

APPRENTICESHIP REPORT
PT. PELINDO MULTI TERMINAL
BRANCH DUMAI

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

VALIDITY SHEET

**JOB TRAINING REPORT
PT. PELINDO MULTI TERMINAL BRANCH DUMAI**

Written as One of the Requirement for completing of the Job Training

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Bengkalis, June 30th 2022

Branch Manager
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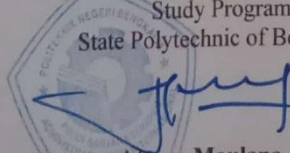


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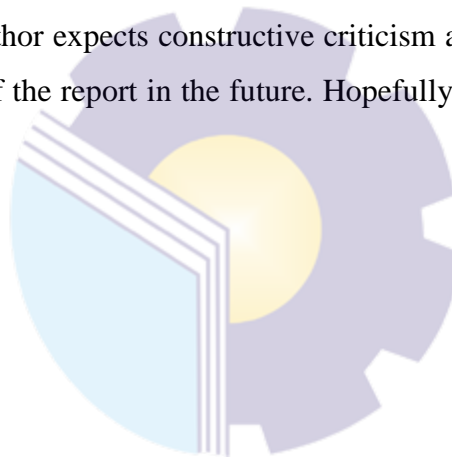
Job Training is one of the activities that must be taken in the International Business Administration Study Program, which aims to apply the knowledge that have gained in the classroom to the work environment.

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The author realizes that this work practice report (KP) is still far from perfect, therefore the author expects constructive criticism and suggestions to improve the perfection of the report in the future. Hopefully this report is useful for all of us.



Bengkalis, July 30th 2022

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TABLE OF CONTENT

VALIDITY SHEET	ii
PREFACE.....	iii
TABLE OF CONTENT.....	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Significances of the Apprenticeship.....	2

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History	5
2.2 Vision and Mission.....	7
2.2.1 Vision.....	7
2.2.2 Mission	7
2.3 Kind of Business	7
2.4 Organization Structure	8
2.5 The Working Process	9
2.6 Document Used for Activity	10

CHAPTER III SCOPE OF THE APPRENTICESHIP

3.1 Job Description	16
3.2 System and Procedures	16
3.2.1 System.....	16
3.2.2 Procedures.....	17
3.3 Place and Time of the Apprenticeship	21
3.3.1 Place of the Apprenticeship	21
3.3.2 Time of the Apprenticeship	21

3.4 Kind and Description of Activity.....	21
CHAPTER IV CONCLUSION AND SUGGESTION	
4.1 Conclusions.....	27
4.2 Suggestions	28
REFERENCES	29
APPENDICES	30



LIST OF FIGURES

Figure 2.1 Organizational Structure of PT. Pelindo Multi Terminal	8
Figure 2.2 Application Letter for Delivery	10
Figure 2.3 Application Letter for Receiving	11
Figure 2.4 EMKL List.....	11
Figure 2.5 Container Report Document	12
Figure 2.6 D/O Book.....	12
Figure 2.7 Container Stacking Period List Document	13
Figure 2.8 Receipts Delivery Order/Receiving Order	13
Figure 2.9 Recording Pelop Expeditions (SPK Trucking).....	14
Figure 2.10 Archiving Documents for Delivery/Receiving Order.....	14
Figure 2.11 Archiving Documents for Temas Shipping	15
Figure 3.1 Flowchart Delivery Cards.....	17
Figure 3.2 Flowchart Receiving Cards.....	17
Figure 3.3 Flowchart to filling out EMKL name	17
Figure 3.4 Flowchart to filling out EMKL date	18
Figure 3.5 Flowchart D/O Book	18
Figure 3.6 Flowchart Container Note.....	18
Figure 3.7 Flowchart Receipts Delivery/Receiving Order.....	19
Figure 3.8 Flowchart Recording Pelop Expeditions (SPK Trucking)	19
Figure 3.9 Flowchart Archiving Documents for SPK Trucking	19
Figure 3.10 Flowchart Archiving Documents for Delivery/Receiving Order	20
Figure 3.11 Flowchart Archiving Documents for Temas Shipping.....	20

LIST OF TABLES

Table 3.1 Practice Work Schedule	21
Table 3.2 Weekly Activities of March 01 th until March 04 th , 2022	21
Table 3.3 Weekly Activities of March 07 th until March 11 th , 2022	21
Table 3.4 Weekly Activities of March 14 th until March 18 th , 2022	22
Table 3.5 Weekly Activities of March 21 th until March 25 th , 2022	22
Table 3.6 Weekly Activities of March 28 th until April 01 th , 2022	22
Table 3.7 Weekly Activities of April 04 th until April 08 th , 2022	22
Table 3.8 Weekly Activities of April 11 th until April 15 th , 2022	23
Table 3.9 Weekly Activities of April 18 th until April 22 th , 2022	23
Table 3.10 Weekly Activities of April 25 th until April 29 th , 2022	23
Table 3.11 Weekly Activities of May 02 th until May 06 th , 2022	24
Table 3.12 Weekly Activities of May 09 th until May 13 th , 2022	24
Table 3.13 Weekly Activities of May 16 th until May 20 th , 2022	24
Table 3.14 Weekly Activities of May 23 th until May 27 th , 2022	24
Table 3.15 Weekly Activities of May 30 th until June 03 th , 2022	25
Table 3.16 Weekly Activities of June 06 th until June 10 th , 2022	25
Table 3.17 Weekly Activities of June 13 th until June 17 th , 2022	25
Table 3.18 Weekly Activities of June 20 th until June 24 th , 2022	25
Table 3.19 Weekly Activities of June 27 th until June 30 th , 2022	26

LIST OF APPENDICES

Appendix 1 Apprenticeship Acceptance Letter	30
Appendix 2 Apprenticeship Reference Letter	31
Appendix 3 Apprenticeship Assessment Letter	32
Appendix 4 List of Attendance	33
Appendix 5 Daily Activities.....	37
Appendix 6 Apprenticeship Certificate.....	59



CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector, these demands arise because as college graduates must be able to become a problem solver for all problems, emerging.

In order to meet these demands and to achieve complete educational goals in higher education, it is felt less if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world which they will be involved in later. In line with this, the university requires its students to take Job Training courses that are carried out in even semesters.

Job Training (KP) is an Intra-Curricular Activity that is part of the State and Community Life (MBB) subject group, in all majors at the Bengkalis State Polytechnic. In general, the implementation of the Job Training is aimed at improving students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out Job Training specifically, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the above-mentioned Internship objectives ultimately refers to the professional formation of students who have broad skills and knowledge in the field of International Business Administration. With this capability, graduates of the Applied Bachelor of International Business Administration at the Bengkalis State Polytechnic are expected to be able to apply their skills and knowledge.

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

1.2 Purpose of the Apprenticeship

Job Training (KP) is one of the activities for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Job Training, which are as follows:

1. Provide opportunities for students to apply the theory/concept of science according to the study program that has been studied in college at an organization/company.
2. Provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Provide opportunities for students to analyze, examine theories/concepts with the reality of applying knowledge and skills in an organization/company.
4. Testing the ability Polytechnic of Bengkalis students (according to the related study program) in knowledge, skills and abilities in the application of knowledge and student attitudes/behaviors at work.
5. Receive good feedback from the business world regarding student abilities and the needs of the business world for curriculum development and learning processes for Polytechnic of Bengkalis (according to the related study program).

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

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

- 1) Get a certificate from the company if you have completed the practical work program.
- 2) Get pocket money and transportation according to the agreement between the practical work participants and the company.
- 3) Students can develop work relationships and add experience to their resumes.
- 4) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 5) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 6) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- 1) The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
- 2) The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

- 1) There is good cooperation/relationship between the campus and the company where students do practical work.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
- 3) State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- 4) State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.

- 5) State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

According to Khoiruddin as Branch Manager of PT. Pelindo Multi Terminal Branch Dumai, Pelabuhan Indonesia (Pelindo) is a world-class port that offers integrated services between ports in Indonesia based in the largest country with a long history of maritime influence in the world. Pelindo is a company resulting from the integration of four (4) BUMN ports, namely PT Pelindo I (Persero), PT Pelindo II (Persero), PT Pelindo III (Persero) and PT Pelindo IV (Persero) which was officially established on October 1, 2021, which is centered on in Jakarta.

The establishment of Pelindo as a result of this integration is a strategic initiative of the government as a shareholder to realize national connectivity and a stronger logistics ecosystem network. Maritime connectivity, both between ports within the country, as well as between ports at home and abroad, will increase. By having better strategic control and being supported by strong financial capabilities, Pelindo's business operations will be more coordinated, standardized and efficient so that it will benefit the community, especially Pelindo service users.

