

**APPRENTICESHIP REPORT
PT. RAPP BUATAN PORT**

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

**APPRENTICESHIP REPORT
PT. RAPP BUATAN PORT**

Written as one of the conditions for completing Apprenticeship Report

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Siak, June 30th, 2022

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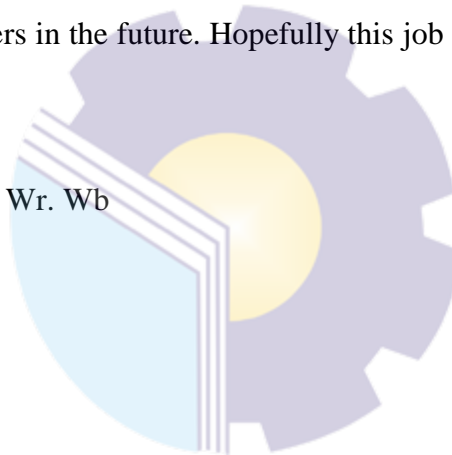
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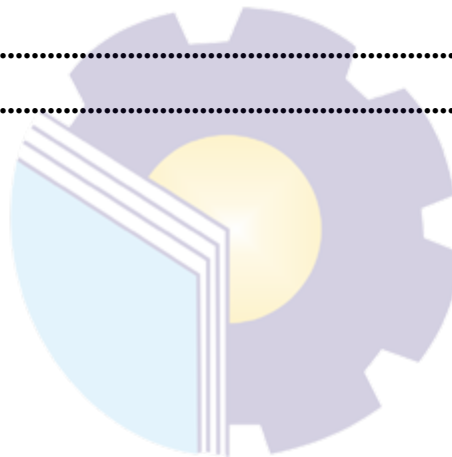
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they can become individuals who are ready to compete in various sectors, especially in the industrial sector appear. To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is less if students only rely on theoretical knowledge obtained from universities. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world which they will later be involved in. In line with that, universities require their students to take Internship courses which are held in even semesters. Apprenticeship is an Intra-Curricular Activity that is part of the State and Community Life Courses, all majors at the Bengkalis State Polytechnic. In general, the implementation of the Internship aims to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices. After carrying out a specific Internship, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the above-mentioned Internship objectives ultimately refers to the professional formation of students who have broad skills and knowledge in the field of International Business Administration. With these abilities, graduates of the Bachelor of Applied International Business Administration at Bengkalis State Polytechnic are expected to be able to apply their skills and knowledge.

Bengkalis State Polytechnic also seeks to improve students' abilities by conducting training in companies so that they can realize the mission of the Polytechnic to make staff ready to use and have links and compatibility between the industrial world and the world of education that is carried out well.

The Asia Pacific Resources International Limited (APRIL) Group is one of the world's largest producers of pulp and paper, with the latest and most efficient technologies. APRIL manufactures products that millions of people use every day in the form of liquid packaging, printing and writing paper, tissue, shopping bags, food packaging, magazines and books. APRIL products, including our flagship paper brand PaperOne™, are marketed and sold in more than 70 countries worldwide.

For production activities, it is located in Pangkalan Kerinci Village, Pelalawan Regency. As for the logistics activities carried out by PT RAPP Buatan Port is a port located in Rantau Panjang Village, Siak Sri Indrapura Regency. This port is used as a place for company activities that is used as a place for ships to lean, loading and unloading goods, and a ship's berth equipped with shipping safety and security facilities. The function of this port is very important because it is one of the determining elements of export activities in trading activities for the production of PT RAPP.

1.2 Purposes of the Apprenticeship

Internship is one of the activities of the Bengkalis State Polytechnic students in completing their studies. In order to achieve the expected result, it is necessary to know the purpose of the Job Training, which are as follows:

1. To find out the job description of practical activities at PT. RAPP Buatan Port.
2. To find out the time and place of work practical at PT. RAPP Buatan Port.
3. To find out the system and work practical procedures at PT. RAPP Buatan Port.
4. To find out the obstacles in the solutions during practical at PT. RAPP Buatan Port.

1.3 Significance of the Apprenticeship

Practical work certainly has great benefits for students, universities and companies, while the benefits of practical work include:

1. Significance for students

With the Job Training program, it is hoped that it will provide opportunities for Bengkalis State Polytechnic students to be able to apply the knowledge gained during lectures to be practiced in the world of work.

2. Significance for State Polytechnic of Bengkalis

With the internship program, it is hoped that the Bengkalis State Polytechnic can establish good cooperation and relations with various parties.

3. Significance for the Company

The establishment of cooperation between the world of education and companies or agencies The company received assistance from students who did practical work.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

APRIL (Asia Pacific Resources International Holding Ltd) is a multinational company engaged in the processing of pulp and paper products. The company is one of the largest pulp and paper companies in Asia. APRIL is one of the companies under the auspices of PT. Raja Garuda Mas (PT.RGM) or also known as the Royal Golden Eagle. PT. Royal Golden Eagle (RGE) based in Jakarta is a leading industrial group in Asia Pacific whose assets exceed USD 4.6 billion. APRIL is the company that holds shares in the forest products sector of the RGE group. APRIL's head office is in Singapore. APRIL operates 2 pulp and paper mills namely: Changsu Fine Paper Mill located in China and PT. Riau Andalan Pulp and Paper located in Indonesia, precisely in Pangkalan Kerinci, Pelalawan Regency, Riau. APRIL is a subsidiary of RGE, which currently has 80 subsidiaries spread across Indonesia and abroad. This company was founded by Sukanto Tanoto who was born on December 29, 1949 is the eldest of seven children, which started from a family business to become an international business. In 1967 he joined a family-owned company as a supplier of motor vehicle parts in Japan, then in 1973 he founded a plywood industry called PT. Raja Garuda Mas (RGM) which is now RGE, which at that time became the golden era of Indonesian plywood. In 1979 he founded a palm oil company called Asian Agri. given the name Indorayon, which is now Toba Pulp Lestari which began operations in 1988.



Figure 2.2 APRIL Logo
Source: APRIL Website, 2022

PT Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp and paper. The company was founded by Mr. Sukanto Tanoto which started as a family business to become an international business. PT Riau Andalan Pulp and Paper is a subsidiary of Raja Garuda Mas International which is a major shareholder in APRIL Group (Asia Pacific Resource International Holding Ltd.) which is well known in international business. The control system in this company has been included in the ISO system which is used as a sign to determine the world quality of a product. PT. RAPP was built and designed to produce high quality pulp and paper where the pulp is produced chemically by the sulfate process. The paper produced by PT. RAPP is branded Paper One.



Figure 2.1 PT. RAPP Buatan Port

Source: Processed Data, 2022

PT RAPP has its own port located in Rantau Panjang Village, Siak Sri Indrapura Regency. PT RAPP Buatan Port is part of PT. RAPP which is specifically engaged in logistics. PT. RAPP Artificial Port is located separately from PT RAPP. PT RAPP is located in Pangkalan Kerinci Village, Pelalawan Regency. Meanwhile, PT. RAPP Buatan Port is located in Rantau Panjang Village, Siak Regency. PT. RAPP Buatan Port role is to distribute the products of PT. RAPP in the form of pulp (pulp), viscose (rayon), and paper (paper).

Marketing is intended for domestic and export. The resulting pulp is then distributed to paper mills in Indonesia. Export priority is aimed at India, Middle East, Europe, Australia, Taiwan, Japan, Korea, and Malaysia. In addition, PT RAPP Buatan Port also plays a role in transporting raw materials for pulping which will be distributed to the mill located at PT RAPP Pangkalan Kerinci.

2.2 Vision and Mission of PT. RAPP

2.2.2 Vision of PT. RAPP

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.

2.2.3 Mission of PT. RAPP

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.

2.3 Kind of Business PT. RAPP Buatan Port

The type of business that is run at PT. RAPP Buatan Port, are as follows: Loading and unloading activities are activities to unload goods from ships or barges using cranes and ship slings to the nearest land at the edge of the ship, which is commonly called a pier, then from the pier using lorries, forklifts, put and arranged into the nearest designated warehouse. by the harbormaster. While loading activity is the opposite activity. Loading and unloading operations from/to the ship. This port is used as a place for company activities that is used as a place for ships to lean, loading and unloading goods, and a ship's berth equipped with shipping safety and security facilities. The function of this port is very important because it is one of the determining elements of export activities in trading activities for the production of PT RAPP. There are various forms of business carried out by PT. RAPP Buatan Port include: businesses engaged in loading and unloading ships/barges. There are several deliveries made by PT. RAPP Buatan Port, namely Paper, Pulp, Sodium Sulfate, Viscos. PT. RAPP Buatan Port also accepts Industrial Salt, Fertilizer, Sulfur and Merbel Chip.

Loading and unloading operators are as regulated in article 2 of the Regulation of the Minister of Transportation Number PM. 60 of 2014 is a business activity of loading and unloading goods from and to ships at the port whose mechanism includes stevedoring, cargodoring, and receiving/delivery and is carried out by a business entity that has a business license and was established specifically for loading and unloading. The loading and unloading operator at the port is carried out using loading and unloading equipment that already has proper operation, ensures work safety, and is carried out by workers who are required to have a certificate of competence.

Loading and unloading has three main activities, namely;

1. Stevedoring

Is the work of unloading goods from ships to docks / barges / trucks or loading goods from docks / barges / trucks into ships until they are arranged in the ship's hold by using ship cranes or land cranes.

2. Cargodoring

Is the work of releasing goods from ropes or nets at the wharf and transporting them from the pier to the warehouse or stockpile of goods or vice versa

3. Receiving/Delivery

The work of moving goods from the stockpile to the warehouse or stockpiling field and submitting them to a vehicle at the door of the warehouse/ stockpiling field or vice versa.

