

**APPRENTICESHIP REPORT**  
**PT. RIAU ANDALAN PULP & PAPER**

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**STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS –RIAU**  
**2022**

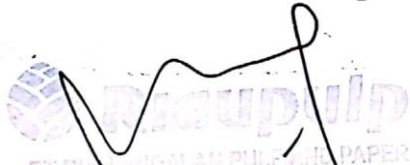
**APPRENTICESHIP REPORT  
PT. RIAU ANDALAN PULP AND PAPER**

**Written as one of the conditions for completing Apprenticeship**

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**Pelalawan, June 30<sup>th</sup>, 2022**

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Author

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Learning activities in the field or called work practice/internship programs aim to make students know how the real world of work is. Internship is the process of applying knowledge or competence from the world of education to the world of work in a way where the intern can understand the real work system of the professional world. Students who will enter the world of work must prepare themselves as well as possible and not only focus on disciplinary competitions from universities. The benefits of doing Internship program or internships are opening up insight, increasing knowledge, training students to be responsible individuals, adding relationships and developing skills.

Bengkalis State Polytechnic is a vocational education institution that focuses on achieving competence in accordance with the needs of the industrial world which produces the best graduates and is spread across various government and private institutions both at home and abroad. Bengkalis State Polytechnic has diploma III and diploma IV programs. There are eight majors at the Bengkalis State Polytechnic including shipping engineering, mechanical engineering, electrical engineering, civil engineering, commercial administration, informatics engineering, maritime and language.

This learning is carried out through an intensive relationship between the apprentice program participants and the company. Internship activities are also one of the graduation requirements for students in obtaining an Applied Bachelor (STr) degree in the D-IV International Business Administration Study Program in the department of commercial administration. This internship program helps students to apply and fulfill competencies.

Polytechnics collaborate with government agencies and companies to hold internship programs. One of the companies that entered into an MoU with the Bengkalis State Polytechnic is PT Riau Andalan Pulp and Paper which is one of the largest private companies in Indonesia engaged in pulp and paper. PT RAPP is located in Pangkalan Kerinci, Pelalawan Regency, Riau Province with nearly nine thousand workers.

The author chose this internship at PT RAPP because is one of the largest private companies that supply to approximately 70 countries so that many business activities are carried out, according to the material studied in campus, the author wants to see firsthand the practice of negotiations, meetings, meeting stakeholders and how the work process in the RAPP office. This Internship Program was carried out from March 9 to June 30, 2022 from several existing departments, the author was placed in the PT Rapp Employee Cooperative which is an independent business unit at PT RAPP. One of the divisions of this cooperative is the business plan, the author is placed in the business plan section. by being given several tasks to create a new business or business in this cooperative for a month then rolled out and placed in Stakeholder Relations for three months. which are actually.

Through this internship, it is expected to be able to apply theoretical and practical concepts, besides that it is also expected to gain industrial experience which includes planning, processing and implementation in a work unit. and provide provisions for writers to enter the real world of work.

## **1.2 Purpose of the Apprenticeship**

Student activities at the Bengkalis State Polytechnic International Business Administration study program have the following objectives:

1. To find out procedures and systems of Internship program at PT RAPP
2. To find out job descriptions of Internship program at PT RAPP
3. To find out the deviation and time of Internship program at PT RAPP
4. To find out the obstacles and solutions during Internship program at PT RAPP

### **1.3 Significances of The Apprenticeship**

The beberapa benefits obtained from the implementation of Internship program are as follows:

1. For students

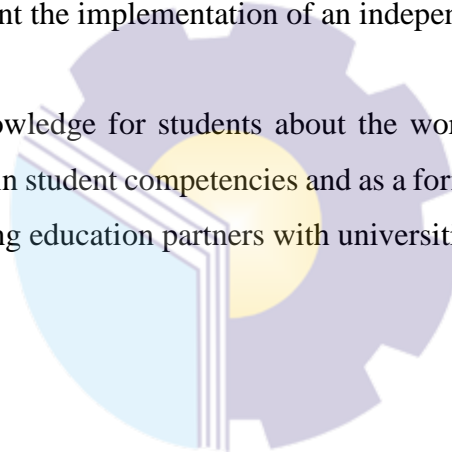
Students can get the opportunity to apply the knowledge gained during the learning period apart from that students will also gain experience in applying science.

2. For Bengkalis State Polytechnic

To carry out cooperation and establish harmonious relationships with the industrial world, especially at PT RAPP, to build connectivity with industry and to implement the implementation of an independent campus.

3. For companies

To provide knowledge for students about the world of work in industry, to develop and train student competencies and as a form of implementing policies for implementing education partners with universities.



## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

APRIL Group is a member of the RGE Group which was founded by Sukanto Tanoto in 1973. This company is engaged in the production of pulp and paper with wood materials, so it is obligatory for every factory to plant forests to meet their raw materials and not disturb state-owned forests which are partly Large is wood from natural trees..

The CEO and founder of this company is Sukanto Tanoto, he who was born on December 29, 1949 is the eldest of seven children. He has been active in the business world. In 1967 he joined a family-owned company as a supplier of auto parts from Japan. In 1973 he founded a plywood industry which was named RGM (currently RGE) at that time became the golden era of Indonesian plywood. He founded a palm oil company called Asian Agri in 1979. In 1983 a dissolving pulp mill was built in Porsea, North Sumatra, which was named Indorayon (currently Toba Pulp Lestari) which began operations in 1988.

Royal Golden Eagle (RGE) Group manages manufacturing companies engaged in natural resources such as the palm oil industry, paper industry, and the construction industry and energy sourced from natural materials. RGE Group was founded by Sukanto Tanoto in 1967 which houses companies in various countries. One of the subsidiaries of the RGE Group is Asia Pacific Resources International Holding Limited (APRIL) which is engaged in the paper industry. APRIL Group is a member of the RGE Group which was founded by Sukanto Tanoto in 1973. This company is engaged in the production of pulp and paper with wood materials, so it is obligatory for every factory to plant forests to meet their raw materials and not disturb state-owned forests which are partly Large is wood from natural trees.

PT. RAPP is a subsidiary of APRIL Group. RAPP stands for Riau Andalan Pulp and Paper which is the world's leading pulp and paper producer with the production of Bleached Hardwood Kraft Wood (BHKP) with Elemental Chlorine Free (ECF) technology and Uncoated Wood Free (UWF) paper. APRIL Group started to develop plantations in Riau Province, Sumatra and built a factory in Pelalawan Kerinci from 1993.

PT Riau Andalan Pulp And Paper distributes around 91% of pulp out of the country and the remaining 9% is sold to domestic companies. Production results are exported to more than 70 countries such as America, China, Korea, India, Japan, Australia, Taiwan, and countries in Europe and Southeast Asia.



*Figure 2. 1 APRIL Group*  
*Source : Web PT.RAPP*

PT Riau mainstay pulp and paper employs more than 10,202 people and indirectly more than 90,000 people are involved in businesses that supply or support APRIL such as the PT. RAPP.



**Figure 2. 2 Kopkar RAPP**  
*Source : Website PT.RAPP*

PT RAPP's Kopkar is located in Pangkalan Kerinci, Pelalawan Regency, registered with the Legal Entity Cooperative Department. 2004/BH dated August 2, 1995. Members of KopKar PT. RAPP is an employee and partner of the company within PT RAPP. Since its establishment, the Kopkar PT RAPP has been elected 9 (nine) times for the management period led by 7 cooperative heads. As for the chairman of the PT RAPP Employee Cooperative starting from its establishment, namely:

1. The period 1995 - 1998 was led by HD Pasaribu
2. Period 1999 - 2001 led by Jusuf Wibisono
3. Period 2002 - 2004 led by Amru Mahali
4. Period 2005 - 2007 led by R. Elwan Jumanri
5. Period 2008 - 2010 led by R. Elwan Jumari
6. Period 2010 - 2013 led by Mhd. Ali Shabri Nst
7. Period 2014 - 2016 led by Marzum
8. Period 2017 - 2020 led by Marzum
9. Period 2021 - 2023 led by T. Kespandiar.

## **2.2 Vision and Mission**

### **2.2.1 Vision and Mission PT RAPP**

#### **2.2.1.1 Vision**

The company's vision that has always been adhered to and implemented is to become one of the largest Pulp and Paper companies in the world with the best management, the most profitable, sustainable and the company of choice for customers and employees. In addition to the vision above, there are also other visions, which are as follows:

1. Implement and maintain a quality management system based on international standards.
2. Develop and determine realistic quality objectives with descriptions of objectives and responsibilities to monitor implementation to ensure continuous quality improvement.
3. Actively seek and accommodate good information from our customers about the products and services we provide.
4. Ensure that this policy is understood and implemented by every employee within the scope of their respective work.
5. Always do things right from the start and so on.

#### **2.2.1.2 Mission**

The company's mission in realizing the expected goals are as follows:

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



## 2.2.2 Vision and Mission koperasi karyawan PT RAPP

### 2.2.2.1 Vision

The best partner for PT RAPP Kopkar members, grows and develops with the trust of members.

### 2.2.2.2 Mission

Improving the welfare of PT RAPP's Kopkar members through increasing partnerships with RAPP and contractors based on the principle of mutual benefit and ease of meeting funding needs for members.

## 2.3 Kind of business

The type of business that exists at PT Andalan Riau Pulp and Paper is the Pulp (pulp) business, Paper (paper). The paper produced by Riau Paper is marketed in the form of cut sizes, folios and rolls. Currently, the products that have been produced at PT Riau Andalan Pulp and Paper have been sold to more than 70 countries around the world. Here is a picture of a paper product from PT RAPP:



*Figure 2. 3 Main Produc PT RAPP*

*Source : Website PT.RAPP*

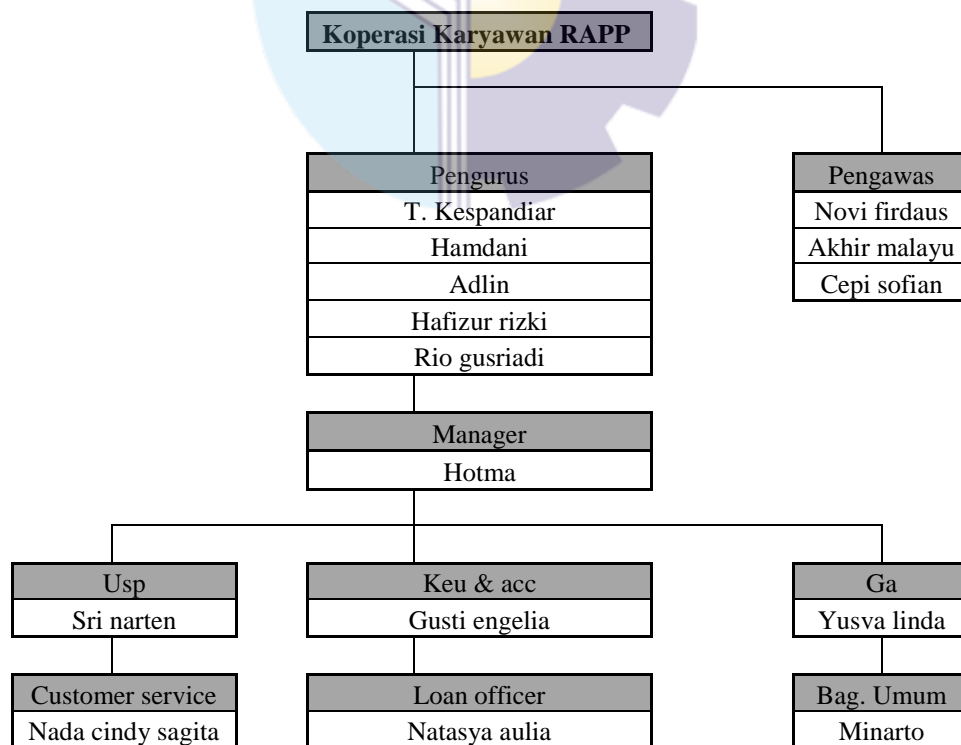
PT. RAPP has several corporate divisions, including:

1. PT. Riau Andalan Pulp or Riau Pulp, is a business unit engaged in pulp production, which is better known as the fiber line unit.
2. PT. Riau Andalan Kertas or Riau Paper, is a business unit that produces paper.