The integration of Pelindo will create a synergy of one Port BUMN with operational standardization and more efficient business processes. Port performance will then increase which will have an impact on national social and economic welfare. Pelindo integration will make operational efficiency in all national ports, with standardization of information technology. Integration also provides better strategic control over overall planning for the network, reduces logistics costs, and improves infrastructure and capacity. To run its business, Pelindo is supported by 4 business units or subholdings, namely Pelindo Container Terminal (SPPK), Pelindo Multi Terminal (SPMT), Pelindo Maritime Services (PJM), and Pelindo Logistics Solutions.

The company's vision that is a world-class integrated maritime ecosystem leader. This vision is a statement of the Company's aspiration to become the main gateway for the global logistics network in Indonesia. This ideal appears based on geographic potential, business opportunities and national policies that open opportunities for companies to realize the vision.

The company's mission that is in realizing a national maritime ecosystem network through increasing network connectivity and integration services to support the country's economic growth. The expected goals is to Provide Reliable and Integrated Port and Maritime Services with Industrial Estates to Support Indonesian and Global Logistics Networks by Maximizing the Economic Benefits of the Malacca Strait. To run its business, Pelindo is supported by 4 business units or subholdings, namely Pelindo Container Terminal (SPPK), Pelindo Multi Terminal (SPMT), Pelindo Maritime Services (PJM), and Pelindo Logistics Solutions.

According to Octenty, PT. Pelindo Multi Terminal (SPMT) starting January 1, 2022 has officially operated at the Dumai Port Terminal, Riau. This was marked by the commencement of the first cargo handling operations at the Dumai Port dry bulk terminal in early 2022 on MV. Alahas ships the Panamanian flagged on January 1, 2022.

According to Feranda, PT. Pelindo Multi Terminal (SPMT) is a Subholding of PT. Pelabuhan Indonesia (Persero) which was formed on October 1, 2021, in line with the integration process of PT. Pelabuhan Indonesia (Persero). PT. Pelindo Multi Terminal focuses its port services on managing non-container terminals, such as liquid bulk terminals, dry bulk terminals, multipurpose or general cargo, to passenger terminals and vehicle terminals.

In the midst of the Covid-19 pandemic, the port of Dumai still recorded a positive performance in the shipment of CPO and its derivatives in Indonesia with an average figure of more than 400,000 tons per month. Types of liquid bulk commodities sent from this port include Crude Palm Oil (CPO) which is exported to India, China and Europe. Meanwhile, for dry bulk, the Palm Kernel Expeller (PKE) and Palm Kernel Shell (PKS) are mostly exported to East Asia and Europe.

2.2 Vision and Mission

2.2.1 Vision

The Company's vision that is a become Indonesian connectivity champion.

2.2.2 Mission

The Company's mission that is as a multipurpose terminal operator by creating an ecosystem that provides added value for stakeholders and the nation.

2.3 Kind of Business

According to the Articles of Association PT. Pelindo Multi Terminal Branch Dumai. Based on Deed Number 1 dated August 15, 2008, the company's business activities are as follows:

1. Provision of services for port and water pools for traffic and ships' berths.
2. Provision of services related to pilotage and ship towing.
3. Provision and service of docks and other facilities for mooring, loading and unloading of containers, liquid bulk, dry bulk, multi purpose, goods including animals (general cargo) and passenger and vehicle boarding facilities.
4. Provision of loading and unloading services, containers, liquid bulk, dry bulk (general cargo) and vehicles.
5. Provision and service of container terminal services, liquid bulk, dry bulk, multipurpose, passenger, public shipping and RO-RO.
6. Provision and service of warehouses and stacking yards and tanks stockpiles of goods, airport transportation, loading and unloading equipment, and port equipment.
7. Provision and service of electricity, drinking water, and waste installation and waste disposal.
8. Provision and service of refueling services for ships and vehicles in the port environment.

2.4 Organization Structure

The Organizational Structure at PT. Pelindo Multi Terminal Branch Dumai can be seen in Figure 2.1 as follows:

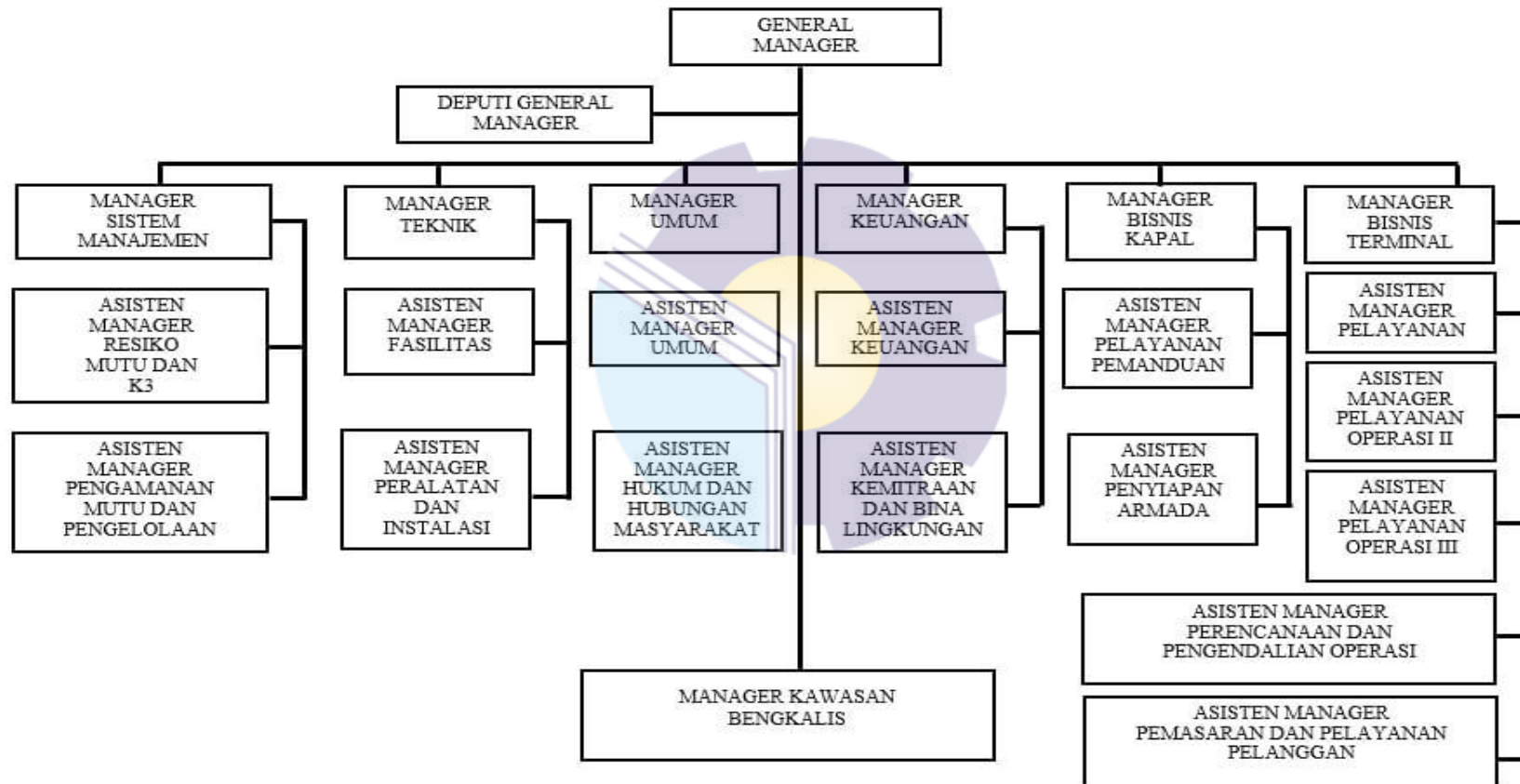


Figure 2.1 Organizational Structure of PT. Pelindo Multi terminal Branch Dumai
 Source : PT. Pelindo Multi terminal Branch Dumai

The organizational structure of PT. Pelindo Multi terminal Branch Dumai is prepared based on the provisions with the functions, obligations and responsibilities of each section in the field. Each position has its own duties, authorities, and responsibilities.

