

APPRENTICESHIP REPORT

**PT. INDAH KIAT PULP AND PAPER Tbk. PERAWANG MILL
PROJECT DISTRIBUTION OF USED SCRAP MATERIALS**

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BENGKALIS
2022**

VALIDITY SHEET

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

Written as one of the conditions for completing Job Training

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Perawang, June 30th, 2022

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PREFACE

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

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The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

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Berlyani Agusta
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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

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

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

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

Information System Security, and D4 English. For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs. The D-IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

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

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

Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad. 3 Based on the above, the author as a student

of the e International Business Administration Study Program is required to carry out practical work activities for a minimum of 4 months.

The author chose PT. Indah Kiat Pulp and Paper as an internship place because the author has been interested in this company since visiting in 2018 and has a relationship with a team from Public Relations. So that the author can do practical work at PT. Indah Kiat Pulp and Pape, because during the current pandemic it is difficult to find a place to do practical work. During the implementation of practical work the author is placed in the Public Relations section. The author is also very interested in the world of Public Relations and has a dream to work in the Public Relations section of a company after completing his education. The implementation of this practical work really helps the author to learn more about Public Relations.

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

1.2 Purpose of the Apprenticeship

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

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

1.3 Significances of the Apprenticeship

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

1. For Students

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

2. For Companies

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

3. For State Polytechnic of Bengkalis

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



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

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

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

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

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

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

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

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

The trial plant was Pulp carried out with the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto on May 24th, 1984. At that time the capacity the mill pulp bleached sulphate (Bleached Kraft Pulp) is

75,000 tons/year, so that the needs pulp of paper mills in Tangerang do not need to be imported anymore but are met by troops Pulp from Riau Province. This factory is the first sulfate factory in Kentang made from wood in Indonesia. This year, the construction of Industrial Plantation Forests (HTI) was started based on a collaboration between PT Indah Kiat Pulp & Paper Corporation and PT Arara Abadi.

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

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

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



Figure 2.1 PT Indah Kiat Pulp & Paper Tbk

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

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

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

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

at the end of the year. In addition, PT Indah Kiat Pulp & Paper Corporation also helped the government by accepting 20 apprentices from East Timor based on the Ministry of Manpower Program.

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

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

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

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

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

1. PT Arara Abadi concession area of $\pm 265,000$ Ha.
2. PT Wira Karya Sakti concession area of $\pm 220,000$ Ha.
3. Mapala Rabda concession area of $\pm 155,000$ Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of $\pm 166,000$ Ha. e.
PT. Murini Timber concession area of $\pm 116,000$ Ha.

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

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

2.2 Vision and Mission

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

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk is to become the producer pulp number one and paper in the world with international standards in the

21st century, which is dedicated to providing the best for customers, shareholders, employees and society.

2. Mission

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

1. Increase world market share.
2. Using the latest technology in the development of new products as well
3. as the implementation of factory efficiency.
4. Improving human resources through training .
5. Realizing a sustainable business commitment in all operational activities.

2.3 Kind of Business

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

2.4 Organization Structure

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

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing

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

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

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. below as follows:

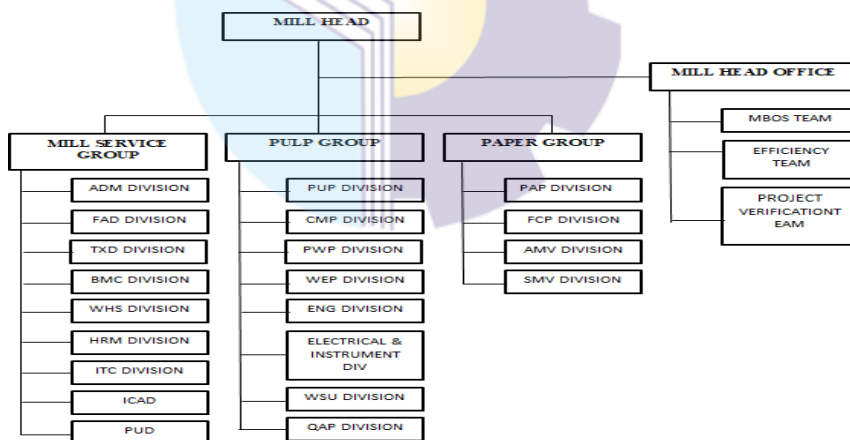


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk
 Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.1 The Working Process

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

relationship. On the one hand, its function is to interpret the company for society. While on the other hand, activities are Public Relations able to produce information about what is expected by the community towards the company.

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

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



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

1. Research (research)

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

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

2. Planning (planning)

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

3. Action and Communication (action and communication)

Communication is often done based on personal assumptions by a practitioner of Public Relations (Staff). As a result, these actions sometimes bring bad results and are not recommended because they will risk the company's image. This stage is skipped to get the answer to the question, "How do we do it and say it". Specific goals and objectivity must be linked to achieve the actions and communications that will be carried out by practitioners Public Relations.

Public Relations must be able to communicate the implementation of the program so that it can influence people's attitudes which then encourage them to support the implementation of the program. In addition, Public Relations must also take action and carry out activities as well as possible. This action activity is a communication activity, just like group communication, mass communication, and organizational communication.

4. Evaluation (evaluation)

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



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill for four months, starting from March 01 2021 to June 30 2021. During the internship period, KP participants are placed in the Public Relations Department. There are several tasks during the Job training in the Public Relations Section at PT.

3.1.1 Job Description in the Public Relations Section

1. Managing Scrap Material Assistance Program

The scrap assistance program is a used goods assistance program in the form of materials derived from materials that are no longer used by PT. Indah Kiat Pulp & Paper which is still suitable for use and in distributing aid must be right on target

1. Conducting Gatherings or Meetings

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

3.1.2 Job Description in the Cooperatives Section

With the regulation that every company is obliged to create an employee cooperative, then PT IKPP along with its success in establishing 3 units of stores with the name :

1. Toko Indah Bersama I
2. Toko Indah Bersama III
3. Toko Indah Bersama IV

There are several tasks during the Field Work Practice in the Cooperative Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. Input payment for housing electricity belonging to PT. IKPP
Payment for housing electricity belonging to the PT. IKPP company which is carried out every month.
2. Input sales document archives in cash and credit sales
Cash and credit sales that have been inputted, then printed, and entered into the document folder that has been available and archived on a monthly basis.
3. Checking the stock inventory at Indah Bersama I store
Check if the available store items are still feasible or not, otherwise it will be returned back to PT.OMI.

3.2 Systems and Procedures

3.2.1 System

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

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

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

3.2.2 Procedures

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

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

1. Managing the Scrap Material Assistance Program

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the industrial sector and has collaborated with several agencies and the environment. It is important for companies to carry out assistance programs as charitable activities for the surrounding community. One of the assistance programs from PT Indah Kiat Pulp & Paper is the scrap material assistance program. The steps in carrying out the program can be seen from the Figure 3.1 as follows:

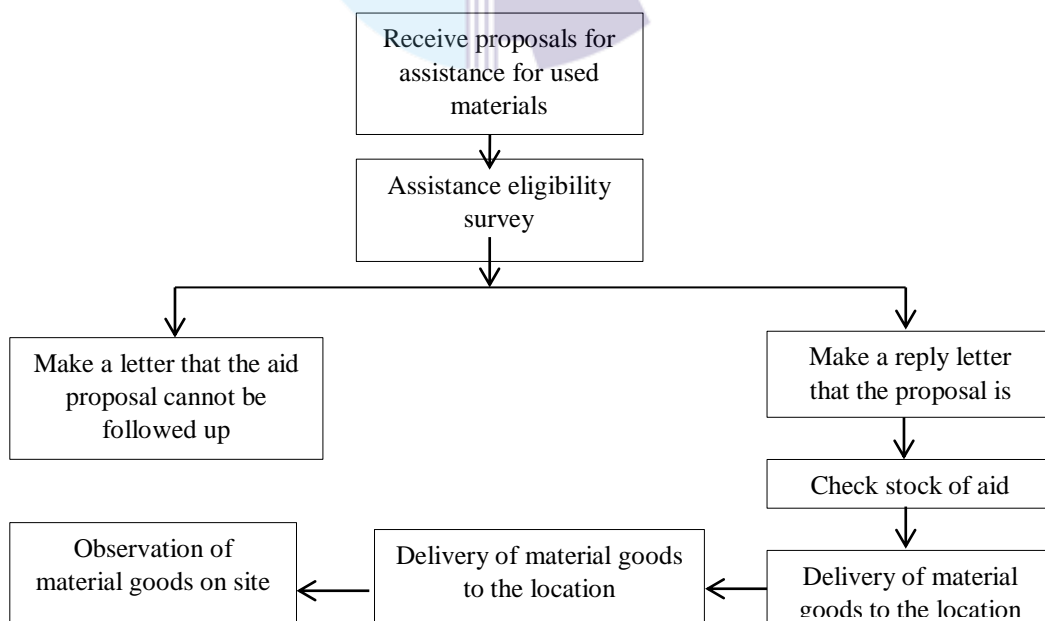


Figure 3.1. Managing the Scrap Material Assistance Program

Source: Processed Data, 2022

Based on the flowchart above, the first step in the material goods assistance program is to receive a proposal for a request for material goods assistance, then a site survey will be carried out as a consideration that the proposal can be continued or not, then if the proposal is accepted, a reply letter will be sent that the proposal can be distributed. in accordance with the request for assistance, the material goods will be checked whether the stock of goods is available in accordance with the needs or not. then after the goods are provided, the goods are loaded into a truck to be sent to the applicant's location. then after arriving there, the applicant signs the goods out form. if it is completed, within a period of several weeks it will be observed that the goods are used in accordance with the application. If the proposal cannot be followed up due to the consideration of the survey results, a reply letter will be sent that the assistance proposal cannot be approved.