3. PT. Riau Prima Energi or Riau Energi, a business unit engaged in energy supply. Serves as a producer of energy used for the production process, including managing the Evaporator and Recovery Boiler units.
4. Forestry or Riau Fiber, a business unit engaged in the forestry sector to supply wood raw materials

## 2.4 Organization Structure

The organizational structure is a form of human resource management framework that shows the levels and responsibilities and authorities of each company in a joint effort to achieve the goals that have been set. the first month of the writer's internship at the local business plan division of the PT RAPP employee cooperative in the manager section with Mr. mentor. Mufran who replaced Mr. Hotma for a while. The following is the organizational structure of the PT Rapp Employee Cooperative:



*Figure 2. 4 The Organization structure of Koperasi Karyawan RAPP*  
Source: Kopkar RAPP

The following is an explanation of chart 2.4, namely the organizational structure of the employee cooperative of PT Riau Andalan Pulp and Paper:

1. Supervisor

Supervise and examine the implementation of policies and management of Cooperatives. Examine the records and books of the cooperative and provide corrections, reprimands and warnings to the Management.

2. Manager

Cooperative management is directly responsible to member meetings. The duties and obligations of the cooperative management are to lead the cooperative organization and business and to represent it before and outside the court in accordance with the decisions of the members' meeting.

3. Manager

Managers of cooperatives are those who are appointed and dismissed by the management to develop cooperatives in an efficient and professional manner.

4. Savings and Loan Business

Savings and Loans Business (USP) cooperatives to be able to provide welfare for members, provide loans to members.

5. Accounting

Account Officer is one of the positions under the auspices of financial institutions such as banks or cooperatives, especially in the credit sector

6. Loan officer

Loan officers or often also referred to as lending officers are part of an important account officer in the banking business. Customer Service

7. Customer Service is all activities aimed at satisfying customers through services that can meet customer needs and desires. The duties of Customer Services are as follows:

a. Provide services to customers. Services tailored to the company or agency.

In this case, because in a bank institution, services are in the form of deposit accounts, savings accounts, and others related to finance. Not only

that, CS is also required to understand the detailed information on the services provided earlier.

- b. Serve and provide solutions to problems from customers. Not only understanding the details of service products. A CS must also be good at finding solutions to service product problems experienced by customers.
- c. Make various types of administration in the bank. For example, a bank CS should be able to print savings books, checking accounts, or other products. All administration related to the product must be carried out by customer service.
- d. Another task is to introduce and provide offers to customers. Of course it relates to the bank's products and services. So customers will have no trouble, can get the right service products according to their needs.

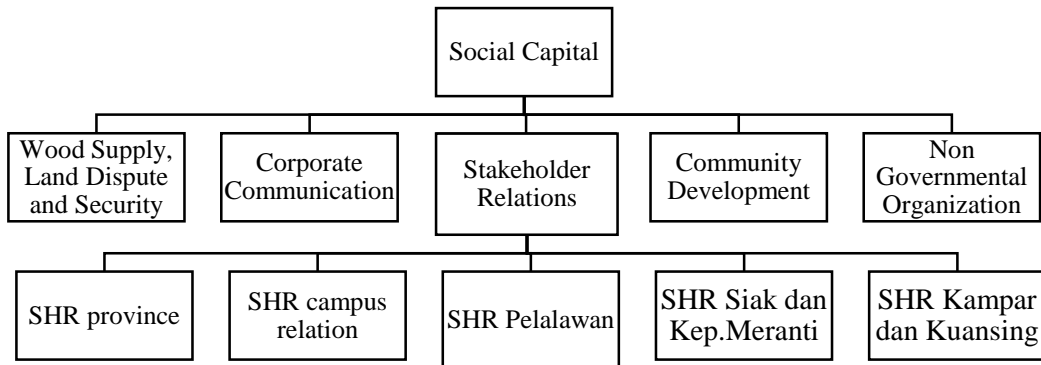
#### 8. General Affair

General affair is a job position that is under the leadership of the general division or head of operations in a company. In companies that are not too big, usually the position which is also known as GA is joined with HRD or becomes a part of purchasing or purchasing. The general affairs duties are as follows:

- a. Support the company's operational activities through the procurement of goods and services needed.
- b. Planning the budget for the procurement of goods or services and their maintenance costs.
- c. Fostering good relations with suppliers of goods or services.
- d. Create, develop, and implement a work system or procedure for the procurement and maintenance of existing facilities.
- e. Prepare periodic reports for the purposes of budget meetings, financial reports on assets and office expenses.

For the next months The author was placed in the SHR departemen with mentor Mr. Tata Haira in the Campus relations section. The existing

organizational structure in the Stakeholder Relations Department can be seen in Figure 2.5 below:



*Figure 2. 5 Organization Structure of Sosial Capital  
Source: Website PT.RAPP*

The duties and responsibilities of each social capital organizational structure are as follows:

1. Social Capital

Social capital is part of the company's operations that functions to handle the interests and smooth operations of the company by communicating and coordinating with various elements of stakeholders both external and internal.

2. SHR (StakeHolder relations)

SHR is part of social capital which is part of the company's front line in supporting the smooth operation of the company by building harmonious relationships with the Company's External Stakeholders around operations at the Regency and Provincial levels.

External Stakeholders are: Government, Legislative Institutions, Informal Leaders: Community Leaders, Traditional Leaders, Religious Leaders, Youth Leaders, Community Organizations (ORMAS), Youth Organizations (OKP), Local NGOs, Student Organizations. The following are the activities of the HR department:

- a. Creating a harmonious and healthy relationship with external stakeholders by prioritizing the dignity of the company.
- b. Support and bridge the interests of the department/company in dealing with external stakeholders.

- c. Become an official representative of the company to attend invitation calls from external stakeholders.
- d. To be the company's first door representative to deal with stakeholders' external interests towards the company.

SHR is divided into five based on operational areas, each of which has the following functions and duties:

- a. Pelalawan SHR The Pelalawan SHR serves to establish good relations with stakeholders, especially the Pelalawan operational area in this case related to problems and issues that exist in Pelalawan related to operations.
  - b. Provincial HRS Provincial HRD serves to establish good relations with provincial stakeholders, as well as resolve issues related to company operational problems in the province.
  - c. SHR Campus Relations SHR campus relations functions to establish good relations with universities in the operational area and outside the operational area.
  - d. SHR Siak-Islands Meranti SHR Siak-Islands Meranti serves to establish good relations with stakeholders, especially the operational area of Siak and the Meranti Islands in this case related to problems and issues that exist in Pelalawan related to operations.
3. SHR Kampar-Kuansing SHR Kampar-Kuansing serves to establish good relations with stakeholders, especially the operational area of Siak and the Meranti Islands in this case related to problems and issues that exist in Pelalawan related to operations.
4. NGOs (Non-Governmental Organization)

Is part of social capital that relates to and fosters relationships with local NGOs. Where a non-governmental organization (NGO) is an organization founded by an individual or group of people who voluntarily provide services to the general public without aiming to profit from their activities. This organization in its literal translation from English is also known as a Non-Government

Organization. NGOs have programs that are implemented including the following:

- a. Regular meetings are held between the Company's management and local NGOs with the aim of discussing and providing input to the Company regarding all issues and other matters regarding the Company.
- b. Collaborative Program, is a company that cooperates and collaborates with NGOs in positive programs.

5. WLS (Wood Supply, Land Dispute and Security)

Is the department responsible for supporting the smooth operation and security of the operational area.

- a. "Securing Operational Areas": Joint patrols with the TNI and Polri and related agencies are routine programs carried out to protect the company's operational areas from activities such as illegal logging, illegal sloping, forest and land fires, theft, etc.
- b. "Land Dispute": Related to land claims and encroachment, address land disputes in an effective and appropriate manner through a fair and transparent process that prioritizes dialogue and consultation methods to reach consensual agreements and prevent future disputes.

6. CORCOM (Corporate Communication)

Corcom Is part of social capital which is one of the spearheads in maintaining the company's image in the public eye.

a. Corporate visits

Company visit program with the aim of providing an overview and information about the company and to improve the company's image among stakeholders

b. Media relations

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

c. Events

The event is conducted in accordance with the company's policy of enhancing the company's image among the relevant stakeholders.

## 2.5 The Working Process

The following is the working process of the stakeholder relations of PT Riau Andalan Pulp and Paper:

1. Operation

Support SHR askep distric to build good relation with all goverment element and othe prominence staeholder at distric levels to support smoothness (uninterrupted) company operation and supporting ircence legal clompliance through districtlevel.

2. Internal coordination

Coordinate with SGR estate team regarding social issue in estates and coordinate with other departement to achieve social issue resolution inwin-win bases

3. Main duties

Giving invormation and reporting about the realand exait problems inestate to direct superior,sugges any alternative solution to solve social problems to SGR estatea and prepare SHR oprasional budget

4. Administration

To be responsible of developing reports frequently (weely and monthly report)

5. Business strategy and improvements

Long term business strategy solution

6. Envromental occupational health and safety communication.



## 2.6 Document Used for Activity

The documents used in activities in the stakeholder Relations (SHR) department of PT RAPP are as follows:

### a. Donation of assessment sheet proposals

The donation proposal assessment sheet is a form used to assess incoming proposals which is an early stage before the proposal is processed further, in this form there are several things that must be assessed from the proposal, namely:

- a. Applicant data such as status, level of influence, completeness of data, applicant popularity and company relationship with a value classification of 10, 20 and 30, the total value of the applicant data is multiplied by 20% to get the value of the applicant data.
- b. Activity, The activities in this form are to assess the form of activities such as the implementer of the activity, the purpose/interest of the activity, the location of the activity using a ring, the time of the activity since the proposal was received and the estimation of activity funds with a classification of values of 10, 20 and 30 the total of the data value multiplied by 30%.
- b. Benefits for the company, The benefit for the company is whether the incoming proposal has a positive impact on the company by assessing the impact of activities, company participation, branding activities for the company and the inclusion of the company logo. With the classification of values 10, 20 and 30 the total of the data values is multiplied by 50%.
- c. Reference (ADD VALUE) (no added value if there is no prominent stakeholder).
- d. In this section, if there is a recommendation from a prominent stakeholder, it can be filled in by filling in the stakeholder's prominent influence with a value of 2, 5 and 10.

From the results of the multiplication of each part with each percentage then totaled to find out whether the proposal can be helped or not with a score

of 47-82 not assisted and 83-121 will be assisted. The following is a donation evaluation:

The form is titled 'LEMBAR PENILAIAN PROPOSAL DONASI' and contains the following sections and data:

- II. KEMAMPUAN (25%)**
  - 1. Jumlah tenaga kerja: 100 orang
  - 2. Jumlah modal: Rp. 100.000.000
  - 3. Jumlah lahan: 10 ha
  - 4. Jumlah alat: 10 alat
  - 5. Jumlah bahan: 10 bahan
  - 6. Jumlah tenaga ahli: 10 tenaga ahli
  - 7. Jumlah dana: 10 juta
  - Score II = 25%
- III. MANFAAT BAGI PRUSAHAAN (25%)**
  - 1. Jumlah tenaga kerja: 100 orang
  - 2. Jumlah modal: Rp. 100.000.000
  - 3. Jumlah lahan: 10 ha
  - 4. Jumlah alat: 10 alat
  - 5. Jumlah bahan: 10 bahan
  - 6. Jumlah tenaga ahli: 10 tenaga ahli
  - 7. Jumlah dana: 10 juta
  - Score III = 25%
- IV. MANFAAT BAGI MASYARAKAT (25%)**
  - 1. Jumlah tenaga kerja: 100 orang
  - 2. Jumlah modal: Rp. 100.000.000
  - 3. Jumlah lahan: 10 ha
  - 4. Jumlah alat: 10 alat
  - 5. Jumlah bahan: 10 bahan
  - 6. Jumlah tenaga ahli: 10 tenaga ahli
  - 7. Jumlah dana: 10 juta
  - Score IV = 25%
- V. SCORE DAN KESIMPULAN**
  - Score I = 25
  - Score II = 25
  - Score III = 25
  - Score IV = 25
  - Total Score Proposal = 100
  - Keputusan: Dikabulkan
- VI. YANG MENGUSULKAN**
  - Dibuat oleh: [Signature]
  - Ditstaf oleh: [Signature]
  - Ditandatangani oleh: [Signature]
- VII. PERSETUJUAN KOMITE PROPOSAL**
  - Kepala Desa: [Signature]
  - Dibantu Sebesar: [Signature]
  - Proposal diserahkan ke: [Signature]
  - Saran bisa dibantu: [Signature]

At the bottom of the form, there is a footer with the following information:

- No. ID QAIMS Dokumen: AGRO/SGR-003-FM
- Referensi: AGRO/SGR-003-PK
- Tanggal Terbit: 13 November 2014
- Revisi: 3
- Halaman 1 dari 1

Figure 2. 6 Donation of assessment sheet proposals  
Source: stakeholder relation

b. Rekapitulasi donasi

Donation recapitulation is a sheet that must be filled out after filling out the donation proposal assessment sheet. This donation recapitulation sheet must be filled out because it contains the signature of each district SHR, department head and social capital head.

