and Communication (action and communication)

Communication is often done based on personal assumptions by a practitioner of Public Relations (Staff). As a result, these actions sometimes bring bad results and are not recommended because they will risk the company's image. This stage is skipped to get the answer to the question, "How do we do it and say it". Specific goals and objectivity must be linked to achieve the actions and communications that will be carried out by practitioners Public Relations. Public Relations must be able to communicate the implementation of the program so that it can influence people's attitudes which then encourage them to support the implementation of the program. In addition, Public Relations must also take action and carry out activities as well as possible. This action activity is a communication activity, just like group communication, mass communication, and organizational communication.

4. Evaluation (evaluation)

The way to find out whether the process has been completed or not is to conduct an evaluation of the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process. At this stage, Public Relations is required to be thorough and thorough for the accuracy of the data and facts that already exist. However, keep in mind that amidst the name Public Relations is crisis". Therefore, after completing one problem, it is possible to get new problems again. Thus, this stage is also a reference for future planning. In short, "How did we do?" be used as a reference at this stage.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially the Division, Public Relations including the following:

1. Paper Aid Handover Form

The Paper Aid Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The Paper Assistance Handover form can be seen in Figure 2.3 below as follows:

Indah kiat®		PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS	
1	Periode		
2	Jumlah Bantuan	2	Box
3	Jenis Kertas	Folio	
4	Instansi Penerima	GOT RAPEKOGA KELAS SIMP. AS. HEENOH 2014	
5	Penerima	HEENOH 2014 (IPM)	
6	Tanggal Terima	9 MEI 2022	
Keterangan:			
Diserahkan Oleh :		Diterima Oleh :	
Public Affair			

Figure 2.4 Paper Aid Handover Form

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The company provides free paper for Agencies in Siak Regency to be used in work matters. Every month, the company issues a maximum of 20 boxes of

paper every month, where 1 box contains 5 reams of paper which is given to each agency in Siak Regency. Each agency has the opportunity to receive 1 paper box of for one month. The form is proof that the paper has been issued and received by the relevant agency.

2. Aid Handover Report

Aid Handover Report were specially prepared by the Division Public Relations for the local community and the Siak Regency Government in the form of assistance with the remains of material for the company's operational activities such as Drum Backer, Fly Ash, Bottom Ash, and so on. The Minutes of the Delivery of Aid can be seen in Figure 2.4 below as follows:

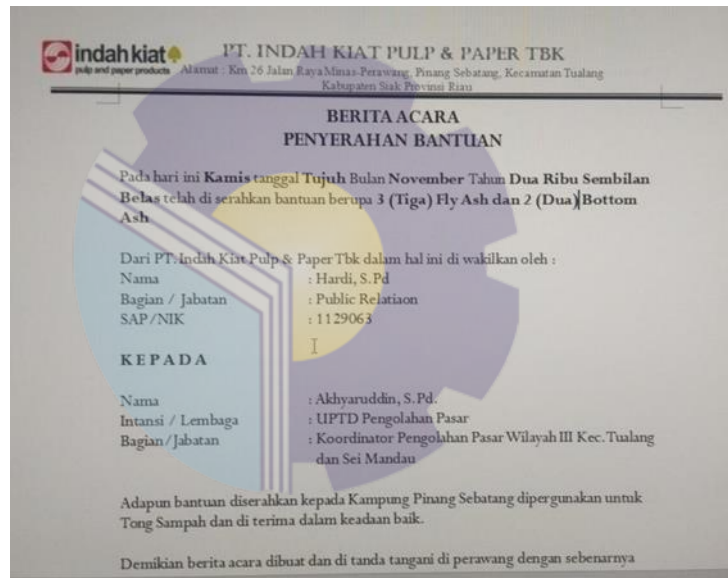


Figure 2.5 Aid Handover Report

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill for four months, starting from March 01 2022 to June 30 2022. During the internship period, KP participants are placed in the Public Relations Department. There are several tasks during the Job training in the Public Relations Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. **Conducting Gatherings or Meetings**

Conducting gatherings or meetings is to strengthen cooperation with an agency, institution, organization and others.

2. **Accepting Incoming Proposals**

Receiving incoming proposals is the activity of receiving proposals sent by agencies or organizations that apply for assistance to companies.

3. **Fill Out the Paper Assistance Handover Forms**

The company provides free paper for agencies in Siak Regency to use in business matters. The form is proof that the paper has been issued and received by the relevant agency.

4. **Event Organizer**

The company also has an event organizer to take care of several activities such as industry visits, iftar events together and other activities.

3.2 Systems and Procedures

3.2.1 System

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is the system process online and offline/ manual. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper and

pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area, but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet based company application.

As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is carried out or carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of work that involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently.

The description of the procedures carried out while carrying out practical work activities (KP) in the Division Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Conducting Gatherings or Meetings

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the industrial sector and has collaborated with several agencies and institutions. It is important for companies to hold meetings or friendships with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a gathering or meeting can be seen in Figure 3.1 as follows:

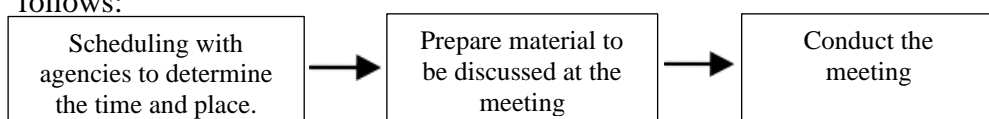


Figure 3.1 Flowchart of Conducting Gatherings org Meetings

Source: Processed Data 2022

Based on the flowchart above, the first step in conducting a gathering or meeting is starting from scheduling to determine the place and time. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. However, often several agencies or institutions make scheduling via telephone and email. Then the Head of Public Relations prepared materials for the meeting. Then do the meeting, but usually before the meeting do follow-up by telephone.

2. Accepting Incoming Proposals

One of the CSR from PT. Indah Kiat Pulp and Paper is to participate in several activities carried out by local organizations, institutions or institutions. Namely receiving several proposals with different objectives such as submitting proposals to request assistance for used materials, funds for activities, borrowing halls and others. The steps in accepting an incoming proposal can be seen in Figure 3.2 as follows:

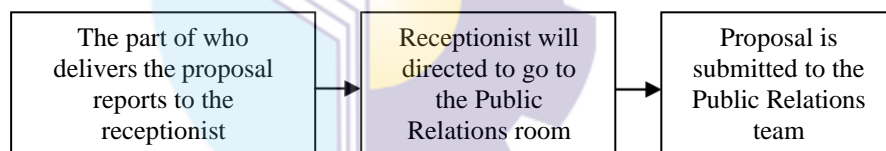


Figure 3.2 Flowchart of Accepting Incoming Proposals

Source: Processed Data 2022

Based on the flowchart above, the first step in receiving an incoming proposal is, the party sending the proposal reports the name of the organization or agency, then tells the receptionist what the purpose is. After that the receptionist will direct the person who delivered the proposal to the public relations room. After that, the person submits his proposal to the public relations team, and the proposal has been accepted and will be processed or assessed by the team concerned whether the proposal is worthy or not for assistance.

3. Fill Out the Paper Assistance Handover Forms

The Paper Assistance Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government

agency. The company provides free paper for agencies in Siak Regency to use in business matters. The several steps in filling out the Paper Aid Handover Form can be seen in Figure 3.3 as follows:

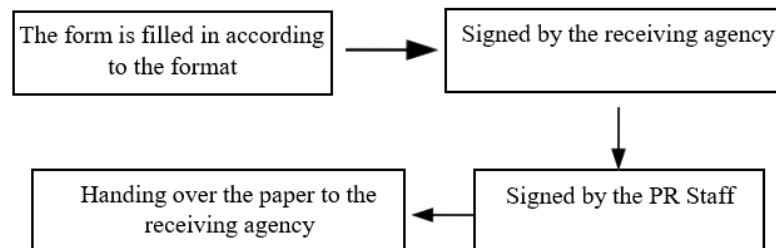


Figure 3.3 Flowchart of Fill Out the Paper Assistance Handover Forms
Source: Processed Data 2022

Based on the flowchart above, the first step in filling out the Paper Aid Handover form is the form provided by the Public Relations Staff, filled in according to the existing format as the date the paper was issued, the receiving agency, and the number of papers issued. Then, the form is signed by the representative of the receiving agency and the Public Relations Staff as proof of submission. After that, the paper is given to the representative of the receiving agency.