2.5 The Working Process

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

1. **General Manager**
Organizing and implementing management of supply, exploitation and business marketing of container services and other related business activities in the operational work area.
2. **Deputy General Manager**
Organizing the operation of ship services and loading and unloading of containers at docks, warehouses and fields Carrying out control over the smooth operation of ships, fields and warehouses, facilities and infrastructure as well as human resources.
3. **System Management Manager**
The person who is responsible for the continuity of the computer system.
4. **Engineering Manager**
Organizing development programs (investment) and maintenance of fixed assets (including additional facilities for docks, port pools in front of the Pelindo jetty, roads, buildings, field warehouses and shipping lanes) within the Pelindo work environment.
5. **Finance Manager**
Organizing procurement, storage, security and maintenance operating systems, application programs and program packages as well as the presentation of Pelindo information data.
6. **General Affair's**
Organizing cash/bank administration, sales notes, accounts payable,

taxation of financial traffic, inventory, write-off of fixed assets and documentation of company assets.

7. Ship Business Manager

Coordinate, plan, recommend and report on the preparation of the anchoring service work program.

8. Terminal Business Manager

Supervise and evaluate passenger terminal service activities and port pass service.

2.6 Document Used for Activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Application letter/delivery card extension

Is a delivery application letter given by a container rental service user company to PT. Pelindo as a container rental facilitator.



Figure 2.2 Application Letter for Delivery
Source: PT. Pelindo Multi Terminal Branch Dumai

2. Application letter for receiving card

Is a receiving application letter given by a container rental service user company to PT. Pelindo as a container rental facilitator.

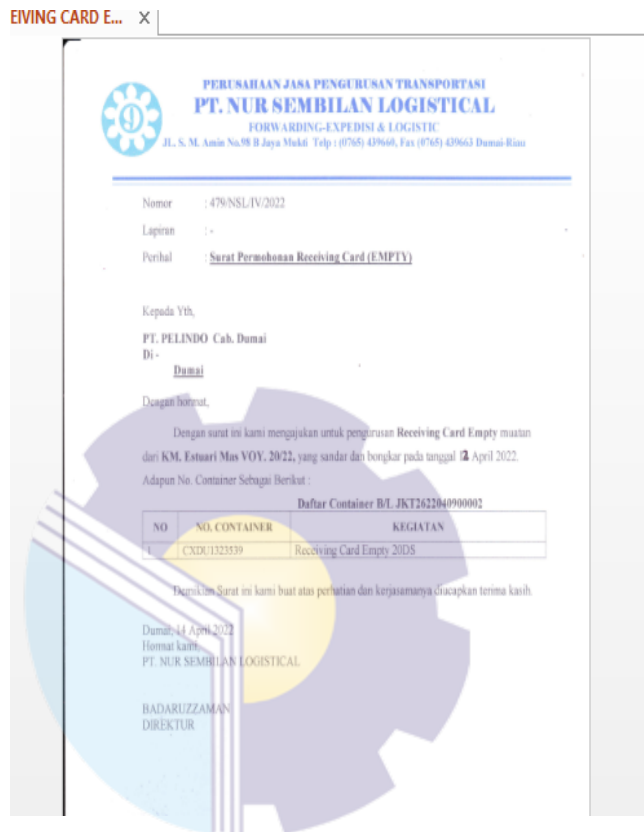


Figure 2.3 Application Letter for Receiving
Source: PT. Pelindo Multi Terminal Branch Dumai

3. EMKL lists

This document is used as a reference in filling out the name of the EMKL.

NO CONTAINER	UKURAN	EMKL	TGL BONGKAR	TGL KELUAR	EXTENT	EXTENT	EX
DRYU2045516	20DV						
IPXU2144326	20DV	SKI					
DRYU2454601	20DV	SKI					
DRYU2735656	20DV	SKI					
DRYU2735996	20DV	SKI					
IPXU3758078	20DV	SKI					
DRYU2021160	20DV	NSL					
DRYU2083389	20DV	BBC					
DRYU2085606	20DV	NSL					
DRYU2143955	20DV	NSL	3/22/2022	3/30/2022	3/28/2022	3/30/2022	
DRYU2388222	20DV	NSL	3/22/2022	3/30/2022	3/28/2022	3/30/2022	
IPXU3920065	20DV	NSL	3/22/2022	4/1/2022	3/28/2022	3/30/2022	4
IPXU3996667	20DV	NSL	3/22/2022	3/25/2022	3/28/2022		

Figure 2.4 EMKL List
Source: PT. Pelindo Multi Terminal Branch Dumai

4. Container report document

This document is used as a reference in filling in the full cy delivery date and receiving empty cy. In this document there is a list of containers, container status, unloading date, delivery activities, receiving activities which are grouped by date of activity.

KEGIATAN DELIVERY							KEGIATAN RECEIVING						
NO	CONTAINER ID	ISO TYPE	STATUS	TANGGAL KELUAR	NAMA EMKL	KETERANGAN	NO	CONTAINER ID	ISO TYPE	STATUS	TANGGAL MASUK	NAMA EMKL	KETERANGAN
1	SDDU 2005543	20	full	10/3/2022	NSL		1	TEGU 7058555	20	mt	10/3/2022	NSL	
2	TRLU 9643469	20	full	10/3/2022	SKI		2	TEGU 3044452	20	mt	10/3/2022	NSL	
3	TEGU 2889920	20	full	10/3/2022	SKI		3	TRLU 9643469	20	mt	10/3/2022	SKI	
4	LEGU 2013870	20	full	10/3/2022	AML		4	TEGU 3062623	20	mt	10/3/2022	NSL	
5	TEGU 2943087	20	full	10/3/2022	SKI		5	TEGU 2889920	20	mt	10/3/2022	SKI	
6	TEGU 3019083	20	full	10/3/2022	NSL		6	SDDU 2005543	20	mt	10/3/2022	NSL	
7	TEGU 3044452	20	full	10/3/2022	NSL		7	TEGU 2943087	20	mt	10/3/2022	SKI	
8	JPLU 3011965	20	full	10/3/2022	SKI		8	DRYU 2129611	20	full	10/3/2022	NSL	
9	DRYU 2950561	20	full	10/3/2022	NSL		9	DRYU 2734109	20	full	10/3/2022	NSL	
10	TEGU 7060110	20	full	10/3/2022	NSL		10	TEGU 3043747	20	full	10/3/2022	NSL	
11	TEGU 2977873	20	full	10/3/2022	SKI		11	IPXU 3961254	20	full	10/3/2022	NSL	
12	TEGU 2902787	20	full	10/3/2022	SKI								
13	DRYU 2093366	20	full	10/3/2022	NSL								
14	TEGU 3054989	20	full	10/3/2022	NSL								
15	TEGU 2974724	20	full	10/3/2022	SKI								

Figure 2.5 Container Report Document
Source: PT. Pelindo Multi Terminal Branch Dumai

5. D/O book

As evidence of trucking activities, every incoming car must have data written in the D/O book because that is the basis for making invoices. The contents of the D/O book are the BM number for the car, the destination, the name of the warehouse, the name of the driver, the name of the shipper (the owner of the goods) and the tonnage of the goods carried.

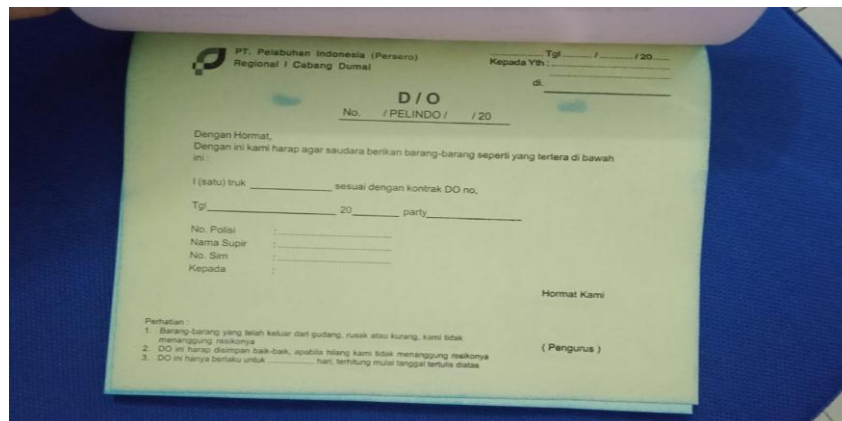


Figure 2.6 D/O Book
Source: PT. Pelindo Multi Terminal Branch Dumai

6. Document for calculating container stacking period

This document is used as a reference in making notes. In this document there is a list of containers, container status, unloading dates and also container stacking data which are grouped by the name of the container transporting ship.