2.4 Organizational Structure of PT. RAPP Buatan Port

The organizational structure of the company can be interpreted as a multilevel line that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from each other and how the relationship between activities and functions is limited. In a good organizational structure, it is necessary to explain the authority of who reports to whom, so there is one responsibility for what will happen. The organizational structure at PT. RAPP Buatan Port as follows:

**ORGANIZATIONAL STRUCTURE
PT. RAPP BUATAN PORT**

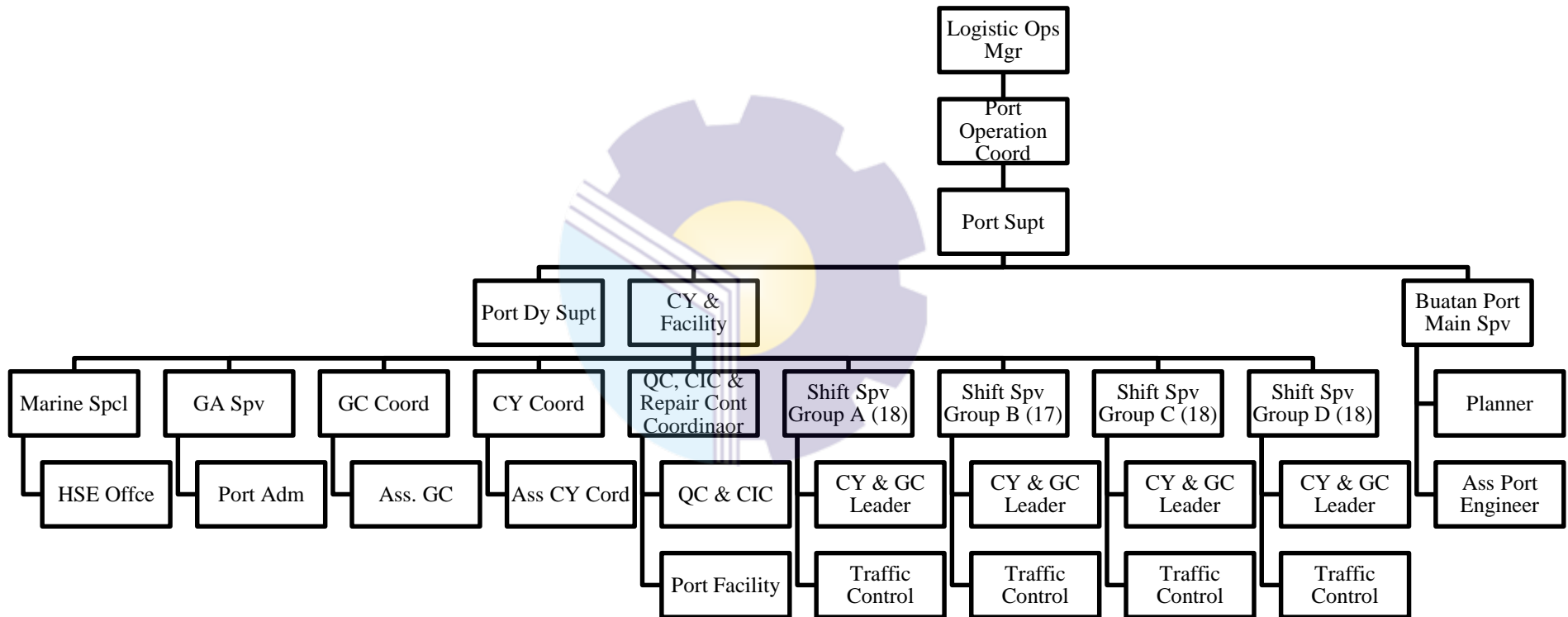


Figure 2.3 Organizational Structure of PT. RAPP Buatan Port
Source: PT. RAPP Buatan Port, 2022

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of internship at PT. RAPP Buatan Port on March 1, 2022 to June 25, 2022. Specifications of work carried out for 4 months in general at PT. RAPP Buatan Port is as follows:

1. JDI (Just Do It)
2. Participation in Cooking Oil Market Operations
3. Recap and Make Invoice Meal consumption
4. Create Work Instructions (WI)
5. Create an ID Badge
6. Make 6S Inspection
7. Recap List Discharging and Loading of Ship
8. Make Incident Reports
9. Photocopy

3.2 Place of Apprenticeship

This work practice activity was carried out at PT. RAPP Buaan Port which is located in Rantau Panjang, Kec. Koto Gasib, Siak Regency, Riau, During his practical work he was placed in the Administration office. The time for the practical work is carried out for 4 (four) months Starting from March 1, 2022 to June 30, 2022. The schedule for the Internship is table 3.1 below:

Tabel 3.1 The Working Schedule PT. RAPP Buatan Port

| No | Day | Working hours | Agency |
|----|---------------------|----------------|----------------------|
| 1 | Monday to Friday | 08:00 to 17:00 | PT. RAPP Buatan Port |
| 2 | Saturday and Sunday | Day off | Day Off |

Source: PT. RAPP Buatan Port, 2022

On the agenda for the first week, they don't do much internship work because they take care of the administration for the internship and participate in safety induction, which is very important for the intern to come and leave safely.

Table 3.2 Agenda of Activities of the Week 1 (March 1th to 5th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|--|------------|
| 1 | Tuesday, March 1 th , 2022 | Introduction and providing direction regarding the regulations of the internship place | General |
| 2 | Wednesday, March 2 th , 2022 | 1. Employee JDI Revision 2. Revision of JDI Employees 3. Recap Meal Coupons Period 01-28 February) | General |
| 3 | Thursday, March 3 th , 2022 | Holiday | General |
| 4 | Friday, March 4 th , 2022 | 1. Revision of JDI Employees 2. Invoice Meal Consumption Period 01-28 February) | General |
| 5 | Saturday, March 5 th , 2022 | Employee JDI Revision | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Second Week (7 - 11 March 2022) can be seen in table 3.3 below:

Table 3.3 Agenda of Activities of the Week 2 (March 7th to 11th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|---|------------|
| 1 | Monday, March 7 th , 2022 | Cooking Oil Market Operational Participation in Pangkalan Pisang Village | General |
| 2 | Tuesday, March 8 th , 2022 | Operational Participation of Cooking Oil Market in Rantau Panjang Village | General |
| 3 | Wednesday, March 9 th , 2022 | Operational Participation of Cooking Oil Market in Sengkemang Village | General |
| 4 | Thursday, March 10 th , 2022 | Operational Participation of Cooking Oil Market in Sri Gemilang Village | General |
| 5 | Friday, March 11 th , 2022 | Employee JDI Revision | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Third Week (14 to 19 March 2022) can be seen in table 3.4 below:

Table 3.4 Agenda of Activities of the Week 3 (March 14th to 19th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, March 14 th , 2022 | Operational Participation of Cooking Oil Market in East Rawang Kao Village | General |
| 2 | Tuesday, March 15 th , 2022 | Operational Participation of Cooking Oil Market in West Rawang Kao Village | General |

| | | | |
|---|--|---|---------|
| 3 | Wednesday, March 16 th , 2022 | Operational Participation of Cooking Oil Market in Rawang Kao Tengah Village | General |
| 4 | Thursday, March 17 th , 2022 | Revision to Become an Employee | General |
| 5 | Friday, March 18 th , 2022 | Employee JDI Revision | General |
| 6 | Saturday, March 19 th , 2022 | 1. Print JDI 2. Scan JDI 3. Recap List for JDI Buatan Port Periode February | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port The Fourth Week (21 to 25 March 2022) can be seen in table 3.5 below:

Table 3.5 Agenda of Activities of the Week 4 (March 21th to 25th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, March 21 th , 2022 | Upload JDI in system fiori | General |
| 2 | Tuesday, March 22 th , 2022 | 1. Employee JDI Revision 2. Create an ID Badge PT. HKM in MS WORD | General |
| 3 | Wednesday, March 23 th , 2022 | 1. Revision of JDI Employees 2. Print and Laminating ID Badges | General |
| 4 | Thursday, March 24 th , 2022 | 1. Revision of JDI Employees 2. Duplicate Document | General |
| 5 | Friday, March 25 th , 2022 | 1. Revision of JDI Employees 2. Duplicate Doukmen | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the fifth week (28 March to 2 April 2022) can be seen in table 3.6 below:

Table 3.6 Agenda of Activities of the Week 5 (March 28th to April 2th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, March 28 th , 2022 | 1. Revision of JDI Employees 2. Make a Helmet Pickup List | General |
| 2 | Tuesday, March 29 th , 2022 | Employee JDI Revision | General |
| 3 | Wednesday, March 30 th , 2022 | Employee JDI Revision | General |
| 4 | Thursday, March 31 th , 2022 | 1. Revision of JDI Employees 2. Print JDI | General |
| 5 | Friday, April 1 th , 2022 | 1. Scan JDI 2. Upload JDI in system fiori | General |
| 6 | Saturday, April 2 th , | Recap List For JDI Buatan Port Periode | General |

| | | | |
|--|------|-------|--|
| | 2022 | Maret | |
|--|------|-------|--|

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the Sixth Week (6 to 8 April 2022) can be seen in table 3.7 below:

Table 3.7 Agenda of Activities of the Week 6 (April 4th to 8th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|--|------------|
| 1 | Monday, April 4 th , 2022 | 1. Revision of JDI Employees 2. Create ID Badge PT. CIK in MS Word | General |
| 2 | Tuesday, April 5 th , 2022 | 1. Revision of JDI Employees 2. Print and Laminating ID Badges | General |
| 3 | Wednesday, April 6 th , 2022 | 1. Revision of employee JDI 2. 2. Recap Meal Coupons Period 01-31 March) | General |
| 4 | Thursday, April 7 th , 2022 | 1. Revision of JDI Employees 2. Make Meal Consumption Invoice Period 01-31 March) | General |
| 5 | Friday, April 8 th , 2022 | Employee JDI Revision | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Seventh Week (11 to 16 April 2022) can be seen in table 3.8 below:

Table 3.8 Agenda of Activities of the Week 7 (April 11th to 16th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, April 11 th , 2022 | 1. Employee JDI Revision 2. Duplicate document 3. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, April 12 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | General |
| 3 | Wednesday, April 13 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | General |
| 4 | Thursday, April 14 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | General |
| 5 | Friday, April 15 th , 2022 | Holiday | General |
| 6 | Saturday, April 16 th , | 1. Employee JDI Revision | General |

| | | | |
|--|------|--|--|
| | 2022 | 2. Duplicate document 3. Input List Discharging and Loading of Ship | |
|--|------|--|--|

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the Eighth Week (18 to 22 April 2022) can be seen in table 3.9 below:

Table 3.9 Agenda of Activities of the Week 8 (April 18th to 22th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|---|------------|
| 1 | Monday, April 18 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, April 19 th , 2022 | 1. Revision of JDI Employees 2. Create WI (Work Instructions) 3. Input List Discharging and Loading of Ship | General |
| 3 | Wednesday, April 20 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship | General |
| 4 | Thursday, April 21 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | General |
| 5 | Friday, April 22 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the Ninth Week (25 to 29 April 2022) can be seen in table 3.10 below:

Table 3.10 Agenda of Activities of the Week 9 (April 25th to 29th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|---|------------|
| 1 | Monday, April 25 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. CIAI in MS WORD | General |
| 2 | Tuesday, April 26 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print and Laminating ID Badges | General |
| 3 | Wednesday, April 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 4 | Thursday, April 28 th , | 1. Revision of JDI Employees | General |

| | | | |
|---|---------------------------------------|---|---------|
| | 2022 | 2. Input List Discharging and Loading of Ship | |
| 5 | Friday, April 29 th , 2022 | Permission | General |

Source: Processed Data, 2022

On the tenth week from 2 to 6 May 2022 they give a day off to interns. This week, all interns who come from outside the city of Siak are given early leave due to strict homecoming regulations.