2.2.2.2 Conducting Gatherings or Meetings

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the industrial sector and has collaborated with several agencies and institutions. It is important for companies to hold meetings or friendships with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a gathering or meeting can be seen in Figure 3.2 as follows:

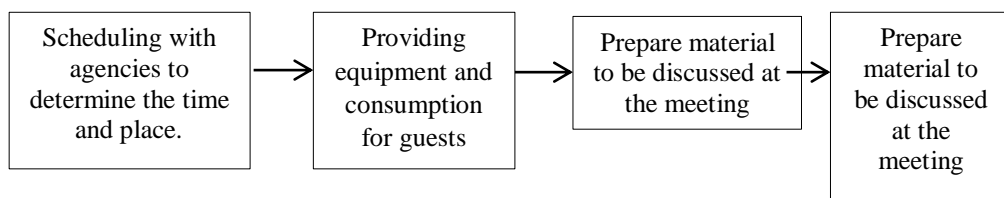


Figure 3.2 Flowchart of Conducting Gatherings or Meetings

Source: Processed Data, 2022

Based on the flowchart above, the first step in conducting a gathering or meeting starts from scheduling to determining the place and time. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. But often several agencies or institutions make

scheduling via telephone and email. Then the Head of Public Relations prepares materials and consumption for the meeting. Then hold a meeting, but usually before the meeting a follow-up is carried out by telephone.

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

1. Input payment for housing electricity belonging to PT. IKPP

Electricity payment data is entered every month on a predetermined date, this electricity payment is specifically for people who live in company-owned housing. electricity payment steps can be seen from the Figure 3.3 as follows:

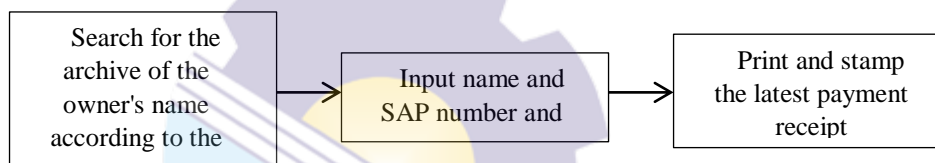


Figure 3.3. Input Payment For Housing Electricity

Source: Processed Data, 2022

Based on the flowchart above, the initial stage in inputting housing electricity payments belonging to PT.IKPP is to look for last month's data or receipt archives that have been printed by the homeowner to be inputted by the computer, the data sought is according to the owner's name and SAP number. Then the latest receipt will be printed and stamped as an official receipt and can be declared paid off.

2. Input sales document archives in cash and credit sales.

Cash sales and credit sales made by each store belonging to this employee cooperative will be recorded every month, arranged in order of date as store sales archive material. the stages in archiving data on cash sales and credit sales can be seen from the Figure 3.3 as follows:

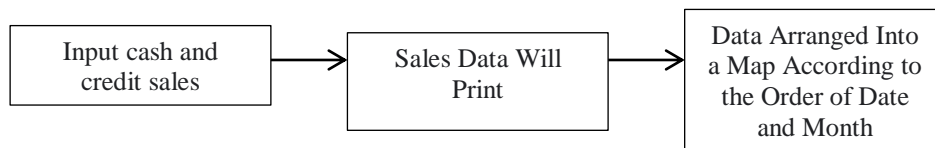


Figure 3.4. Input Payment For Housing Electricity

Source: Processed Data, 2022

Based on the flowchart above, the stage in compiling the data archive of cash sales and credit sales, the first is to input cash sales data and credit sales into a computer which will be arranged according to the date and month in sequence, then the data will be printed in the form of Eid. Then the sales data will be neatly arranged using a map according to the consecutive date and month.

3. Checking the stock inventory at Indah Bersama I store

Check if the available store items are still feasible or not, otherwise it will be returned back to PT.OMI. The employee cooperative of PT IKPP Perawang is a stand-alone business unit with initial capital from each of its members. The Employee Cooperative of PT IKPP Perawang owns a store named Toko Indah Bersama which has 3 store branches, the first one is named Toko Indah Bersama 1, Toko Indah Bersama 3, and Toko Indah Bersama 4.

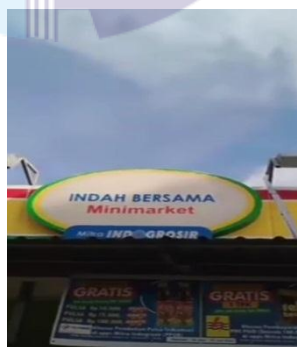


Figure 3.5 Toko Indah Bersama Kopkar PT. IKPP

Source: Processed Data 2022

The store that will be checked for available stock is Toko Indah Bersama 1, because Toko Indah Bersama 1 is the largest store among the other three stores. Observation of available goods aims to fill in the availability form of the number of goods and the form of goods that will expire. Goods that will

expire in the next few months will be returned to PT.OMI as the provider of goods.

3.3 Place of Apprenticeship

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

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

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

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 01 2022 to March 04 2022 can be seen in the following table:

Table 3.2 Daily Activities of March 1st, 2022 to March 4th, 2022

No	Date and Time	Activities	Location
1	Tuesday 01 March 2022	1. Registration to Use Mess 2. Interview from Public Relations	1. Mess Bunut 2. Public Relation
2	Wednesday 02 March 2022	1. Introduction of PT.IKPP profile 2. Industrial Visit with UMRI Faculty of Engineering Lecturers to PT. IKPP. 3. Discussion with UMRI Lecturers and PT. IKPP	1.Public Relation 2.CS-6 3.Eucalyptus Meeting Room
3	Thursday 03 March 2022	National Holiday	
4	Friday 04 March 2022	1. Discussion About KP Job While at IKPP 2. Create a KP Jadwal Schedule Format 3. Visit to Bank Sampah Arashy Kurnia	1. Public Relation 2. Bank Sampah Arashy Kurnia 3. Tualang Wood Working

		4. Visit to Tualang Wood Working Pallet Craftsmen assisted by PT. IKPP	
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Source: Processed Data, 2022

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

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

No	Date and Time	Activities	Location
1.	Monday, 07 March 2022	1. Prepare Presentation Materials Practitioner Lecture Contracts 2. Recapitulation of paper assistance from PT. IKPP 3. Sorting or Sorting Outdated Proposals for Recycling	1. Public Relation
2.	Tuesday, 08 March 2022	1. Official Trip to RRI Pekanbaru in order to complete the class of inspiration that was resourced by Mr. Armadi, S.E.,M.E. 2. Discussion with Activists (NGOs & Journalists) Discussing Positive Action Plans During Ramadan 3. Discussion with the Head of HRD Mr. Zulfikar Discussed the Preparation of the National OSH Seminar. 4. Discussion with Hardi's Public Relations Team Discussing Material Assistance (Scrap) from PT. IKPP	1. RRI Pekanbaru 2. Star City Pekanbaru 3. Cafe Fun House Pekanbaru
3.	Wednesday, 09 March 2022	1. Facilitating the Implementation of National Vaccination Activities Tualang District in Cooperation with TNI/Polri 2. Collecting, Processing, and Analyzing Scrap Data for Communities	1. Mess Bunut 2. Public Relation
4.	Thursday, 10 March 2022	1. Visit to Bank Sampah Arashy Kurnia for Business Profile Development 2. Discussion About CSR Literature	1. Bank Sampah Arashy Kurnia 2. Public Relation
5.	Friday, 11 March 2022	1. Discuss About CSR PT. IKPP 2. Formatting PT.IKPP Material Goods Aid Flow	1. Public Relation

Source: Processed Data, 2022

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

Perawang Mill in the Division from Public Relations March 14 2022 to March 19 2022 can be seen in the following table:

Table 3.4 Daily Activities of March 14th, 2022 to March 19th, 2022

No	Date and Time	Activites	Place
1.	Monday, 14 March 2022	1. Collecting, Processing, and Analyzing Scrap Data for Communities	1. Public Relation
2.	Tuesday, 15 March 2022	1. Making Presentation Materials Format for "Promotion, Transfer and Retirement"	1. Public Relation
3.	Wednesday, 16 March 2022,	1. Analyzing the Target of Material Assistance 2. Community Complaint Survey With The Purpose of Monitoring PT.IKPP's Cable Defects Around Residents' Housing 3. Visit to the Panti Asuhan Muhammadiyah in the Context of Discussion of Activities at the Muhammadiyah Mosque	1. Public Relation 2. Jl. Indah Kasih Perawang 3. Panti Asuhan Muhammadiyah
4.	Thursday, 17 March 2022	1. Collecting, Processing, and Analyzing Scrap Data for Communities	1. Public Relation
5.	Friday, 18 March 2022	1. Making Presentation Materials Format for "Introduction to MSDM" Material 2. Visit to Public Relation ARARA ABADI 3. Visit to the GAD/Document Room PT. IKPP	1. Public Relations 2. ARARA ABADI
6.	Saturday, 19 March 2022	1. Become a PIC in MUI Training Activities	1. Mess Bunut

Source: Processed Data, 2022

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

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

No	Date and Time	Activites	Place
1	Monday, 21 March 2022	1. Making Presentation Materials Format With "Position Analysis" Material	1. Public Relation
2	Tuesday, 22 March 2022	1. Creating Presentation Materials Format With Material "HRM Planning"	1. Public Relation
3	Wednesday, 23 March 2022	1. Revising and Processing Scrap Assistance Data for the Community	1. Public Relation
4	Thursday,	1. Revising Scrap Assistance Data for	1. Public Relation

	24 March 2022	Communities	
5	Friday, 25 March 2022	1. Revising and Analyzing Scrap Assistance Data for Communities	1. Public Relation