**REKAPITULASI DONASI**

Periode: \_\_\_\_\_  
Departemen: \_\_\_\_\_

No. Urut	No. Dokumen	Tgl. Dokumen	Detail Donasi	Uang	Sp. AD
1	KST-108/UNT-F3 DLZ/PDP-01.09 2022	00039-01-50-00034	Bantuan Biaya Pendidikan dari Bantuan P-cel untuk Program Doktorai Ilmu Gisologi Universitas Indonesia	11 85	Rp. AD 500.000

Dibuat Oleh: \_\_\_\_\_ Tim Evaluasi Donasi: \_\_\_\_\_ Disetujui Oleh: \_\_\_\_\_

Administratur Donasi: \_\_\_\_\_ District Mgr: \_\_\_\_\_ Ad Hoc: \_\_\_\_\_ Departemen Head: \_\_\_\_\_ Social Capital Head: \_\_\_\_\_

Tanggal: \_\_\_\_\_

No. ID GMMIS Dokumen: \_\_\_\_\_ AGRO/SGE-004-PM  
Revisi: \_\_\_\_\_ AGRO/SGE-003-PM

Tanggal Terbit: 03 May 2019 | Revisi: 1 | 3 | Halaman 1 dari 1

**Figure 2. 7 Recapitulation Donation Form**  
Source: Stakeholder Relation

c. Visit request

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

**VISIT REQUEST**

**Internal**  
Date: \_\_\_\_\_  
Revision: \_\_\_\_\_  
Done by: \_\_\_\_\_

**MEETING ROOM:**

Hotel Ungraha  
 Corporate Office  
 Pulp Mill Office  
 Paper Mill Office  
 RiauRiber Office  
 RTC Office  
 ALI Building  
 Others: \_\_\_\_\_

**MEETING ROOM REQUIREMENTS: (NA)**

White screen  
 LCD projector  
 Computer, laptop  
 Sound system  
 TV and VCR  
 Refreshments (snacks)  
 Mineral water  
 Others: \_\_\_\_\_

**FOOD AND BEVERAGE:**

**Breakfast:**

Buffet  
 A la carte  
 Family-style

**Lunch:**

Buffet  
 A la carte  
 Family-style

**Dinner:**

Buffet  
 A la carte  
 Family-style  
 Packaged/boxed meals  
 Preferences: \_\_\_\_\_

**Other Requirements:**

\_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_ Endorsed by: \_\_\_\_\_

**Name Of Requester**  
Department of Requester \_\_\_\_\_

**Djarot Handoko**  
Corporate Communications Manager

Cost Center charges approved by: \_\_\_\_\_ Visit Approved by: \_\_\_\_\_

**Business Unit Head**  
(Visit Host to secure approval from BU Head)

**Mhd. Ali Shabri**  
Operation Director

Visit Request Form - Rev0 (2011)

Page 2 of 2

**Figure 2. 8 Visit Request**  
Source: stakeholder relations

d. RGE Exhibition Centre

This is a form that must be filled out because it is a request for permission to visit the RGE Exhibition Center. where at the RGE Exhibition Center we will explain how RGE was formed until it grew rapidly until now.

**RGE EXHIBITION CENTER PANGKALAN KERINCI Application Form**

Name of Organization/Company: \_\_\_\_\_ No: \*\*

Name of Visit Delegation Leader: \_\_\_\_\_

\* Please provide the names of all visitors who will be visiting the RGE Exhibition Center.

Total number of visitors: \_\_\_\_\_ Person (s)

Preferred Visit Time: Date: \_\_\_\_\_, Arrival: \_\_\_\_\_, Depart: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Language required for presentation: 1. Bahasa, 2. English, 3. Vardarty

Remarks: \_\_\_\_\_

Name of Host Applicant: \_\_\_\_\_, Date: \_\_\_\_\_, Signature: \_\_\_\_\_

For Official Use

Application received: Date: \_\_\_\_\_, Visit Approved: \_\_\_\_\_, Yes/No: \_\_\_\_\_, Yes/No: \_\_\_\_\_

Approved by: \_\_\_\_\_, Approved by RGE Director: \_\_\_\_\_, Date: \_\_\_\_\_, Date: \_\_\_\_\_

**Important Notes:**

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

**RGE EXHIBITION CENTER PANGKALAN KERINCI Application Form**

No: \*\*

Please provide the names of all visitors who will be visiting the RGE Exhibition Center.

No.	Name	Organization	Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Figure 2. 9 RGE Exhibition Center Pangkalan Kerinci Form

Source: Stakeholder Relation

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1. Job Description

The Internship program at PT Riau Andalan Pulp & Paper was carried out for four months starting from March 9 to June 30 using a rolling system. In March, the writer was assigned to the Employee Cooperative of PT RAPP and from April to June he was assigned to Stakeholder Relations at PT. RAPP.

The specifications of the tasks carried out for 1 month in employee cooperatives and 3 months in stakeholder relations at PT Riau mainstay pulp and paper are as follows:

1. Employee cooperative for business plan
  - a. Make a proposal
  - b. Editing Accountability Report
2. Stakeholder Relation
  - a. Administrasi
    - a) Skoring proposal
    - b) Fill visit form
    - c) Input data
    - d) Recapitulation data
  - b. Costumer Services
    - a) Meeting stakeholder ( ITP2I and UNILAK)
    - b) Visit ( UNILAK, ITPS2I and UNRI)
  - c. Self Development
    - a) Assignments from SHR

## **3.2. Devision and Time of apprenticeship**

### **3.2.1 Devision of the appretinceship**

Praktical Work starting from March 08<sup>th</sup> 2022 to June 30<sup>th</sup> 2022 at PT Riau Andalan Pulp And Paper (PT.RAPP) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practice are in the KOPKAR PT.RAPP Business plan and stakeholder relation. With entry conditions starting at 08.00 to 16.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

### **3.2.2 Time of the appretinceship**

Praktical Work starting from March 08<sup>th</sup> 2022 to June 30<sup>th</sup> 2022 at PT Riau Andalan Pulp And Paper (PT.RAPP ).

**Table 3. 1 Job Training in KOPKAR RAPP and Stakeholder Relation**

No	Days	Times	Agency
1	Monday s/d friday	08:00 s/d 16:00	PT RAPP
2	Saturday	08:00 s/d 12:00	PT RAPP
3	Sunday	Holiday	

*Source : processed data 2022*

### **3.2.3 Description Activities of the Apprenticeship**

To find out more clearly the description of activities carried out during weekly Internship program at PT RAPP in the employee cooperative in the business plan section and social capital in the stakeholder relations section, can be seen in the following:

#### **3.2.3.1 Employee Cooperative**

The following are weekly activities carried out by the author during Internship program at PT RAPP at the employee cooperative for one month.

**Table 3. 2 Job Training Report on the First Week**

No	Date and Time	Activities	Place
1	Tuesday March 8 <sup>th</sup> 2022	1. Come to the Employee Cooperative 2. Direct direction from Campus head of stakeholder relations	KOPKAR RAPP
2	Wednesday March 9 <sup>th</sup> 2022	1. Diskusi tentang koperasi 2. join the discussion of the new Kopkar project plan to sell plots of land 3. looking for an example of a proposal for bottled drinking water (AMDK)	KOPKAR RAPP
3	Thursday March 10 <sup>th</sup> 2022	1. Discussion about the bottled water project planning 2. Make a proposal for bottled drinking water 3. Make a copy of the financial statements of KOPKAR Mart for January 2022	KOPKAR RAPP
4	Friday March 11 <sup>th</sup> 2022	Input data into the new format of the PT Rapp employee cooperative accountability report	KOPKAR RAPP
5	Saturday March 12 <sup>th</sup> 2022	Input data into the new format of the PT Rapp employee cooperative accountability report	KOPKAR RAPP

Source: processed data 2022

In the first week for the first day the supervisor explained what a cooperative was and for the next day continued discussions with the supervisor, cooperative chairman, cooperative treasurer and cooperative supervisor about the planning of a new project, namely land plots. after that look for examples of proposals for bottled drinking water. the next day helped input the accountability report data in a new format.

**Table 3. 3 Job Training Report on The Second Week**

No	Date and Time	Activities	Place
1	Monday March 14 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	KOPKAR RAPP
2	Tuesday March 15 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	KOPKAR RAPP
3	Wednesday March 16 <sup>th</sup> 2022	1. Continuing LPJ 2. Calculating LPDB loan interest using a sliding rate within 5 years 3. Make profit or income predictions using LPDB funds as Savings and Loans Unit funds.	KOPKAR RAPP
4	Thursday March 17 <sup>th</sup> 2022	Calculating the health level of cooperatives in terms of capital	KOPKAR RAPP
5	Friday March 18 <sup>th</sup> 2022	Calculating the health level of cooperatives	KOPKAR RAPP
6	Saturday March 19 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	KOPKAR RAPP

Source: processed data 2022

For the second week of this month, the writer continues to make a new format accountability report and calculates the health level of the cooperative where he wants to know how much the cooperative health level of PT Rapp's employees is.

**Table 3. 4 Job Training Report on the Third Week**

No	Date and Time	Activities	Place
1	Monday March 21 <sup>st</sup> 2022	Continue to create a new format lpj	KOPKAR RAPP
2	Tuesday March 22 <sup>th</sup> 2022	Participate in assignmnet meeting with pt ussi	KOPKAR RAPP
3	Wednesday March 23 <sup>th</sup> 2022	Continuing to calculate the health level of the cooperative	KOPKAR RAPP
4	Thursday March 24, 2022	Editing lpj	KOPKAR RAPP
5	Friday March 25, 2022	Editing lpj	KOPKAR RAPP
6	Saturday March 26, 2022	Join the head of the Kopkar meeting the invitation at the Pelalawan Palace	KOPKAR RAPP

Source: processed data 2022

For the second week of this month, the writer continues to make an accountability report in a new format and calculates the health level of the cooperative and is invited to fulfill the invitation at the Pelalawan Bathing Belimau Palace to welcome the holy month of Ramadan.

**Table 3. 5 Job Training Report on the Fourth week**

No	Date and Time	Activities	Place
1	Monday March 28 <sup>th</sup> 2022	Help display goods in the mainstay market of kopkar pt rapp	KOPKAR RAPP
2	Tuesday March 29 <sup>th</sup> 2022	Create a swot analysis report for pt ussi	KOPKAR RAPP
3	Wednesday March 30 <sup>th</sup> 2022	Search the LPDB site	KOPKAR RAPP
4	Thursday March 31 <sup>st</sup> 2022	Eating together to welcome the holy month of Ramadan	KOPKAR RAPP
5	Friday April 1 <sup>st</sup> , 2022	Fill out the LPDB loan form	KOPKAR RAPP
6	Saturday April 2 <sup>th</sup> 2022	Day off	KOPKAR RAPP

Source: processed data 2022



For the last week in the cooperative, employees help display goods in the market which is a type of business in the employee cooperative then edit the accountability report in a new format and the last few days are day off.

### 3.2.3.2 Stakeholder Relation

The following are the internship activities carried out by the author while at SHR:

**Table 3. 6 Job Training Report the Fifth Week**

No	Date and Time	Activities	Place
1	Monday April 4 <sup>th</sup> 2022	Introduction to SHR employees	SHR
2	Tuesday April 5 <sup>th</sup> 2022	Print Proposals	SHR
3	Wednesday April 6 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Safety induction</li> <li>2. Copy the scoring form and donation recapitulation form</li> <li>3. Assessing or scoring proposals for educational funding assistance applications</li> </ol>	SHR
4	Thursday April 7 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Make a design for the distribution of donations for orphans safary ramadhan 1443/2022 M in the province of Riau PT RAPP and make a symbolic handover of donations for orphans</li> <li>2. Exchange small money to an independent bank, Fill out envelopes for donations to orphans and Stamp donation envelopes</li> </ol>	SHR
5	Friday April 8 <sup>th</sup> 2022	Assessing or scoring proposals for funding applications	SHR
6	Saturday April 9 <sup>th</sup> 2022	Assist in preparing the final intership presentation and participate in the final intership presentation.	SHR

*Source: processed data 2022*

For the first week in the stakeholder relations section, the author introduces Stakeholder relations. Conducting safety induction for work safety at PT RAPP, the author is also taught to score proposals and recapitulation of donations, because it coincides with the month of Ramadan, stakeholder relations provide donations to orphans and the authors help prepare to hand over donations to orphans. This week the author also helped prepare the final intership presentation from mercu buana university.