Table 3.11 Agenda of Activities of the Week 10 (May 2th to 6th, 2022)

| No | Date and time | Name of activity | Department |
|----|---------------------------------------|------------------|------------|
| 1 | Monday, May 2 th , 2022 | Eid Al - Fitr | General |
| 2 | Tuesday, May 3 th , 2022 | | General |
| 3 | Wednesday, May 4 th , 2022 | | General |
| 4 | Thursday, May 5 th , 2022 | | General |
| 5 | Friday, May 6 th , 2022 | | General |

Source: Processed Data, 2022

In the eleventh week of writing the permission was unable to come to work due to poor health and the supervisor had also given permission to not enter the office:

Table 3.12 Agenda of Activities of the Week 11 (May 9th to 13th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|------------------|------------|
| 1 | Monday, May 9 th , 2022 | Sick | General |
| 2 | Tuesday, May 10 th , 2022 | Sick | General |
| 3 | Wednesday, May 11 th , 2022 | Sick | General |
| 4 | Thursday, May 12 th , 2022 | Sick | General |
| 5 | Friday, May 13 th , 2022 | Sick | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the Twelfth Week (16 to 20 May 2022) can be seen in table 3.13 below:

Table 3.13 Agenda of Activities of the Week 12 (May 16th to 20th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, May 16 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, May 17 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 3 | Wednesday, May 18 th , 2022 | 1. Print JDI 2. Scan JDI 3. Input List Discharging and Loading of Ship | General |
| 4 | Thursday, May 19 th , 2022 | 1. Recap JDI Periode April 2. Input List Discharging and Loading of Ship | General |
| 5 | Friday, May 20 th , 2022 | 1. Upload JDI di fiori sistem periode April 2. Input List Discharging and Loading of Ship | General |

Source: *Processed Data, 2022*

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port The Thirteenth Week (23 to 27 May 2022) can be seen in table 3.14 below:

Table 3.14 Agenda of Activities of the Week 13 (May 23th to 27th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, May 23 th , 2022 | 1. Recap Meal Consumption periode April 2. Input List Discharging and Loading of Ship 3. Make a list of taking clothes size XL | General |
| 2 | Tuesday, May 24 th , 2022 | 1. Employee Revision JDI 2. Make Meal Consumption Invoice 3. Input List Discharging and Loading of Ship | General |
| 3 | Wednesday, May 25 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 4 | Thursday, May 26 th , 2022 | Holiday | General |
| 5 | Friday, May 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |

Source: *Processed Data, 2022*

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Fourteenth Week (30 May to 3 June 2022) can be seen in table 3.15 below:

Table 3.15 Agenda of Activities of the Week 14 (May 30th to June 3th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|---|------------|
| 1 | Monday, May 30 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, May 31 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 3 | Wednesday, June 1 th , 2022 | Holiday | General |
| 4 | Thursday, June 2 th , 2022 | 1. Input List Discharging and Loading of Ship 2. Print JDI 3. Scan JDI 4. Recap JDI Period May | General |
| 5 | Friday, June 3 th , 2022 | 1. Input List Discharging and Loading of Ship 2. Upload JDI in Fiori Sistem period May | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Fifteenth Week (6 to 10 June 2022) RAPP can be seen in table 3.16 below:

Table 3.16 Agenda of Activities of the Week 15 (June 6th to 10th, 2022)

| No | Date and time | Name of activity | Department |
|----|--|--|------------|
| 1 | Monday, June 6 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create incident reports | General |
| 2 | Tuesday, June 7 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. ARI in MS WORD | General |
| 3 | Wednesday, June 8 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print ID Badge 4. Laminating ID Badge | General |
| 4 | Thursday, June 9 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 5 | Friday, June 10 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. Port's RAPP for the Sixteenth Week (13 to 17 June 2022) can be seen in table 3.17 below:

Table 3.17 Agenda of Activities of the Week 16 (June 13th to 17th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|---|------------|
| 1 | Monday, June 13 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | General |
| 2 | Tuesday, May 14 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | General |
| 3 | Wednesday, June 15 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. CAE | General |
| 4 | Thursday, June 16 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print and Laminate ID Badge | General |
| 5 | Friday, June 17 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create a 6S Inspection Sheet - Cassab | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port Seventeenth Week (20 to 24 June 2022) can be seen in table 3.18 below:

Table 3.18 Agenda of Activities of the Week 17 (June 20th to 24th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|--|------------|
| 1 | Monday, June 20 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, May 21 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | General |
| 3 | Wednesday, June 22 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Duplicate of Document | General |
| 4 | Thursday, June 23 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |

| | | | |
|---|--------------------------------------|---|---------|
| | | 3. Duplicate of Document | |
| 5 | Friday, June 24 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |

Source: Processed Data, 2022

Agenda of activities or work that the author did during Job Training at PT. RAPP Buatan Port for the Eighteenth Week (27 to 30 June 2022) can be seen in table 3.19 below:

Table 3.19 Agenda of Activities of the Week 18 (June 27th to 30th, 2022)

| No | Date and time | Name of activity | Department |
|----|---|--|------------|
| 1 | Monday, June 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 2 | Tuesday, June 28 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | General |
| 3 | Wednesday, June 29 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship M 3. Prepare the Letter for signature | General |
| 4 | Thursday, June 30 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Farewell After Internship | General |

Source: Processed Data, 2022

3.3 System and Procedure

3.3.1 System

To make it easier for employees to carry out their duties, the company uses an internet-based system specifically for employees. Each computer in one division is connected to other divisions throughout the Business Unit at PT. RAPP Buatan Port. But not all work is done online, there are jobs that are done offline and manually.

3.3.2 Procedure

Apprenticeship procedures that have been carried out at PT. RAPP Buatan Port from March 1, 2022 to June 30, 2022 is as follows:

1. JDI

JDI (Just Do It) is a development activity by looking for ideas and implementing them directly that does not involve many parts/people in order to reduce waste or waste in the work area.

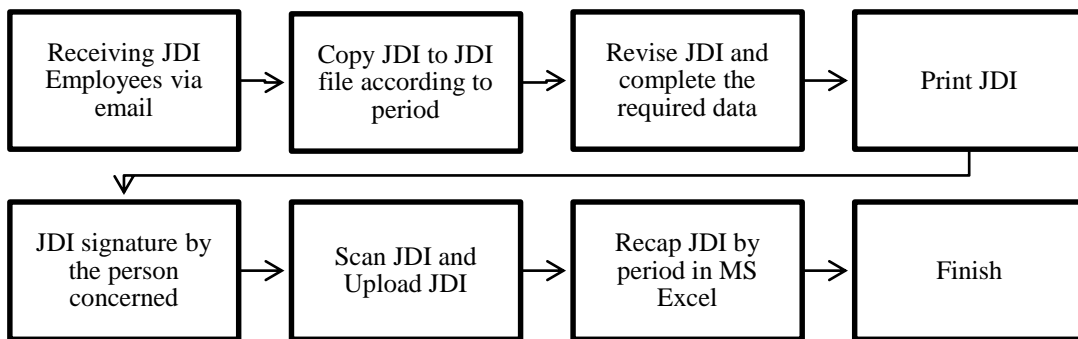


Figure 3.1 Flow Chart JDI Process

Source: Processed Data, 2022

The step for making JDI is that the employee creates a JDI after sending the JDI via email, then the author will copy the JDI to the JDI file according to the period, after copying the author corrects the JDI such as correcting sentences in the JDI, tidying up photos, and completing the required JDI data, if the JDI is complete repaired Print JDI and will be signed by the person concerned. The completed JDI will be scanned and uploaded through the system fiori and recap according to the period.



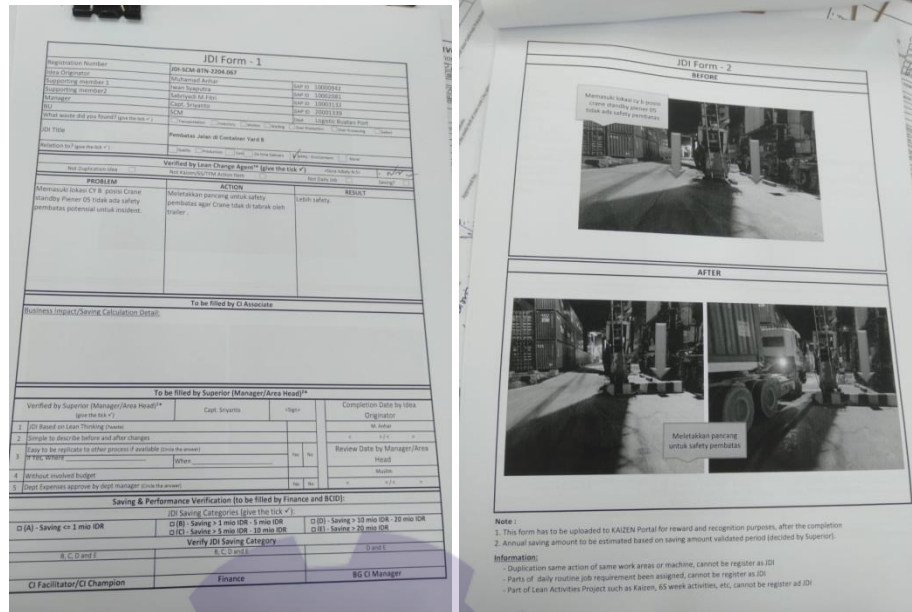


Figure 3.2 Employee JDI Revision
 Source: Processed Data, 2022

2. Cooking Oil Market Operation Participation

The operation of the cooking oil market by PT RAPP received a warm welcome from the community. By continuing to apply public health protocols, it seems regular when buying Camar brand cooking oil produced by the Apical group company.