Source: Processed Data, 2022

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

Table 3.6 Daily Activities of March 28th, 2022 to April 1th, 2022

No	Date and Time	Activities	Place
1	Monday, 28 March 2022	1. Survey to PT.IKPP Section (PPM-6) in order to analyze material goods that can be used as aid programs to the community	1. PT.IKPP PPM-6 Section
2	Tuesday, 29 March 2022	1. Revising and Processing Scrap Assistance Data for the Community	1. Public Relation
3	Wednesday, 30 March 2022	1. Revising and Processing Scrap Assistance Data for the Community 2. Facilitating the Farewell Event for SMAN 6 Tualang	1. Public Relation 2. SMAN 6
4	Thursday, 31 March 2022	1. Revising and Processing Scrap Assistance Data for the Community	1. Public Relation
5	Friday, 1 April 2022	1. Revising and Processing Scrap Assistance Data for the Community	1. Public Relation

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 04 2022 to April 08 2022 can be seen in the following table:

Table 3.7 Daily Activities of April 4th, 2022 to April 8th, 2022

No	Date and Time	Activities	Place
1	Monday, 4 April 2022	1. Revising and Processing Scrap Assistance Data for the Community	1. Public Relation
2	Tuesday, 5 April 2022	1. Make a letter of submission of the Al-Quran 2. Revise and Process Scrap Assistance Data for the Community	1. Public Relation
3	Wednesday, 6 April 2022	1. Official Travel to the Province Disnaker Office in the Context of Gathering with the Head of Supervision	1. Pekanbaru
4	Thursday, 7 April 2022	1. Analyzing the Distribution of Material Assistance 2. Make a recapitulation of material	1. Public Relation

		goods assistance for 2019 and 2020	
5	Friday, 8 April 2022	1. Make a Recapitulation of Material Goods Assistance in 2021	1. Public Relation

Source: Processed Data, 2022

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

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

No	Date and Time	Activities	Place
1	Monday, 11 April 2022	1. Official Trip to ARARA and INDAH KIAT Offices in Pekanbaru for Discussion About Ramadan cooking Oil Bazaar 2. Iftar Event Together	1. Pekanbaru 2. Hotel Pangeran Pekanbaru
2	Tuesday, 12 April, 2022	1. Revise and Process Scrap Assistance Data for the Community	2. Public Relation
3	Wednesday, 13 April 2022	1. Analyzing the Distribution of Material Assistance 2. Make a Letter of Al-Quran Handover for the Tualang Sub-District	1. Public Relation
4	Thursday, 14 April 2022	1. Revising and Processing Scrap Data 2. Discussion with Teachers and Principals of SMKN 02 Pekanbaru and PT.IKPP 3. Visit to PT.IKPP with Teachers and Principal of SMKN 02 Pekanbaru Department of Mechanical Engineering and Development Engineering	1. Public Relation 2. Eucalyptus Meeting Room 3. CS-6
5	Friday, 15 April 2022	National holiday (Day of the Death of Isa Almasih)	

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 18 2022 to April 23 2022 can be seen in the following table:

Table 3.9 Daily Activities of April 18th, 2022 to April 23th, 2022

No	Date and Time	Activities	Place
1	Monday, 18 April 2022	1. Make a Presentation Materials format for ABI Lectures Semester 4 meeting 5 with the title "Recruitment"	1. Public Relation
2	Tuesday, 19 April 2022	1. Make a Presentation Materials format for ABI Lectures Semester 4 meeting 6 with the title "Selection and Orientation"	1. Public Relation
3	Wednesday, 20 April 2022	1. Make a Presentation Materials Format for ABI Lectures for Semester 4, 7 and 8 meetings with the title "Work Appraisal and Performance"	1. Public Relation
4	Thursday, 21 April 2022	1. Filling Coupons for Ramadan Adible Oil Bazaar Activities 2. Prepare Facilities for Ramadan Cooking Oil Bazaar Activities	1. Public Relation Office 2. Mess 26k PT.IKPP
5	Friday, 22 April 2022	1. Make a Recapitulation of the 2018 Scrap Material Assistance Report	1. Public Relation
6	Saturday, 23 April 2022	1. Iftar with the Tualang Student Association	1. Kolam Berenang Mess Bunut

Source: Processed Data, 2022

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

Table 3.10 Daily Activities of April 25th, 2022 to April 29th, 2022

No	Date and Time	Activities	Place
1	Monday, 25 April 2022	1. Prepare Facilities for Ramadan Cooking Oil Bazaar	1. Mess 26K PT.IKPP
2	Tuesday, 26 April 2022	1. Become a Committee in the Ramadan Cooking Oil Bazaar Activities	2. Mess 26K PT.IKPP
3	Wednesday, 27 April 2022	1. Compile a list of Tualang Orphans for the Distribution of PT.IKPP Tzu Chi Program Aid 2. Receipt of Stock Al-Quran from PT. IKPP	1. Public Relation
4	Thursday, 28 April 2022	1. Create Monthly Incentive Assistance Form for March 2022 2. Participate in Distributing Aid to Tualang Orphans in PT.IKPP's Tzu Chi Program 3. Iftar with PT.IKPP Tzu Chi Foundation	1. Public Relation Office 2. Tualang 3. Panti Asuhan

			Muhammadiyah
	Friday, 29 April 2022	Eid Holiday	

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 02 2022 to May 06 2022 can be seen in the following table:

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

No	Data and Time	Activities	Place
1	Monday, 02 May 2022	National Holiday	
2	Tuesday, 03 May 2022	National Holiday	
3	Wednesday, 04 May 2022	Eid Mubarak holiday	
4	Thursday, 05 May 2022	Eid Mubarak holiday	
5	Friday, 06 May 2022	Eid Mubarak holiday	

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 09 2022 to May 13 2022 can be seen in the following table:

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

No	Data and Time	Activities	Place
1	Monday, May 9, 2022	Sick	
2	Tuesday, May 10, 2022	1. Designing the PT.IKPP Scrap Presentation Materials Format	1. Public Relations
	Wednesday, May 11, 2022	1. Designing the PT.IKPP Scrap P Presentation Materials Format	1. Public Relation
4	Thursday, May 12, 2022	1. Designing the PT.IKPP Scrap Presentation Materials 2. Format Revising the 2018 and 2019 Scrap Recapitulation Data	1. Public Relation
5	Friday, May 13, 2022	1. Designing the PT.IKPP Scrap P Presentation Materials Format	1. Public Relation

Source: Processed Data, 2022

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

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

No	Data and Time	Activities	Place
1	Monday, May 16, 2022	National Holiday	
2	Tuesday, May 17, 2022	1. Make a report MUI Tualang Mubaligh Training Activities	• Public Relation
3	Wednesday, May 18, 2022	1. Revising Reports MUI Tualang Mubaligh Training Activities	1. Public Relation
4	Thursday, May 19, 2022	1. Industrial Visit from Dinas Balitbang, Agriculture Service, Dinas PUPR Bengkalis Regency 2. Discussion with the Quality Control Manager of PPM 5 Regarding the Potential of Tapioca Flour in Bengkalis	1. QC- PPM 5
5	Friday, May 20, 2022	1. Taking School Data to the Tualang YPPI Foundation	1. TK YPPI Tualang 2. SD YPPI Tualang 3. SMP YPPI Tualang

Source: Processed Data, 2022

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

Table 3.14 Daily Activities of May 23th, 2022 to May 27th, 2022

No	Data and Time	Activities	Place
1	Monday, May 23, 2022	1. Revising Reports MUI Tualang Mubaligh Training Activities	1. Public Relation
2	Tuesday, May 24, 2022	1. Office to the Badan Pusat Statistik of Riau Province to obtain data on information about Tualang residents 2. Discussion with the Riau Student Association	1. Badan Pusat Statistik , Pekanbaru 2. Dapu Cafe Pekanbaru

3	Wednesday, May 25, 2022	1. Delivering Documents for Handover of Aid for Orphans at the Tualang Muhammadiyah Home from the Tzu chi Foundation 2. Survey from Tzu Chi Foundation to Kanza Home for Children with Hydrocephalus	1. Panti Asuhan Muhammadiyah Tualang 2. Kediaman Rumah Orang Tua Khanza
4	Thursday, May 26, 2022	1. Revising Reports MUI Tualang Mubaligh Training Activities	1. Public Relation
5	Friday, May 27, 2022	1. Delivering Documents for Handover of Aid for Orphans from Tzu Chi Foundation	<ul style="list-style-type: none"> • Kantor Desa Perawang Timur • Kantor Desa Perawang Barat • Kantor Desa Tualang

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 30 2022 to June 03 2022 can be seen in the following table:

Table 3.15 Daily Activities of May 30th, 2022 to June 3th, 2022

No	Data and Time	Activities	Place
1	Monday, May 30, 2022	1. Revising the MUI Tualang Mubaligh Training Activity Report	1. Public Relation
2	Tuesday, May 31, 2022	1. Revising the MUI Tualang Mubaligh Training Activity Report	1. Public Relation
3	Wednesday, June 01, 2022	National Holiday	
4	Thursday, June 02, 2022	1. Revising the MUI Tualang Mubaligh Training Activity Report	1. Public Relation
5	Friday, June 03, 2022	1. Revising the MUI Tualang Mubaligh Training Activity Report	1. Public Relation

Source: Processed Data, 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations June 06 2022 to June 10 2022 can be seen in the following table:

Table 3.16 Daily Activities of June 6th, 2022 to June 10th, 2022

No	Data and Time	Activities	Place
1	Monday, June 06, 2022	1. Input electricity sales data 2. Checking the goods for return	1. Minimarket Indah Bersama KPR 1
2	Tuesday, June 07, 2022	1. Input electricity payment data 2. Detailed daily stock taking	1. Minimarket Indah Bersama KPR 1
3	Wednesday, June 08, 2022	1. Input electricity sales data	1. Minimarket Indah Bersama KPR 1
4	Thursday, June 09, 2022	1. Input electricity sales data 2. Arranging new stock of incoming goods	1. Minimarket Indah Bersama KPR 1
5	Friday, June 10, 2022	1. Input electricity sales data	1. Minimarket Indah Bersama KPR 1

Source: *Processed Data, 2022*

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

Table 3.17 Daily Activities of June 13th, 2022 to June 17th, 2022

No	Data and Time	Activities	Place
1	Monday, June 13, 2022	Sick	
2	Tuesday, June 14, 2022	Sick	
3	Wednesday, June 15, 2022	1. Checking daily stock of goods taking	1. Minimaret Indah Bersama KPR 1
4	Thursday, June 16, 2022	1. Marketing Subsidy Housing Owned by PT. IKPP	1. Kopkar PT. IKPP
5	Friday, June 17, 2022	1. Marketing Subsidy Housing Owned by PT. IKPP	1. Kopkar PT. IKPP

Source: *Processed Data, 2022*

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

Table 3.18 Daily Activities of June 20th, 2022 to June 24th, 2022

No	Data and Time	Activities	Place
1	Monday, June 20, 2022	1. Supervise Credit Sales Process 2. Marketing Subsidy Housing Owned by PT. IKPP	1. Minimaret Indah Bersama KPR 1 2. Kopkar PT. IKPP
2	Tuesday, June 21, 2022	1. Marketing Subsidy Housing Owned by PT. IKPP	1. Kopkar PT. IKPP

3	Wednesday, June 22, 2022	1. Marketing Subsidy Housing Owned by PT. IKPP	1. Kopkar PT. IKPP
4	Thursday, June 23, 2022	1. Marketing Subsidy Housing Owned by PT. IKPP 2. Recap Purchase Data for April-June	1. Kopkar PT. IKPP
5	Friday, June 24, 2022	Permitted (Meeting at Provincial DPRD, New Staff Verification)	

Source: Processed Data, 2022

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

Table 3.19 Daily Activities of June 27th, 2022 to June 30th, 2022

No	Data and Time	Activities	Place
1	Monday, June 27, 2022	1. Revise reports on training activities for MUI preachers in Tualang District 2. Following the handover of the Pekanbaru Agricultural Vocational High School internship students to the R&D Center	1. Public Relation 2. R&D Center
2	Tuesday, June 28, 2022	1. Revise reports on training activities for MUI preachers in Tualang District 2. Prepare presentation materials regarding PT.IKPP profile and Scrap Assistance Program	1. Public Relation
3	Wednesday, June 29, 2022	1. Presentation on PT.IKPP's profile and Scrap Assistance Program with the Public Relations Team	1. Public Relation
4	Thursday, June 30, 2022	1. Prepare reports on MUI mubligh training activities in Tualang District	1. Public Relation

Source: Processed Data, 2022

3.4 Obstacle and Solution

3.4.1 Obstacle

1. Limitations in collecting data, collecting data in a job is incomplete so that the work is not carried out effectively.
2. Limitations in carrying out an activity outside the company, the difficulty of using the company's facilities because it must complete the requirements that apply to the company, it often takes quite a long time.

3. Less effective a job due to a small public relations team. So every job must be done simultaneously.

3.4.2 Solution

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

1. Discussed again with the Public Relations .Improve the data collection system so that data can be saved for future work purposes
2. Discussed again, regarding the facilities to be added and made easier for borrowing so that the facilities can also be used for interns
3. Discussed again, in order to add more members of the public relations team so that the work can be carried out together and effectively



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

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

1. There are several types of work during the practical work program, namely:

There are several tasks during the Job training in the Public Relations Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. **Managing Scrap Material Assistance Program**

The scrap assistance program is a used goods assistance program in the form of materials derived from materials that are no longer used by PT. Indah Kiat Pulp & Paper which is still suitable for use and in distributing aid must be right on target.

2. **Conducting Gatherings or Meetings**

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

There are several tasks during the Job training in the Cooperatives Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. **Input payment for housing electricity belonging to PT. IKPP**

Payment for housing electricity belonging to the PT. IKPP company which is carried out every month.

2. **Input sales document archives in cash and credit sales**

Cash and credit sales that have been inputted, then printed, and entered into the document folder that has been available and archived on a monthly basis.

3. Checking the stock inventory at Indah Bersama I store
Check if the available store items are still feasible or not, otherwise it will be returned back to PT.OMI.
2. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make the work of the PR department easier. While the system and work procedures in the employee cooperative section use a manual system assisted by applications that have been set up in the computer system. During the implementation of practical work, there were several obstacles, namely the Limitations in using office facilities, because office facilities have been authorized from the center and Limitations in obtaining data for a given job, because the data provided is unclear and incomplete.
3. The obstacle that the author get while did the job training at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill are :
 1. Limitations in collecting data, collecting data in a job is incomplete so that the work is not carried out effectively.
 2. Limitations in carrying out an activity outside the company, the difficulty of using the company's facilities because it must complete the requirements that apply to the company, it often takes quite a long time.
 3. Less effective a job due to a small public relations team. So every job must be done simultaneously.

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

1. Discussed again with the Public Relations .Improve the data collection system so that data can be saved for future work purposes
2. Discussed again, regarding the facilities to be added and made easier for borrowing so that the facilities can also be used for interns
3. Discussed again, in order to add more members of the public relations team so that the work can be carried out together and effectively.

4.1 Suggestion

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

1. To support the work to run smoothly and quickly, computer facilities should be provided for students who do practical work.
2. Complete the job data in order to make it easier to see the data archive
3. Internet network access must be provided because every job is based online.



APPENDICES

Appendix 1 : Figure of Job Description

1. Managing Scrap Material Assistance Program



Indah Kiat PT. INDAH KIAT PULP & PAPER TBK
 Alamat: Km 16 Jalan Raya, Muar, Provinsi: Sumatera Selatan, Kecamatan: Muar
 A-Surat Jalan Pabrik

BERITA ACARA
PERNYATAAN BANTUAN

Pada hari ini, tanggal 01 bulan 12 Tahun
 Dua Ribu Dua Puluh telah dilaksanakan Penyerahan dan Penerimaan
 Bantuan berupa

No	Item	Jumlah	Keterangan
	PAK 50kg	2	
Total			

Dari PT. Indah Kiat Pulp & Paper Tbk dalam hal ini di wakikan
 oleh
 Nama : H a r d i
 Jabatan / Jabatan : Kepala Regu
 SAE/NIK : 1129063/868634
REPADA
 Nama :
 Jabatan / Lembaga : Mahasiswa Universitas Islam
 Tempat : Kabupaten Gowa

Adapun bantuan tersebut akan dipergunakan untuk keperluan :
 Untuk keperluan

Demikian berita acara dibuat dan ditanda tangani di 1 Tualang
 Yang Menyerahkan, Yang Menerima,
 H A R D I

Mengetahui,
 Amadi
 Unit Head

PASSBARANG KELUAR

PK No. 12345 To PK 25.12.2021 Co. 1 Supra 2021
 Tr. Sumatera Selatan/Bangka Tr. Muar/Enkap
 Div. Ekspansi Pp. Ns PG Number
 Div. Top Center
 Calsi Pak No Short Pak. Bantulan/Unit/Bahan/Bay

Nama & Spesifikasi Material	Nama & Spesifikasi Material	UOM	Quantity	Remark
		Pak	20	
Total Item 1				
Total Jumlah 20				

Pemeriksaan Security	Security Verifikasi	Penerima
Pukul 10	Nama Ns SAP 16	Nama SAP 16

Formulir PK: 147607-AMU-SENDO: 25.03.2021 02:41:37
 Di. Approved: 750159 (HASANUDDIN THE) : 25.03.2021 09:44:34

1. Seksi Berangkutan 2. Security 3. Penerima

Ketentuan PK:

- Semua item yang tersedia harus diisi dengan lengkap
- Pengukuran barang tidak kadaluarsa dan tanggal yang tertera di PK
- Pengukuran barang material hanya diizinkan sampai pukul 17.00 sesuai sid sisol
- Apabila pengukuran barang material dan barang produksi/lowat dan jam tersebut di atas, dokumen pass barang keluar (PKC) harus di approve kepala divisi dan kepala pimpinan SRD
- Hari Minggu dan hari libur tidak diizinkan pengeluaran barang material kepala/pemantauan khusus dan Divisi terkait dan disetujui Pimpinan SRD

Halaman 1 dari 1

Appendix 2 : Apprenticeship Statement Letter



SURAT KETERANGAN 013/AMD-UKPP/VI/2022

Dengan ini menerangkan nama tersebut dibawah ini:

Nama : **BERLYANI AGUSTA**
NIM/NIS : **5404181158**
Jurusan : **Administrasi Bisnis Internasional**
Asal Perguruan Tinggi : **Politeknik Negeri Bengkalis**
Waktu : **01 Maret 2022 – 30 Juni 2022**

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Industri dengan Baik sejak tanggal 01 Maret 2022 – 30 Juni 2022 Public Relation PT. Indah Kiat Pulp and Paper.

Demikianlah Surat Keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan sebaik-baik nya

Perawang, 06 Juli 2022

Hormat Kami
PT. Indah Kiat Pulp & Paper Tbk

ARWADI, SE., ME
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.