**Table 3. 7 Job Trainig Report on Sixth week**

No	Date and Time	Activities	Place
1	Monday April 11 <sup>th</sup> 2022	1. Assessing or scoring proposals for funding applications 2. Delivery of cement to the Darussakinah mosque in East Kerinci 3. reating News Events 4. Deliver the proposal file to the corporate office	SHR
2	Tuesday April 12 <sup>th</sup> 2022	1. Assessing or scoring proposals for funding applications 2. Scan proposals 3. Copying the expansion recap	SHR
3	Wednesday April 13 <sup>th</sup> 2022	1. Filling out the orphanage donation envelope 2. ramadan safari fan pick up	SHR
4	Thursday April 14 <sup>th</sup> 2022	1. Proposal scoring 2. Recording ramdhan safari fan retrieval	SHR
5	Friday April 15 <sup>th</sup> 2022	Proposals Scoring	SHR
6	Saturday April 16 <sup>th</sup> 2022	Day off	SHR

Source: processed data 2022

This week, the writers score proposals and accompany stakeholder relations in the Pelalawan section to deliver cement to the mosque.

**Table 3. 8 Job Training Report On the Seventh Week**

No	Date and Time	Activities	Place
1	Monday April 18 <sup>th</sup> 2022	1. Proposal scoring 2. Request a signature for a recapitulation of donations 3. Recording the collection of the Ramadhan safari fan	SHR
2	Tuesday April 19 <sup>th</sup> 2022	1. Fill in the letter number 2. Scoring proposals 3. ramadan safari fan pick up	SHR
3	Wednesday April 20 <sup>th</sup> 2022	1. Scoring proposals 2. Recap entertainment expenses 3. Fill and stamp the orphanage donation envelope	SHR
4	Thursday April 21 <sup>st</sup> 2022	1. Proposal scoring 2. Request a signature for a recapitulation of donations 3. Drafting receipts 4. Copying news events in order	SHR
5	Friday April 22 <sup>th</sup> 2022	Recap the use of Ramadan safari funds	SHR
6	Saturday April 23 <sup>th</sup> 2022	Scoring Proposals Copy, Scanning, copying the handover letter for the Ramadhan safari funds pasting shopping receipts onto blank paper	SHR

Source: processed data 2022

For this week the authors carry out activities such as the costs, namely scoring proposals and recapitulation of donations, besides that the authors ask for signatures for recapitulation of donations, collecting data on fan taking for the Ramadhan safari.

**Table 3. 9 Job Training Report On the Eighth Week**

No	Date and Time	Activities	Place
1	Monday April 25 <sup>th</sup> 2022	Proposal scoring	SHR
2	Tuesday April 26 <sup>th</sup> 2022	Proposal scoring	SHR
3	Wednesday April 27 <sup>th</sup> 2022 - Saturday, May 7 <sup>th</sup> 2022	Off	SHR

Source: processed data 2022

In the last week of April the author did a scoring and the last few days were given off time to welcome Eid al-Fitr.

**Table 3. 10 Job Training Report On the Tenth Week**

No	Date and Time	Activities	Place
1	Monday, May 9 <sup>th</sup> 2022	Proposal scoring	SHR
2	Tuesday, May 10 <sup>th</sup> 2022	1. Send files to mill 2. Proposal Scoring	SHR
3	Wednesday, May 11 <sup>th</sup> 2022	1. Renaming the journal 2. Recap job application data 3. Scoring proposals	SHR
4	Thursday, May 12 <sup>th</sup> 2022	1. Enter job applicant data 2. Scoring proposals	SHR
5	Friday, May 13 <sup>th</sup> 2022	1. Scoring proposals Create a letter number 2. Deliver documents to CO	SHR
6	Saturday, May 14 <sup>th</sup> 2022	Scoring proposals	SHR

Source: processed data 2022

After a week off, this week the author returns to doing Internship program and doing the same activities, namely scoring proposals and recapitulation of donations, delivering files to CO and MILL.

**Table 3. 11 Job Training Report On the Eleventh Week**

No	Date and Time	Activities	Place
1	Monday, May 16 <sup>th</sup> 2022	Public Holiday	SHR
2	Tuesday, May 17 <sup>th</sup> 2022	1. Participate in campus relations meeting with ITP21 2. Eating together with LP2I campus stakeholders 3. Delivering Expense Claim Files To Mill	SHR
3	Wednesday May 18 <sup>th</sup> 2022	1. Deliver files to co 2. copy the proposal 3. copy the scoring form 4. Scoring proposals	SHR
4	Thursday May 19 <sup>th</sup> 2022	1. Pick up documents at the co to be delivered to the mill 2. Pick up kitchen utensils at the office property 3. Scoring proposals	SHR
5	Friday May 20 <sup>th</sup> 2022	1. Scoring proposals 2. Search and input campus names throughout Riau	SHR
6	Saturday May 21 <sup>st</sup> 2022	Deliver documents to CO	SHR

Source: processed data 2022

This week, the writer attended the meeting following the campus relations meeting with ITP21.

**Table 3. 12 Job Training Report On the Twelfth Week**

No	Date and Time	Activities	Place
1	Monday May 23, 2022	1. Scoring Proposals 2. Sticking shopping receipts to paper for entertainment expenses	SHR
2	Tuesday May 24, 2022	1. Record the name of the internship program 2. Reply to internship proposal letter 3. Collect and deliver documents to mill and LP&C 4. Look for the name of the rector and dean in every campus in Riau using the ppdikti.com site 5. Fill in the letter number and copy the document	SHR
3	Wednesday May 25, 2022	Welcoming a visit from unilak (visiting PT RAPP)	SHR
4	Thursday May 26, 2022	Public Holiday	SHR
5	Friday May 27, 2022	Scoring proposals Recap the darta of the seriau campus	SHR
6	Saturday May 28, 2022	Designing internship procedures and research procedures at PT RAPP	SHR

Source: processed data 2022

This week the author is looking for the name of the Seriau campus for campus relations purposes, and welcomes a visit from Unilak to P RAPP, scoring

proposals and making designs for internship procedures and research procedures at PT RAPP.

**Table 3. 13 Job Training Report on the Thirteenth Week**

No	Date and Time	Activities	Place
1	Monday May 30, 2022	1. Scoring proposals 2. Entering job applications 3. Fill in the internship no 4. Copy of internship reply letter	SHR
2	Tuesday May 31 2022	1. Scoring proposals 2. Fill in the internship no	SHR
3	Wednesday June 1, 2022	Go to Bengkalis	SHR
4	Thursday June 2, 2022	1. Recap an internship proposal 2. Make an internship reply letter 3. Fill in the letter number 4. Scoring of internship proposals	SHR
5	Friday June 3, 2022	1. Copying the proposal 2. Scoring of internship proposals	SHR
6	Saturday June 4, 2022	Scoring proposals	SHR

Source: processed data 2022

For this week the author is doing usual work, namely scoring proposals and recapitulating donations.

**Table 3. 14 Job Training Report on the Fourteenth Week**

No	Date and Time	Activities	Place
1	Monday June 6, 2022	1. Following a visit to KCN with a young unri doctor 2. Scoring Proposals 3. Make an internship id card	SHR
2	Tuesday June 7, 2022	Scoring proposals	SHR
3	Wednesday June 8, 2022	1. Recap job applications 2. Copying the scoring sheet and recapitulation of donations	SHR
4	Thursday June 9, 2022	1. Proposal scoring 2. Fill out the visit form 3. Recap job applications	SHR
5	Friday June 10, 2022	1. Proposal scoring 2. Process and control of proposal recapitulation form	SHR

This week the author carried out activities following a visit to KCN with young unri doctors, making ID cards for students who will be interning at PT RAPP.

**Table 3. 15 Job Training Report on the Fifteenth week**

No	Date and Time	Activities	Place
1	Monday June 13, 2022	1. Scoring proposals 2. Record internship letter 3. Reply to internship letter	SHR
2	Tuesday June 14, 2022	1. Send files to miles 2. Scoring proposals	SHR
3	Wednesday June 15, 2022	Make a power point for the annual meeting of members of kopkar pt rapp	SHR
4	Thursday June 16, 2022	Scoring proposals	SHR
5	Friday June 17, 2022	Help prepare PT RAPP's RAT KOKAP	SHR
6	Saturday June 18, 2022	Become the committee of RAT Kopkar RAPP which is a delegation from SHR	SHR

Source: processed data 2022

This week the author carried out a different activity, namely making power points for the annual member meeting of the PT RAPP employee cooperative and being the committee of the RAT Kopkar PT RAPP.

**Table 3. 16 Job Training Report On the Sixteenth Week**

No	Date and Time	Activities	Place
1	Monday June 20, 2022	Preparing souvenirs for the pilgrims of Pelalawan	SHR
2	Tuesday June 21, 2022	1. Fill in the letter number 2. Enter internship data	SHR
3	Wednesday June 22, 2022	1. Create an Invitation letter for a certified internship using email 2. Proposal scoring	SHR
4	Thursday June 23, 2022	3. Scoring proposals 1. Making list of company at CPO	SHR
5	Friday June 24, 2022	Scoring proposals	SHR
6	Saturday June 25, 2022	off	SHR

Source: processed data 2022

This week, the author helped prepare souvenirs for pilgrims in Pelalawan, making invitation letters for certified internships using email.

**Table 3. 17 Job Training Report On the Seventeenth week**

No	Date and Time	Activities	Place
1	Monday June 27, 2022	Scoring proposals	SHR
2	Tuesday June 28, 2022	1. Fill the number for replay letter of intership 2. Scoring proposal	SHR
3	Wednesday June 29, 2022	Attend to signed MoU between PT. RAPP and D3 Teknologi Pulp and Paper in UNRI	SHR
4	Thursday June 30, 2022	Farewell to employees SHR	SHR
5	Friday July 1, 2022	Back to Bengkalis	

Source: processed data 2022

### 3.3. System and Procedures

#### 3.3.1 System

To make it easier for employees to perform their tasks, companies use internet-based systems. Every computer in one division is connected to other divisions in all Business Units in PT Riau Andalan Pulp and Paper. But not all work is done online, there are some jobs that are done offline and manually, from some of the work I do more offline than online.

#### 3.3.2 Procedures

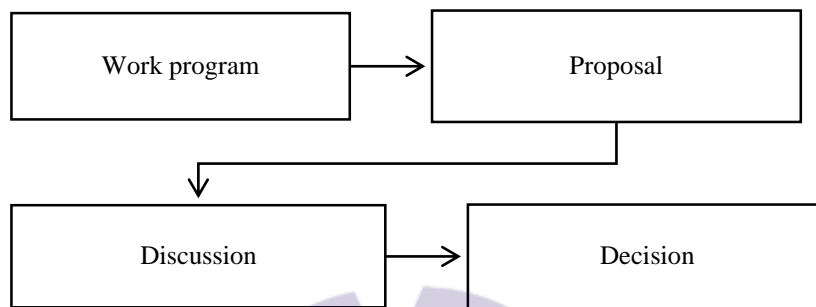
The Internship program procedures that have been carried out at PT Riau Andalan Pulp and Paper (RAPP) starting from March 9 to June 30, 2022 at the Employee Cooperative and in the Stakeholder Relations Department are as follows:

##### 3.3.2.1 Employee Cooperative

The writer's cooperative of PT RAPP employees is placed in the Business plan section for one month, namely in March, while the working procedure is as follows:

1. Make A Proposal Business Plan

The PT RAPP employee cooperative has business units such as kopkar mart and land plots, before establishing a new business unit it must go through several stages. The following is the procedure in PT Rapp's Kopkar in submitting a new business:



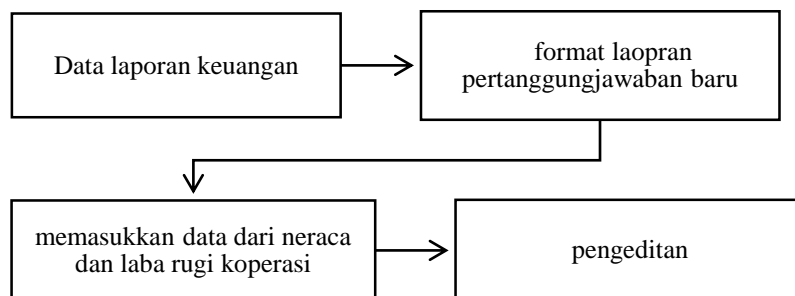
**Figure 2. 10 proposal prosedur koperasi karyawan PT RAPP**

*Source: processed data 2022*

As one of the work programs of the manager to create a new business in the employee cooperative by making a proposal or business plan, it will then be discussed with the cooperative employees and then it will be decided whether the business plan will be made or not.