Prior to the activity, the market operations team had conducted socialization to the communities of various villages regarding the procedures and methods of distribution. For the sake of order during market operations, the team has distributed coupons to the community in coordination with their respective village officials. Then the community can exchange the coupon to buy 2 liters of cooking oil per Head of Family (KK). This activity aims to help meet the demand for cooking oil for the community, which is scarce and the price is high in the market.

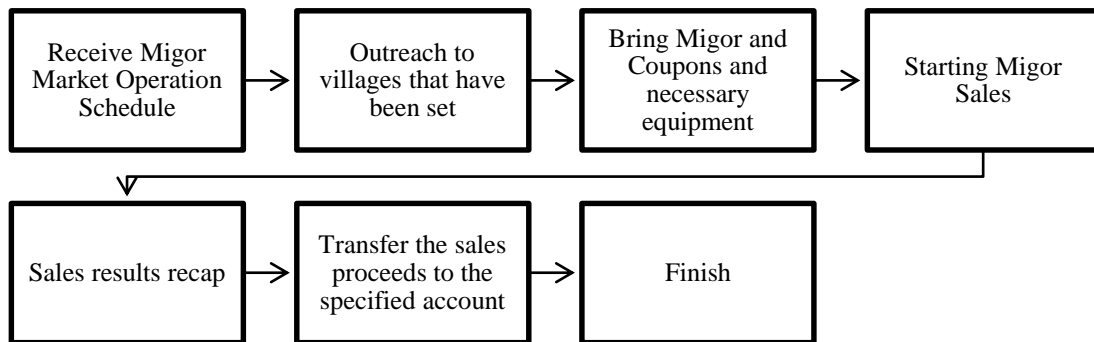


Figure 3.3 Flow Chart Cooking Oil Market Operation

Source: Processed Data, 2022



Figure 3.4 Cooking Oil Market Operation Participation

Source: Processed Data, 2022

3. Recap and Make Invoice Meal Consumption

Meal Consumption is a meal coupon for employees of PT. RAPP Buatan Port at the Priscila Canteen where the canteen has collaborated with Artificial Port, coupons are obtained in the Workday system according to employee requests to get

food that is cheaper than the normal price in the market. get meal coupons and the total bill will be transferred to the canteen owner Priscila.

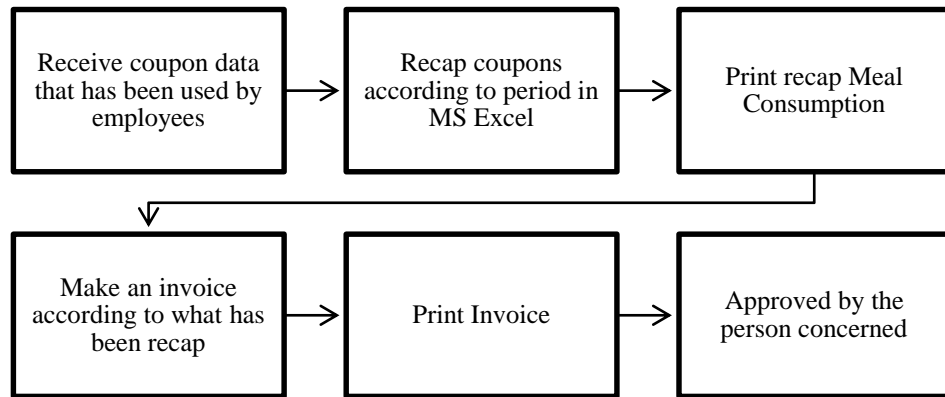


Figure 3.5 Flow Chart Recap and Invoice Meal Consumption Process
Source: Processed Data, 2022

The author receives coupon data that has been used by employees of PT. RAPP Buatan Port then the author will recap the data according to the period and data listed, when it is finished Print the finished recap and the author will make a meal consumption invoice then print it and ask the person concerned to sign it.



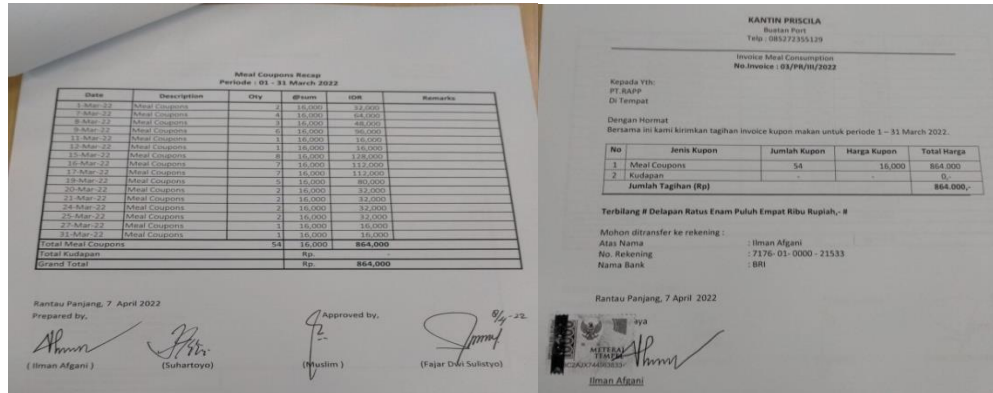


Figure 3.6 Recap and Make Invoice Meal consumption
Source: Processed Data, 2022

4. Creating Work Instructions (WI)

Work Instructions (WI) are instructive work instructions that explain the stages of work in detail and or an order that is provided to assist someone in doing the job correctly and to perform a task or to follow a procedure. Work instructions describe the series/stages of how and with what activities an activity is carried out in more detail/more specific or technical in nature in the function or work unit concerned. It is also a detailed description of how to carry out and record the work that must be documented.

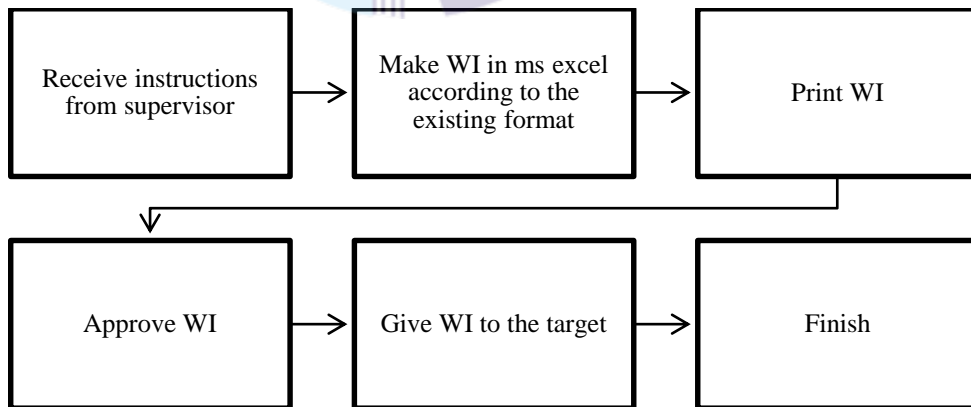


Figure 3.7 Flow Chart WI Process
Source: Processed Data, 2022

The author receives instructions from the supervisor and takes notes in a notebook then the author activates the registered employee login user computer, open

the MS Excel application and start making Work Instructions according to the directions, when finished print the WI and ask for a signature by the person concerned then give the WI to the addressee.

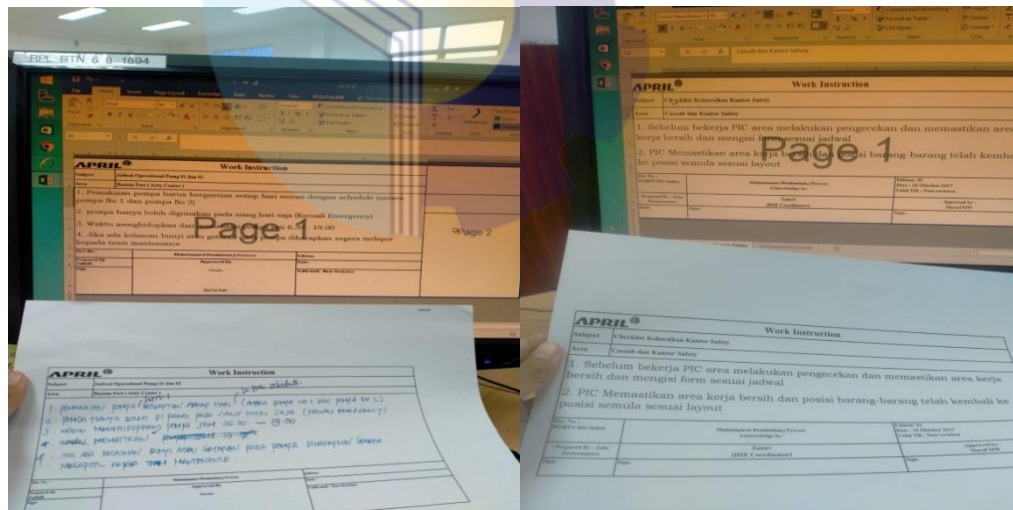
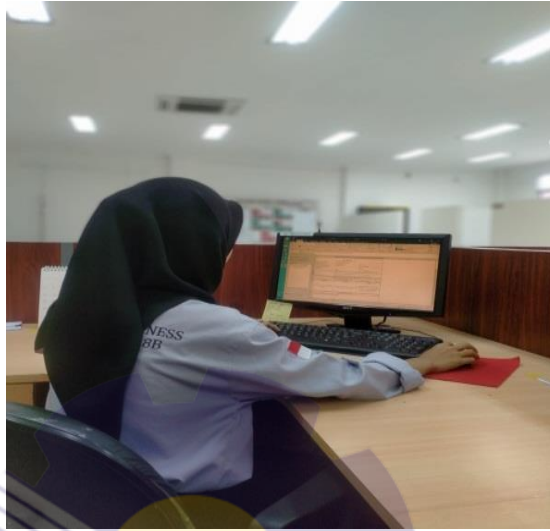


Figure 3.8 Creating Work Instructions (WI)

Source: Processed Data, 2022

5. Create an ID Badge

Every employee and contractor is required to have an ID Badge when entering the Buatan Port area because when wearing it, the trust of others in us will increase.