Office : Sinaras Land Plaza Wenas II, 7th Floor, Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O. Box 4295 JKT 10001
Tel : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
Mill Site : J. Raya Miras - Perawang Km 26, Kec. Tulang, Kab. Siak 28772, Riau - Indonesia
Tel : (62-76) 91088, 91031 (hunting), Fax : (62-76) 91373, 91378

Appendix 3 : Apprenticeship Acceptance Letter

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT. INDAH KIAT PULP & PAPER Tbk**

Nama : Berlyani Agusta
 NIM : 5404181158
 Program Studi : Administrasi Bisnis Internasional
 Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	94
2.	Tanggung jawab	25%	92
3.	Penyesuaian diri	10%	92
4.	Hasil Kerja	30%	92
5.	Prilaku Secara Umum	15%	92
	Total Jumlah (1+2+3+4+5)	100%	92,4

Keterangan:

Nilai : Kriteria
 81 - 100 : Istimewa
 71 - 80 : Baik Sekali
 66 - 70 : Baik
 61 - 65 : Cukup Baik
 56 - 60 : Cukup

Catatan:

Tingkatkan kreatifitas

.....

.....

.....
















Perawang, 06 Juli 2022



ARMADI, SE., ME
 Head of Public Relation

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

Nama : Berlyani Agusta
 Student's Identity Number : 5404181158
 Sec/Dept : Public Relation

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

17	Wed, March 23 rd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
18	Thu, March 24 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
19	Fri, March 25 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	2
20	Mon, March 28 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
21	Tue, March 29 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
22	Wed, March 30 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
23	Thu, March 31 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2















Perawang, March 31st, 2022

Head of Public Relation

ARMADI, SE., ME
SAP.615641

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

Nama : Berlyani Agusta
 Student's Identity Number : 5404181158
 Sec/Dept : Public Relation

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

16	Fri, April 22 nd , 2022	07 : 00	11 : 30	13 : 30	17 : 00	D
17	Mon, April 25 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	D
18	Tue, April 26 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	D
19	Wed, April 27 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	2
20	Thu, April 28 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	D
21	Fri, April 29 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	D

Perawang, April 30th, 2022

Head of Public Relation










ARMADI SE., ME
SAP.615641

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

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

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

16	Mon, May 23 rd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
17	Tue, May 24 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
18	Wed, May 25 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
19	Thu, May 26 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
20	Fri, May 27 th , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
21	Mon, May 30 th , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
22	Tue, May 31 st , 2022	07 : 00	11 : 00	13 : 00	17 : 00	

Perawang, May 31st, 2022
















Head of Public Relation








ARMADI, SE., ME
SAP.615641

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


Nama : Berlyani Agusta
 Student's Identity Number : 5404181158
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wed, June 1 st , 2022	National Holiday				
2	Thu, June 2 nd , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
3	Fri, June 3 rd , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
4	Mon, June 6 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
5	Tue, June 7 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
6	Wed, June 8 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
7	Thu, June 9 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
8	Fri, June 10 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
9	Mon, June 13 th , 2022	Sick				
10	Tue, June 14 th , 2022	Sick				
11	Wed, June 15 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
12	Thu, June 16 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
13	Fri, June 17 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
14	Mon, June 20 th , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
15	Tue, June 21 st , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
16	Wed, June 22 nd , 2022	07 : 30	11 : 30	13 : 30	17 : 30	

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

Perawang, June 30th, 2022

Head of Public Relation




ARMADI, SE., ME
SAP.615641


Appendix 5 : Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 2th March, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Introduction of PT.IKPP profile	Armadi, SE.,ME	
2	Industrial Visit with UMRI Faculty of Engineering Lecturers to PT. IKPP		
3	Discussion with UMRI Lecturers and PT. IKPP MGT		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Introduction to PT. IKPP's profile 	Discussing the introduction and knowledge of PT IKPP, implemented in public relations
2.	Industrial Visit with UMRI Faculty of Engineering Lecturers to PT. IKPP.	Visiting the paper-making industry in the cut size section and displaying the results of PT.IKPP's paper.

		
3	<p>Discussion with UMRI Lecturers</p> 	<p>Discussion with UMRI lecturers to discuss cooperation</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Thursday

Date : 3th March, 2022


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


No.	WORKING	EXPLANATION

DAILY ACTIVITIES
OF THE JOB TRAINING

Day : Friday

Date : 4th March, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Discussion About KP Job While at IKPP	Armadi, SE.,ME	
2	Create a KP Jadwal Schedule Format		
3	Visit to Bank Sampah Kurnia Arashy		
4	Visit to Tualang Wood Working Pallet Craftsmen assisted by PT. IKPP		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	Discussion about work at PT. IKPP	Discuss and share assignments during the internship
2	Create a KP Jadwal Schedule Format	Make an internship attendance list
3	Visit to Bank Sampah Arashy Kurnia 	Visited the Bank Sampah Arashy Kurnia business to discuss cooperation with PT. IKPP
4	Visit to Tualang Wood Working UMKM Pallet Craftsmen assisted by PT	Visit to the pallet entrepreneur assisted by PT. IKPP to see how it is made and the results of the business

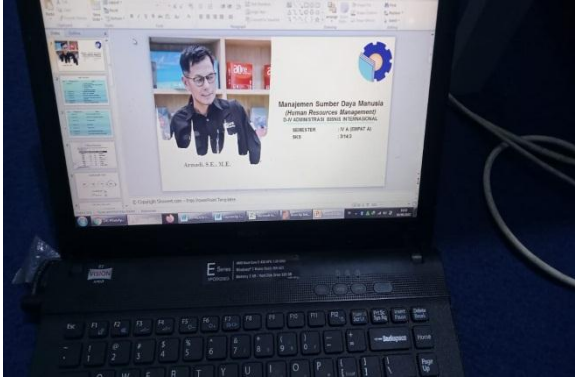


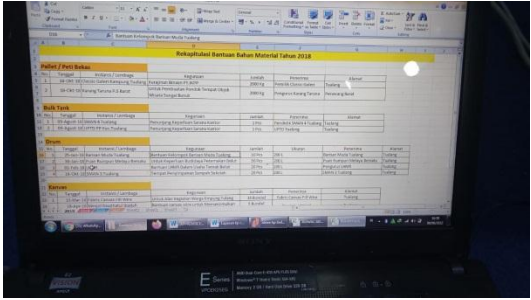

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 7th March, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Prepare Presentation Materials Practitioner Lecture Contracts	Iрмаi Sastri Asih, SH	
2	Recapitulation of paper assistance from PT. IKPP		
3	Sorting or Sorting Outdated Proposals for Recycling		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	<p>Make a Presentation Materials for a practitioner lecturer contract for the ABI class semester 4.</p> 	<p>Making Public Relations Course Presentation Materials for the 4th semester of business administration courses about contract.</p>


2	<p>Inputting paper aid recapitulation data to agencies from PT. IKPP</p> 	<p>Inputting paper aid recapitulation data to agencies from PT. IKPP</p>
3	<p>Sorting or Sorting Outdated Proposals for Recycling</p> 	<p>Sorting proposals that are no longer used and will be recycled for paper</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 8th March, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Official Trip to RRI Pekanbaru in order to complete the class of inspiration that was resourced by Mr. Armadi, S.E.,M.E.	Armadi, SE.,ME	
2	Discussion with Activists (NGOs & Journalists) Discussing Positive Action Plans During Ramadan		
3	Discussion with the Head of HRD Mr. Zulfikar Discussed the Preparation of the National OSH Seminar		
4	Discussion with Hardi's Public Relations Team Discussing Material Assistance (Script) from PT. IKPP		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	Trip to RRI Pekanbaru 	Official Trip to RRI Pekanbaru in order to complete the class of inspiration that was resourced by Mr. Armadi, S.E.,M.E.


2	Discussion with Activists	Discussion with Activists (NGOs & Journalists) Discussing Positive Action Plans During Ramadan
3	Discussion with the Head of HRD Mr. Zulfikar	Discussion with the Head of HRD Mr. Zulfikar Discussed the Preparation of the National OSH Seminar
5	Discussion with Hardi's Public Relations Team	Discussion with Hardi's Public Relations Team Discussing Material Assistance (Script) from PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 9th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Facilitating the Implementation of National Vaccination Activities Tualang District in Cooperation with TNI/Polri	Iрмаi Sastri Asih, SH	
2	Collecting, Processing, and Analyzing Scrap Data for Communities.		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
	Facilitate concurrent vaccines 	Facilitating the Implementation of National Vaccination Activities Tualang District in Cooperation with TNI/Polri
	Processing Scrap Data	Collecting, Processing, and Analyzing Scrap Data for Communities.

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 10th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Visit to Bank Arashy Kurnia for Business Profile Development	Iрмаi Sastri Asih, SH	
2	Discussion About CSR Literature		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Visit to Bank Arashy Kurnia 	Visit to Bank Arashy Kurnia for Business Profile Development.
2	Discussion About CSR Literature	Discussion about CSR program

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 11th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Discuss About CSR PT. IKPP	Armadi, SE.,ME	
2	Formatting PT.IKPP Material Goods Aid Flow		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Discussion About CSR Literature	Discussion about CSR program
2	Formatting PT.IKPP Material Goods Aid Flow	Create a flow of material goods assistance programs in accordance with the goals and agencies

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 14th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Collecting, Processing, and Analyzing Scrap Data for Communities	Hardi	
	Notes by Industrial Coach		

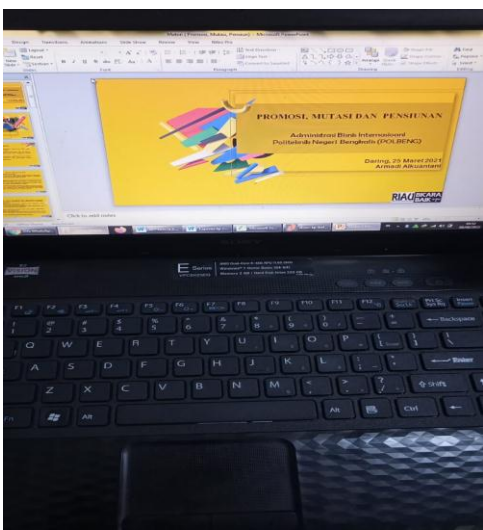
No.	WORKING	EXPLANATION
	Collecting, Processing, and Analyzing Scrap Data for Communities	Processing scrap program data from the previous year according to the format.