2. Editing Accountability Report

Rapat Anggota Tahunan (RAT) merupakan kewajiban setiap koperasi, karena merupakan wujud dari pertanggung jawaban pengurus dan pengawas kepada anggota atas kinerjanya. Berikut ini adalah cara penulis memngedit laporan pertanggungjawaban pengurus untuk rapat anggota tahunan:



**Figure 2. 11 Editing Accountability**

*Source: processed data 2022*



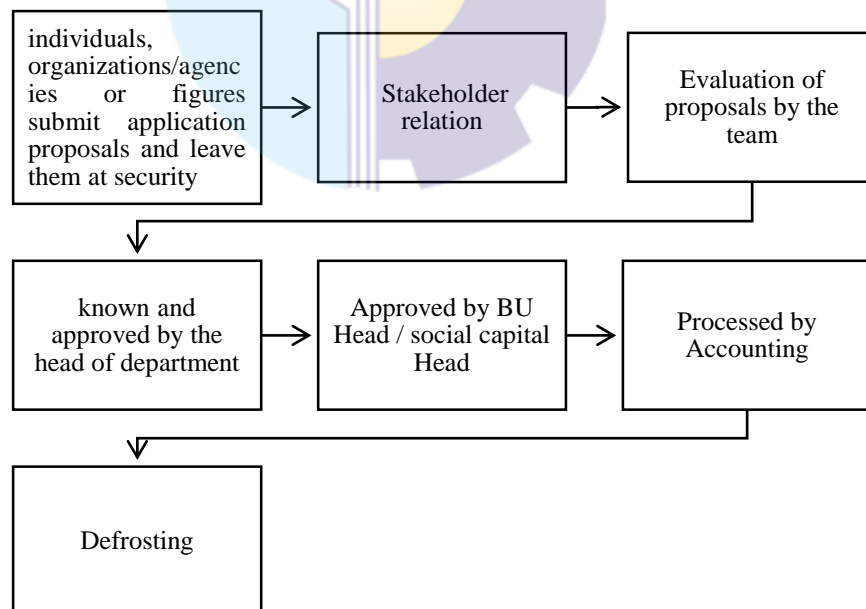
From the picture above, we can see that the author is editing the responsibility report taken from the financial report, namely the income statement and balance sheet to include it in the management accountability report for the new format annual member meeting. After being entered into a new format, the author edits the parts that are not neat.

### 3.3.2.2 Stakeholder Relation

After rolling, the author was placed in Stakeholder Relations at PT RAPP. The working procedures for stakeholder relations are as follows:

#### 1. Proposal Evaluation

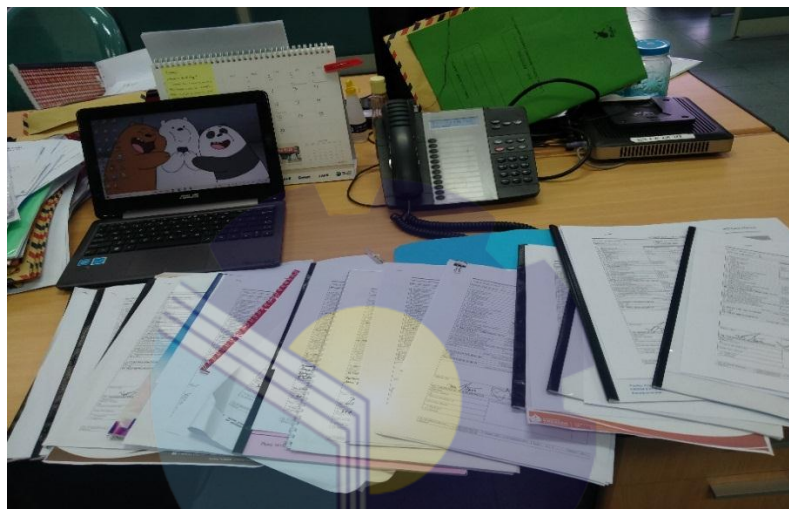
There are two forms for evaluating this proposal, namely the donation proposal assessment sheet and donation recapitulation where for this assessment each department holds its own operational area. The following is the procedure for the evaluation proposal



**Figure 2. 12 Proposal Evaluation**  
 Source: processed data 2022

From the picture above, it can be seen that proposals that come in from individuals, organizations/agencies assigned to security will be accepted by

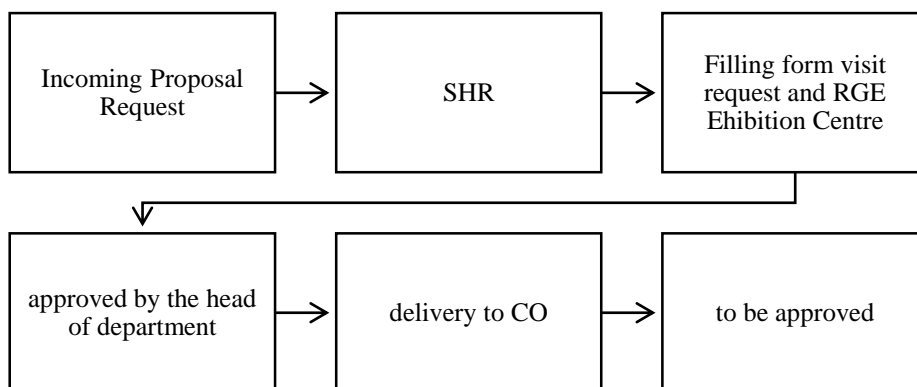
stakeholder relations and will be assessed by the team based on each region or operational area. After being assessed by the evaluation team, it must be known and approved by the head of the department, namely Mr. Wan Jakh then approved by the head of social capital, namely Mr. Mulya Nauli, after getting approval of the proposal assessment sheet and recapitulation of funds will be delivered to the mill which will then be processed by accounting whether approved or not, if approved then disbursement will be made.



**Figure 2. 13 Proposal Evaluation Form**  
*Source: processed data 2022*

2. Visit form

When want to make a visit, there must be a form that must be filled, namely the visit form and the RGE exhibition Centre.



**Figure 2. 14 Visit Form**  
*Source: processed data 2022*

Based on the flowchart above, every organization, stakeholder, student and anyone who wants to make a visit must report to Stakeholder Relations, then there is a form that must be filled, namely Filling in the visit request form and the RGE Exhibition Center that must be filled out. then approved by the head of the department if approved by the head of the department. submitted to the PPK for approval by the chairman of soscap.

**VISIT REQUEST FORM**

Internal

CORPORATE VISIT REQUEST FORM IS REQUIRED FOR ALL CORPORATE VISITS

---

**Visit Details**

TYPE: \_\_\_\_\_ CATEGORY: \_\_\_\_\_  
\*filled out by Corporate Visit Team \*filled out by Corporate Visit Team

Guest / Company: Dr. JUNARDI, Msi / Rektor Universitas Islam Kutis  
 Country: INDONESIA  
 Visit Schedule (DDMMYYYY): 25/05/2022  
 Host & BU/Dept: T. Kespandian / Soscap / Cha  
 Purpose of the Visit: Kunjungan Industri, Mengetahui PPK produksi  
\*Required di PT BAP dan Penjabatan kegesman  
 Number of Guest: 10 orang  
 Name of Guest's Companion: Attachment

**Visit Arrangement:**

<b>TOUR:</b>	<b>MILL TOUR:</b> (For customers, bankers and VIP only)
<input checked="" type="checkbox"/> RGE Exhibition Center	<input type="checkbox"/> Power
<input checked="" type="checkbox"/> Kerinci Central Nursery	<input type="checkbox"/> Pulp
<input checked="" type="checkbox"/> Kerinci Tissue Culture	<input checked="" type="checkbox"/> Paper
<input type="checkbox"/> CD Center	<input checked="" type="checkbox"/> Rayon
<input type="checkbox"/> PaperOne Gallery	<input checked="" type="checkbox"/> Yarn
<input type="checkbox"/> Others:	

Requested by:	Name: <u>T. Kespandian</u>
Acknowledged by requester's BU Head	Name: <u>WJ</u>
Verified by:	Corporate Visit Team
Endorsed by:	<u>Dony Hermawan</u> Corporate Comms. Head
Approved by:	<u>Mulia Nauji</u> Social Capital Head
	<u>Eduward Ginting / Mhd. Ali Shabri</u> COO / Ops. Support Director

Visit Request Form 2020

**Figure 2. 15** filling visits  
 Source: processed data 2022

### 3. Accompany Visit

Accompanying visits from universities from Campus Relations according to the specified schedule, this visit was carried out with campus relations managers and campus relations officers and stakeholders who wanted to make visits.



**Figure 2. 16 Accompany Visit**  
*Source: processed data 2022*

#### 4. Input data

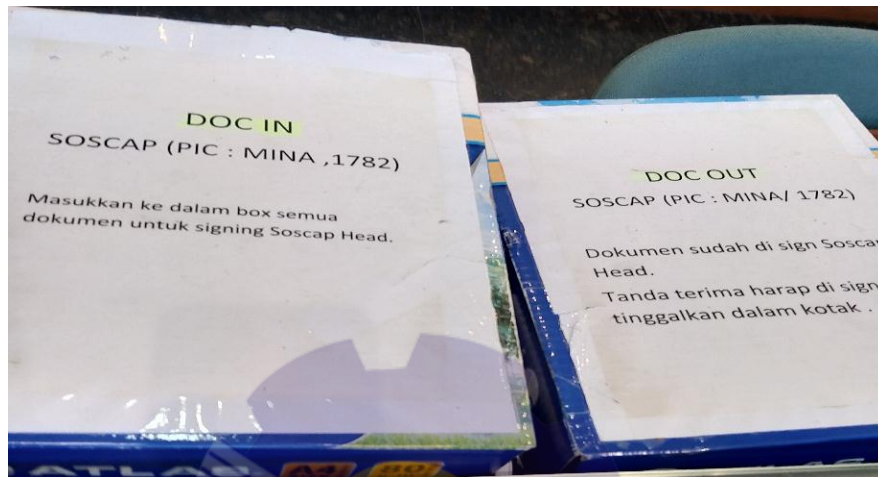
Inputting data such as job application data and apprentices. Data is a collection of numbers or other illustrations that entered into the computer using the help of hardware, namely: keyboards. The data that has been inputted will be saved to the folder that has been entered determined.



**Figure 2. 17 Input Data**  
*Source: processed data 2022*

## 5. Handling Document to Mill office and CO (Corporate Office)

Mill Office and CO It is a higher department above the Public Relations department so every document and advice clime is delivered and followed up to the department depending on the advice and clime.



*Figure 2. 18 Handling Document to Mill  
Source: processed data 2022*

## 3.4. Obstacles and Solutions

### 3.4.1 Obstacles

The obstacles faced when doing Internship program at the employee cooperative and stakeholder relations of PT RAPP are as follows:

1. There are some jobs that have no subject matter on campus so the author is not used to it or has to ask how to do it. Like filing and how to pick up the phone.
2. In stakeholder relations, the campus relations section where students from various campuses and schools submit internship proposals to do Internship program at PT Riau Andalan Pulp and Paper always receive many incoming proposals so that the stakeholder section is a bit difficult to place their internship students in which department matches the department students because of the many who apply.
3. Incomplete Proposal Requirements In this Stakeholder Relations, there are many proposals that have been submitted and will be processed, but the proposal is accepted and there are incomplete requirements, because the

proposal itself has complete requirements and must be in the proposal so that it can be done quickly. processed.

### **3.4.2 Solution**

The solutions to face problems in the workplace when carrying out Internship program (KP) at PT Riau Andalan Pulp and Paper are as follows:

1. One of the jobs that is always done during internships is filing documents and picking up telephones, there should be learning materials that discuss how to archive documents and how to pick up telephones properly so that when doing practical work, students understand and just apply at the internship or practical work
2. If too many students submit internship proposals, campus relations should limit the number of students who can do internships at the company so that they can provide internships that can truly provide work experience for students.
3. If the requirements for the proposal to enter the Stakeholder Relations Department are incomplete, the authors can contact the contact person attached to the proposal and ask them to complete the proposal requirements.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

From the explanation in the previous chapter, the description of activities during Internship program at PT Riau Andalan Pulp and Paper has been described, the authors will provide conclusions based on the results of the discussion of the chapter, including:

1. Practical Work starting from March 08Th 2022 to June 30Th 2022 at PT Riau Andalan Pulp And Paper (PT.RAPP ) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practice are in the KOPKAR PT.RAPP Business plan and stakeholder relation. With entry conditions starting at 08.00 to 16.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.
2. The specifications of the tasks carried out for 1 month in employee cooperatives and 3 months in stakeholder relations at PT Riau mainstay pulp and paper are as follows: Employee cooperative for business plan (Make a proposal,. Editing Accountability Report) and staeholder relation
3. To make it easier for employees to perform their tasks, companies use internet-based systems. Every computer in one division is connected to other divisions in all Business Units in PT Riau Andalan Pulp and Paper. But not all work is done online, there are some jobs that are done offline and manually.