Because our company identity is listed in it. This certainly has a positive impact in the world of work.

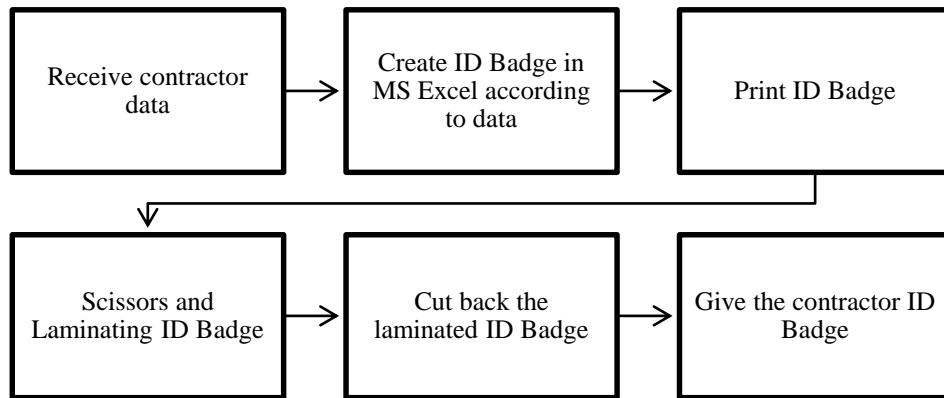


Figure 3.9 Flow Chart ID badge creation process

Source: Processed Data, 2022

The steps for making the contractor ID Badge start from receiving the data, after the data is received and complete, open the MS Excel application, create an ID Badge according to the company format and according to the data, after finishing Print the ID Badge and cut it out neatly, then laminate the ID Badge and cut it back, the ID Badge which has been completed will be given to the contractor as an identification sign in and out of the company





Figure 3.10 Create an ID Badge
Source: Processed Data, 2022

6. Making 6S Inspections – Cassab

6S is the key to designing efficient workplaces, reducing waste and optimizing quality and productivity through organized environmental monitoring and maintaining an accident-safe environment.

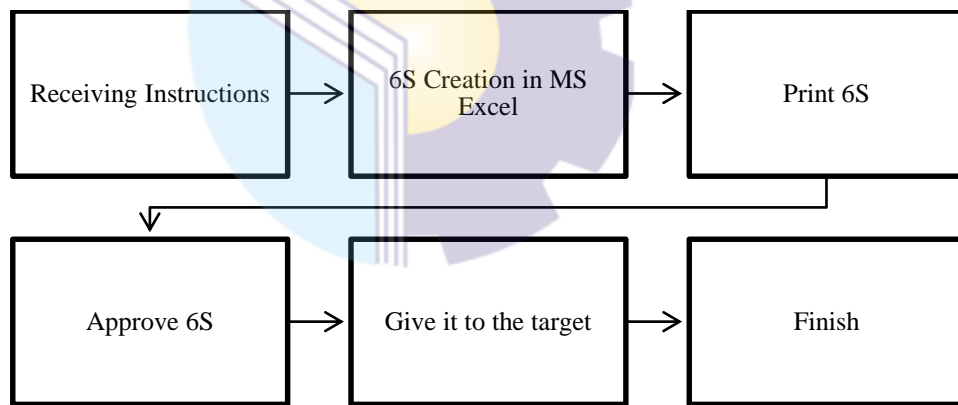


Figure 3.11 Flow Chart 6S Process
Source: Processed Data, 2022

The author receives direction from the supervisor and starts making 6S in MS Excel correctly and carefully when it is finished Print 6S and asks for a signature from the person concerned if it is completed and correctly submits 6S to the intended recipient.

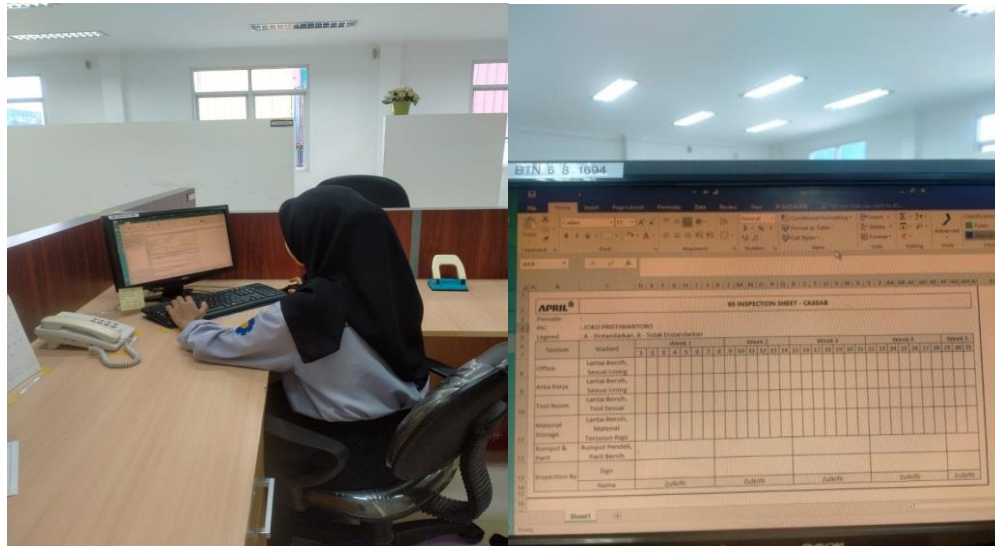


Figure 3.12 Making 6S Inspections – Cassab
Source: Processed Data, 2022

7. **Input List Discharging and Loading of Ship**

Loading and unloading activities are activities to unload goods from the ship using cranes and ship slings to the nearest land at the edge of the ship, which is commonly called a dock, then from the dock using a lorry, forklift, loaded and arranged into the nearest warehouse designated by the marine port specialist loading and unloading operations from/to ships, Input the ship or barge that will dock at the special port of PT. RAPP for loading and unloading of goods according to data that has been obtained in the field.

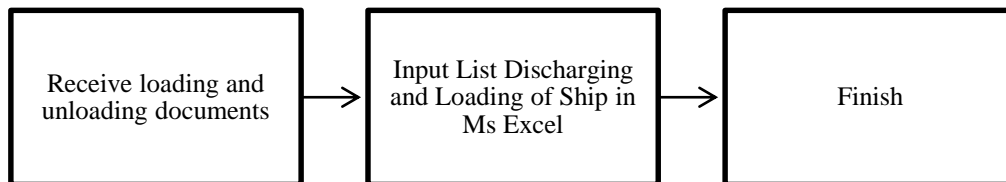


Figure 3.13 Flow Chart Input List Discharging and Loading of Ship Process
Source: Processed Data, 2022

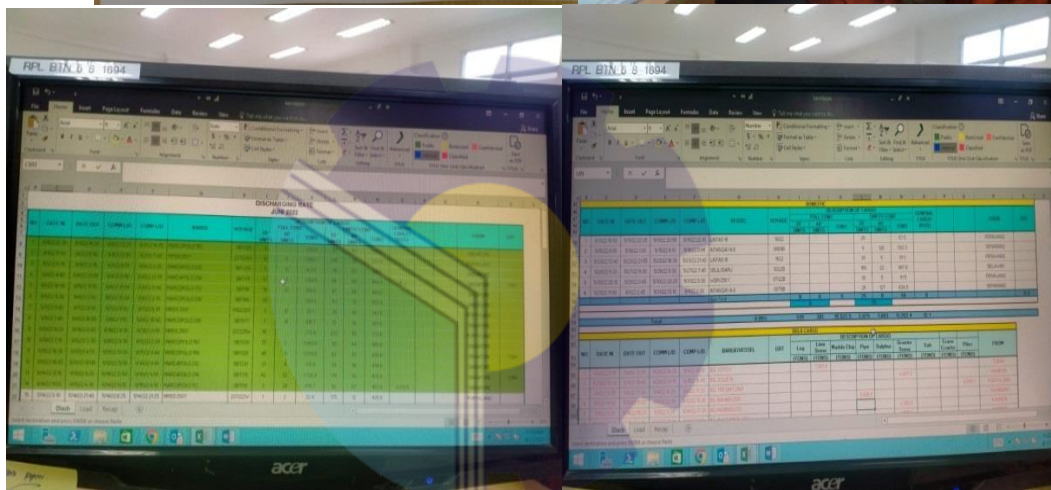
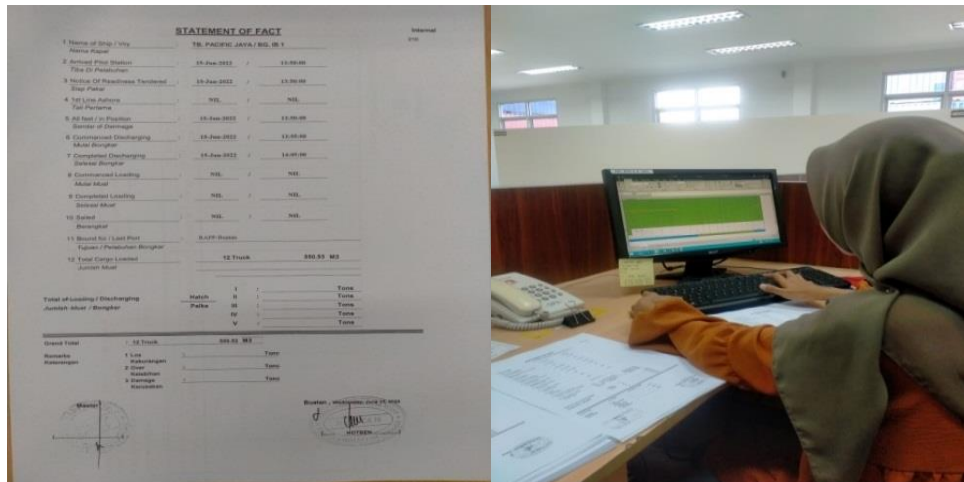


Figure 3.14 Input List Discharging and Loading of Ship
Source: Processed Data, 2022

8. Making Incidents Reports

Minutes are legal evidence containing ratification and statements in an event, event, handover, incident, transaction or sale. Minutes, usually functioned as legal evidence of a particular event. Which minutes will serve as the validity of an activity that has been carried out.