1	A	B	C	D	E	F	G	H	I	J	K	L
1	NAMA KAPAL : MV. TASIK MAS											
2	TANGGAL KEGIATAN : 06 s.d 07 JAN 2022											
3	JENIS KEGIATAN : MUAT											
4												
5	1	Container ID	ISO TY	STATU	Received / CY Di	Load Dat	TOTAL H	MASA I	MASA I-II	MASA I-III	MASA II	MASA II
6	1	TEGU6832604	40	MTY	12-Nov-21	06-Jan-22	55				5	45
7	2	TEGU6816291	40	MTY	15-Nov-21	06-Jan-22	52				5	42
8	3	JPLU019744	20	MTY	15-Nov-21	07-Jan-22	53				5	43
9	4	TEGU2874411	20	MTY	15-Nov-21	07-Jan-22	53				5	43
10	5	GESU3393349	20	MTY	15-Nov-21	07-Jan-22	53				5	43
11	6	TEGU6823876	40	MTY	15-Nov-21	06-Jan-22	52				5	42
12	7	TEGU2976820	20	MTY	16-Nov-21	07-Jan-22	52				5	42
13	8	TEGU6824595	40	MTY	17-Nov-21	06-Jan-22	51				5	41
14	9	TEGU6822859	40	MTY	18-Nov-21	06-Jan-22	50				5	40
15	10	TEGU2971469	20	MTY	18-Nov-21	07-Jan-22	50				5	40
16	11	TEGU6830795	40	MTY	19-Nov-21	06-Jan-22	49				5	39
17	12	TEGU6820964	40	MTY	20-Nov-21	06-Jan-22	48				5	38
18	13	TEGU6830730	40	MTY	21-Nov-21	06-Jan-22	47				5	37
19	14	TEGU6822191	40	MTY	22-Nov-21	06-Jan-22	46				5	36
20	15	TEGU6825210	40	MTY	22-Nov-21	06-Jan-22	45				5	35
21	16	TEGU6824229	40	MTY	23-Nov-21	06-Jan-22	44				5	34
22	17	TEGU6828348	40	MTY	23-Nov-21	06-Jan-22	44				5	34
23	18	TEGU2831404	20	MTY	24-Nov-21	07-Jan-22	45				5	35
24	19	TRLU8640644	20	MTY	24-Nov-21	07-Jan-22	45				5	35
25	20	TEGU2892312	20	MTY	24-Nov-21	07-Jan-22	45				5	35
26	21	TEGU2974313	20	MTY	24-Nov-21	07-Jan-22	45				5	35
27	22	TEGU6820687	40	MTY	25-Nov-21	06-Jan-22	43				5	33
28	23	TEGU6823428	40	MTY	25-Nov-21	06-Jan-22	42				5	32
29	24	TEGU6802024	40	MTY	26-Nov-21	06-Jan-22	42				5	32
30	25	TEGU6818196	40	MTY	26-Nov-21	06-Jan-22	41				5	31

Figure 2.7 Container Stacking Period List Document
Source: PT. Pelindo Multi Terminal Branch Dumai

7. Receipt

A receipt is proof of a transaction that is used as a sign of receipt of a certain amount of money. In this context, the company that sends the receipt is the company that uses the container rental service from PT. Pelindo.

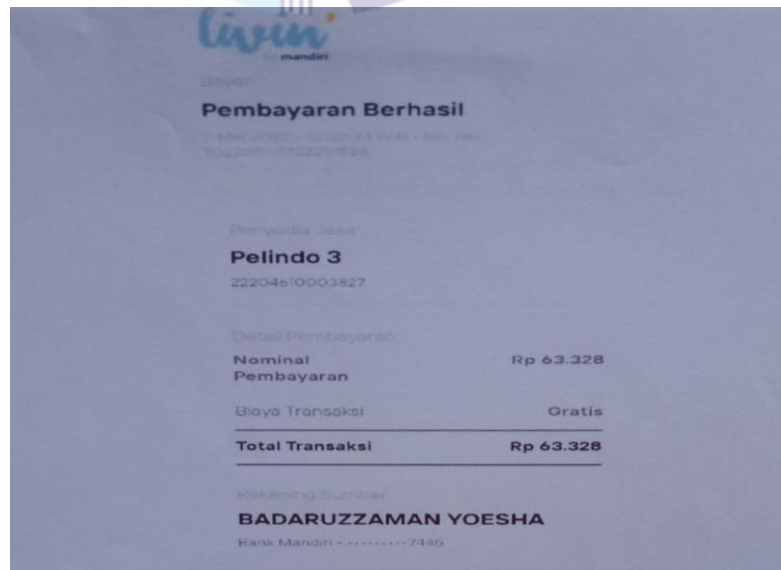


Figure 2.8 Receipts Delivery Order/Receiving Order
Source: PT. Pelindo Multi Terminal Branch Dumai

8. Pelop Expedition Documents (SPK Trucking)

SPK is a work order to a truck owner company to transport cargo from a port location to outside a certain port or route. The document is that forms the realization of trucking activities, namely billing from service users to Pelindo.

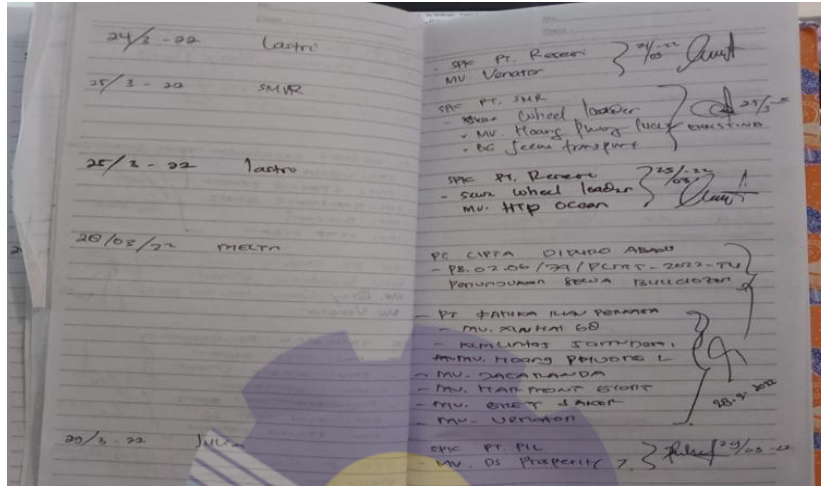


Figure 2.9 Recording Pelop Expeditions (SPK Trucking)
Source: PT. Pelindo Multi Terminal Branch Dumai

9. Delivery Order and Receiving Order Documents.

Used for the monthly ship filing process. Documents that will be archived are documents that have complete notes and receipts.

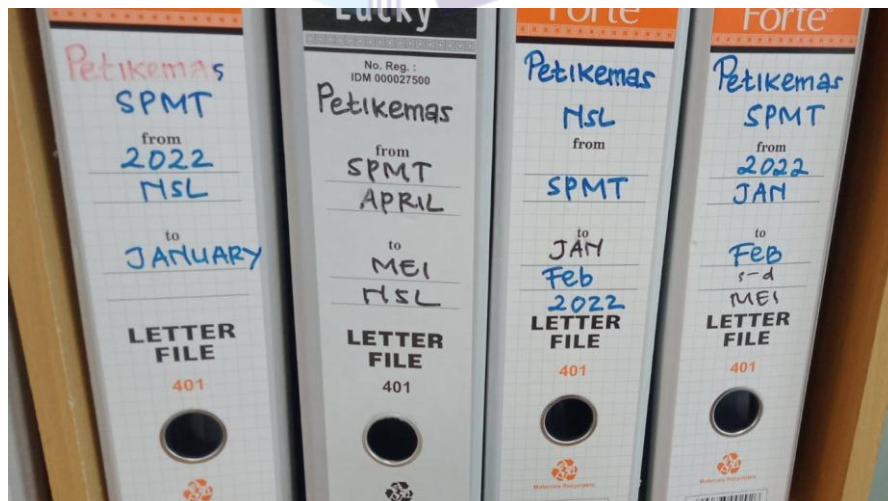


Figure 2.10 Archiving Documents for Delivery/Receiving Orders
Source: PT. Pelindo Multi Terminal Branch Dumai

10. Temas Shipping Documents

Used for the archiving process of calculating ship cost estimates per month. Documents to be archived are memorandum of cost estimation documents and ship data and container numbers.