4. Event Organizer

The company also has an event organizer to take care of several activities such as industry visits, iftar events together and other activities. Event organizer or better known as EO will make your event series better and smoother. This is supported by the presence of a team that is experienced in handling various events. In a more specific scope, being an Event Organizer means that you are responsible for all the things behind the scenes, some of which are as follows:

- a. Develop and allocate a budget for each thing needed by an Event,
- b. Determining and ensuring the availability of the necessary equipment,
- c. Ensuring the location of activities can and is suitable for use,
- d. Make sure you hire enough human resources,
- e. Ensuring accommodation, transportation, and consumption from the committee and visitors are met

3.3 Place of Apprenticeship

This Job training activity was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work the author is placed in the Public Relations Section. The company's provisions regarding the schedule or time for the implementation of practical work are as follows:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The activities carried out during practical work can be seen in the following table :

Table 3.2 Daily Activities of March 1st, 2022 to March 5th, 2022

No	Data and Time	Activities	Place
1	Tuesday 01 March 2022	<ul style="list-style-type: none"> • Cheek In • Take care of administration 	<ul style="list-style-type: none"> • Public Relation Office
2	Wednesday 02 March 2022	<ul style="list-style-type: none"> • Introduction to IKPP Profile • Industrial Visit with UMRI Engineering Fakultas Lecturers to PT. IKPP • Discussion with lecturers of The Faculty of Engineering UMRI and Maneger PT. IKPP 	<ul style="list-style-type: none"> • Public Relation Office • CS-6 • Eucalyptus Meeting Room
3	Thursday 03 March 2021	National Holiday	
4	Friday 04 March 2021	<ul style="list-style-type: none"> • Discussion on KP jobs while at PT IKPP • Journal format and attendance list of activities during KP Visits to Arasi Kurnia artisans and Bank Sampah 	<ul style="list-style-type: none"> • Public Relation Office • KM 7

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 07 2022 to March 11 2022 can be seen in the table below as follows:

Table 3.3 Daily Activities of March 7th, 2022 to March 11th, 2022

No	Data and Time	Activities	Place
1	Monday 07 March 2022	• Create PPT about Public Relations	• Public Relation Office
2	Tuesday 08 March 2022	• Format the process and Recap incoming mail and Proposal in.	• Public Relation Office
3	Wednesday 09 March 2022	• Facilitating the Implementation of Vaccines in Tualang District, TNI/POLRI Cooperation	• Aula Bunut IKPP
4	Thursday 10 March 2022	• Format the flow of the proposal process from Stakeholders	• Public Relation Office
5	Friday 11 March 2022	• Create PPT & Discuss about PT. IKPP	• Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 14 2022 to March 18 2022 can be seen in the table below as follows:

Table 3.4 Daily Activities of March 14th, 2022 to March 18th, 2022

No	Data and Time	Activities	Place
1	Monday 14 March 2022	• Create PPT about Public Relations analyzing and creating a list of material assistance for the community • visit to R &D (Research and Development) Arara Abadi	• Public Relation Office • R & D, Bunut
2	Tuesday 15 March 2022	• Create diagram analysis and PPT paper assistance 2020 and 2021 Agencies	• Public Relation Office
3	Wednesday 16 March 2022	• Create diagram analysis and PPT paper assistance 2020 Agencies	• Public Relation Office
4	Thursday 17 March 2022	• Create diagram analysis and PPT paper assistance 2021 Agencies	• Public Relation Office
5	Friday 18 March 2022	• Create diagram analysis and PPT paper assistance 2019 Agencies • Record and process data on proposals that are realized and that do not participate	• Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 21 2022 to March 25 2022 can be seen in the table below as follows:

Table 3.5 Daily Activities of March 21st, 2022 to March 25th, 2022

No	Data and Time	Activities	Place
1	Monday 21 March 2022	<ul style="list-style-type: none"> • Format the flow of the proposal process from Stakeholders • Create PPT, Record in Excel form and analyze diagram form 	<ul style="list-style-type: none"> • Public Relation Office
2	Tuesday 22 March 2022	<ul style="list-style-type: none"> • Format the flow of the proposal process from Stakeholders • Create PPT, Record in Excel form and analyze into diagram form 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 23 March 2022	<ul style="list-style-type: none"> • Create a paper aid handover form for agencies 	<ul style="list-style-type: none"> • Public Relation Office
4	Thursday 24 March 2022	<ul style="list-style-type: none"> • Format the flow of the proposal process from Stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
5	Friday 25 March 2022	<ul style="list-style-type: none"> • Official Travel • Catering survey for iftar ikpp and Siak Regency Government activities • Souvenir survey of activities open together • Discussion with UIN lecturers of BEM UIN, UNILA 	<ul style="list-style-type: none"> • Pekanbaru

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 28 2022 to April 01 2022 can be seen in the table below as follows:

Table 3.6 Daily Activities of March 28th, 2022 to April 01st, 2022

No	Data and Time	Activities	Place
1	Monday 28 March 2022	<ul style="list-style-type: none"> • Recap and process proposals from stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
2	Tuesday 29 March 2022	<ul style="list-style-type: none"> • Recap and process proposals from stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 30 March 2022	<ul style="list-style-type: none"> • Recap and process proposals from stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
4	Thursday 31 March 2022	<ul style="list-style-type: none"> • Recap and process proposals from stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
5	Friday 01 April 2022	<ul style="list-style-type: none"> • Formatting, processing and recapturing incoming mail and incoming proposals 	<ul style="list-style-type: none"> • Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-

Perawang Mill in the Division from Public Relations April 04 2022 to April 08 2022 can be seen in the table below as follows:

Table 3.7 Daily Activities of April 4th, 2022 to April 9th, 2022

No	Data and Time	Activities	Place
1	Monday 04 April 2022	• Format the process and Recap incoming mail and Proposal in.	• Public Relation Office
2	Tuesday 05 April 2022	• Format the process and Recap incoming mail and Proposal in.	• Public Relation Office
3	Wednesday 06 April 2022	• Format the process and Recap incoming mail and Proposal in.	• Public Relation Office
4	Thursday 07 April 2022	• Format the process and Recap incoming mail and Proposal in. • Format a special Report letter (Appreciation at the event iftar activities 1443 H)	• Public Relation Office
5	Friday 08 April 2022	• Format the process and Recap incoming mail and Proposal in. • Visit tualang wood working (Assisted by PT. IKPP)	• Public Relation Office • JL Ceras KM 8

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 11 2022 to April 15 2022 can be seen in the table below as follows:

Table 3.8 Daily Activities of April 11th, 2022 to April 15th, 2022

No	Data and Time	Activities	Place
1	Monday 11 April 2022	• Re-examine proposals from stakeholders	• Public Relation Office
2	Tuesday 12 April 2022	• Re-examine proposals from stakeholders	• Public Relation Office
3	Wednesday 13 April 2022	• Official Travel • Discussion with the chairman of HRD Indah Kiat and the chairman of APINDO (Indonesian Entrepreneurs Association) Riau	• Pekanbaru • Hotel Furaya, Pekanbaru
4	Thursday 14 April 2022	• Recap and process proposals from stakeholders • Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development	• Public Relation Office • CS-6
5	Friday 15 April 2022	National Holiday	

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 18 2022 to April 22 2022 can be seen in the table below as follows:

Table 3.9 Daily Activities of April 18th, 2022 to April 22nd, 2022

No	Data and Time	Activities	Place
1	Monday 18 April 2022	<ul style="list-style-type: none"> • Formatting the paper aid handover form 	<ul style="list-style-type: none"> • Public Relation Office
2	Tuesday 19 April 2022	<ul style="list-style-type: none"> • Recap and process proposals from realized stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 20 April 2022	<ul style="list-style-type: none"> • Formatting the paper aid handover form 	<ul style="list-style-type: none"> • Public Relation Office
4	Thursday 21 April 2022	<ul style="list-style-type: none"> • Official Travel • Participating in the activities of the Ramadan cooking oil bazaar 1443 H • Attending the Kuantan Singingi Family Association Board Meeting 	<ul style="list-style-type: none"> • Pekanbaru • Jl Sudirman Gelanggang Remaja • Siak Sri Indrapura
5		<ul style="list-style-type: none"> • Official Travel • Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management 	<ul style="list-style-type: none"> • Bengkalis • Politeknik Negeri Bengkalis

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 25 2022 to April 29 2022 can be seen in the table below as follows:

Table 3.10 Daily Activities of April 11th, 2022 to April 15th, 2022

No	Data and Time	Activities	Place
1	Monday 25 April 2022	<ul style="list-style-type: none"> • Preparing facilities for the 1443 H Ramadan Cooking Oil Bazaar activities which will be held on April 26, 2022 	<ul style="list-style-type: none"> • Lapangan Mess 26 K
2	Tuesday 26 April 2022	<ul style="list-style-type: none"> • Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in ramadan cooking oil bazaar activities) 	<ul style="list-style-type: none"> • Lapangan Mess 26 K
3	Wednesday 27 April 2022	<ul style="list-style-type: none"> • Industrial Visit and tissue collection at PT Pindo Deli • Official travel • Survey and Purchase of goods for the help of orphans 	<ul style="list-style-type: none"> • PT. Pindo Deli • Pekanbaru • Pekanbaru • Kong Djie Cofee

		• Discuss and open Together with student activists	
4	Thursday 28 April 2022	• Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans	• Yayasan Panti Asuhan Muhammadiyah
5	Friday 29 April 2022	• Participate in activities to provide assistance to orphans	• Pinang Sebatang Barat

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 2 2022 to May 6 2022 can be seen in the table below as follows:

Table 3.11 Daily Activities of May 2nd, 2022 to May 6th, 2022

No	Data and Time	Activities	Place
1	Monday 02 May 2022	National Holiday	
2	Tuesday 03 May 2022	National Holiday	
3	Wednesday 04 May 2022	• Recap and process ketas aid data to Intansi	• Public Relation Office
4	Thursday 05 May 2022	• Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans	• Public Relation Office
5	Friday 06 May 2022	• Participate in activities to provide assistance to orphans	• Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 9 2022 to May 13 2022 can be seen in the table below as follows:

Table 3.12 Daily Activities of May 9nd, 2022 to May 13th, 2022

No	Data and Time	Activities	Place
1	Monday 09 May 2022	• Attend a meeting with NGOs (Kuantan Singingi Family Association) • Survey and monitor the development of west Maredan village	• W.rp • Maredan Barat
2	Tuesday 03 May 2022	• Create a paper help form 2022	• Public Relation Office
3	Wednesday 04 May 2022	• Official Travel • Discussion with teachers of SMK Banking Riau • Discussion with Teachers of Riau Integrated Agricultural Vocational School	• Pekanbaru • Kec. Sidomulyo Timur • Otter Café

4	Thursday 05 May 2022	Sick Permit	
5	Friday 06 May 2022	Permit (Following porseni selection at State Polytechnic of Bengkalis)	

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 16 2022 to May 20 2022 can be seen in the table below as follows:

Table 3.13 Daily Activities of May 16th, 2022 to May 20th, 2022

No	Data and Time	Activities	Place
1	Monday 09 May 2022	National Holiday	
2	Tuesday 03 May 2022	<ul style="list-style-type: none"> • Create a paper help form 2022 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 04 May 2022	<ul style="list-style-type: none"> • Official Travel • Discussion with teachers of SMK Banking Riau • Discussion with Teachers of Riau Integrated Agricultural Vocational School 	<ul style="list-style-type: none"> • Pekanbaru • Kec. Sidomulyo Timur • Otter Café
4	Thursday 05 May 2022	Sick Permit	
5	Friday 06 May 2022	Permit (Following porseni selection at State Polytechnic of Bengkalis)	

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 23 2022 to May 27 2022 can be seen in the table below as follows:

Table 3.15 Daily Activities of May 23rd, 2022 to May 27th, 2022

No	Data and Time	Activities	Place
1	Monday 23 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
2	Tuesday 24 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
3	Wednesday 25 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
4	Thursday 26 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	

5	Friday 27 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
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Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 30 2022 to Juny 3 2022 can be seen in the table below as follows:

Table 3.16 Daily Activities of May 30th, 2022 to Juny 03nd, 2022

No	Data and Time	Activities	Place
1	Monday 30 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
2	Tuesday 31 May 2022	<ul style="list-style-type: none"> • Permit (Participating in Scientific Writing Competition in Lombok, West Nusa Tenggara) 	
3	Wednesday 01 Juny 2022	National Holiday	
4	Thursday 02 Juny 2022	<ul style="list-style-type: none"> • Spilling the handover of paper aid • Launch proposals for requests for assistance from stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
5	Friday 03 Juny 2022	<ul style="list-style-type: none"> • Formatting industrial visit reports from SMKN 2 Pekanbaru 	<ul style="list-style-type: none"> • Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations Juny 6 2022 to Juny 10 2022 can be seen in the table below as follows:

Table 3.17 Daily Activities of Juny 06th, 2022 to Juny 10th, 2022

No	Data and Time	Activities	Place
1	Monday 06 Juny 2022	<ul style="list-style-type: none"> • Survey of houses of fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 • Survey of houses of fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Block B-47 Km 9 	<ul style="list-style-type: none"> • KPR BTN Km 8 • KPR BTN Blok B-47 Km 9
2	Tuesday 07 Juny 2022	<ul style="list-style-type: none"> • Recap and Process realized Proposals 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 08 Juny 2022	<ul style="list-style-type: none"> • Make a report on industry visit activities to PT IKPP • Survey of koban fire houses and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Block B-47 Km 8 	<ul style="list-style-type: none"> • Public Relation Office • KPR BTN Blok B-47 Km 9

4	Thursday 09 June 2022	<ul style="list-style-type: none"> Recap and Process Unrealized Proposals 	<ul style="list-style-type: none"> Public Relation Office
5	Friday 10 June 2022	<ul style="list-style-type: none"> Preparation for the visit of the Governor and Director of IPB in the R&D Meeting Room Visit of the Governor and Director of IPB to R&D 	<ul style="list-style-type: none"> Meeting Room R&D Nuseri R & D

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations June 13 2022 to June 17 2022 can be seen in the table below as follows:

Table 3.18 Daily Activities of June 13th, 2022 to June 17th, 2022

No	Data and Time	Activities	Place
1	Monday 13 June 2022	<ul style="list-style-type: none"> Make a report on industry visit activities to PT IKPP 	<ul style="list-style-type: none"> Public Relation Office
2	Tuesday 14 June 2022	<ul style="list-style-type: none"> Check the availability of Polio and A4 papers for paper assistance to stakeholders 	<ul style="list-style-type: none"> Public Relation Office
3	Wednesday 15 June 2022	<ul style="list-style-type: none"> Following the signing of the Priode Collective Labor Agreement (PKB) for 2022-2024 PT Indah Kiat Pulp and Paper Tbk group Perawang mill with the trade union/ trade union, SP. Struggle, SP. IKPP and PUK SP. Kahutindo IKPP 	<ul style="list-style-type: none"> Grand Elit Pelanbaru
4	Thursday 16 June 2022	<ul style="list-style-type: none"> Recap and process proposals from realized stakeholders 	<ul style="list-style-type: none"> Public Relation Office
5	Friday 17 June 2022	<ul style="list-style-type: none"> Formatting the paper aid handover form 	<ul style="list-style-type: none"> Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations June 20 2022 to June 24 2022 can be seen in the table below as follows:

Table 3.19 Daily Activities of June 20th, 2022 to June 24th, 2022

No	Data and Time	Activities	Place
1	Monday 20 June 2022	<ul style="list-style-type: none"> Double-checking proposals that have been realized 	<ul style="list-style-type: none"> Public Relation Office
2	Tuesday 21 June 2022	<ul style="list-style-type: none"> Designing Tote bags 	<ul style="list-style-type: none"> Public Relation Office
3	Wednesday 22 June 2022	<ul style="list-style-type: none"> Recap and Process Unrealized Proposals from Stakeholders Industry Visit with Teachers of Pekanbaru Banking Vocational School Visit Industry at Roll stuffing point warehouse spare parts 	<ul style="list-style-type: none"> Public Relation Office CS-6 Stuffing Point-J1B

		<ul style="list-style-type: none"> • Industrial Industry Visit to Finished Goods Department Paper WarehouseSection WH-G2 • Visit Port Industry PT. IKPP 	<ul style="list-style-type: none"> • Finished Goods Department Paper WarehouseSection WH-G2 • Pelabuhan PT. IKPP
4	Thursday 23 June 2022	<ul style="list-style-type: none"> • Visit Industry with UIN Suska Riau • Visit Port Industry PT. IKPP 	<ul style="list-style-type: none"> • Public Relation Office
5	Friday 24 June 2022	<ul style="list-style-type: none"> • Official Trip to Bengkalis • Attending MSDM Lectures 	<ul style="list-style-type: none"> • Bengkalis • Politeknik Negeri Bengkalis

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations June 27 2022 to June 30 2022 can be seen in the table below as follows:

Table 3.20 Daily Activities of June 27th, 2022 to June 30th, 2022

No	Data and Time	Activities	Place
1	Monday 27 June 2022	<ul style="list-style-type: none"> • Recap and Process Unrealized Proposals from Stakeholders 	<ul style="list-style-type: none"> • Public Relation Office
2	Tuesday 28 June 2022	<ul style="list-style-type: none"> • Attend commission III working visits and meetings of the Riau DPRD 	<ul style="list-style-type: none"> • Public Relation Office
3	Wednesday 29 June 2022	<ul style="list-style-type: none"> • Job Description Presentation (IKPP company profile and Event Organizer) 	<ul style="list-style-type: none"> • Public Relation Office
4	Thursday 30 June 2022	<ul style="list-style-type: none"> • Recap and Process Unrealized Proposals from Stakeholders 	<ul style="list-style-type: none"> • Public Relation Office

Source: Processed Data 2022

3.4 Obstacle and Solution

3.4.1 Obstacle

The obstacle that the author get while did the job training at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill are :

1. Limitations in using office facilities, because office facilities have been authorized from the center
2. Limitations in obtaining data for a given job, because the data provided is unclear and incomplete.

3.4.2 Solution

The solutions for the obstacles that the author get while did the job training, we hope that on the next period are :

1. Discussed again with the Public Relations team so that in the future, interns can also use office facilities.
2. Discussed again with the team who gave the task, and in the future the data related to the company will be clarified again, so that it is easy to understand



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp and Paper Tbk –Perawang Mill, the following conclusions can be drawn:

1. There are several types of work during the practical work program, namely:
 - a. Conducting Gatherings or Meetings
 - b. Accepting Incoming Proposals
 - c. Fill Out the Paper Assistance Handover Forms
 - d. Event Organizer
2. The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill in Public Relations. The program is carried out for 4 (months) starting from March 01st 2022 to June 30th 2022.
3. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make it easier to do the work of the public relations section.
4. During the implementation of practical work, there were several obstacles, namely the Limitations in using office facilities, because office facilities have been authorized from the center and Limitations in obtaining data for a given job, because the data provided is unclear and incomplete

4.2 Suggestion

After doing practical work at PT. Indah Kiat Pulp and Paper, there are several suggestions, namely:

1. To support the work run smoothly and quickly, it is better to provide computer facilities for students who do practical work.
2. Internet network access must be provided because every job is based online.