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 15th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Making Presentation materials Format for “Promotion, Transfer and Retirement”	Armadi, SE.,ME	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
	<p>Making Presentation materials Format for “Promotion, Transfer and Retirement”</p> 	<p>Making Public Relations Course Presentation Materials for the 4th semester of business administration courses with the title “Promotions, Transfers and Pensions”.</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 16th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Analyzing the Target of Material Assistance	Armadi, SE.,ME	
2	Community Complaint Survey With The Purpose of Monitoring PT.IKPP's Cable Defects Around Residents' Housing		
3	Visit to the Pantu Asuhan Muhammadiyah in the Context of Discussion of Activities at the Muhammadiyah Mosque		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Analyzing the Target of Material Assistance	Analyzing the target of the scrap material program assistance
2	Community Complaint Survey With The Purpose of Monitoring PT.IKPP's Cable Defects Around Residents' Housing	Survey of residents' homes for complaints about PT. IKPP's electrical cables that have the potential to endanger the surrounding community
3	Visit to the Pantu Asuhan Muhammadiyah in the Context of Discussion of Activities at the Muhammadiyah Mosque	Discussion with the head of the Pantu Asuhan Muhammadiyah regarding mosque activities

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 17th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Collecting, Processing, and Analyzing Scrap Data for Communities	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1	Collecting, Processing, and Analyzing Scrap Data for Communities.	Processing scrap program data from the previous year according to the format

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 18th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Making Presentation Materials Format for "Introduction to MSDM" Material	Hardi	
2	Visit to Public Relation ARARA ABADI		
3	Visit to the GAD/Document Room PT. IKPP		
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1	Making Presentation Materials Format for "Introduction to MSDM" Material	Making MSDM Course Presentation Materials for the 4th semester of business administration courses with the title "Introduction to MSDM"
2	Visit to Public Relation ARARA ABADI	Visited ARARA ABADI public relations to sign the PR proposal of PT. IKPP
3	Visit to the GAD/Document Room PT. IKPP	A visit to the document room belonging to PT. IKPP to pick up a newspaper containing news about the company PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Saturday

Date : 19th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Become a PIC in MUI Training Activities	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Become a PIC in MUI Training Activities 	Become a person in charge in an MUI preacher training activity held at the Mess Bunut hall belonging to PT. IKPP

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday

Date : 21th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Making Presentation Materials Format With "Position Analysis" Material	Armadi, SE.,ME	
	Notes by Industrial Coach		

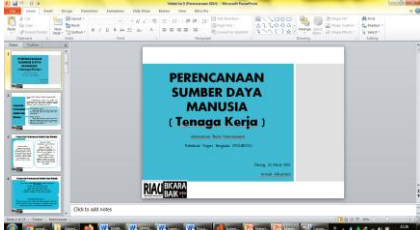
No.	WORKING	EXPLANATION
1	<p>Making Presentation Materials Format With "Position Analysis" Material</p> 	<p>Making Public Relations Course Presentation Materials for the 4th semester of business administration courses with the title "Position Analysis"</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 22th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Creating Presentation Materials Format With Material "Perencanaan SDM"	Armadi, SE.,ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Creating Presentation Materials Format With Material "Perencanaan SDM" 	Making Public Relations Course Presentation Materials for the 4th semester of business administration courses with the title "Perencanaan SDM"

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 23th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	<p>Revising and Processing Scrap Assistance Data for the Community</p> 	Revising and Processing Scrap Assistance Data for the Community

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 24th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Revising and Processing Scrap Assistance Data for the Community 	Revising and Processing Scrap Assistance Data for the Community

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 25th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	<p>Revising and Processing Scrap Assistance Data for the Community</p> 	Revising and Processing Scrap Assistance Data for the Community

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 28th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Survey to PT.IKPP Section (PPM-6) in order to analyze material goods that can be used as aid programs to the community.	Hardi	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	<p>Survey to PT.IKPP Section (PPM-6)</p> 	<p>Survey to PT.IKPP Section (PPM-6) in order to analyze material goods that can be used as aid programs to the community.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 29th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		



No.	WORKING	EXPLANATION
1	<p>Revising and Processing Scrap Assistance Data for the Community</p> 	Revising and Processing Scrap Assistance Data for the Community

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 30th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Armadi, SE.,ME	
2	Facilitating the Farewell Event for SMAN 6 Tualang		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Revising and Processing Scrap Assistance Data for the Community 	Revising and Processing Scrap Assistance Data for the Community
2	Facilitating the Farewell Event for SMAN 6 Tualang 	Being a guest at the 12th grade student release event at SMAN 6 Tualang

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 31th March, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	<p>Revising and Processing Scrap Assistance Data for the Community</p> 	Revising and Processing Scrap Assistance Data for the Community

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 1th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Revising and Processing Scrap Assistance Data for the Community 	Revising and Processing Scrap Assistance Data for the Community

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 4th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Assistance Data for the Community	Hardi	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	<p>Revising and Processing Scrap Assistance Data for the Community</p> 	Revising and Processing Scrap Assistance Data for the Community

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 5th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a letter of submission of the Al-Quran	Hardi	
2	Revise and Process Scrap Assistance Data for the Community		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	Make a letter of submission of the Al-Quran	Make a letter of handover of the Al-Quran to an agency
2	Revise and Process Scrap Assistance Data for the Community	Revising and Processing Scrap Assistance Data for the Community

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 6th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Official to the Province Disnaker Office in the Context of Gathering with the Head of Supervision.	Armadi, SE.,ME	
Notes by Industrial Coach			

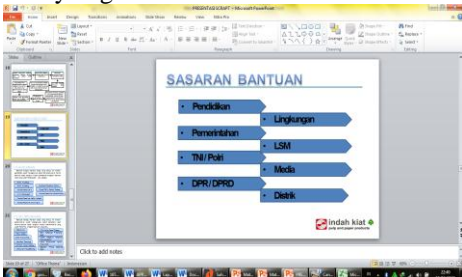
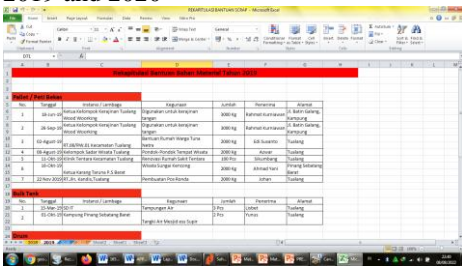
No.	WORKING	EXPLANATION
1	<p>Official to the Province Disnaker Office in the Context of Gathering with the Head of Supervision.</p> 	<p>Visited the Province Disnaker Office to sign the letter</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 7th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Analyzing the Distribution of Material Assistance.	Hardi	
2	Make a recapitulation of material goods assistance for 2019 and 2020		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Analyzing the Distribution of Material Assistance 	Analyzing the target of the scrap material program assistance
2	Make a recapitulation of material goods assistance for 2019 and 2020 	Inputting data and compiling data for recapitulation of second hand goods assistance program for 2019-2020

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 8th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a Recapitulation of Material Goods Assistance in 2021	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1	Make a Recapitulation of Material Goods Assistance in 2021	Inputting data and compiling data for recapitulation of second hand goods assistance program for 2021

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 11th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Official Trip to Sinarmas Forestry Offices in Pekanbaru for Discussion About Ramadan edible oil Bazaar	Iрмаi Sastri Asih, SH	
2	Iftar Event Together		
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1	Discussion in Sinarmas Forestry Offices	Official Trip to Sinarmas Forestry Offices in Pekanbaru for Discussion About Ramadan edible oil Bazaar

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 12th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revise and Process Scrap Assistance Data for the Community	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1	Revise and Process Scrap Assistance Data for the Community	Revising and Processing Scrap Assistance Data for the Community

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 13th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Analyzing the Distribution of Material Assistance	Hardi	
2	Make a Letter of Al-Quran Handover for the Tualang Sub-District		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Analyzing the Distribution of Material Assistance	Analyzing the target of the scrap material program assistance
2	Make a Letter of Al-Quran Handover for the Tualang Sub-District	Make a letter of handover of the Al-Quran to an agency

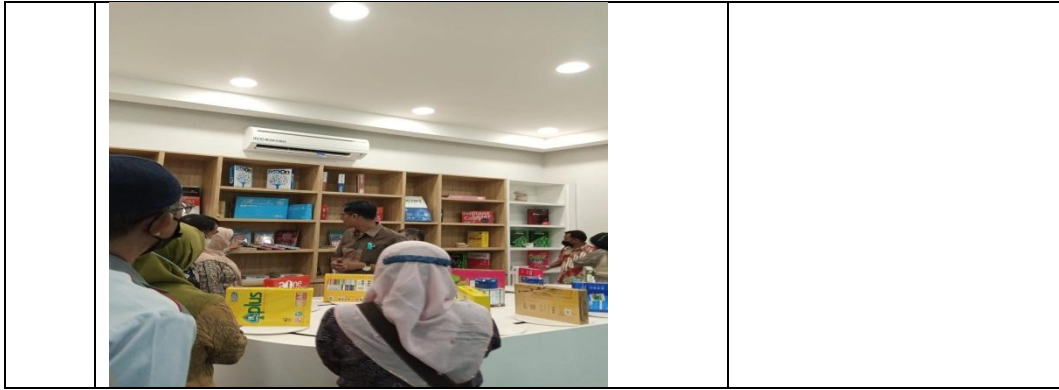
**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 14th April, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Revising and Processing Scrap Data	Hardi	
2	Meeting with Teachers and Principals of SMKN 02 Pekanbaru and PT.IKPP		
3	Visit Industry with Teachers and Principals of SMKN 02 Pekanbaru		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Revising and Processing Scrap Data	Revising and Processing Scrap Assistance Data for the Community
2	Meeting with Teachers and Principals of SMKN 02 Pekanbaru and PT.IKPP 	Meeting with teachers at SMKN 02 Pekanbaru to discuss cooperation between schools and companies.
3	Visit Industry with Teachers and Principals of SMKN 02 Pekanbaru	Visit Industry with Teachers and Principals of SMKN 02 Pekanbaru