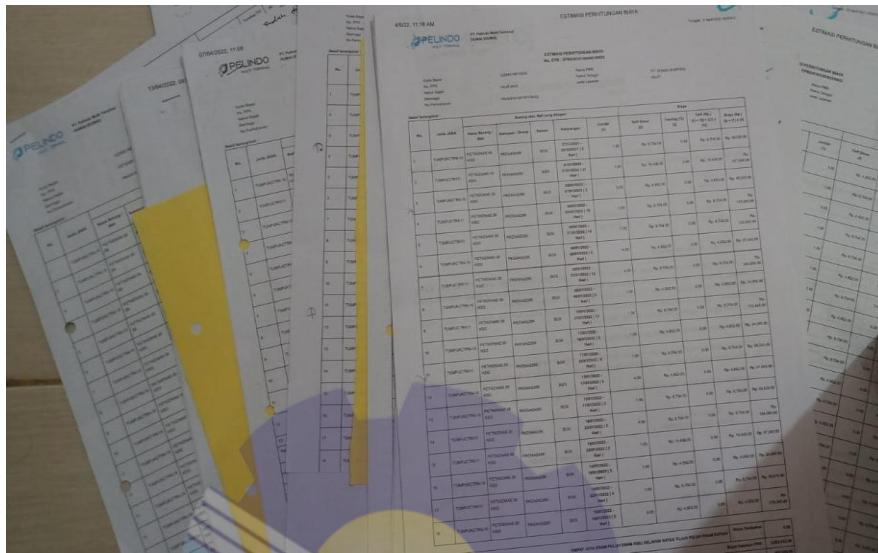


Figure 2.11 Archiving Documents for Temas Shipping
Source: PT. Pelindo Multi Terminal Branch Dumai

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of job training at PT. Pelindo Multi Terminal Branch Dumai which starts on March 01 to June 30, 2022. The specifications of the tasks carried out for 17 (seventeen) weeks in the business terminal at PT. Pelindo Multi Terminal Branch Dumai are as follows:

1. Make Delivery Order Cards.
2. Make Receiving Order Cards.
3. Filling out Names of EMKL.
4. Filling out Dates of EMKL delivery full cy dan receiving empty cy.
5. Stamping the D/O Book.
6. Make Notes.
7. Matching the Receipt with the Application for Delivery Order and Receiving Order.
8. Recording Pelop Expeditions.
9. Archiving Spk Trucking Documents.
10. Archiving Delivery Order/Receiving Order Documents.
11. Archiving Temas Shipping Document.

3.2 System and Procedure

3.2.1 System

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

3.2.2 Procedure

Practical work procedures that have been carried out in PT. Pelindo Multi Terminal Branch Dumai which starts on March 01 to June 30, 2022 in the business terminal division are as follows:

1. Make delivery order cards

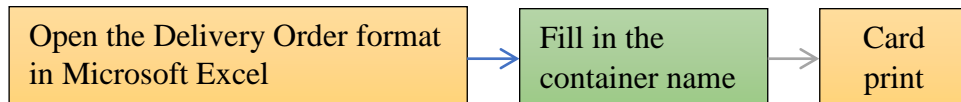


Figure 3.1 Flowchart Delivery Cards
Source: Processed Data 2022.

In making delivery order and receiving order cards especially container services, the reference documents used are do and ro application letters. When creating a card we use the format in Microsoft Excel.

2. Make receiving order cards

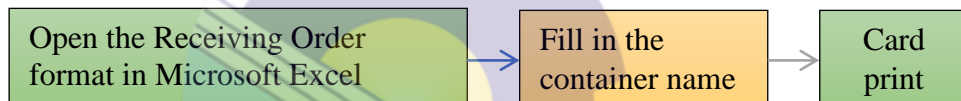


Figure 3.2 Flowchart Receiving Cards
Source: Processed Data 2022

In making delivery order and receiving order cards especially container services, the reference documents used are do and ro application letters. When creating a card we use the format in Microsoft Excel.

3. Filling out names of EMKL.

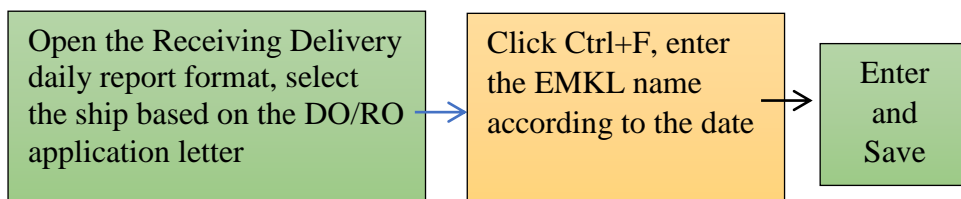


Figure 3.3 Flowchart to filling out EMKL name
Source: Processed Data 2022

Documents used as a reference in filling out the name of the Emkl are DO and RO application letters. We can see the list of containers from the application letter and then fill in the name of the emkl according to the container number and the name of the emkl.

4. Filling out dates of EMKL delivery full cy dan receiving empty cy.

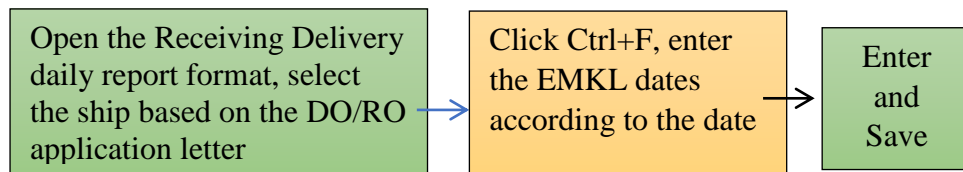


Figure 3.4 Flowchart to filling out EMKL date
Source: Processed Data 2022

The document used as a reference in filling out the full cy delivery date and receiving empty cy is the container report document. In this document there is a list of containers, container status, unloading date, delivery activities, receiving activities which are grouped by date of activity.

5. Stamping the D/O book.

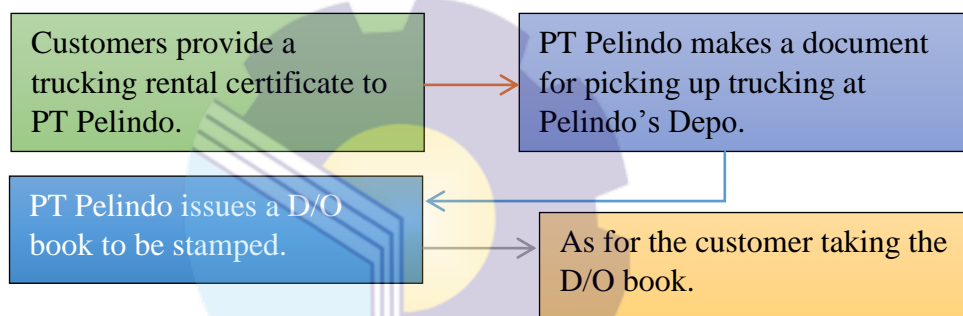


Figure 3.5 Flowchart D/O Book
Source: Processed Data 2022.

As evidence of trucking activities, every car that enters the port gate must have data written in the D/O book because that is the basis for making invoices. The contents of the D/O book are the BM number for the car, the destination, the name of the warehouse, the name of the driver, the name of the shipper (the owner of the goods) and the tonnage of the goods carried.

6. Makes notes

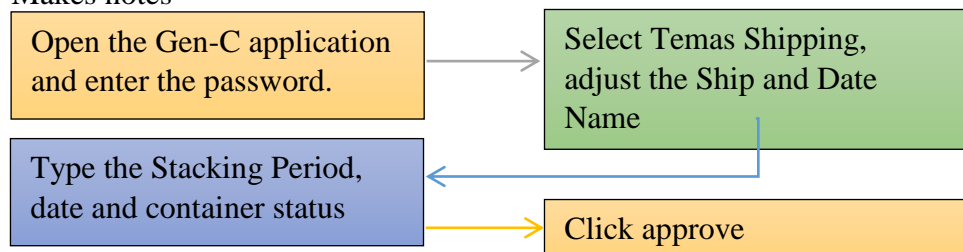


Figure 3.6 Flowchart Container Note
Source: Processed Data 2022.

A note is an important note that is widely used in business. The note made is used as proof of payment details billed to service users who use port services.

7. Match receipts with delivery orders and receiving orders.

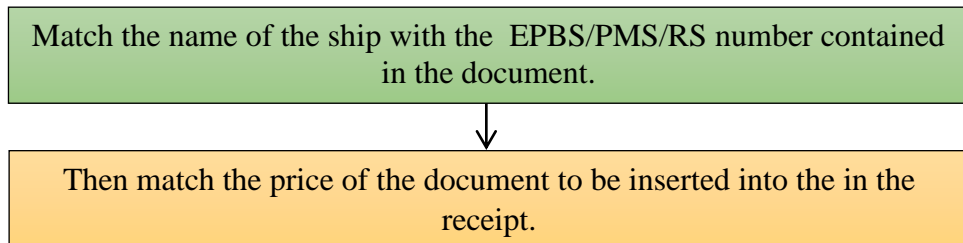


Figure 3.7 Flowchart Receipts Delivery Order/Receiving Order
Source: Processed Data 2022.