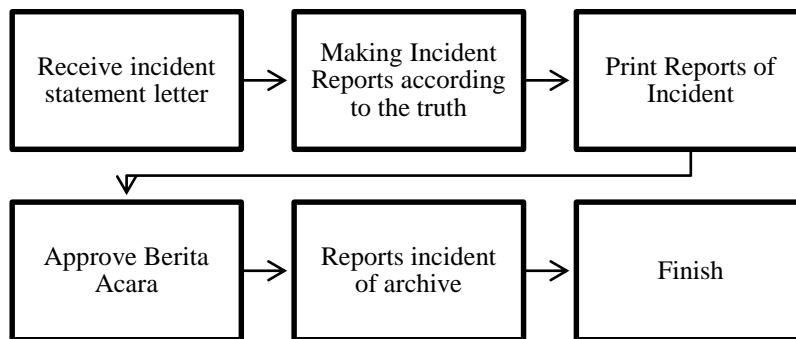


Figure 3.15 Flow Chart incident report creation process
 Source: *Processed Data, 2022*

The author receives a statement of the incident that occurred and then starts making it in MS Word, after finishing printing the Minutes of the Incident and asking the person concerned, after all have finished filing the incident reports.

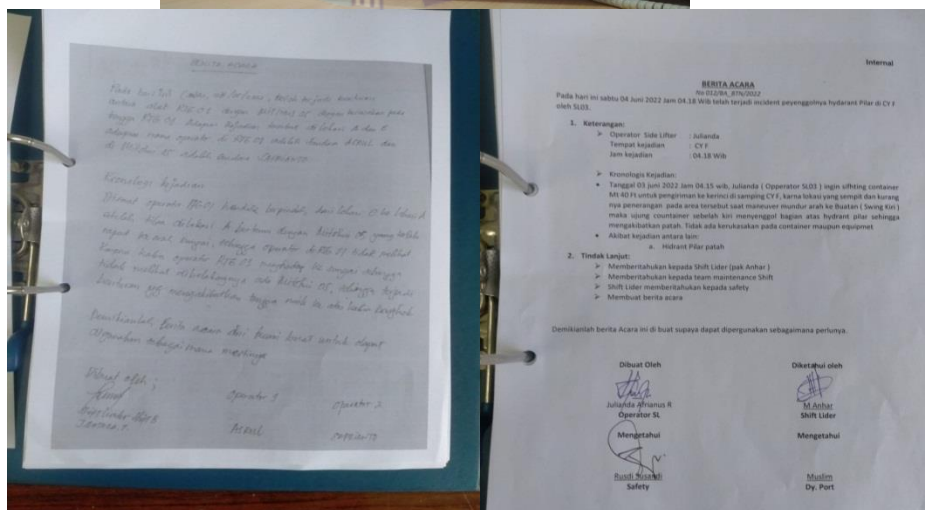
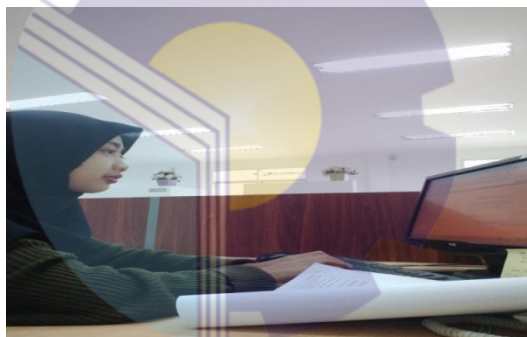


Figure 3.16 Making Incident Reports
 Source: *Processed Data, 2022*

9. Fotocopy

Following are the photocopying procedures at PT. RAPP Buatan Port Make sure the copier is on and paper is available.

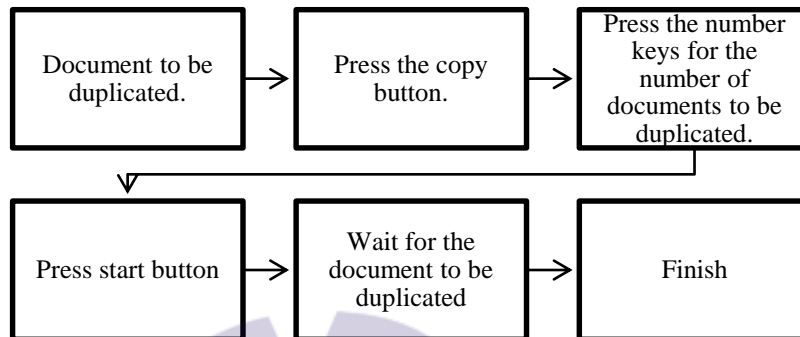


Figure 3.17 Flow Chart Fotocopy Process

Source: Processed Data, 2022



Figure 3.18 Fotocopy Documentation

Source: Processed Data, 2022

3.4 Obstacles and Solution of Apprenticeship

3.4.1 Obstacles

There are several obstacles that occur during the implementation of practical work at PT. RAPP Buatan Port is as follows:

1. When using the Work Day application the author had never used it before so it was difficult to understand.
2. When duplicating documents and scanning documents in large quantities, the photocopy machine often gets stuck/error.
3. Searched for incorrect/not found SAP employee ID. Because if the employee's SAP ID is not correct, the SAP system will automatically reject/Error.
4. When delivering documents to the designated room, the room is often empty because it is in the field.

3.4.2 Solution

Solutions that can be found from the obstacles encountered during the internship at PT. RAPP Buatan Port are:

1. The solution in dealing with the obstacles that occur KP participants must ask more questions and learn from the supervisor so that unwanted mistakes do not occur.
2. When duplicating documents or scanning documents in large quantities, you should first make sure that all photocopiers are active and make sure all cables are connected so that when duplicating documents and scanning they do not get interrupted or errors while doing work.
3. If an employee SAP ID error occurs, the author can consult with the employee, search in the Workday application, and search in the Man Power Department data in order to get the correct SAP Employee ID.
4. The solution in dealing with the obstacles that occur in delivering documents is to put the letter on the table by writing a small piece of paper or a note about the document.

CHAPTER IV CONCLUSION AND SUGESTION

4.1 Conclusion

After doing practical work at PT. RAPP Buatan Port, it can be concluded as follows:

1. There are several types of work during practical work, namely:
 - a. JDI (Just Do It)
 - b. Participation in Cooking Oil Market Operations
 - c. Recap and Make Invoice Meal consumption
 - d. Create Work Instructions (WI)
 - e. Create an ID Badge
 - f. Make 6S Inspection
 - g. Recap List Discharging and Loading of Ship
 - h. Make Incident Reports
 - i. Photocopy
2. Practical work activities are carried out at PT. RAPP Buatan Port, which is located in Rantau Panjang, Kec. Koto Gasib, Siak Regency, Riau. This practicum work activities are carried out for four months starting from March 1 to June 30, 2022. During practical work the author is placed in the administration officer section.
3. Systems and Procedures Work processes at PT. RAPP Buatan Port, especially in the field of administrative offices Entering and checking data on loading and unloading ships or barges, Revising JDI that has been made by employees of PT. RAPP Buatan Port, create Work Instruction (WI), Recap JDI which has been completed once a month and upload JDI in the system fiori, Recap and create Employee Meal Consumption invoice. Creating a contract ID Badge, the author is in charge of inputting the data that has been mentioned using the

Microsoft Excel application. The author also makes an Incident report by punching holes in the document to be archived using a perforator and putting it in the Short Ordners Incident folder.

4. Obstacles faced by the author during practical work, namely: the first time starting practical work, he just felt a strange feeling and tried to adapt to the company environment, especially in terms of communication. Lack of understanding of the input data because the supervisor only conveys it for later input to the computer and then is left alone, this makes it difficult for the author to get information about what he is doing. In addition, there are less office equipment such as photocopiers, making it difficult to get work done quickly. Solutions that can be done to overcome the constraints of the work practice process, among others, the author should ask more to the supervisor and to employees aiming to find out about the application used and To overcome the problem of borrowing or taking turns using a photocopier, the thing to do is wait in line for using a photocopier. Where people who really need data/documents that want to be printed or duplicated immediately are the first to use the equipment.

4.2 Suggestions

After doing practical work at PT. RAPP Buatan Port can be given some suggestions as follows:

1. To maximize performance on practical work activities within the company, it is better to have a simulation in advance regarding the operation of several tools and applications used in office activities.
2. Considering that in duplicating documents, the doubling tool used is often damaged, PT. RAPP Buatan Port provides a new multiplier engine, making it easier for employees to perform tasks quickly.
3. Considering that when delivering documents to the intended room, the room is often empty and no one is there. The room should not be empty during working hours, so that it is easy to find when there is a need.

4. Considering that adapting is very important in the world of work, it is better if in carrying out practical work activities one must actively ask employees, learn to read and understand each of their characters so that they can adapt and become part of them.



REFERENCES

PT. Riau Andalan Pulp and Paper Profile, <https://.aprilasia.com/id/>., accessed on June 02, 2022



APPENDICES

Appendix 1 Apprenticeship Reference Letter



SURAT KETERANGAN

Nomor : 038/PA/BTN//2022
Lampiran : -
Perihal : Surat Keterangan Selesai Kerja Praktek

Kepada Yth:
Pimpinan Politeknik Negeri Bengkalis

Di-

BENGKALIS

Yang bertanda tangan dibawah ini menerangkan bahwa:

Nama : Nor Widya Fitri
NIM : 5404181170
Program Studi : D-IV Administrasi Bisnis Internasional
Sekolah : Politeknik Negeri Bengkalis

Bahwa nama tersebut benar telah mengikuti Kerja Praktek (KP) dengan **Baik dan Sungguh-sungguh** sejak tanggal 1 Maret 2022 – 30 Juni 2022.

Demikian Surat Keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan sebaik-baiknya.