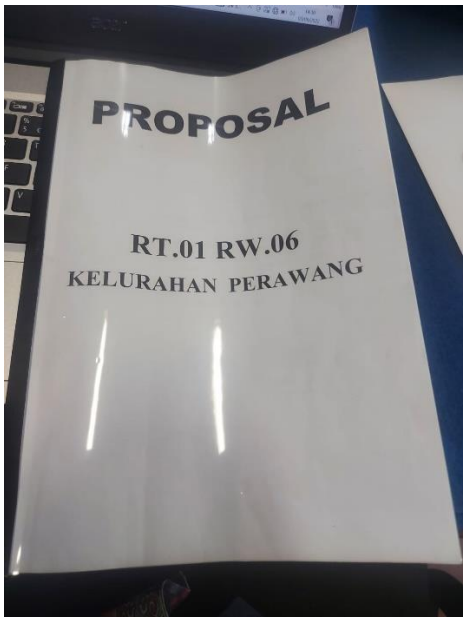
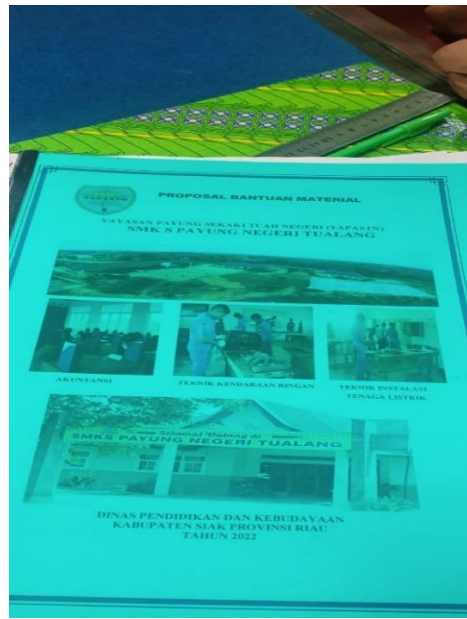
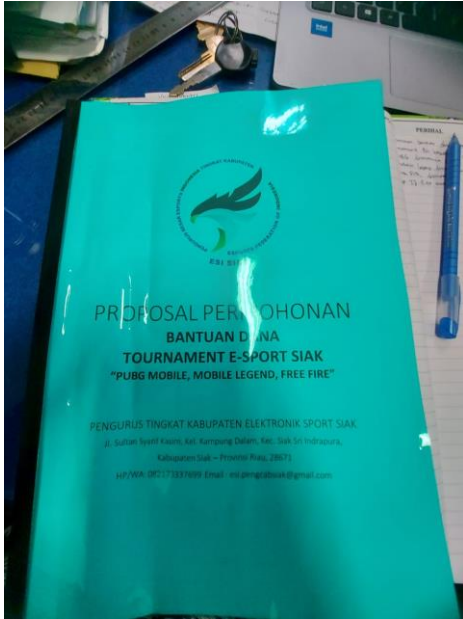
APPENDICES

Appendix 1 : Figure of Job Description

1. Conducting Gatherings or Meetings



2. Accepting Incoming Propos



3. Fill Out The Paper Assistance Handover Forms

PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS	
1	Periode
2	Jumlah Bantuan: 2 Box
3	Jenis Kertas: 70G
4	Instansi Penerima: GOR RAKYAT KALAS SIMP. AN. HENDAH 2001
5	Penerima: HENDAH 2001 (198)
6	Tanggal Terima: 9 Mei 2022
Keterangan:	
Diserahkan Oleh:	Diterima Oleh:
Public Affair	

PT. INDAH KIAT PULP & PAPER TBK <small>Alamat: Km. 24 Jalan Kiri-3/3017 Pring Sebang, Kecamatan Tandang, Kabupaten Pangasinan, Kalimantan Tengah</small>	
BERITA ACARA PENYERAHAN BANTUAN	
Pada hari ini Kamis tanggal Tujuh Bulan November Tahun Dua Ribu Sembilan Belas telah di serahkan bantuan berupa 1 (Tiga) Hy Ash dan 2 (Dua) Bottom Ash	
Dari PT. Indah Kiat Pulp & Paper Tbk dalam hal ini di wakikan oleh : Nama : Harli, S.Pd Bagian / Jabatan : Public Relation SAP/NRK : 1129063	
KEPADA	
Nama : Akhyaruddin, S.Pd Instansi / Lembaga : IPTD Pengolahan Pasir Bagian/Jabatan : Koordinator Pengolahan Pasir Wilayah III Kot. Tualang dan Sei Mandan	
Adapun bantuan diserahkan kepada Kompong Pasang Sebatang dipergunakan untuk Tang Sampah dan di terima dalam keadaan baik.	
Demikian berita acara dibuat dan di tanda tangani di perawang dengan sebenarnya	

SPESIFIKASI & EVALUASI

LOKASI : **GOR RAKYAT KALAS (SIMPANAN PERANGKAP JAWA) - J. HENDAH**

NO. : **11/07/2022**

DIKIRI : **9**

Pemukiman Media Padi / Tanaman LSK
 DPR / DPRD Pendidikan Lingkungan Desa
 Dalam Kondisi (Gedung Ditinggal / Gedung Terbangun / Bangunan Rusak / Rusak-rusak)

Bahan : Dapur Rp Material Drum Besi GRC
 Bata / Modul = Lain-lain =

DAERAH :
 Propinsi Riau Pemko Pekanbaru Propinsi di luar Riau
 Kabupaten Siak Kabupaten di luar Riau Sekitar perusahaan

JAWABAN :

VERIFIKASI :
 Tim Verifikasi :

4. Event Organizer


















Appendix 2 : Apprenticeship Acceptance Letter








Appendix 3 : Apprenticeship Statement Letter

Appendix 4 : List of Attendance

LIST PRESENT OF THE JOB TRAINING PT.INDAH KIAT PULP & PAPER Tbk COMPANY

Nama : Suhendra
 Student's Identity Number : 5404181161
 Sec/Dept : Public Relation

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Tue, March 1 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
2	Wed, March 2 nd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
3	Thu, March 3 rd , 2022	National Holiday				
4	Fri, March 4 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
5	Mon, March 7 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
6	Tue, March 8 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
7	Wed, March 9 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
8	Thu, March 10 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
9	Fri, March 11 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
10	Mon, March 14 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
11	Tue, March 15 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
12	Wed, March 16 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
13	Thu, March 17 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
14	Fri, March 18 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
15	Mon, March 21 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
16	Tue, March 22 nd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

17	Wed, March 23 rd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
18	Thu, March 24 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
19	Fri, March 25 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
20	Mon, March 28 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
21	Tue, March 29 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
22	Wed, March 30 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
23	Thu, March 31 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

Perawang, March 31st, 2022















Head of Public Relation









ARMADI, SE., ME
SAP.615641

**LIST PRESENT OF THE JOB TRAINING
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Nama : Suhendra
 Student's Identity Number : 5404181161
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Fri, April 1 st , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
2	Mon, April 4 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
3	Tue, April 5 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
4	Wed, April 6 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
5	Thu, April 7 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
6	Fri, April 8 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
7	Mon, April 11 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
8	Tue, April 12 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
9	Wed, April 13 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
10	Thu, April 14 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
11	Fri, April 15 th , 2022	National Holiday				
12	Mon, April 18 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
13	Tue, April 19 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
14	Wed, April 20 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
15	Thu, April 21 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

16	Fri, April 22 nd , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
17	Mon, April 25 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
18	Tue, April 26 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
19	Wed, April 27 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
20	Thu, April 28 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
21	Fri, April 29 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	

Perawang, April 30th, 2022













Head of Public Relation










ARMADI, SE., ME
SAP.615641

**LIST PRESENT OF THE JOB TRAINING
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Nama : Suhendra
 Student's Identity Number : 5404181161
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, May 2 nd , 2022	National Holiday				
2	Tue, May 3 rd , 2022	National Holiday				
3	Wed, May 4 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
4	Thu, May 5 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
5	Fri, May 6 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
6	Mon, May 9 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
7	Tue, May 10 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
8	Wed, May 11 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
9	Thu, May 12 th , 2022	Sick				
10	Fri, May 13 th , 2022	Permitted				
11	Mon, May 16 th , 2022	National Holiday				
12	Tue, May 17 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
13	Wed, May 18 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
14	Thu, May 19 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
15	Fri, May 20 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	

16	Mon, May 23 rd , 2022	Permitted			
17	Tue, May 24 th , 2022	Permitted			
18	Wed, May 25 th , 2022	Permitted			
19	Thu, May 26 th , 2022	Permitted			
20	Fri, May 27 th , 2022	Permitted			
21	Mon, May 30 th , 2022	Permitted			
22	Tue, May 31 st , 2022	Permitted			