#### **4.2 Suggestion**

In this section, the authors provide suggestions for writers, students, companies and campuses based on their experience during the Internship program at the Stakeholder Relations Department of PT Riau Andalan Pulp And Paper.

1. Author

For writers, the advice is to always do work to be more careful, thorough and concentrate in writing works. must be able to take responsibility for the orders given by having to get used to thinking before acting, and thinking realistically and rationally, and doing tasks in accordance with the directions or orders that have been given by the employee concerned and using the time as well as possible.

2. Student

The author also provides suggestions that may be useful for students who will carry out practical work activities for the next period must pay attention to the activity to obtain any information that we still do not know by asking the supervisor, Utilizing spare time to read books or references existing at PT RAPP, equip yourself with sufficient skills as has been taught and before carrying out the internship process you must first find out about the company.

3. Company

There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

4. Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic to hold this Job Training can be used as evaluation material, and it should be given to students before carrying out practical work in accordance with the field or course material that is in accordance with the Field Work Practice company. And the person concerned will take the student who will do practical work on the first day of admission, and pick him up again when the student has finished doing practical work.



## REFERENCES

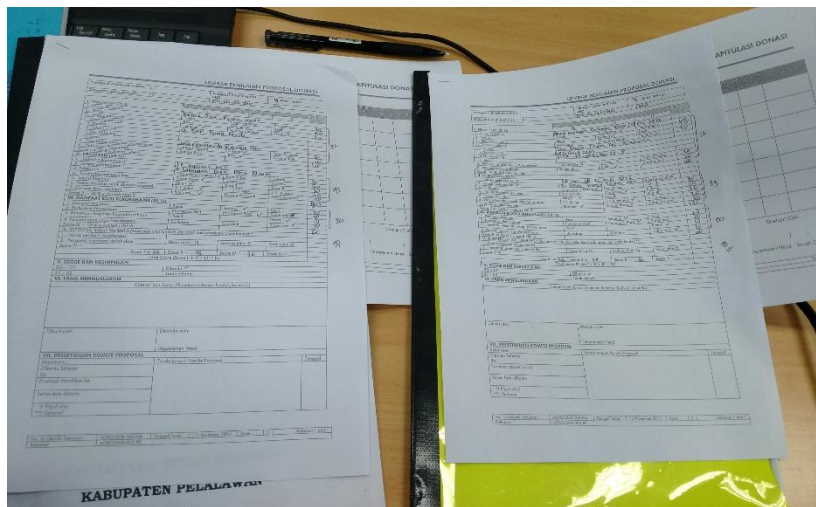
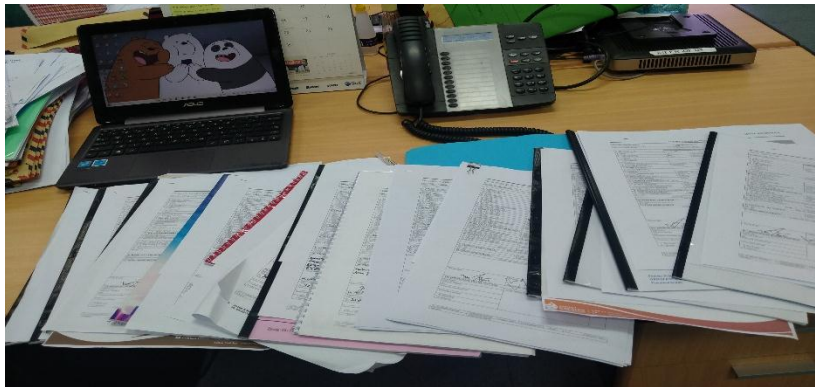
PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>.,  
accessed on June 28, 2022.



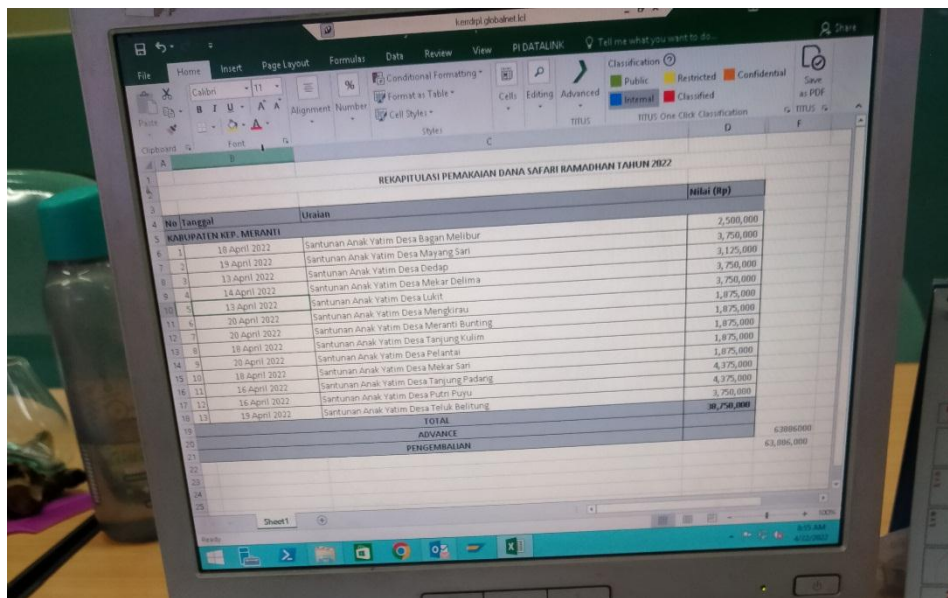
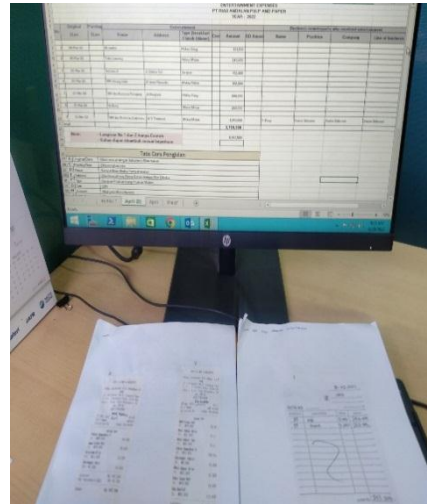
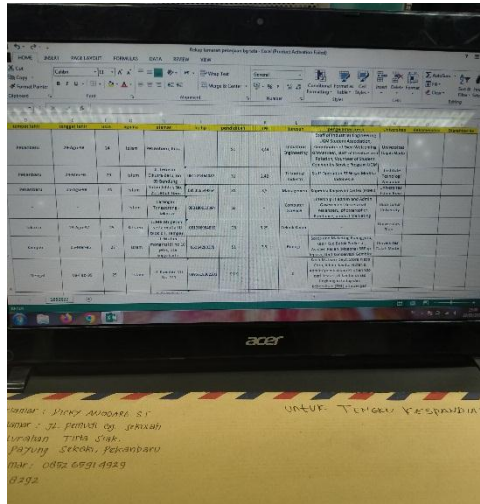
# APPENDICES

## Appendix 1 : Figure of Job Description

### 1. Evaluation Proposals



## 2. Input data





### 3. Meeting stakeholder







#### 4. Accompany visit



## 5. Assignments from SHR



## Appendix 2 : Apprenticeship Acceptance Letter

Internal



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

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 840

www.aprilasia.com  
www.paperone.com

Nomor : 83 /II/CR/KP/RAPP/2022  
Lamp : -  
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,  
Direktur  
Politeknik Negeri Bengkalis

Dengan hormat,  
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa sebagai berikut:

No	Nama	NPM	Prodi
1	Hasna Deti	5404181165	D-4 Administrasi Bisnis International
2	Endang Nirastuti	5404181167	D-4 Administrasi Bisnis International
3	Hurin Ismahani	5404181137	D-4 Administrasi Bisnis International
4	Norzizi Zulaika	5404181149	D-4 Administrasi Bisnis International

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa tersebut untuk melakukan kerja praktik di PT RAPP periode Maret 2022 s/d Juni 2022. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Sudah Vaksin - 2
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan no.6) pada 8 Maret 2022 dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, Maret 2022

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
























**Appendix 3 : Apprenticeship Certificate**



## Appendix 4 : List of Attendance

### LIST PRESENT OF THE JOB TRYNING EMPLOYEE COOPERATIVE PT RIAU PULP AND PAPER

Name : Hurin Ismahani  
Student's Identity Number : 5404181137  
Sec/Dept : Business Plan




















No.	Date	Morning		Afternoon		Signature	
		In	Out	In	Out		
1	Tuesday, 08/03/2022	Visit Employee Cooperative PT RAPP					
2	Wednesday, 09/03/2022	08.30	12.00	13.30	16.00		
3	Thursday, 10/03/2022	08.30	12.00	13.30	16.00		
4	Friday, 11/03/2022	08.30	12.00	13.30	16.00		
5	Saturday, 12/03/2022	08.30	12.00	-	-		
6	Sunday, 13/03/2022	Holiday					
7	Monday, 14/03/2022	08.30	12.00	13.30	16.00		
8	Tuesday, 15/03/2022	08.30	12.00	13.30	16.00		
9	Wednesday, 16/03/2022	08.30	12.00	13.30	16.00		
10	Thursday, 17/03/2022	08.30	12.00	13.30	16.00		
11	Friday, 18/03/2022	08.30	12.00	13.30	16.00		
12	Saturday, 19/03/2022	08.30	12.00	-	-		
13	Sunday, 20/03/2022	Holiday					
14	Monday, 21/03/2022	08.30	12.00	13.30	16.00		
15	Tuesday, 22/03/2022	08.30	12.00	13.30	16.00		
16	Wednesday, 23/03/2022	08.30	12.00	13.30	16.00		
17	Thursday, 24/03/2022	08.30	12.00	13.30	16.00		
18	Friday, 25/03/2022	08.30	12.00	13.30	16.00		
19	Saturday, 26/03/2022	08.30	12.00	-	-		
20	Sunday, 27/03/2022	Holiday					
21	Monday, 28/03/2022	08.30	12.00	13.30	16.00		
22	Tuesday, 29/03/2022	08.30	12.00	13.30	16.00		
23	Wednesday, 30/03/2022	08.30	12.00	13.30	16.00		
24	Thursday, 31/03/2022	08.30	12.00	13.30	16.00		
25	Friday, 01/04/2022	08.30	12.00	-	-		

Pelalawan, 01 April 2022  
Operational Manager

  
Mufran S.E., Ak

**LIST PRESENT OF THE JOB TRAINING  
PT RIAU ANDALAN PULP AND PAPER**

Name : Hurin Ismahani  
 Student's Identity Number : 5404181137  
 Sec/Dept : Stakeholder Relation



















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2	Tuesday, 05-Apr-22	08.30	12.00	13.30	16.00		
3	Wednesday, 06-Apr-22	08.30	12.00	13.30	16.00		
4	Thursday, 07-Apr-22	08.30	12.00	13.30	16.00		
5	Friday, 08-Apr-22	08.30	12.00	13.30	16.00		
6	Saturday, 09-Apr-22	08.30	12.00				
7	Sunday, 10-Apr-22	Holiday					
8	Monday, 11-Apr-22	08.30	12.00	13.30	16.00		
9	Tuesday, 12-Apr-22	08.30	12.00	13.30	16.00		
10	Wednesday, 13-Apr-22	08.30	12.00	13.30	16.00		
11	Thursday, 14-Apr-22	08.30	12.00	13.30	16.00		
12	Friday, 15-Apr-22	08.30	12.00	13.30	16.00	Day off	
13	Saturday, 16-Apr-22	08.30	12.00				
14	Sunday, 17-Apr-22	Holiday					
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16	Tuesday, 19-Apr-22	08.30	12.00	13.30	16.00		
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21	Sunday, 24-Apr-22	Holiday					
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23	Tuesday, 26-Apr-22	08.30	12.00	13.30	16.00		
24	Wednesday, 27-Apr-22	08.30	12.00	13.30	16.00	Day off	
25	Thursday, 28-Apr-22	08.30	12.00	13.30	16.00	Day off	
26	Friday, 29-Apr-22	08.30	12.00	13.30	16.00	Day off	
27	Saturday, 30-Apr-22	08.30	12.00			Day off	

Pelalawan, 30 April 2022  
 Assistant Campus Relation

  
**Tata Haira**  
 PT RIAU ANDALAN PULP AND PAPER  
 SAP.20013503

**LIST PRESENT OF THE JOB TRYNING  
PT RIAU ANDALAN PULP AND PAPER**

Name : Hurin Ismahani  
 Student's Identity Number : 5404181137  
 Sec/Dept : Stakeholder Relation