**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Friday

Date : 15th April, 2022


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

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 18th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a Presentation Materials format for ABI Lectures Semester 4 meeting 5 with the title "Recruitment"	Armadi,SE.,ME	
	Notes by Industrial Coach		

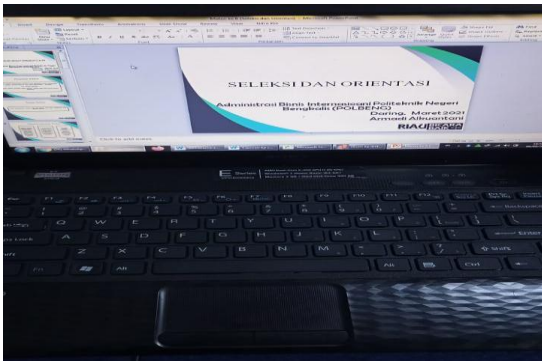
No.	WORKING	EXPLANATION
1	Make a Presentation Materials	Making Public Relations Course Presentation Materials for the 4th semester, 5 meeting of business administration courses with the title "Recruitment",

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 19th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a Presentation Materials format for ABI Lectures Semester 4 meeting 5 with the title " Selection and Orientation "	Armadi,SE.,ME	
Notes by Industrial Coach			

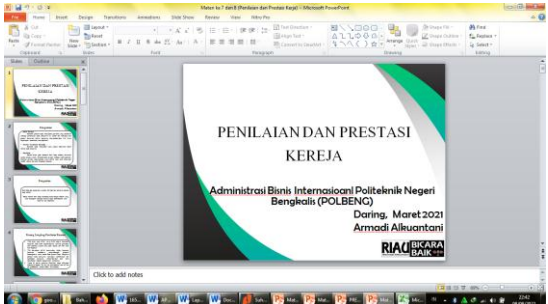
No.	WORKING	EXPLANATION
1	<p>Make a Presentation Materials</p> 	<p>Making Public Relations Course Presentation Materials for the 4th semester, 5 meeting of business administration courses with the title "Selection and Orientation",</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 20th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a Presentation Materials Format for ABI Lectures for Semester 4, 7 and 8 meetings with the title “Work Appraisal and Performance”	Armadi,SE.,ME	
	Notes by Industrial Coach		

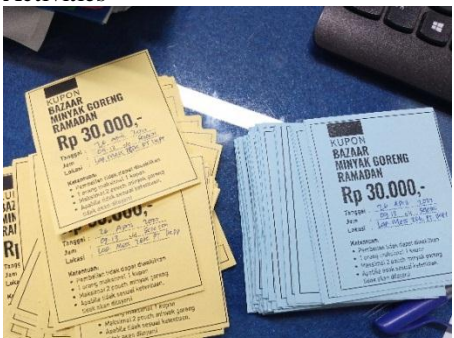
No.	WORKING	EXPLANATION
1	<p>Make a Presentation Materials</p> 	<p>Making Public Relations Course Presentation Materials for the 4th semester, 7 and 8 meetings of business administration courses with the title “Work Appraisal”,</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day :Thursday

Date : 21th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Filling Coupons for Ramadan Cooking Oil Bazaar Activities	Iрмаi Sastri Asih, SH	
2	Prepare Facilities for Ramadan Cooking Oil Bazaar Activities		
Notes by Industrial Coach			

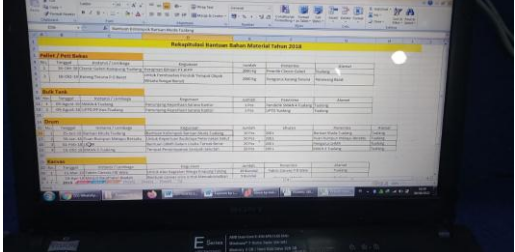
No.	WORKING	EXPLANATION
1	Filling Coupons for Ramadan Cooking Oil Bazaar Activities 	Fill in the schedule and address on the edible oil bazaar coupon which will be distributed to the Tualang community
2	Prepare Facilities for Ramadan Cooking Oil Bazaar Activities	Prepare the location and stock of edible oil

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 22th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a Recapitulation of the 2018 Scrap Material Assistance Report	Hardi	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Make a Recapitulation of the 2018 Scrap Material Assistance Report 	Inputting data and compiling data for recapitulation of second hand goods assistance program for 2018

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Saturday

Date : 23th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Iftar with the Tualang Student Association	Armadi, SE.,ME	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	<p>Iftar with the Tualang Student Association</p> 	<p>Iftar with the Tualang Student Association</p>

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 25th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Know the Facilities for the Ramadan cooking oil Bazaar	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1	Know the Facilities for the Ramadan cooking oil Bazaar 	Know the Facilities for the Ramadan cooking oil Bazaar

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 26th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Become a Committee in the Ramadan Cooking Oil Bazaar Activities	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Become a Committee in the Ramadan Cooking Oil Bazaar Activities 	Become a Committee in the Ramadan Cooking Oil Bazaar Activities

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 27th April, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Compile a list of Panti Tualang for the Distribution of PT.IKPP Tzu Chi Program Aid	Hardi	
2	Receipt of Stock Al-Quran from PT. IKPP		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1	Compile a list of Tualang Orphans for the Distribution of PT.IKPP Tzu Chi Program Aid	Compile a list of Tualang Orphans for the Distribution of PT.IKPP Tzu Chi Program Aid
2	Receipt of Stock Al-Quran from PT. IKPP	Receipt of Stock Al-Quran from PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 28th April, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Create Monthly Incentive Assistance Form for March 2022	Iрмаi Sastri Asih, SH	
2	Participate in Distributing Aid to Tualang Orphans in PT.IKPP's Tzu Chi Program		
3	Iftar with PT.IKPP Tzu Chi Foundation		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1	Create Monthly Incentive Assistance Form for March 2022	Create Monthly Incentive Assistance Form for March 2022
2	Participate in Distributing Aid to Pantu Asuhan Tualang in PT.IKPP's Tzu Chi Program 	Participate in Distributing Aid to Tualang Orphans in PT.IKPP's Tzu Chi Program

3	<p>Iftar with PT.IKPP Tzu Chi Foundation</p> 	<p>Iftar with PT.IKPP Tzu Chi Foundation</p>
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 29th April, 2022


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

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 2st May, 2022


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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 3st May, 2022


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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 4th May, 2022


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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 6th May, 2022

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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 6th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Eid Mubarak holiday		
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 9th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permittion (Sick)	Armadi SE, ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 10th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Designing the PT.IKPP Scrap Presentation Materials Format

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 11th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Designing the PT.IKPP Scrap Presentation Materials Format

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 12th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Format Revising the 2018 and 2019 Scrap Recapitulation Data	Hardi	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Format Revising the 2018 and 2019 Scrap Recapitulation Data	Format Revising the 2018 and 2019 Scrap Recapitulation Data

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 13th May, 2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Hardi	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Designing the PT.IKPP Scrap Presentation Materials Format	Designing the PT.IKPP Scrap Presentation Materials Format

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 16th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Eid Mubarak holiday		
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 17th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a report MUI Tualang Mubaligh Training Activities	Armadi SE, ME	
	Notes by Industrial Coach		

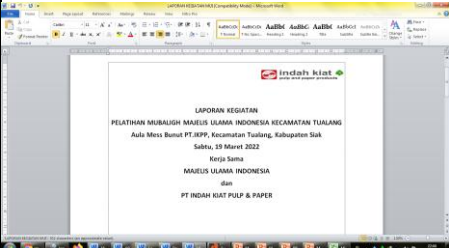
No.	WORKING	EXPLANATION
1.	<p>Make a report MUI Tualang Mubaligh Training Activities</p> 	<p>Make a report MUI Tualang Mubaligh Training Activities</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 18th May, 2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revising Reports MUI Tualang Mubaligh Training Activities	Armadi SE, ME	
	Notes by Industrial Coach		



No.	WORKING	EXPLANATION
1.	Revising Reports MUI Tualang Mubaligh Training Activities 	Revising Reports MUI Tualang Mubaligh Training Activities

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 19th May,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Industrial Visit from Dinas Balitbang, Dinas Pertanian, Dinas PUPR Bengkalis Regency	Armadi SE, ME	
2.	Discussion with the Quality Control Manager of PPM 5 Regarding the Potential of Tapioca Flour in Bengkalis		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Industrial Visit 	Industrial Visit from Dinas Balitbang, Dinas Pertanian, Dinas PUPR Bengkalis Regency
2.	Discussion with the Quality Control Manager of PPM 5 Regarding the Potential of Tapioca Flour in Bengkalis 	Discussion with the Quality Control Manager of PPM 5 Regarding the Potential of Tapioca Flour in Bengkalis

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 20th May,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Taking School Data to the Tualang YPPI Foundation	Iрмаi Sastri Asih, SH	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Taking School Data to the Tualang YPPI Foundation	Taking School Data to the Tualang YPPI Foundation

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 23th May,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revising Reports MUI Tualang Mubaligh Training Activities	Armadi, SE.,ME	
	Notes by Industrial Coach		