Perawang, May 31st, 2022














Head of Public Relation











ARMADI, SE., ME
SAP.615641

**LIST PRESENT OF THE JOB TRAINING
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Nama : Suhendra
 Student's Identity Number : 5404181161
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wed, June 1 st , 2022	National Holiday				
2	Thu, June 2 nd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
3	Fri, June 3 rd , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
4	Mon, June 6 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
5	Tue, June 7 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
6	Wed, June 8 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
7	Thu, June 9 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
8	Fri, June 10 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
9	Mon, June 13 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
10	Tue, June 14 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
11	Wed, June 15 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
12	Thu, June 16 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
13	Fri, June 17 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
14	Mon, June 20 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

15	Tue, June 21 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
16	Wed, June 22 nd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
17	Thu, June 23 rd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
18	Fri, June 24 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
19	Mon, June 27 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
20	Tue, June 28 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
21	Wed, June 29 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
22	Thu, June 30 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

Perawang, June 30th, 2022

Head of Public Relation



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 SAP.615641


Appendix 5 : Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 2nd March, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Presenting About Ikpp Profiles	Iрмаi Sastri Asih, SH	
2	Industrial visit with UMRI (Riau muhamaddiyah university) engineering lecturer to pt ikpp		
3	Gathering with umri lecturer to discuss and want to conduct an MoU with PT IKPP		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Presenting About Ikpp Profiles 	Discussing the introduction and knowledge of PT IKPP.
2.	Industrial visit with UMRI (Riau muhamaddiyah university) Engineering lecturer to pt ikpp	Conducting An Industrial Visit to PT IKPP, Showing the Process of Cutting and Scraping Hvs Paper and Showing The Product Results Of Pt IKPP

		
3	<p>Gathering with umri lecturer to discuss and want to conduct an MoU with PT IKPP</p> 	<p>Discuss and explain the process for conducting an MoU</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 3rd March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 4th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefings and Instructions to create attendance lists and daily activities	Armadi, SE.,ME	
2.	A visit to the bank Sampah (Kreasi Berangkas Arasy Kurnia)		
3.	A Visit to Tualang Wood Working		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Briefings and Instructions to create attendance lists and daily activities	Discuss the job to be done and explain the instructions to make a list of attendance and daily activities during the internship
2.	A visit to the bank Sampah (Kreasi Berangkas Arasy Kurnia) 	Discussion with the owner of the bank Sampah and with UNILAK lecturers. As well as observing the development and condition of the bank Sampah
3.	A Visit to Tualang Wood Working	Observe and see the product results of Tualang Wood Working and observe for the process of making organizational structures of Tualang Wood Working

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 7th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Making Presentation Slides for Seminars and Training Materials</p> 	<p>Making Presentation Slides on a general overview of Public Relations. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 8th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create an agenda book, Recording and disposing incoming proposal	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Create an agenda book, Recording and disposing incoming proposal 	Recording incoming proposals and identified by agency, letter number, purpose and content of proposal, after that they are disposed of before being submitted to the head of public relations for processing or providing answers.

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 9th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Facilitating the Implementation of Vaccines in Tualang District, TNI/POLRI Cooperation	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Facilitating the Implementation of Vaccines in Tualang District, TNI/POLRI Cooperation 	Facilitating and organizing events so that vaccination activities run smoothly. Both from providing a venue and facilities during the event

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 10th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Recording incoming proposals and indentified by agency, letter number, purpose and content of proposal, after that they are disposed of before being submitted to the head of public relations for processing or providing answers

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 11th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create PPT & Discuss about CSR PT. IKPP	Armadi, SE.,ME	
	Notes by Industrial Coach		

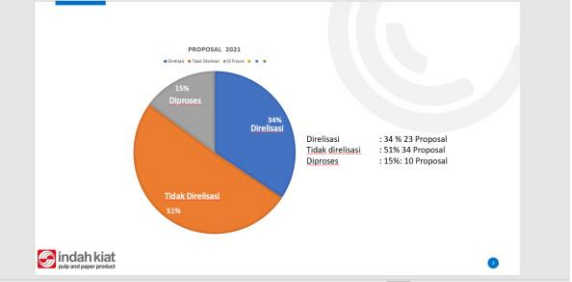

No.	WORKING	EXPLANATION
1.	Create PPT & Discuss about CSR PT. IKPP	Seek information about activities from CSR within PT. IKPP. Next discuss together and made in the form of PTT

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : 14th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create PPT about Public Relations analyzing and creating a list of material assistance for the community	Armadi, SE.,ME	
2.	visit to R &D (Research and Development) PT Arara Abadi		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	<p>Create PPT about Public Relations analyzing and creating a list of material assistance for the community</p> 	<p>Analyzing and making a list of assistance materials for the community is a routine activity of providing assistance to the community then analyzing who I am who should be given assistance</p>
2.	<p>visit to R & D (Research and Development) PT Arara Abadi</p> 	<p>The visit to R &D (Research and Development) of PT Arara Abadi is an activity to maintain good relations</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Selasa

Date : 15th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create diagram analysis and PPT paper assistance 2020 and 2021 Agencies	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Create diagram analysis and PPT paper assistance 2020 and 2021 Agencies</p> 	<p>Making a diagram analysis and PPT of paper assistance 2020 and 2021 to the diamond of this activity is carried out to see how much paper has been issued and see how many diamonds received paper assistance in 2020 and 2021</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Rabu

Date : 16th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create diagram analysis and PPT paper assistance 2020 Agencies	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Create diagram analysis and PPT paper assistance 2020 Agencies 	Making a diagram analysis and PPT of 2020 paper assistance to kegitana diamonds is carried out to see how much paper has been issued and see how many diamonds received paper assistance in 2020

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Kamis

Date : 17th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create diagram analysis and PPT paper assistance 2021 Agencies	Hardi	
	Notes by Industrial Coach		



No.	WORKING	EXPLANATION
1.	<p>Create diagram analysis and PPT paper assistance 2021 Agencies</p> 	<p>Making a diagram analysis and PPT of paper assistance 2021 to diamonds is an activity carried out to see how much paper has been issued and see how many diamonds receive paper assistance in 2021</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Jumat

Date : 18th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create diagram analysis and PPT paper assistance 2019 Agencies	Hardi	
2.	Record and process data on proposals that are realized and that do not participate		
Notes by Industrial Coach			

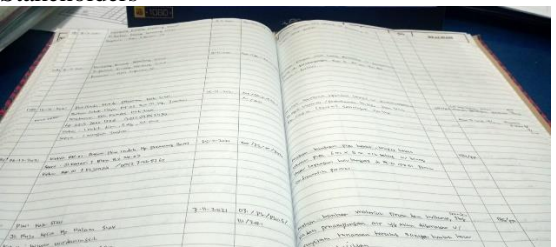
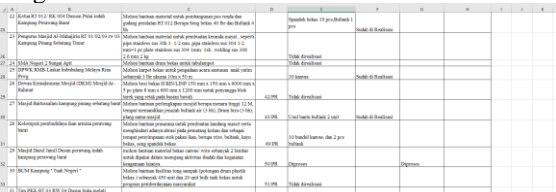
No.	WORKING	EXPLANATION
1.	<p>Create diagram analysis and PPT paper assistance 2019 Agencies</p> 	<p>Making an analysis of diagrams and PPT of 2019 paper assistance to diamonds is a activities carried out to see how much paper has been issued and see how many diamonds received paper assistance in 2019</p>
2.	<p>Record and process data on proposals that are realized and that do not participate</p> 	<p>Recording and processing proposals that are realized and those that do not participate is a routine activity to find out how many proposals were received and proposals were rejected</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : 21st March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Hardi	
2.	Create PPT, Record in Excel form and analyze into diagram form		
Notes by Industrial Coach			


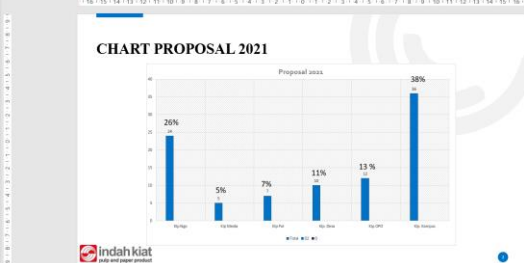
No.	WORKING	EXPLANATION
1.	<p>Format the flow of the proposal process from Stakeholders</p> 	<p>Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage</p>
2.	<p>Create PPT, Record in Excel form and analyze into diagram form</p> 	<p>Making PPT, recording in the form of an excel and analyzing into a diagram is a activity that analyzes the results of the previous Recap then entered into excel then then processed into diagram and makes in the form of PPT</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 22th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Hardi	
2.	Create PPT, Record in Excel form and analyze into diagram form		
Notes by Industrial Coach			

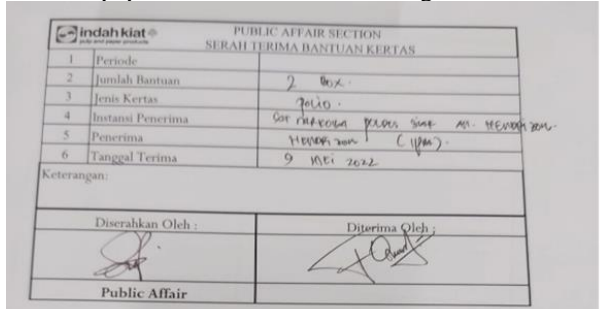
No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage
2.	Create PPT, Record in Excel form and analyze into diagram form 	Making PPT, recording in the form of an excel and analyzing into a diagram is a activity that analyzes the results of the previous Recap then entered into excel then then processed into diagram and makes in the form of PPT