No	Date	Morning		Afternoon		Signature	
		In	Out	In	Out		
1	Mon, 02-May-22	08.30	12.00	13.30	16.00	Day Off	
2	Tue, 03-May-22	08.30	12.00	13.30	16.00	Day Off	
3	Wed, 04-May-22	08.30	12.00	13.30	16.00	Day Off	
4	Thu, 05-May-22	08.30	12.00	13.30	16.00	Day Off	
5	Fri, 06-May-22	08.30	12.00	13.30	16.00	Day Off	
6	Sat, 07-May-22	08.30	12.00			Day Off	
7	Sun, 08-May-22	Holiday					
8	Mon, 09-May-22	08.30	12.00	13.30	16.00		
9	Tue, 10-May-22	08.30	12.00	13.30	16.00		
10	Wed, 11-May-22	08.30	12.00	13.30	16.00		
11	Thu, 12-May-22	08.30	12.00	13.30	16.00		
12	Fri, 13-May-22	08.30	12.00	13.30	16.00		
13	Sat, 14-May-22	08.30	12.00				
14	Sun, 15-May-22	Holiday					
15	Mon, 16-May-22	08.30	12.00	13.30	16.00	Public Holiday	
16	Tue, 17-May-22	08.30	12.00	13.30	16.00		
17	Wed, 18-May-22	08.30	12.00	13.30	16.00		
18	Thu, 19-May-22	08.30	12.00	13.30	16.00		
19	Fri, 20-May-22	08.30	12.00	13.30	16.00		
20	Sat, 21-May-22	08.30	12.00				
21	Sun, 22-May-22	Holiday					
22	Mon, 23-May-22	08.30	12.00	13.30	16.00		
23	Tue, 24-May-22	08.30	12.00	13.30	16.00		
24	Wed, 25-May-22	08.30	12.00	13.30	16.00		
25	Thu, 26-May-22	08.30	12.00	13.30	16.00	Public Holiday	
26	Fri, 27-May-22	08.30	12.00	13.30	16.00		
27	Sat, 28-May-22	08.30	12.00				
28	Sun, 29-May-22	Holiday					
29	Mon, 30-May-22	08.30	12.00	13.30	16.00		
30	Tue, 31-May-22	08.30	12.00	13.30	16.00		

Pelalawan, 31 May 2022  
 Assistant Campus Relation





**LIST PRESENT OF THE JOB TRYNING  
PT RIAU ANDALAN PULP AND PAPER**

Name : Hurin Ismahani  
 Student's Identity Number : 5404181137  
 Sec/Dept : Stakeholder Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, 01-Jun-22	08.30	12.00	13.30	16.00	
2	Tue, 02-Jun-22	08.30	12.00	13.30	16.00	
3	Wed, 03-Jun-22	08.30	12.00	13.30	16.00	
4	Thu, 04-Jun-22	08.30	12.00	13.30	16.00	
5	Fri, 05-Jun-22	08.30	12.00	13.30	16.00	
6	Sat, 06-Jun-22	08.30	12.00			
7	Sun, 07-Jun-22	Holiday				
8	Mon, 08-Jun-22	08.30	12.00	13.30	16.00	
9	Tue, 09-Jun-22	08.30	12.00	13.30	16.00	
10	Wed, 10-Jun-22	08.30	12.00	13.30	16.00	
11	Thu, 11-Jun-22	08.30	12.00	13.30	16.00	
12	Fri, 12-Jun-22	08.30	12.00	13.30	16.00	
13	Sat, 13-Jun-22	08.30	12.00			
14	Sun, 14-Jun-22	Holiday				
15	Mon, 15-Jun-22	08.30	12.00	13.30	16.00	Public Holiday
16	Tue, 16-Jun-22	08.30	12.00	13.30	16.00	
17	Wed, 17-Jun-22	08.30	12.00	13.30	16.00	
18	Thu, 18-Jun-22	08.30	12.00	13.30	16.00	
19	Fri, 19-Jun-22	08.30	12.00	13.30	16.00	
20	Sat, 20-Jun-22	08.30	12.00			
21	Sun, 21-Jun-22	Holiday				
22	Mon, 22-Jun-22	08.30	12.00	13.30	16.00	
23	Tue, 23-Jun-22	08.30	12.00	13.30	16.00	
24	Wed, 24-Jun-22	08.30	12.00	13.30	16.00	
25	Thu, 25-Jun-22	08.30	12.00	13.30	16.00	Public Holiday
26	Fri, 26-Jun-22	08.30	12.00	13.30	16.00	
27	Sat, 27-Jun-22	08.30	12.00			
28	Sun, 28-Jun-22	Holiday				
29	Mon, 29-Jun-22	08.30	12.00	13.30	16.00	
30	Tue, 30-Jun-22	08.30	12.00	13.30	16.00	

Pelawan, 30 June 2022  
 Assisstant Campus Relation



## Appendix 5 : Company Appraisal Sheet

EVALUATION RESULTS FORM JOB TRAINING  
COMPANY APPRAISAL  
PT. RIAU ANDALAN PULP AND PAPER

Nama : Hurin Ismahani  
NIM : 5404181137  
Study Program : D4- International Business Administration  
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	90
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	85
4.	Work Result	30%	90
5.	Behavior in General	15%	90
	Total ( 1+2+3+4+5 )	100%	89,5

Explanation :  
Score : Criteria  
81 - 100 : Excellence  
71 - 80 : Very Good  
66 - 70 : Good  
61 - 65 : Good Enough  
56 - 60 : Enough

Notes :

Pelalawan, June 30<sup>th</sup> 2022

 RAPP

Yusvalinda

Personal Admin Department HRD

EVALUATION RESULTS FORM JOB TRAINING  
COMPANY APPRAISAL  
PT. RIAU ANDALAN PULP AND PAPER

Nama : Hurin Ismahani  
NIM : 5404181137  
Study Program : D4- International Business Administration  
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	80
2.	Responsibility	25%	85
3.	Adjustment/Adaptation	10%	85
4.	Work Result	30%	90
5.	Behavior in General	15%	90
	Total ( 1+2+3+4+5 )	100%	90,77

Explanation :  
Score : Criteria  
81 – 100 : Excellence  
71 – 80 : Very Good  
66 – 70 : Good  
61 – 65 : Good Enough  
56 – 60 : Enough

Notes :

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

Pelalawan, June 30<sup>th</sup> 2022

  
Tengku Kespandiar, S.T., M.M  
Campus Relation Manager

## Appendix 6 : Apprenticeship Statement Letter

Internal



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

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

[www.aprilasia.com](http://www.aprilasia.com)  
[www.paperone.com](http://www.paperone.com)

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

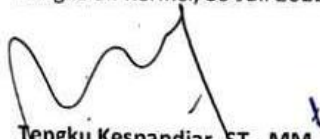
Kepada Yth,  
**Direktur Politeknik Negeri Bengkalis**

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

No	Nama	NIM	Prodi
1	Hurin Ismahani	5404181137	D4-Administrasi Bisnis Internasional
2	Hasna Deti	5404181165	D4-Administrasi Bisnis Internasional
3	Endang Nirastuti	5404181167	D4-Administrasi Bisnis Internasional
4	Norzizi Zulaikha	5404181149	D4-Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper tanggal 09 Maret – 30 Juni 2022. Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 09 Juli 2022

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




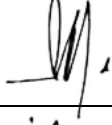



## Appendix 7 : Daily Activities

### DAILY ACTIVITIES OF THE JOB TRAINING

DAY : TUESDAY - SATURDAY

DATE : MARCH 9<sup>th</sup> -12<sup>th</sup>, 2022







No	Date and Time	Activities	Task Assignor	Signature
1	Tuesday March 8 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Come to the Employee Cooperative</li> <li>2. Direct direction from Campus head of stakeholder relations</li> </ol>	Mufran S.E., Ak	
2	Wednesday March 9 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Diskusi tentang koperasi</li> <li>2. join the discussion of the new Kopkar project plan to sell plots of land</li> <li>3. looking for an example of a proposal for bottled drinking water (AMDK)</li> </ol>	Mufran S.E., Ak	
3	Thursday March 10 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Discussion about the bottled water project planning</li> <li>2. Make a proposal for bottled drinking water</li> <li>3. Make a copy of the financial statements of KOPKAR Mart for January 2022</li> </ol>	Mufran S.E., Ak	
4	Friday March 11 <sup>th</sup> 2022	Input data into the new format of the PT Rapp employee cooperative accountability report	Mufran S.E., Ak	
5	Saturday March 12 <sup>th</sup> 2022	Input data into the new format of the PT Rapp employee cooperative accountability report	Mufran S.E., Ak	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY - SATURDAY

DATE : MARCH 14<sup>th</sup> -19<sup>th</sup>, 2022







No	Date and Time	Activities	Task Assignor	Signature
1	Monday March 14 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	Mufran S.E., Ak	
2	Tuesday March 15 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	Mufran S.E., Ak	
3	Wednesday March 16 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Continuing LPJ</li> <li>2. Calculating LPDB loan interest using a sliding rate within 5 years</li> <li>3. Make profit or income predictions using LPDB funds as Savings and Loans Unit funds.</li> </ol>	Mufran S.E., Ak	
4	Thursday March 17 <sup>th</sup> 2022	Calculating the health level of cooperatives in terms of capital	Mufran S.E., Ak	
5	Friday March 18 <sup>th</sup> 2022	Calculating the health level of cooperatives	Mufran S.E., Ak	
6	Saturday March 19 <sup>th</sup> 2022	Continuing to make an accountability report (LPJ)	Mufran S.E., Ak	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY - SATURDAY

DATE : MARCH 21<sup>st</sup> -26<sup>th</sup>, 2022



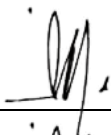



No	Date and Time	Activities	Task Assignor	Signature
1	Monday March 21 <sup>st</sup> 2022	Continue to create a new format lpj	Mufran S.E., Ak	
2	Tuesday March 22 <sup>th</sup> 2022	Participate in assignmet meeting with pt ussi	Mufran S.E., Ak	
3	Wednesday March 23 <sup>th</sup> 2022	Continuing to calculate the health level of the cooperative	Mufran S.E., Ak	
4	Thursday March 24, 2022	Editing lpj	Mufran S.E., Ak	
5	Friday March 25, 2022	Editing lpj	Mufran S.E., Ak	
6	Saturday March 26, 2022	Join the head of the Kopkar meeting the invitation at the Pelalawan Palace	Mufran S.E., Ak	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : MARCH 28<sup>st</sup> – APRIL 2<sup>th</sup>, 2022


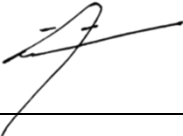




No	Date and Time	Activities	Task Assignor	Signature
1	Monday March 28 <sup>th</sup> 2022	Help display goods in the mainstay market of kopkar pt rapp	Mufran S.E., Ak	
2	Tuesday March 29 <sup>th</sup> 2022	Create a swot analysis report for pt ussi	Mufran S.E., Ak	
3	Wednesday March 30 <sup>th</sup> 2022	Search the LPDB site	Mufran S.E., Ak	
4	Thursday March 31 <sup>st</sup> 2022	Eating together to welcome the holy month of Ramadan	Mufran S.E., Ak	
5	Friday April 1 <sup>st</sup> , 2022	Fill out the LPDB loan form	Mufran S.E., Ak	
6	Saturday April 2 <sup>th</sup> 2022	Day off	Mufran S.E., Ak	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY



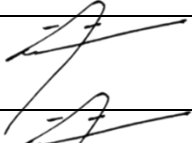
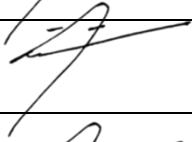
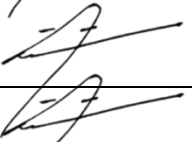
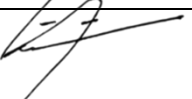
DATE : APRIL 4<sup>th</sup> – APRIL 16<sup>th</sup>, 2022

No	Date and Time	Activities	Task Assignor	Signature
1	Monday April 4 <sup>th</sup> 2022	Introduction to SHR employees	Tata Haira	
2	Tuesday April 5 <sup>th</sup> 2022	Print Proposals	Tata Haira	
3	Wednesday April 6 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Safety induction</li> <li>2. Copy the scoring form and donation recapitulation form</li> <li>3. Assessing or scoring proposals for educational funding assistance applications</li> </ol>	Tata Haira	
4	Thursday April 7 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Make a design for the distribution of donations for orphans safary ramadhan 1443/2022 M in the province of Riau PT RAPP and make a symbolic handover of donations for orphans</li> <li>2. Exchange small money to an independent bank, Fill out envelopes for donations to orphans and Stamp donation envelopes</li> </ol>	Tata Haira	
5	Friday April 8 <sup>th</sup> 2022	Assessing or scoring proposals for funding applications	Tata Haira	
6	Saturday April 9 <sup>th</sup> 2022	Assist in preparing the final intership presentation and participate in the final intership presentation.	Tata Haira	