Is proof of a transaction that is used as a sign of receipt of a certain amount of money. In this context, the company that sends the receipt is the company that uses the container service from PT. Pelindo. Before filing the application for delivery orders and receiving orders, the archival documents must first be complete with three types of elements, namely application letters, payment receipts and payment receipts. Therefore, the process of matching receipts with the application letters for delivery orders and receiving orders is carried out.

8. Recording Pelop Expeditions (SPK Trucking)

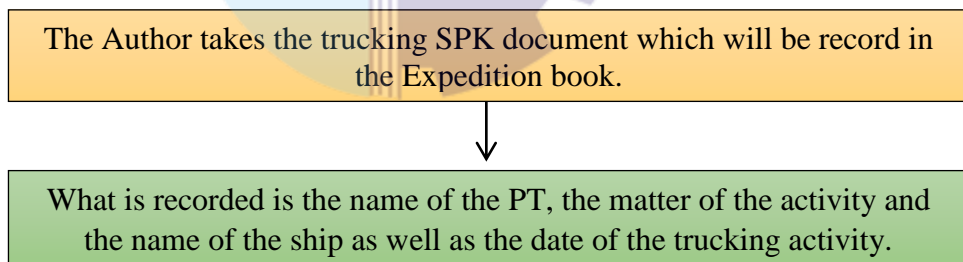


Figure 3.8 Flowchart Recording Pelop Expeditions (SPK Trucking)
Source: Processed Data 2022.

SPK is a work order to a truck owner company to transport cargo from a port location to outside a certain port or route. The document is that forms the realization of trucking activities, namely billing from service users to Pelindo.

9. Archiving Pelop Expedition (SPK Trucking Documents)

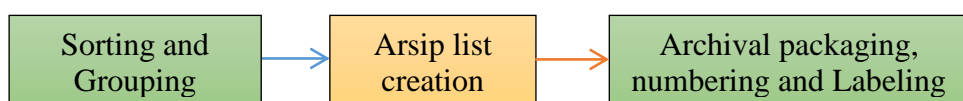


Figure 3.9 Flowchart Archiving Documents for SPK Trucking
Source: Processed Data 2022.

Archiving is an activity of managing archives (files) starting from the creation, receipt, recording, storage. In the process of filing spk trucking documents, the files are archived based on the company name and the month of trucking activity.

10. Archiving Documents for Delivery Orders and Receiving Orders Container Activity

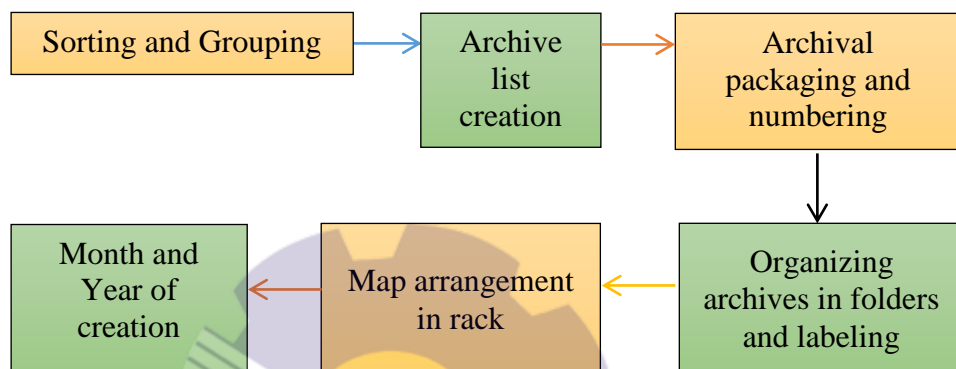


Figure 3.10 Flowchart Archiving Documents for Delivery/Receiving Orders
Source: Processed Data 2022.

Archiving is an activity of managing archives (files) starting from the creation, receipt, recording, storage. In the process of archiving documents for delivery orders and receiving orders, the files are archived based on the company name, month, and ship name.

11. Archiving Documents for Temas Shipping



Figure 3.11 Flowchart of Archive Documents for Shipping
Source: PT. Pelindo Multi Terminal Branch Dumai

Archiving is an activity of managing archives (files) starting from the creation, receipt, recording, storage. In the process of archiving the shipping documents, the files are archived based on the cost estimation memorandum document, ship data and container number.

3.3 Place and Time of the Apprenticeship

3.3.1 Place of the Apprenticeship

This practical work (KP) was carried out at PT. Pelindo Multi terminal Branch Dumai, Jl. Sultan Syarif Kasim No: 1, Tlk. Binjai, East Dumai, Dumai City, Riau. The head office and administrative affairs are located at Jl. Pasoso No1, Tanjung Priok, Jakarta Utara, Indonesia.

3.3.2 Time of the Apprenticeship

The implementation of the Job Training (KP) is carried out for 4 months. Starting from March 01 to June 30, 2022.

Table 3.1. Practice Work Schedule

No	Day	Working Hours	Agency
1	Monday to Friday	08:00 to 17:00	PT. Pelindo Multi Terminal Branch Dumai
2	Saturday and Sunday	Holiday	Holiday

Source : Processed Data, 2022

3.4 Kind and Description of Activity

To find out more clearly the description of the activities carried out during practical work at PT. Pelindo Multi Terminal Branch Dumai in the business terminal division can be seen in the following table:

Table 3.2. Job Training Report on the Week 1 (March 01th until March 04th, 2022)

No	Date and Time	Description Activity	Division
1	Tuesday, March 01, 2022	Introducing and giving directions regarding the rules at the internship place	Terminal Business
2	Wednesday, March 02, 2022	Making delivery and receiving order card	Terminal Business
3	Thursday, March 03, 2022	Seclusion day	Terminal Business
4	Friday, March 04, 2022	Making delivery and receiving order card	Terminal Business

Source : Processed Data, 2022

Table 3.3. Job Training Report on the Week 2 (March 07th until March 11th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, March, 07 2022	WFH (Work For Home)	Terminal Business
2	Tuesday, March 08, 2022	WFH (Work For Home)	Terminal Business
3	Wednesday, March 09, 2022	WFH (Work For Home)	Terminal Business
4	Thursday, March 10, 2022	WFH (Work For Home)	Terminal Business
5	Friday, March 11, 2022	Archiving documents for delivery order and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.4 Job Training Report on the Week 3 (March 14th until March 18th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, March, 14 2022	Making delivery and receiving order card	Terminal Business
2	Tuesday, March 15, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, March 16, 2022	Making delivery and receiving order card	Terminal Business
4	Thursday, March 17, 2022	Making delivery and receiving order card	Terminal Business
5	Friday, March 18, 2022	Archiving documents for delivery order and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.5 Job Training Report on the Week 4 (March 21th until March 25th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, March, 21 2022	Making delivery and receiving order card and Separate EMKL name	Terminal Business
2	Tuesday, March 22, 2022	Making delivery and receiving order card and Archiving documents for delivery order and receiving order (container activities)	Terminal Business
3	Wednesday, March 23, 2022	Matching receipts with delivery orders and receiving orders	Terminal Business
4	Thursday, March 24, 2022	Making delivery and receiving order card and Input EMKL name	Terminal Business
5	Friday, March 25, 2022	Making delivery and receiving order card	Terminal Business

Source : Processed Data, 2022

Table 3.6 Job Training Report on the Week 5 (March 28th until April 01th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, March, 28 2022	Recording Pelop Expeditions (SPK Trucking)	Terminal Business
2	Tuesday, March 29, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, March 30, 2022	Making delivery and receiving order card	Terminal Business
4	Thursday, March 31, 2022	Separate EMKL name (Receiving Full and Delivery Empty for March)	Terminal Business
5	Friday, April 01, 2022	Archiving documents for delivery and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.7 Job Training Report on the Week 6 (April 04th until April 08th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, April 04, 2022	Making delivery and receiving order card and Input Emkl date (Receiving Full and Delivery Empty)	Terminal Business
2	Tuesday, April 05, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, April 06, 2022	Making payment note	Terminal Business
4	Thursday,	Making payment note and Making	Terminal Business

	April 07, 2022	delivery and receiving order card	
5	Friday, April 08, 2022	Making payment note and Archiving documents for delivery and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.8 Job Training Report on the Week 7 (April 11th until April 15th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, April 11, 2022	Making delivery and receiving order card	Terminal Business
2	Tuesday, April 12, 2022	Making delivery and receiving order card and Making payment note	Terminal Business
3	Wednesday, April 13, 2022	Making delivery and receiving order card and Input EMKL date	Terminal Business
4	Thursday, April 14, 2022	Making delivery and receiving order card and Input EMKL name	Terminal Business
5	Friday, April 15, 2022	Good Friday	Terminal Business