No.	WORKING	EXPLANATION
1.	Revising Reports MUI Tualang Mubaligh Training Activities	Revising Reports MUI Tualang Mubaligh Training Activities

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 24th May,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Office to the Badan Pusat Statistik of Riau Province to obtain data on information about Tualang residents	Armadi, SE.,ME	
2.	Discussion with the Riau Student Association		
Notes by Industrial Coach			


No.	WORKING	EXPLANATION
1.	Office to the Badan Pusat Statistik of Riau Province to obtain data on information about Tualang residents 	Office to the Badan Pusat Statistik of Riau Province to obtain data on information about Tualang residents
2.	Discussion with the Riau Student Association 	Discussion with the Riau Student Association

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 25th May,2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Delivering Documents for Handover of Aid for Panti Asuhan at the Tualang Muhammadiyah Home from the Tzu chi Foundation	Iрмаi Sastri Asih, SH	
2.	Survey from Tzu Chi Foundation to Kanza Home for Children with Hydrocephalus		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Delivering Documents for Handover of Aid for Panti Asuhan at the Tualang Muhammadiyah Home from the Tzu chi Foundation	Delivering Documents for Handover of Aid for Panti Asuhan at the Tualang Muhammadiyah Home from the Tzu chi Foundation
2.	Survey from Tzu Chi Foundation to Kanza Home for Children with Hydrocephalus 	Survey from Tzu Chi Foundation to Kanza Home for Children with Hydrocephalus

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 26st May, 2022


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

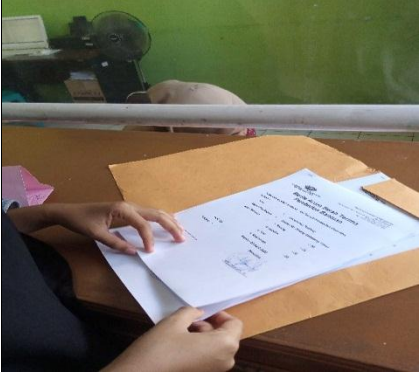
No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 27th May,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Delivering Documents for Handover of Aid for Panti from Tzu Chi Foundation	Iрмаi Sastri Asih, SH	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Delivering Documents for Handover of Aid for Orphans from Tzu Chi Foundation 	Delivering Documents for Handover of Aid for Orphans from Tzu Chi Foundation

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 30th May,2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revising the MUI Tualang Mubaligh Training Activity Report	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Revising the MUI Tualang Mubaligh Training Activity Report	Revising the MUI Tualang Mubaligh Training Activity Report

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 1th Juny,2022


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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 2th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revising the MUI Tualang Mubaligh Training Activity Report	Armadi, SE.,ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Revising the MUI Tualang Mubaligh Training Activity Report	Revising the MUI Tualang Mubaligh Training Activity Report

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 3th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revising the MUI Tualang Mubaligh Training Activity Report	Armadi, SE.,ME	
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Revising Activity Report	Revising the MUI Tualang Mubaligh Train Activity Report

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 6th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input electricity sales data and Checking the goods for return	Nova	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Input electricity sales data and Checking the goods for return	Input electricity sales data and Checking the goods for return

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday

Date : 7th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input electricity payment data and Detailed daily stock taking	Nova	
	Notes by Industrial Coach		

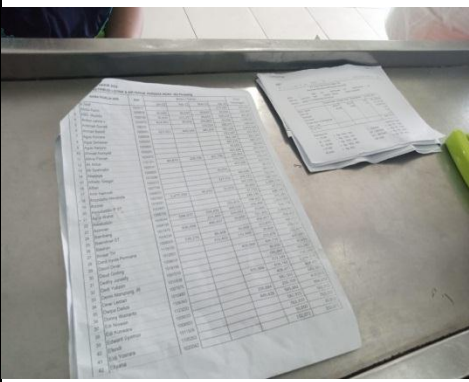
No.	WORKING	EXPLANATION
1.	Input electricity payment data Detailed daily stock taking 	Input electricity payment data Detailed daily stock taking

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 8th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input electricity sales data	Nova	
Notes by Industrial Coach			

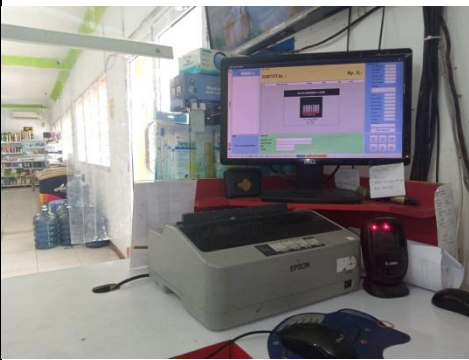
No.	WORKING	EXPLANATION
1.	Input Electricity Sales Data 	Input electricity sales data

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 9th Juny,2022

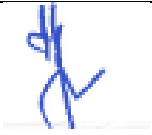
No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input electricity sales data and Arranging new stock of incoming goods	Nova	
	Notes by Industrial Coach		

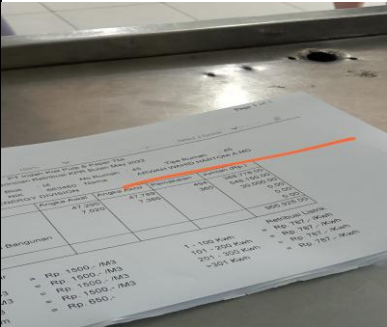
No.	WORKING	EXPLANATION
1.	Input electricity sales data and Arranging new stock of incoming goods 	Input electricity sales data and Arranging new stock of incoming goods

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Friday

Date : 10th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input electricity sales data	Nova	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Input electricity sales data 	Input electricity sales data

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 13th Juny,2022


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

No.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 14th Juny,2022


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

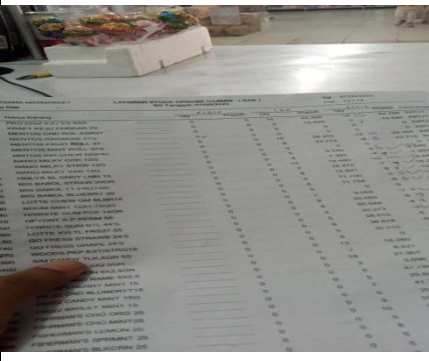
No.	WORKING	EXPLANATION

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Wednesday

Date : 15th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking daily stock of goods taking	Nova	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Checking daily stock of goods taking 	Checking daily stock of goods taking

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 16th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		

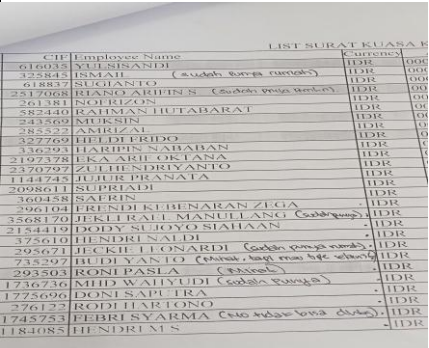
No.	WORKING	EXPLANATION
1.	<p>Marketing Subsidized Housing Owned by PT. IKPP</p> 	Marketing Subsidized Housing Owned by PT. IKPP

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday

Date : 17th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Marketing Subsidized Housing Owned by PT. IKPP 	Marketing Subsidized Housing Owned by PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 20th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION
1.	Marketing Subsidized Housing Owned by PT. IKPP 	Marketing Subsidized Housing Owned by PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 21th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Marketing Subsidized Housing Owned by PT. IKPP 	Marketing Subsidized Housing Owned by PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 22th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Marketing Subsidized Housing Owned by PT. IKPP	Marketing Subsidized Housing Owned by PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 23th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Marketing Subsidized Housing Owned by PT. IKPP	Novri	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Marketing Subsidized Housing Owned by PT. IKPP	Marketing Subsidized Housing Owned by PT. IKPP

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Friday

Date : 24th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted (Meeting at Provincial DPRD, New Staff Verification)	Armadi, SE., ME	
	Notes by Industrial Coach		


No.	WORKING	EXPLANATION

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday

Date : 27th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revise reports on training activities for MUI preachers in Tualang District	Armadi, SE., ME	
2.	Following the handover of the Pekanbaru Agricultural Vocational High School internship students to the R&D Center		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Revise reports on training activities for MUI preachers in Tualang District	Revise reports on training activities for MUI preachers in Tualang District
2.	Following the handover of the Pekanbaru Agricultural Vocational High School internship students to the R&D Center 	Following the handover of the Pekanbaru Agricultural Vocational High School internship students to the R&D Center

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Tuesday

Date : 28th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Revise reports on training activities for MUI preachers in Tualang District	Armadi, SE., M	
2.	Prepare presentation materials regarding PT.IKPP profile and Scrap Assistance Program		
Notes by Industrial Coach			

No.	WORKING	EXPLANATION
1.	Revise reports on training activities for MUI preachers in Tualang District	Revise reports on training activities for MUI preachers in Tualang District
2.	Prepare presentation materials regarding PT.IKPP profile and Scrap Assistance Program	Prepare presentation materials regarding PT.IKPP profile and Scrap Assistance Program

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Wednesday

Date : 29th Juny,2022


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Presentation on PT.IKPP's profile and Scrap Assistance Program with the Public Relations Team	Armadi, SE., ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Presentation on PT.IKPP's profile and Scrap Assistance Program with the Public Relations Team 	Job Description Presentation (IKPP company profile and UMKM Tualang Wood Working) presenting for 4 months about the job that has been given

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Thursday

Date : 30th Juny,2022

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Prepare reports on MUI mubligh training activities in Tualang District	Armadi, SE., ME	
	Notes by Industrial Coach		

No.	WORKING	EXPLANATION
1.	Prepare reports on MUI mubligh training activities in Tualang District	Prepare reports on MUI mubligh training activities in Tualang District