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : APRIL 11<sup>th</sup> – APRIL 16<sup>th</sup>, 2022


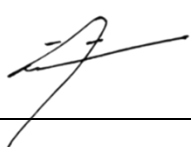

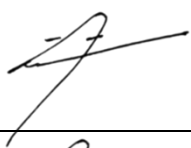
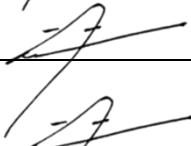

No	Date and Time	Activities	Task Assignor	Signature
1	Monday April 11 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Assessing or scoring proposals for funding applications</li> <li>2. Delivery of cement to the Darussakinah mosque in East Kerinci</li> <li>3. reating News Events</li> <li>4. Deliver the proposal file to the corporate office</li> </ol>	Tata Haira	
2	Tuesday April 12 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Assessing or scoring proposals for funding applications</li> <li>2. Scan proposals</li> <li>3. Copying the expansion recap</li> </ol>	Tata Haira	
3	Wednesday April 13 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Filling out the orphanage donation envelope</li> <li>2. ramadan safari fan pick up</li> </ol>	Tata Haira	
4	Thursday April 14 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Proposal scoring</li> <li>2. Recording ramdhan safari fan retrieval</li> </ol>	Tata Haira	
5	Friday April 15 <sup>th</sup> 2022	Proposals Scoring	Tata Haira	
6	Saturday April 16 <sup>th</sup> 2022	Day off	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : APRIL 18<sup>th</sup> – APRIL 23<sup>th</sup>, 2022

No	Date and Time	Activities	Task Assignor	Signature
1	Monday April 18 <sup>th</sup> 2022	1. Proposal scoring 2. Request a signature for a recapitulation of donations 3. Recording the collection of the Ramadhan safari fan	Tata Haira	
2	Tuesday April 19 <sup>th</sup> 2022	1. Fill in the letter number 2. Scoring proposals 3. ramadan safari fan pick up	Tata Haira	
3	Wednesday April 20 <sup>th</sup> 2022	1. Scoring proposals 2. Recap entertainment expenses 3. Fill and stamp the orphanage donation envelope	Tata Haira	
4	Thursday April 21 <sup>st</sup> 2022	1. Proposal scoring 2. Request a signature for a recapitulation of donations 3. Drafting receipts 4. Copying news events in order	Tata Haira	
5	Friday April 22 <sup>th</sup> 2022	Recap the use of Ramadhan safari funds	Tata Haira	
6	Saturday April 23 <sup>th</sup> 2022	Scoring Proposals Copy, Scanning, copying the handover letter for the Ramadhan safari funds pasting shopping receipts onto blank paper	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : APRIL 25<sup>th</sup> – MAY 7<sup>th</sup>, 2022

No	Date and Time	Activities	Place
1	Monday April 25 <sup>th</sup> 2022	Proposal scoring	SHR
2	Tuesday April 26 <sup>th</sup> 2022	Proposal scoring	SHR
3	Wednesday April 27 <sup>th</sup> 2022 - Saturday, May 7 <sup>th</sup> 2022	Off	SHR


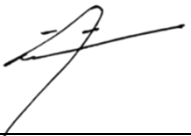

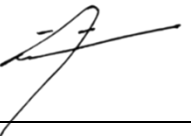
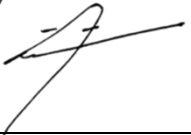

No.	WORKING	EXPLANATION



**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : MAY 9<sup>th</sup> – MAY 14<sup>th</sup>, 2022

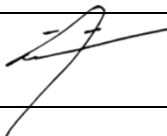



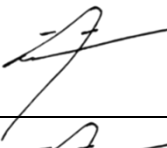
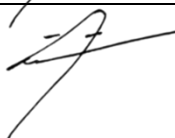
No	Date and Time	Activities	Task Assignor	Signature
1	Monday, May 9 <sup>th</sup> 2022	Proposal scoring	Tata Haira	
2	Tuesday, May 10 <sup>th</sup> 2022	1. Send files to mill 2. Proposal Scoring	Tata Haira	
3	Wednesday, May 11 <sup>th</sup> 2022	1. Renaming the journal 2. Recap job application data 3. Scoring proposals	Tata Haira	
4	Thursday, May 12 <sup>th</sup> 2022	1. Enter job applicant data 2. Scoring proposals	Tata Haira	
5	Friday, May 13 <sup>th</sup> 2022	1. Scoring proposals Create a letter number 2. Deliver documents to CO	Tata Haira	
6	Saturday, May 14 <sup>th</sup> 2022	Scoring proposals	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : MAY 16<sup>th</sup> – MAY 21<sup>st</sup>, 2022



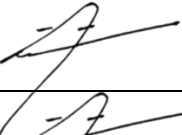

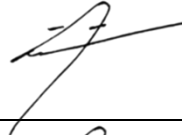

No	Date and Time	Activities	Task Assignor	Signature
1	Monday, May 16 <sup>th</sup> 2022	Public Holiday	Tata Haira	
2	Tuesday, May 17 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Participate in campus relations meeting with ITP21</li> <li>2. Eating together with LP2I campus stakeholders</li> <li>3. Delivering Expanse Claim Files To Mill</li> </ol>	Tata Haira	
3	Wednesday May 18 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Deliver files to co</li> <li>2. copy the proposal</li> <li>3. copy the scoring form</li> <li>4. Scoring proposals</li> </ol>	Tata Haira	
4	Thursday May 19 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Pick up documents at the co to be delivered to the mill</li> <li>2. Pick up kitchen utensils at the office property</li> <li>3. Scoring proposals</li> </ol>	Tata Haira	
5	Friday May 20 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Scoring proposals</li> <li>2. Search and input campus names throughout Riau</li> </ol>	Tata Haira	
6	Saturday May 21 <sup>st</sup> 2022	Deliver documents to CO	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : MAY 16<sup>th</sup> – MAY 21<sup>st</sup>, 2022


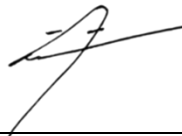
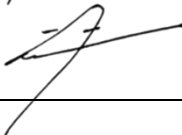



No	Date and Time	Activities	Task Assignor	Signature
1	Monday May 23, 2022	<ol style="list-style-type: none"> <li>1. Scoring Proposals</li> <li>2. Sticking shopping receipts to paper for entertainment expenses</li> </ol>	Tata Haira	
2	Tuesday May 24, 2022	<ol style="list-style-type: none"> <li>1. Record the name of the internship program</li> <li>2. Reply to internship proposal letter</li> <li>3. Collect and deliver documents to mill and LP&amp;C</li> <li>4. Look for the name of the rector and dean in every campus in Riau using the ppdikti.com site</li> <li>5. Fill in the letter number and copy the document</li> </ol>	Tata Haira	
3	Wednesday May 25, 2022	Welcoming a visit from unilak (visiting PT RAPP)	Tata Haira	
4	Thursday May 26, 2022	Public Holiday	Tata Haira	
5	Friday May 27, 2022	Scoring proposals Recap the darta of the seriau campus	Tata Haira	
6	Saturday May 28, 2022	Designing internship procedures and research procedures at PT RAPP	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : MAY 30<sup>th</sup> – JUNE 4<sup>th</sup>, 2022


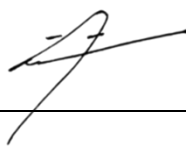



No	Date and Time	Activities	Task Assignor	Signature
1	Monday May 30, 2022	<ol style="list-style-type: none"> <li>1. Scoring proposals</li> <li>2. Entering job applications</li> <li>3. Fill in the internship no</li> <li>4. Copy of internship reply letter</li> </ol>	Tata Haira	
2	Tuesday May 31 2022	<ol style="list-style-type: none"> <li>1. Scoring proposals</li> <li>2. Fill in the internship no</li> </ol>	Tata Haira	
3	Wednesday June 1, 2022	Go to Bengkalis	Tata Haira	
4	Thursday June 2, 2022	<ol style="list-style-type: none"> <li>1. Recap an internship proposal</li> <li>2. Make an internship reply letter</li> <li>3. Fill in the letter number</li> <li>4. Scoring of internship proposals</li> </ol>	Tata Haira	
5	Friday June 3, 2022	<ol style="list-style-type: none"> <li>1. Copying the proposal</li> <li>2. Scoring of internship proposals</li> </ol>	Tata Haira	
6	Saturday June 4, 2022	Scoring proposals	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : JUNE 6<sup>th</sup> – JUNE 10<sup>th</sup>, 2022



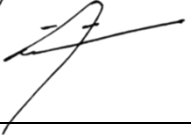
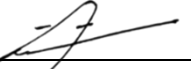


No	Date and Time	Activities	Task Assignor	Signature
1	Monday June 6, 2022	<ol style="list-style-type: none"> <li>Following a visit to KCN with a young unri doctor</li> <li>Scoring Proposals</li> <li>Make an internship id card</li> </ol>	Tata Haira	
2	Tuesday June 7, 2022	Scoring proposals	Tata Haira	
3	Wednesday June 8, 2022	<ol style="list-style-type: none"> <li>Recap job applications</li> <li>Copying the scoring sheet and recapitulation of donations</li> </ol>	Tata Haira	
4	Thursday June 9, 2022	<ol style="list-style-type: none"> <li>Proposal scoring</li> <li>Fill out the visit form</li> <li>Recap job applications</li> </ol>	Tata Haira	
5	Friday June 10, 2022	<ol style="list-style-type: none"> <li>Proposal scoring</li> <li>Process and control of proposal recapitulation form</li> </ol>	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : JUNE 13<sup>th</sup> – JUNE 18<sup>th</sup>, 2022




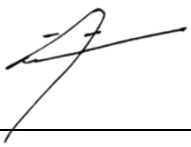
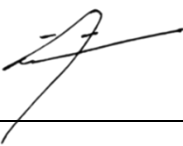
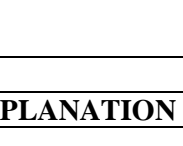
No	Date and Time	Activities	Task Assignor	Signature
1	Monday June 13, 2022	1. Scoring proposals 2. Record internship letter 3. Reply to internship letter	Tata Haira	
2	Tuesday June 14, 2022	1. Send files to miles 2. Scoring proposals	Tata Haira	
3	Wednesday June 15, 2022	Make a power point for the annual meeting of members of kopkar pt rapp	Tata Haira	
4	Thursday June 16, 2022	Scoring proposals	Tata Haira	
5	Friday June 17, 2022	Help prepare PT RAPP's RAT KOKAP	Tata Haira	
6	Saturday June 18, 2022	Become the committee of RAT Kopkar RAPP which is a delegation from SHR	Tata Haira	

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : JUNE 20<sup>th</sup> – JUNE 25<sup>th</sup>, 2022

No	Date and Time	Activities	Task Assignor	Signature
1	Monday June 20, 2022	Preparing souvenirs for the pilgrims of Pelalawan	Tata Haira	
2	Tuesday June 21, 2022	1. Fill in the letter number 2. Enter internship data	Tata Haira	
3	Wednesday June 22, 2022	1. Create an Invitation letter for a certified internship using email 2. Proposal scoring	Tata Haira	
4	Thursday June 23, 2022	3. Scoring proposals 1. Making list of company at CPO	Tata Haira	
5	Friday June 24, 2022	Scoring proposals	Tata Haira	
6	Saturday June 25, 2022	off	Tata Haira	

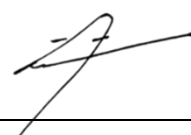


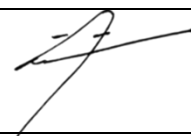

No.	WORKING	EXPLANATION



**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY – SATURDAY

DATE : JUNE 27<sup>th</sup> – JULY 1<sup>st</sup>, 2022

No	Date and Time	Activities	Task Assignor	Signature
1	Monday June 27, 2022	Scoring proposals	Tata Haira	
2	Tuesday June 28, 2022	1. Fill the number for replay letter of intership 2. Scoring proposal	Tata Haira	
3	Wednesday June 29, 2022	Attend to signed MoU between PT. RAPP and D3 Teknologi Pulp and Paper in UNRI	Tata Haira	
4	Thursday June 30, 2022	Farewell to employees SHR	Tata Haira	
5	Friday July 1, 2022	Back to Bengkalis	Tata Haira	

No.	WORKING	EXPLANATION