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 23th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create a paper aid handover form for agencies	Hardi	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Create a paper aid handover form for agencies 	Making a paper aid handover form for agencies is a routine activity to record for agencies that have received paper assistance from the company

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 24th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			



No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 25th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Catering survey for iftar ikpp and Siak Regency Government activities and Souvenir survey of activities open together	Iрмаi Sastri Asih, SH	
2.	Discussion with UIN lecturers of BEM UIN, UNILA		
	Notes by Industrial Coach		

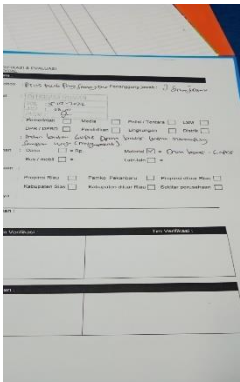
No.	WORKING	EXPLANATION
1.	<p>Catering survey for iftar ikpp and Siak Regency Government activities and Souvenir survey of activities open together</p> 	<p>Survey catering for iftar activities IKPP and Siak Regency Government is an activity to survey meals in Pekanbaru which will be consumed during the joint opening event and also conduct a souvenir survey that will be given to those who attend the iftar together</p>
2.	<p>Discussion with UIN lecturers of BEM UIN, UNILA</p> 	<p>Discussion with UIN lecturers, BEM UIN and UNILAK administrators is an activity to establish good relations with the campus campus and provide assistance to the campus</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 28th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 29th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	<p>Format the flow of the proposal process from Stakeholders</p> 	<p>Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 30th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

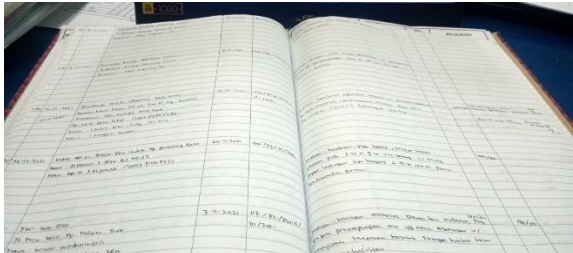
No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 31st March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the flow of the proposal process from Stakeholders	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

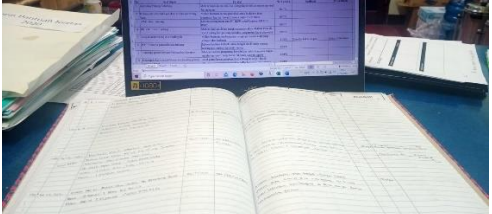
No.	WORKING	EXPLANATION
1.	Format the flow of the proposal process from Stakeholders 	Formatting the flow of the proposal process from stakeholders is a routine activity to record and analyze incoming proposals and which will soon be processed to the next stage

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 1st April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

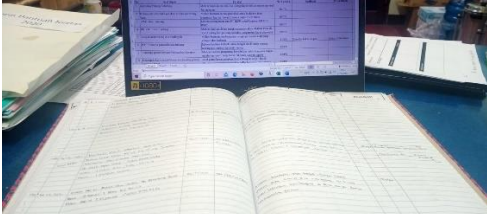
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 4th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 5th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 6th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

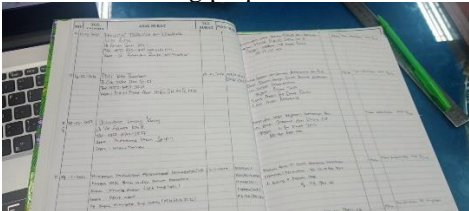
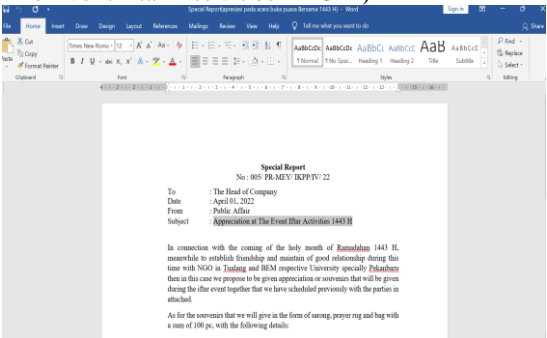
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 7th April, 2022



No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
2.	formatting a special report letter (Appreciation at The Event Iftar Activities 1443 H)		
Notes by Industrial Coach			

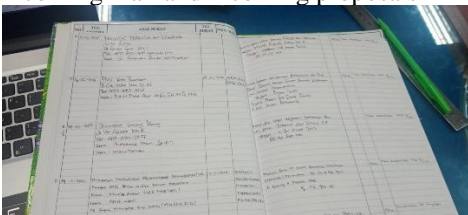

No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships
2.	formatting a special report letter (Appreciation at The Event Iftar Activities 1443 H) 	formatting a special report letter (Appreciation at The Event Iftar Activities 1443 H) is one of the activities to make an invitation letter for the opening event together with NGOs and BEM Universities

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 8th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
2.	A visit to tualang Wood working (Assisted by PT IKPP)	Armadi, SE.,ME	
Notes by Industrial Coach			

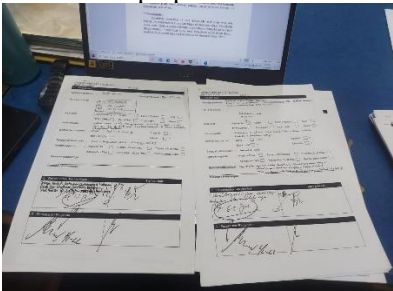
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships
2.	A visit to tualang Wood working (Assisted by PT IKPP) 	A visit to tualang Wood working (Assisted by PT IKPP) It is a routine activity to see the development of PT IKPP's guidance and supervise the development of the business from Tualang Wood working

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 11th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Re-examine proposals from stakeholders	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Re-examine proposals from stakeholders 	Re-checking proposals from stakeholders this activity is carried out to check the proposals that have been entered for how many months the proposal has been in the process sometimes what is done if the stakeholder comes to the office and asks about the proposal that has been submitted

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 12th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 13th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Discussion with the chairman of HRD Indah Kiat and the chairman of APINDO (Indonesian Entrepreneurs Association) Riau	Armadi, SE.,ME	
	Notes by Industrial Coach		



No.	WORKING	EXPLANATION
1.	Discussion with the chairman of HRD Indah Kiat and the chairman of APINDO (Indonesian Entrepreneurs Association) Riau	Discussion with the chairman of HRD Indah Kiat and the chairman of APINDO (Indonesian Entrepreneurs Association) Riau done at hotel furaya

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 14th April, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
2.	Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships
2.	Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development 	Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development is an activity carried out by vocational schools to see the process of cutting paper using machines in CS-6. In addition, the purpose of this industry visit is to establish cooperation with the company

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 15th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : 18th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

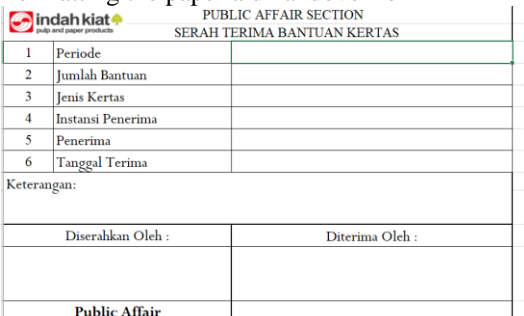
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 19th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting the paper aid handover form	Hardi	
	Notes by Industrial Coach		

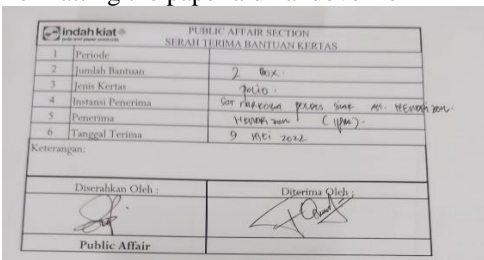
No.	WORKING	EXPLANATION
1.	<p>Formatting the paper aid handover form</p> 	<p>Formatting the paper aid handover form this activity is carried out to provide paper assistance to stakeholders and as proof of having received paper assistance from the company</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 20th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting the paper aid handover form	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Formatting the paper aid handover form 	Formatting the paper aid handover form this activity is carried out to provide paper assistance to stakeholders and as proof of having received paper assistance from the company

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 21st April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participating in the activities of the Ramadan cooking oil bazaar 1443 H	Armadi, SE.,ME	
2.	Attending the Kuantan Singingi Family Association Board Meeting		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Participating in the activities of the Ramadan cooking oil bazaar 1443 H 	Participating in the activities of the Ramadan cooking oil bazaar 1443 H is an activity carried out by the company to welcome the Eid al-Fitr
2.	Attending the Kuantan Singingi Family Association Board Meeting 	Meeting Attending the Kuantan Singingi Family Association Board Board Meeting to discuss when the inauguration ceremony of the chairman and management of the IKKS was held

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 22nd April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management 	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 22nd April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management 	Attend Public Lectures With Materials Of Selection And Orientation, Assessment And Work Achievement And Education And Training In Human Resource Management