Siak, 30 Juni 2022

Hormat Kami
PT. RAPP Buatan Port

(Muslim)
Dy Superintendence

Appendix 2 Apprenticeship Certificat



Appendix 3 Apprenticeship Assessment Sheet



PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT. RAPP BUATAN PORT


Nama : NOR WIDYA FITRI
NIM : 5404181170
Program Studi : D4- Administrasi Bisnis Internasional

| No. | Aspek Penilaian | Bobot | Nilai |
|----------------------------|----------------------|-------|----------|
| 1. | Disiplin | 20% | 98 |
| 2. | Tanggung- jawab | 25% | 97 |
| 3. | Penyesuaian diri | 10% | 94 |
| 4. | Hasil Kerja | 30% | 96 |
| 5. | Perilaku secara umum | 15% | 95 |
| Total Jumlah (1+2+3+4+5) | | 100% | 480.5=96 |

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

Notes:

Siak, 30 Juni 2022


Antony Boska
GA Supervisor

Appendix 4 List of Apprenticeship Attendance



DAFTAR HADIR MAGANG (Attendance List)

NAMA/ Name: NOR WIDYA FITRI NIPM/ Student ID: 5404181170

DEPT/ Dept: Politeknik negeri Bengkalis BULAN/ Month: March

| SAKIT/ Sick | IZIN/ Permission | ALPA/ Absent | TERLAMBAT/ Lately | LAIN-LAIN/ Others |
|-------------|------------------|--------------|-------------------|-------------------|
| | | | | |

| TANGGAL/ Date | PAGI/ Morning | | SIANG/ Afternoon | | JAM/ Time |
|------------------|---------------|-------------|------------------|-------------|-----------|
| | MASUK/ In | KELUAR/ Out | MASUK/ In | KELUAR/ Out | |
| 1 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 2 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 3 | Holiday | | | | |
| 4 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 5 | 08 : 00 | 12 : 00 | | | |
| 6 | Day off | | | | |
| 7 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 8 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 9 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 10 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 11 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 12 | Day off | | | | |
| 13 | Day off | | | | |
| 14 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 15 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 16 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 17 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 18 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 19 | 08 : 00 | 12 : 00 | | | |
| 20 | Day off | | | | |
| 21 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 22 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 23 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 24 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 25 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 26 | Day off | | | | |
| 27 | Day off | | | | |
| 28 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 29 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 30 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |
| 31 | 08 : 00 | 12 : 00 | 13 : 30 | 17 : 00 | |

| | | |
|---|---|---|
| Dibuat oleh/ Prepared by: Pembimbing Lapangan/ Site Advisor | Disetujui oleh/ Approved by: Department Head | Diperiksa oleh/ Verified by: Seksi Training & Development/ Training & Development section |
|---|---|---|



DAFTAR HADIR MAGANG

(Attendance List)

NAMA/ Name: NOR WIDYA FITRI

NIPM/ Student ID: 5404181170

DEPT/ Dept: Poliklinik Negeri Brangaris

BULAN/ Month: April

| SAKIT/ Sick | IZIN/ Permission | ALPA/ Absent | TERLAMBAT/ Lately | LAIN-LAIN/ Others |
|-------------|------------------|--------------|-------------------|-------------------|
| | | | | |

| TANGGAL/ Date | PAGI/ Morning | | SIANG/ Afternoon | | JAM/ Time |
|------------------|---------------|-------------|------------------|-------------|-----------|
| | MASUK/ In | KELUAR/ Out | MASUK/ In | KELUAR/ Out | |
| 1 | 08:00 | 11:30 | 13:30 | 17:00 | |
| 2 | 08:00 | 12:00 | - | - | |
| 3 | Day off | | | | |
| 4 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 5 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 6 | 08:00 | 12:00 | | | |
| 7 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 8 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 9 | Day off | | | | |
| 10 | Day off | | | | |
| 11 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 12 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 13 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 14 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 15 | Holiday | | | | |
| 16 | 08:00 | 12:00 | | | |
| 17 | Day off | - | - | - | |
| 18 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 19 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 20 | 08:00 | 12:00 | - | - | |
| 21 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 22 | 08:00 | 12:00 | 14:00 | 17:00 | |
| 23 | Day off | | | | |
| 24 | Day off | | | | |
| 25 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 26 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 27 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 28 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |

| | | |
|--|--|--|
| Dibuat oleh/Prepared by: Pembimbing Lapangan/ Site Advisor | Disetujui oleh/Approved by: Department Head | Diperiksa oleh/Verified by: Seksi Training & Development/ Training & Development section |
|--|--|--|



DAFTAR HADIR MAGANG

(Attendance List)

NAMA/ Name: NOR NIOYA FITRI

NIPM/ Student ID: 5404181170

DEPT/ Dept: Parkir Negeri Bengkalis

BULAN/ Month: May

| SAKIT/ Sick | IZIN/ Permission | ALPA/ Absent | TERLAMBAT/ Lately | LAIN-LAIN/ Others |
|-------------|------------------|--------------|-------------------|-------------------|
| | | | | |

| TANGGAL/ Date | PAGI/ Morning | | SIANG/ Afternoon | | JAM/ Time |
|------------------|---------------|-------------|------------------|-------------|-----------|
| | MASUK/ In | KELUAR/ Out | MASUK/ In | KELUAR/ Out | |
| 1 | | | | | |
| 2 | Idul Fitri | | | | |
| 3 | Idul Fitri | | | | |
| 4 | Idul Fitri | | | | |
| 5 | Idul Fitri | | | | |
| 6 | Idul Fitri | | | | |
| 7 | Day off | | | | |
| 8 | Day off | | | | |
| 9 | SICK | | | | |
| 10 | SICK | | | | |
| 11 | SICK | | | | |
| 12 | SICK | | | | |
| 13 | SICK | | | | |
| 14 | Day off | | | | |
| 15 | Day off | | | | |
| 16 | Day off | 12:00 | 13:30 | 17:00 | |
| 17 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 18 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 19 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 20 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 21 | Day off | | | | |
| 22 | Day off | | | | |
| 23 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 24 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 25 | 04:00 | 12:00 | 13:30 | 17:00 | |
| 26 | Holiday | | | | |
| 27 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 28 | Day off | | | | |
| 29 | Day off | | | | |
| 30 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 31 | 08:00 | 12:00 | 13:30 | 17:00 | |

| | | |
|--|--|--|
| Dibuat oleh/Prepared by: Pembimbing Lapangan/ Site Advisor | Disetujui oleh/Approved by: Department Head | Diperiksa oleh/Verified by: Seksi Training & Development/ Training & Development section |
|--|--|--|



DAFTAR HADIR MAGANG

(Attendance List)

NAMA/ Name: NOR WIDYA FITRI

NIPM/ Student ID: 5404181170

DEPT/ Dept: Pendidikan Negeri Bangkalis

BULAN/ Month: June

| SAKIT/ Sick | IZIN/ Permission | ALPA/ Absent | TERLAMBAT/ Lately | LAIN-LAIN/ Others |
|-------------|------------------|--------------|-------------------|-------------------|
| | | | | |


| TANGGAL/ Date | PAGI/ Morning | | SIANG/ Afternoon | | JAM/ Time |
|------------------|---------------|-------------|------------------|-------------|-----------|
| | MASUK/ In | KELUAR/ Out | MASUK/ In | KELUAR/ Out | |
| 1 | Holiday | | | | |
| 2 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 3 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 4 | Day off | | | | |
| 5 | Day off | | | | |
| 6 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 7 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 8 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 9 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 10 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 11 | Day off | | | | |
| 12 | Day off | | | | |
| 13 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 14 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 15 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 16 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 17 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 18 | Day off | | | | |
| 19 | Day off | | | | |
| 20 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 21 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 22 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 23 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 24 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 25 | Day off | | | | |
| 26 | Day off | | | | |
| 27 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 28 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 29 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 30 | 08:00 | 12:00 | 13:30 | 17:00 | |
| 31 | | | | | |


| | | |
|--|--|--|
| Dibuat oleh/Prepared by: Pembimbing Lapangan/ Site Advisor | Disetujui oleh/Approved by: Department Head | Diperiksa oleh/Verified by: Seksi Training & Development/ Training & Development section |
|--|--|--|

Appendix 5 Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING (KP)


Day : Tuesday - Saturday
Date : March 1 - March 5 2022


| No | Date and time | Name of activity | Task Assignor | Signature |
|--------|---|--|---------------|---|
| 1 | Tuesday, March 1 st , 2022 | Introduction and providing direction regarding the regulations of the internship place | Antony Boska |  |
| 2 | Wednesday, March 2 nd , 2022 | 1. Employee JDI Revision 2. Revision of JDI Employees 3. Recap Meal Coupons Period 01-28 February) | | |
| 3 | Thursday, March 3 rd , 2022 | Holiday | | |
| 4 | Friday, March 4 th , 2022 | 1. Revision of JDI Employees 2. Invoice Meal Consumption Period 01-28 February) | | |
| 5 | Saturday, March 5 th , 2022 | Employee JDI Revision | | |
| Notes: | | | | |

| No | Working | Explanation |
|----|---|--|
| |  | In the first week, the author is still doing a good introduction to employees, the office, and also the tasks to be carried out. and also begin to carry out tasks according to his direction and guidance |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : March 7 – March 11 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---|---|---------------|---|
| 1 | Monday, March 7 th , 2022 | Cooking Oil Market Operational Participation in Pangkalan Pisang Village | Antony Boska |  |
| 2 | Tuesday, March 8 th , 2022 | Operational Participation of Cooking Oil Market in Rantau Panjang Village | | |
| 3 | Wednesday, March 9 th , 2022 | Operational Participation of Cooking Oil Market in Sengkemang Village | | |
| 4 | Thursday, March 10 th , 2022 | Operational Participation of Cooking Oil Market in Sri Gemilang Village | | |
| 5 | Friday, March 11 th , 2022 | Employee JDI Revision | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---|---|
| |  | On the second Sunday following the operation of the market selling cooking oil to various villages. |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Saturday
Date : March 14 – March 19 2022


| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, March 14 th , 2022 | Operational Participation of Cooking Oil Market in East Rawang Kao Village | Antony Boska |  |
| 2 | Tuesday, March 15 th , 2022 | Operational Participation of Cooking Oil Market in West Rawang Kao Village | | |
| 3 | Wednesday, March 16 th , 2022 | Operational Participation of Cooking Oil Market in Rawang Kao Tengah Village | | |
| 4 | Thursday, March 17 th , 2022 | Revision to Become an Employee | | |
| 5 | Friday, March 18 th , 2022 | Employee JDI Revision | | |
| 6 | Saturday, March 19 th , 2022 | 1. Print JDI 2. Scan JDI 3. Recap List for JDI Buatan Port Periode February | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|--|--|
| |  | On the third Sunday, the writer still participated in market operations selling cooking oil to various villages. |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : March 21 – March 25 2022


| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|--|---------------|---|
| 1 | Monday, March 21 th , 2022 | Upload JDI in system fiori Periode February | Antony Boska |  |
| 2 | Tuesday, March 22 th , 2022 | 1. Revision of JDI Employees 2. Create ID Badge PT. HKM using MS WORD | | |
| 3 | Wednesday, March 23 th , 2022 | 1. Revision of JDI Employees 2. Print and Laminating ID Badges | | |
| 4 | Thursday, March 24 th , 2022 | 1. Revision of JDI Employees 2. Duplicate Document | | |
| 5 | Friday, March 25 th , 2022 | 1. Revision of JDI Employees 2. Duplicate Document | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|--|---|
| |  | <p>In the fourth week the author Creates an ID Badge for PT. HKM in MS WORD, when finished then printed, cut out, pasted employee photos and laminating ID Badges, then cut back neatly</p> |