Source : Processed Data, 2022

Table 3.9 Job Training Report on the Week 8 (April 18th until April 22th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, April 18, 2022	Making delivery and receiving order card and Making payment note	Terminal Business
2	Tuesday, April 19, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, April 20, 2022	Archiving documents for delivery and receiving order (container activities) and Input EMKL name	Terminal Business
4	Thursday, April 21, 2022	Archiving documents for delivery and receiving order (container activities)	Terminal Business
5	Friday, April 22, 2022	Making delivery and receiving order card	Terminal Business

Source : Processed Data, 2022

Table 3.10 Job Training Report on the Week 9 (April 25th until April 29th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, April 25, 2022	Making delivery and receiving order card	Terminal Business
2	Tuesday, April 26, 2022	Making payment note	Terminal Business
3	Wednesday, April 27, 2022	Making delivery and receiving order card	Terminal Business
4	Thursday, April 28, 2022	Eid Mubarak	Terminal Business
5	Friday, April 29, 2022	Eid Mubarak	Terminal Business

Source : Processed Data, 2022

Table 3.11 Job Training Report on the Week 10 (May 02th until May 06th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, May 02, 2022	Eid Mubarak	Terminal Business

2	Tuesday, May 03, 2022	Eid Mubarak	Terminal Business
3	Wednesday, May 04, 2022	Eid Mubarak	Terminal Business
4	Thursday, May 05, 2022	Eid Mubarak	Terminal Business
5	Friday, May 06, 2022	Eid Mubarak	Terminal Business

Source : Processed Data, 2022

Table 3.12 Job Training Report on the Week 11 (May 09th until May 13th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, May 09, 2022	Separate EMKL name (Receiving Full and Delivery Empty for May)	Terminal Business
2	Tuesday, May 10, 2022	Matching receipts with delivery orders and receiving orders	Terminal Business
3	Wednesday, May 11, 2022	Recording Pelop Expeditions (SPK Trucking)	Terminal Business
4	Thursday, May 12, 2022	Making delivery and receiving order card and Input EMKL name	Terminal Business
5	Friday, May 13, 2022	Archiving documents for delivery and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.13 Job Training Report on the Week 12 (May 16th until May 20th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, May 16, 2022	Seclusion Day	Terminal Business
2	Tuesday, May 17, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, May 18, 2022	Making delivery and receiving order card and Archiving documents for delivery and receiving order (container activities)	Terminal Business
4	Thursday, May 19, 2022	Making delivery and receiving order card and Archiving documents for delivery and receiving order (container activities)	Terminal Business
5	Friday, May 20, 2022	Making delivery and receiving order card	Terminal Business

Source : Processed Data, 2022

Table 3.14 Job Training Report on the Week 13 (May 23th until May 27th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, May 23, 2022	Making delivery and receiving order card	Terminal Business
2	Tuesday, May 24, 2022	Making delivery and receiving order card and Input EMKL name	Terminal Business
3	Wednesday, May 25, 2022	Making delivery and receiving order card	Terminal Business
4	Thursday, May 26, 2022	Ascension Day of Jesus	Terminal Business
5	Friday, May 27, 2022	Making delivery and receiving order card and Input EMKL date	Terminal Business

Source : Processed Data, 2022

Table 3.15 Job Training Report on the Week 14 (May 30th until June 03th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, May 30, 2022	Making delivery and receiving order card and Input EMKL date	Terminal Business
2	Tuesday, May 31, 2022	Separate EMKL name (Receiving Full and Delivery Empty for May)	Terminal Business
3	Wednesday, June 01, 2022	Holiday	Terminal Business
4	Thursday, June 02, 2022	Input EMKL date	Terminal Business
5	Friday, June 03, 2022	Archiving documents for delivery and receiving order (container activities)	Terminal Business

Source : Processed Data, 2022

Table 3.16 Job Training Report on the Week 15 (June 06th until June 10th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, June 06, 2022	Input EMKL name and Archiving Pelop Expeditions	Terminal Business
2	Tuesday, June 07, 2022	Stamp DO book	Terminal Business
3	Wednesday, June 08, 2022	Recording Pelop Expeditions (SPK Trucking)	Terminal Business
4	Thursday, June 09, 2022	Making payment note	Terminal Business
5	Friday, June 10, 2022	Separate EMKL name (Receiving Full and Delivery Empty for June)	Terminal Business

Source : Processed Data, 2022

Table 3.17 Job Training Report on the Week 16 (June 06th until June 17th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, June 13, 2022	Input EMKL name	Terminal Business
2	Tuesday, June 14, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, June 15, 2022	Input EMKL name	Terminal Business
4	Thursday, June 16, 2022	Making delivery and receiving order card	Terminal Business
5	Friday, June 17, 2022	Making delivery and receiving order card	Terminal Business

Source : Processed Data, 2022

Table 3.18 Job Training Report on the Week 17 (June 20th until June 24th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, June 20, 2022	Making delivery and receiving order card	Terminal Business
2	Tuesday, June 21, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, June 22, 2022	Recording Pelop Expeditions (SPK Trucking)	Terminal Business
4	Thursday, June 23, 2022	Making delivery and receiving order card	Terminal Business
5	Friday, June 24, 2022	Archiving documents for Temas Shipping	Terminal Business

Source : Processed Data, 2022

Table 3.19 Job Training Report on the Week 18 (June 27th until June 30th, 2022)

No	Date and Time	Description Activity	Division
1	Monday, June 27, 2022	Archiving documents for delivery and receiving order (container activities)	Terminal Business
2	Tuesday, June 28, 2022	Making delivery and receiving order card	Terminal Business
3	Wednesday, June 29, 2022	Recording Pelop Expeditions (SPK Trucking)	Terminal Business
4	Thursday, June 30, 2022	Farewell	Terminal Business

Source : Processed Data, 2022



CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusions

From the explanation in the previous chapter, the description of activities during practical work at PT. Pelindo Multi terminal Branch Dumai, the author will provide conclusions based on the results of the discussion of the chapter, including:

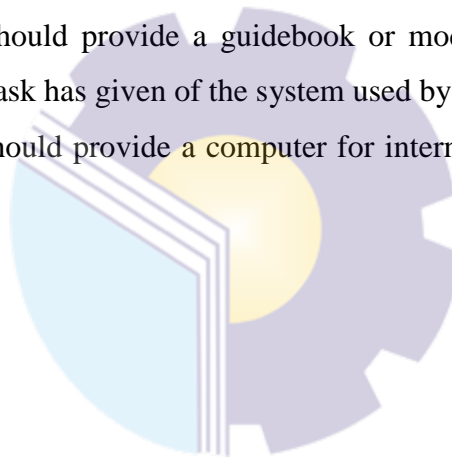
1. When doing Job Training (KP) at PT. Pelindo Multi terminal Branch Dumai. The types of work carried out are Make Delivery Order Cards, Make Receiving Order Cards, Filling out Names of EMKL, Filling out Dates of EMKL delivery full cy dan receiving empty cy, Stamping the D/O Book, Make Notes, Matching the Receipt with the Application for Delivery Order and Receiving Order, Recording Pelop Expeditions, Archiving Spk Trucking Documents, Archiving Delivery Order/Receiving Order Documents and Archiving Temas Shipping Documents.
2. This Job Training (KP) was carried out at PT. Pelindo Multi terminal Branch Dumai, Jl. Sultan Syarif Kasim No: 1, Teluk. Binjai, District. East Dumai, Dumai City, Riau. The head office and administrative affairs are located at Jl. Pasoso No1, Tanjung Priok, Jakarta Utara, Indonesia. And the time for the implementation of the Job Training (KP) is carried out for 4 months, starting from March 01, 2022 to June 30, 2022.
3. To make it easier for employees to perform their duties, companies use internet-based systems. Every computer in one division is connected to other divisions in all Business Units in PT. Pelindo Multi terminal Branch Dumai. But not all work is done online, there are some jobs that are done offline and manually
4. The hardware/software used in carrying out the task are: a computer which includes a monitor, keyboard, mouse, CPU (Central Processing Unit), Microsoft Word and Excel.

5. Constraints and solutions encountered while carrying out practical work at the PT. Pelindo Multi terminal Branch Dumai, namely: interns cannot easily understand the task has given of the system used by the company and the processing time for the given task becomes longer. The solutions to deal with the obstacles are: The author must focus and pay attention into the system used.

4.2 Suggestion

During the internship at the Company, especially in the Terminal Business Division, there were several suggestions for PT. Pelindo Multi terminal Branch Dumai as follows:

1. The company should provide a guidebook or module to help interns easily understand the task has given of the system used by the company.
2. The company should provide a computer for interns to easily do the task has given.