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 25th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Preparing facilities for the 1443 H Ramadan Cooking Oil Bazaar activities which will be held on April 26, 2022	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Preparing facilities for the 1443 H Ramadan Cooking Oil Bazaar activities which will be held on April 26, 2022	Preparing facilities for the 1443 H Ramadan Cooking Oil Bazaar activities which will be held on April 26, 2022

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 26th April, 2022



No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in ramadan cooking oil bazaar activities)	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	<p>Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in ramadan cooking oil bazaar activities)</p> 	<p>Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in ramadan cooking oil bazaar activities) this activity aims to provide assistance to the community in tualang district</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 27th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Industrial Visit and tissue collection at PT Pindo Deli	Hardi	
2.	Survey and Purchase of goods for the help of orphans and Discuss and open Together with student activists	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Industrial Visit and tissue collection at PT Pindo Deli	This activity is carried out for the collection of tissue stocks that will be given as assistance as well as for soven
2.	Survey and Purchase of goods for the help of orphans and Discuss and open Together with student activists	Survey and Purchase of goods for the help of orphans and Discuss and open Together with student activists This activity is carried out to buy help and establish good relations with students

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 28th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	<p>Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans</p> 	<p>Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans. This activity is carried out from preparing for a joint iftar event to distributing aid to orphans and continued with a joint iftar agenda</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 29th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participate in activities to provide assistance to orphans	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Participate in activities to provide assistance to orphans	Participate in activities to provide assistance to orphans. this activity is carried out to provide assistance to orphans

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 29th April, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Participate in activities to provide assistance to orphans	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Participate in activities to provide assistance to orphans	Participate in activities to provide assistance to orphans. this activity is carried out to provide assistance to orphans

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 2nd May, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 3rd May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

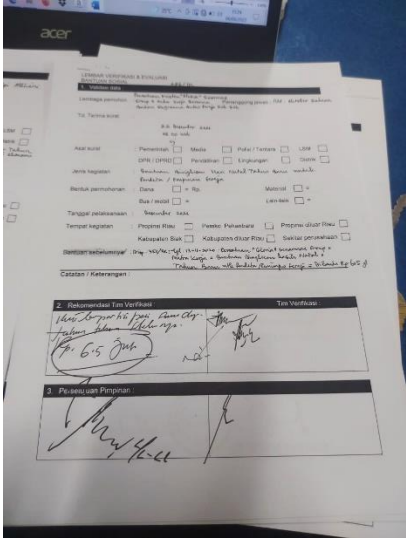
No.	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 4th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Re-examine proposals from stakeholders that have been realized	Hardi	
Notes by Industrial Coach			

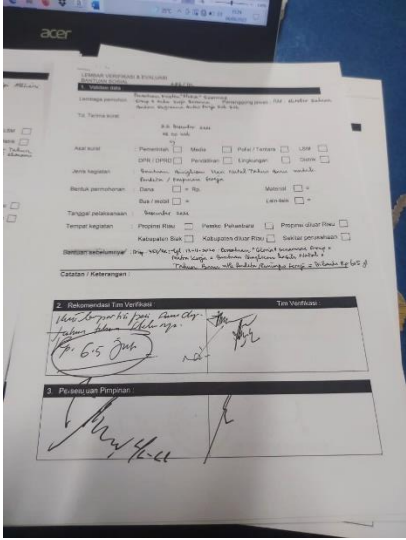
No.	WORKING	EXPLANATION
1.	<p>Re-examine proposals from stakeholders that have been realized</p> 	Re-examine proposals from stakeholders that have been realized

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 5th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Re-examine proposals from stakeholders that have been realized	Hardi	
Notes by Industrial Coach			

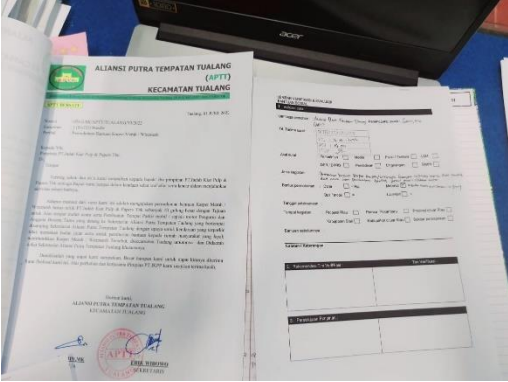
No.	WORKING	EXPLANATION
1.	<p>Re-examine proposals from stakeholders that have been realized</p> 	Re-examine proposals from stakeholders that have been realized

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 6th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Hardi	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	<p>Formatting, processing and recapturing incoming mail and incoming proposals</p> 	<p>Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 9th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attend a meeting with NGOs (Kuantan Singingi Family Association)	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Attend a meeting with NGOs (Kuantan Singingi Family Association)	Attend a meeting with NGOs (Kuantan Singingi Family Association)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 10th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create a paper help form 2022	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	Create a paper help form 2022	Create a paper help form 2022 is an activity to make a form for paper assistance, then copy the paper aid form and make a handover for paper assistance

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 11th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Discussion with teachers of SMK Banking Riau and Discussion with Teachers of Riau Integrated Agricultural Vocational School	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	Discussion with teachers of SMK Banking Riau and Discussion with Teachers of Riau Integrated Agricultural Vocational School	Discussion with teachers of SMK Banking Riau and Discussion with Teachers of Riau Integrated Agricultural Vocational School. This activity is carried out to establish good relations with vocational schools and sign letters and certificates of teacher internships in companies

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 12th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Sick

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 13th May, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Following porseni selection at Bengkalis State Polytechnic)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 16th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	National Holidays (Vesak Day)		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 17th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

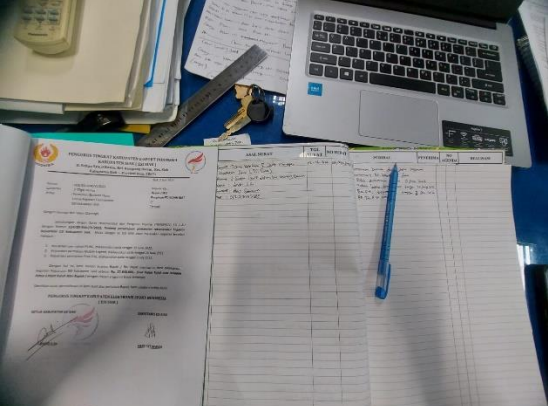
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 18th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 19th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Industry Visit and discussion with the Agriculture Office, PUPR Office, Balikpapan Office of Bengkalis Regency regarding the potential of producing tapioKa in Bengkalis Regency	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

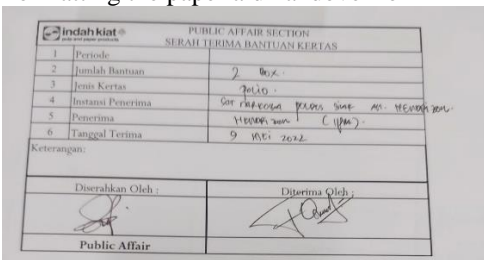
No.	WORKING	EXPLANATION
1.	<p>Industry Visit and discussion with the Agriculture Office, PUPR Office, Balikpapan Office of Bengkalis Regency regarding the potential of producing tapioKa in Bengkalis Regency</p> 	Industry Visit and discussion with the Agriculture Office, PUPR Office, Balikpapan Office of Bengkalis Regency regarding the potential of producing tapioKa in Bengkalis Regency

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 20th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting the paper aid handover form	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Formatting the paper aid handover form 	Formatting the paper aid handover form this activity is carried out to provide paper assistance to stakeholders and as proof of having received paper assistance from the company

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 23rd May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 24th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 25th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 26th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 27th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 30th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 31st May, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE.ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
	-	Permit (Participated in a scientific writing competition in Lombok following)

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 1st June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	National Holidays		
	Notes by Industrial Coach		

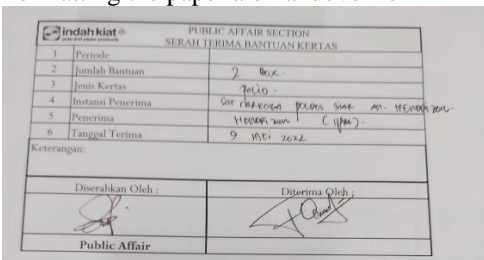
No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 2nd June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting the paper aid handover form	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting the paper aid handover form 	Formatting the paper aid handover form this activity is carried out to provide paper assistance to stakeholders and as proof of having received paper assistance from the company

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 3rd June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the industry visit report of SMKN 2 Pekanbaru	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Format the industry visit report of SMKN 2 Pekanbaru</p> 	<p>Format the report of the industry visit of SMKN 2 Pekanbaru. This activity aims to make reporting to the next company as archival material</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 6th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Survey of houses for fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

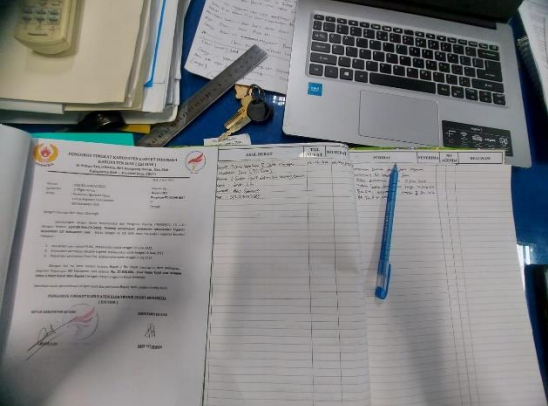
No.	WORKING	EXPLANATION
1.	<p>Survey of houses for fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9</p> 	<p>Survey of houses for fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9. This activity was carried out to survey the homes of fire victims and to provide assistance</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 7th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 8th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