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


Day : Monday - Saturday
Date : March 28 – April 2 2022

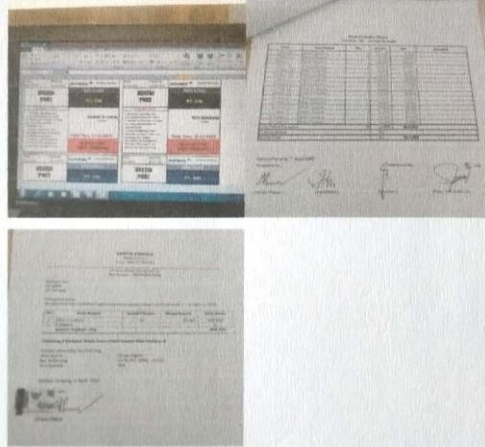
| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|--|---------------|---|
| 1 | Monday, March 28 th , 2022 | 1. Revision of JDI Employees 2. Make a Helmet Pickup List | Antony Boska |  |
| 2 | Tuesday, March 29 th , 2022 | Employee JDI Revision | | |
| 3 | Wednesday, March 30 th , 2022 | Employee JDI Revision | | |
| 4 | Thursday, March 31 th , 2022 | 1. Revision of JDI Employees 2. Print JDI | | |
| 5 | Friday, April 1 st , 2022 | 1. Scan JDI 2. Upload JDI in system fiori period March | | |
| 6 | Saturday, April 2 nd , 2022 | Recap List For JDI Buatan Port Period Maret | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|--|--|
| |  | <ol style="list-style-type: none"> 1. Creating a Helmet Retrieval List Table for Employees using Excel. 2. The finished JDI will be printed and signed by the person concerned, and scanned and then uploaded the JDI in the system fiori for the period March 2022. |
| | | <ol style="list-style-type: none"> 1. Capturing JDI Employees Period March 2022. |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : April 4 2022 - April 8 2022


| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---|--|---------------|---|
| 1 | Monday, April 4 th , 2022 | 1. Revision of JDI Employees 2. Create ID Badge PT. CIK in MS Word | Antony Boska |  |
| 2 | Tuesday, April 5 th , 2022 | 1. Revision of JDI Employees 2. Print and Laminating ID Badges | | |
| 3 | Wednesday, April 6 th , 2022 | 1. Revision of employee JDI 2. Recap Meal Coupons Period 01-31 March) | | |
| 4 | Thursday, April 7 th , 2022 | 1. Revision of JDI Employees 2. Make Meal Consumption Invoice Period 01-31 March) | | |
| 5 | Friday, April 8 th , 2022 | Employee JDI Revision | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|--|-------------|
| |  | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Saturday
Date : April 11 2022 - April 16 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|--------|--|--|---------------|---|
| 1 | Monday, April 11 th , 2022 | 1. Employee JDI Revision 2. Duplicate document 3. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, April 12 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | | |
| 3 | Wednesday, April 13 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | | |
| 4 | Thursday, April 14 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | | |
| 5 | Friday, April 15 th , 2022 | Holiday | | |
| 6 | Saturday, April 16 th , 2022 | 1. Employee JDI Revision 2. Duplicate document 3. Input List Discharging and Loading of Ship | | |
| Notes: | | | | |

| No | Working | Explanation |
|----|---|--|
| |  | Entering the list of ship loading and unloading data, such as ships docking at the pier, ships departing, starting unloading, finished loading, ship names, etc. |

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


Day : Monday - Friday
Date : April 18 2022 - April 22 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, April 18 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, April 19 th , 2022 | 1. Revision of JDI Employees 2. Create WI (Work Instructions) 3. Input List Discharging and Loading of Ship | | |
| 3 | Wednesday, April 20 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship | | |
| 4 | Thursday, April 21 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | | |
| 5 | Friday, April 22 th , 2022 | 1. Employee JDI Revision 2. Input List Discharging and Loading of Ship 3. Fill out the employee leave form | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

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


Day : Monday - Friday
Date : April 25 2022 – April 29 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, April 25 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. CIAI in MS WORD | Antony Boska |  |
| 2 | Tuesday, April 26 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print and Laminating ID Badges | | |
| 3 | Wednesday, April 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 4 | Thursday, April 28 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 5 | Friday, April 29 th , 2022 | Permission | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)

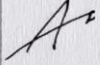
Day : Monday - Friday
Date : May 2 2022 – May 6 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---------------------------------------|------------------|---------------|---|
| 1 | Monday, May 2 th , 2022 | Eid Al - Fitr | Antony Boska |  |
| 2 | Tuesday, May 3 th , 2022 | Eid Al - Fitr | | |
| 3 | Wednesday, May 4 th , 2022 | Eid Al - Fitr | | |
| 4 | Thursday, May 5 th , 2022 | Eid Al - Fitr | | |
| 5 | Friday, May 6 th , 2022 | Eid Al - Fitr | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : May 9 2022 – May 13 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|------------------|---------------|---|
| 1 | Monday, May 9 th , 2022 | Sick | Antony Boska |  |
| 2 | Tuesday, May 10 th , 2022 | Sick | | |
| 3 | Wednesday, May 11 th , 2022 | Sick | | |
| 4 | Thursday, May 12 th , 2022 | Sick | | |
| 5 | Friday, May 13 th , 2022 | Sick | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

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


Day : Monday - Friday
Date : May 16 2022 – May 20 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, May 16 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, May 17 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 3 | Wednesday, May 18 th , 2022 | 1. Print JDI 2. Scan JDI 3. Input List Discharging and Loading of Ship | | |
| 4 | Thursday, May 19 th , 2022 | 1. Recap JDI Period April 2. Input List Discharging and Loading of Ship | | |
| 5 | Friday, May 20 th , 2022 | 1. Upload JDI in fiori sistem period April 2. Input List Discharging and Loading of Ship | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

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


Day : Monday - Friday
Date : May 23 2022 – May 27 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, May 23 th , 2022 | 1. Recap Meal Consumption period April 2. Input List Discharging and Loading of Ship 3. Make a list of taking clothes size XL | Antony Boska |  |
| 2 | Tuesday, May 24 th , 2022 | 1. Employee Revision JDI 2. Make Meal Consumption Invoice 3. Input List Discharging and Loading of Ship | | |
| 3 | Wednesday, May 25 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 4 | Thursday, May 26 th , 2022 | Holiday | | |
| 5 | Friday, May 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : May 30 2022 – June 3 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|---|---------------|---|
| 1 | Monday, May 30 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, May 31 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 3 | Wednesday, June 1 th , 2022 | Holiday | | |
| 4 | Thursday, June 2 th , 2022 | 1. Input List Discharging and Loading of Ship 2. Print JDI 3. Scan JDI 4. Recap JDI Period May | | |
| 5 | Friday, June 3 th , 2022 | 1. Input List Discharging and Loading of Ship 2. Upload JDI di Fiori Sistem periode May | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : June 6 2022 – June 10 2022

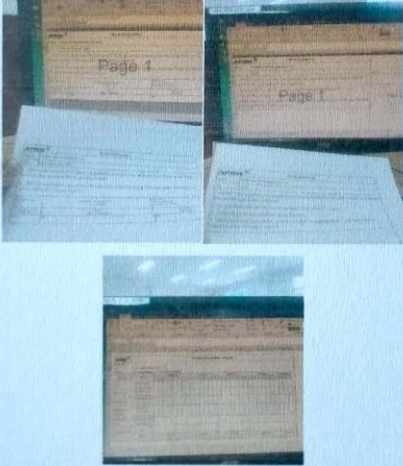
| No | Date and time | Name of activity | Task Assignor | Signature |
|----|--|--|---------------|---|
| 1 | Monday, June 6 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create incident reports | Antony Boska |  |
| 2 | Tuesday, June 7 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. ARI in MS WORD | | |
| 3 | Wednesday, June 8 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print ID Badge 4. Laminating ID Badge | | |
| 4 | Thursday, June 9 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 5 | Friday, June 10 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : June 13 2022 – June 17 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---|---|---------------|---|
| 1 | Monday, June 13 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | Antony Boska |  |
| 2 | Tuesday, May 14 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | | |
| 3 | Wednesday, June 15 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create ID Badge PT. CAE | | |
| 4 | Thursday, June 16 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Print and Laminare ID Badge | | |
| 5 | Friday, June 17 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Create a 6S Inspection Sheet - Cassab | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|--|---|
| |  | <ol style="list-style-type: none"> 1. Work Instruction (WI) is a set of steps that a person takes to complete a job safely and completely. 2. 6S is an approach in managing the work environment and can improve company performance. |

DAILY ACTIVITIES
OF THE JOB TRAINING (KP)


Day : Monday - Friday
Date : June 20 2022 – June 24 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---|--|---------------|---|
| 1 | Monday, June 20 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, May 21 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Making Work Instruction (WI) | | |
| 3 | Wednesday, June 22 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Duplicate of Document | | |
| 4 | Thursday, June 23 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Duplicate of Document | | |
| 5 | Friday, June 24 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |

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

Day : Monday - Friday
Date : June 27 2022 – June 30 2022

| No | Date and time | Name of activity | Task Assignor | Signature |
|----|---|--|---------------|---|
| 1 | Monday, June 27 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | Antony Boska |  |
| 2 | Tuesday, June 28 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship | | |
| 3 | Wednesday, June 29 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Prepare the Letter for signature | | |
| 4 | Thursday, June 30 th , 2022 | 1. Revision of JDI Employees 2. Input List Discharging and Loading of Ship 3. Farewell After Internship | | |
| | | Notes: | | |

| No | Working | Explanation |
|----|---------|-------------|
| | | |