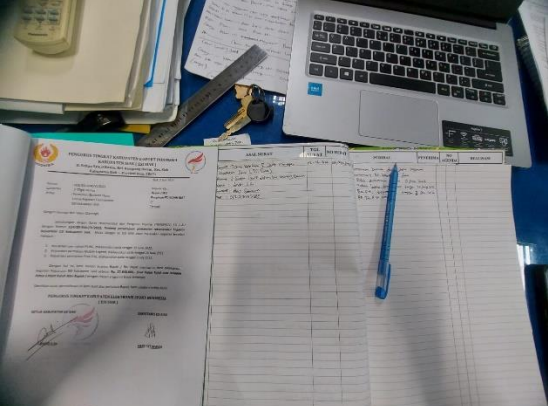
No.	WORKING	EXPLANATION
1.	<p>Survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9</p> 	<p>Survey of houses for fire victims and survey of rented fire victims with the Buddha Tzu-Shi Foundation at KPR BTN Km 8 and KPR BTN Blok B-47 Km 9. This activity was carried out to survey the homes of fire victims and to provide assistance</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 9th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 10th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Preparation for the visit of the Governor and Director of IPB in the R&D Meeting Room and Visit of the Governor and Director of IPB to R&D	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Preparation for the visit of the Governor and Director of IPB in the R&D Meeting Room and Visit of the Governor and Director of IPB to R&D</p> 	Preparation for the visit of the Governor and Director of IPB in the R&D Meeting Room and Visit of the Governor and Director of IPB to R&D

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : 13th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format the industry visit report of SMKN 2 Pekanbaru	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Format the industry visit report of SMKN 2 Pekanbaru</p> 	<p>Format the report of the industry visit of SMKN 2 Pekanbaru. This activity aims to make reporting to the next company as archival material</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 14th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking the availability of polio and A4 papers for paper assistance to stakeholders	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	<p>Checking the availability of polio and A4 papers for paper assistance to stakeholders</p> 	<p>Checking the availability of polio and A4 papers for paper assistance to stakeholders</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 15th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Following the signing of the Priode Collective Labor Agreement (PKB) for 2022-2024 PT Indah Kiat Pupl and Paper Tbk group Perawang mill with the trade union/ trade union, SP. Struggle, SP. IKPP and PUK SP. Kahutindo IKPP	Armadi, SE.,ME	
	Notes by Industrial Coach		

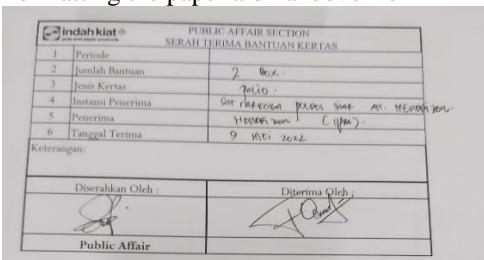
No.	WORKING	EXPLANATION
1.	<p>Following the signing of the Priode Collective Labor Agreement (PKB) for 2022-2024 PT Indah Kiat Pupl and Paper Tbk group Perawang mill with the trade union/ trade union, SP. Struggle, SP. IKPP and PUK SP. Kahutindo IKPP</p> 	<p>Following the signing of the Priode Collective Labor Agreement (PKB) for 2022-2024 PT Indah Kiat Pupl and Paper Tbk group Perawang mill with the trade union/ trade union, SP. Struggle, SP. IKPP and PUK SP. Kahutindo IKPP</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 16th Juny, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting the paper aid handover form	Hardi	
	Notes by Industrial Coach		

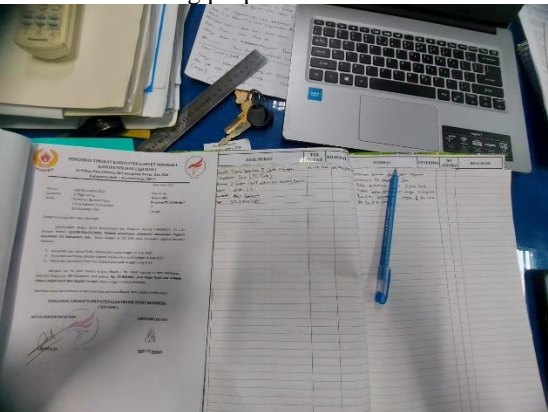
No.	WORKING	EXPLANATION
1.	<p>Formatting the paper aid handover form</p> 	<p>Formatting the paper aid handover form this activity is carried out to provide paper assistance to stakeholders and as proof of having received paper assistance from the company</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 17th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

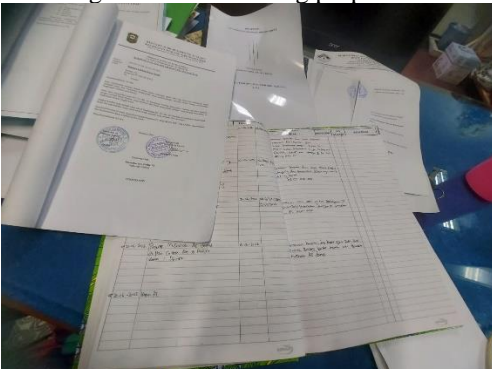
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 20th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

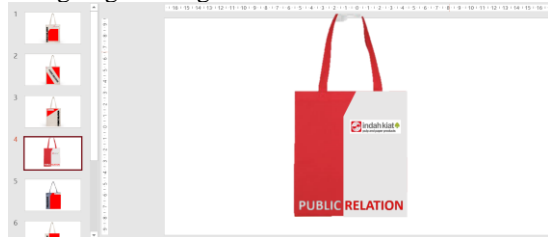
No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 21st June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Designing tote bags	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Designing tote bags 	Designing a tote bag is an activity of designing a bag that will be used as a Crafts

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 22nd June, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Industry Visit with Teachers of Pekanbaru Banking Vocational School	Armadi, SE., ME	
2.	Visit Industry at Roll stuffing point werehouse spare parts		
3.	Industrial Industry Visit to Finished Goods Department Paper WarehouseSection WH-G2		
4.	Visit Port Industry PT. IKPP		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Industry Visit with Teachers of Pekanbaru Banking Vocational School 	Industry Visit with Teachers of Pekanbaru Banking Vocational School. This activity is carried out to establish cooperation
2.	Visit Industry at Roll stuffing point werehouse spare parts	Visit Industry at Roll stuffing point werehouse spare parts

		
<p>3.</p>	<p>Industrial Industry Visit to Finished Goods Department Paper WarehouseSection WH-G2</p> 	<p>Industrial Industry Visit to Finished Goods Department Paper WarehouseSection WH-G2</p>
<p>4.</p>	<p>Visit Port Industry PT. IKPP</p> 	<p>Visit Port Industry PT. IKPP. this activity is carried out to see the process of loading containers onto ships</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 23rd June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit Industry with UIN Suska Riau	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Visit Industry with UIN Suska Riau 	Visit Industries with UIN Suska Riau. this activity the UIN wants to establish cooperation with the company. next industry visit to cs-6 section

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 24th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attending MSDM Lectures	Armadi, SE.,ME	
	Notes by Industrial Coach		

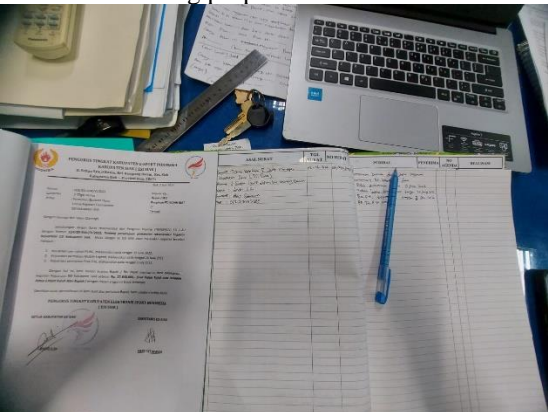
No.	WORKING	EXPLANATION
1.	Attending MSDM Lectures 	Attending MSDM Lectures. is a weekly routine lecture activity at the state polytechnic of Bengkalis

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 27th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 28th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attending the commission III working visit and riau DPRD meeting	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	<p>Attending the commission III working visit and riau DPRD meeting</p> 	<p>Following the working visit of commission III and the meeting of the Riau DPRD, this activity was carried out by commission III to reduce the use of electricity voltage and water use by the company for the imposition of usage tax</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 29th June, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Job Description Presentation (IKPP company profile and Event Organizer)	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Job Description Presentation (IKPP company profile and Event Organizer) 	Job Description Presentation (IKPP company profile and Event Organizer) presenting for 4 months about the job that has been given

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 30th June, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Formatting, processing and recapturing incoming mail and incoming proposals	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Formatting, processing and recapturing incoming mail and incoming proposals 	Formatting, processing and recapturing incoming letters and incoming proposals is a routine activity to record and analyze incoming proposals and which will be processed immediately to the next stage and incoming letters such as visits and application letters for internships