REFERENCES


PT. Pelabuhan Indonesia (Persero) Branch Dumai, <https://pelindo.co.id/> 2018.

PT. Pelindo Multi Terminal Branch Dumai, <https://pelindomultiterminal.co.id/>
2021.



APPENDICES

Appendix 1 Apprenticeship Letter of Acceptance



Dumai, 22 Februari 2022

Nomor : HM-01-02/04/PLMT-2022-TU
Lampiran : -
Perihal : Persetujuan Kerja Praktek (KP).

Kepada :
Yth. Direktur Politeknik Negeri Bengkalis.
di
Tempat

Menindaklanjuti Surat Saudara Nomor : 0692/PL31/TU/2022 tanggal 18 Februari 2022 Perihal Permohonan Kerja Praktek (KP).

Sehubungan hal tersebut diatas, dengan ini disampaikan bahwa pada prinsipnya perusahaan kami dapat menerima mahasiswa Saudara untuk melaksanakan Kerja Praktek (KP) mulai tanggal 01 Maret s/d 30 Juni 2022 atas nama :

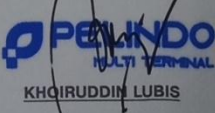
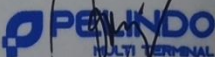
NO.	NAMA	NIM	KELAS/JURUSAN
1.	El Khairiyatuzzahra	5404181136	D4 Administrasi Bisnis Internasional
2.	Yusliana	5404181142	D4 Administrasi Bisnis Internasional

Dalam kegiatan Kerja Praktek (KP) terkait kebijakan perusahaan pada masa pandemic covid-19 harus tetap mematuhi protokol kesehatan.

Untuk pelaksanaan Kerja Praktek (KP) dimaksud, kepada siswa agar memperhatikan hal – hal sebagai berikut :


1. Sebelum memulai kegiatan Kerja Praktek (KP), wajib melapor ke Dinas Pendukung Operasi – Area Dumai di PT Pelindo Multi Terminal.
2. Mentaati Semua Peraturan Kerja Praktek (KP) yang berlaku di perusahaan dan wajib memahaminya.
3. Membuat Surat Pernyataan, apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggungjawab.
4. Mematuhi Protokol Kesehatan.
5. Memastikan kondisi sehat dengan melampirkan Surat Keterangan Bebas Covid-19 (Rapid Test/Swab Antigen).

Demikian disampaikan, atas perhatiannya di ucapkan terimakasih.


Dumai, 22 Februari 2022
a.n SVP PENGELOLAAN OPERASI
BRANCH MANAGER DUMAI


KHOIRUDDIN LUBIS

Tembusan:
Direktur Operasi PT Pelindo Multi Terminal

Branch Dumai
Jl. Sultan Syarif Kasim No. 1, Dumai 28813
T +765 314601 E dumai@pelindomultiterminal.co.id

www.pelindo.co.id 

Appendix 2 Apprenticeship Reference Letter



SURAT KETERANGAN
NO : DL 04 / 20 / G / 1 / BDM 2 / BDM 1 / PLMT - 22

Branch Manager PT. Pelindo Multi Terminal Branch Dumai menerangkan bahwa :

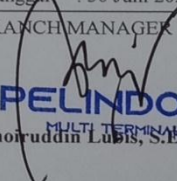

Nama : El Khairiyatuzzahra
Mahasiswa : Politeknik Negeri Bengkalis
NIM : 5404181136
Program Studi : D4 Administrasi Bisnis Internasional

Berdasarkan surat dari Wakil Direktur I Politeknik Negeri Bengkalis Nomor 0611/PL31/TU/2022 Tanggal 15 Februari 2022 perihal Permohonan Kerja Praktek (KP), bahwa yang bersangkutan telah melaksanakan Kerja Praktek pada PT. Pelindo Multi Terminal Branch Dumai terhitung mulai tanggal 01 Maret s.d 30 Juni 2022, dan yang bersangkutan mempunyai (klasifikasi nilai) yang sangat baik.


Demikian surat keterangan ini diberikan untuk dapat digunakan seperlunya.

Dikeluarkan di : Dumai
Pada tanggal : 30 Juni 2022

BRANCH MANAGER



Khoiruddin Lubis, S.E

Branch Dumai
Jl. Sultan Syarif Kasim No. 1, Dumai 28813
T +765 31469 | E dumai@pelindomultiterminal.co.id

www.pelindo.co.id 

Appendix 3 Apprenticeship Assessment Sheet

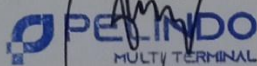
EVALUATION RESULT FROM THE JOB TRAINING COMPANY
PT. PELABUHAN INDONESIA (PERSERO) CABANG DUMAI

Name : El Khairiyatuzzahra
NIM : 5404181136
Study Program : International Business Administration State Polytechnic of Bengkalis

No.	Evaluation Aspects	Quality	Value	Value (%)
1.	Discipline	20%	95	19 %
2.	Responsibility	25%	90	22,5%
3.	Adjustment/Adaptation	10%	90	9 %
4.	Work Result	30%	95	28,5%
5.	Behavior in General	15%	90	13,5%
	Total (1+2+3+4+5)	100%	95	92,5 %

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

Dumai, June 30th 2022



Khoiruddin Lubis, S.E
NIP. 175072230

Appendix 4 List of Attendance

LIST PRESENT OF THE JOB TRAINING PT. PELINDO MULTI TERMINAL BRANCH DUMAI

Name : El Khairiyatuzzahra
 Reg. Number : 5404181136
 Sec/Dept : Terminal Business

MARET			
No	Day	Date	Signed by the Supervisor
1	Tuesday	March 01 th , 2022	A
2	Wednesday	March 02 th , 2022	A
3	Thursday	March 03 th , 2022	A
4	Friday	March 04 th , 2022	A
5	Monday	March 07 th , 2022	A
6	Tuesday	March 08 th , 2022	A
7	Wednesday	March 09 th , 2022	A
8	Thursday	March 10 th , 2022	A
9	Friday	March 11 th , 2022	A
10	Monday	March 14 th , 2022	A
11	Tuesday	March 15 th , 2022	A
12	Wednesday	March 16 th , 2022	A
13	Thursday	March 17 th , 2022	A
14	Friday	March 18 th , 2022	A
15	Monday	March 21 th , 2022	A
16	Tuesday	March 22 th , 2022	A
17	Wednesday	March 23 th , 2022	A
18	Thursday	March 24 th , 2022	A
19	Friday	March 25 th , 2022	A
20	Monday	March 28 th , 2022	A
21	Tuesday	March 29 th , 2022	A
22	Wednesday	March 30 th , 2022	A
23	Thursday	March 31 th , 2022	A

APRIL			
No	Day	Date	Signed by the Supervisor
1	Friday	April 01 th , 2022	A
2	Monday	April 04 th , 2022	A
3	Tuesday	April 05 th , 2022	A
4	Wednesday	April 06 th , 2022	A
5	Thursday	April 07 th , 2022	A
6	Friday	April 08 th , 2022	A
7	Monday	April 11 th , 2022	A
8	Tuesday	April 12 th , 2022	A
9	Wednesday	April 13 th , 2022	A
10	Thursday	April 14 th , 2022	A
11	Friday	April 15 th , 2022	A
12	Monday	April 18 th , 2022	A
13	Tuesday	April 19 th , 2022	A
14	Wednesday	April 20 th , 2022	A
15	Thursday	April 21 th , 2022	A
16	Friday	April 22 th , 2022	A
17	Monday	April 25 th , 2022	A
18	Tuesday	April 26 th , 2022	A
19	Wednesday	April 27 th , 2022	A
20	Thursday	April 28 th , 2022	A
21	Friday	April 29 th , 2022	A

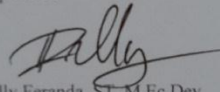
MEI			
No	Day	Date	Signed by the Supervisor
1	Monday	May 02 th , 2022	A
2	Tuesday	May 03 th , 2022	A
3	Wednesday	May 04 th , 2022	A
4	Thursday	May 05 th , 2022	A

5	Friday	May 06 th , 2022	<i>A</i>
6	Monday	May 09 th , 2022	<i>A</i>
7	Tuesday	May 10 th , 2022	<i>A</i>
8	Wednesday	May 11 th , 2022	<i>A</i>
9	Thursday	May 12 th , 2022	<i>A</i>
10	Friday	May 13 th , 2022	<i>A</i>
11	Monday	May 16 th , 2022	<i>A</i>
12	Tuesday	May 17 th , 2022	<i>A</i>
13	Wednesday	May 18 th , 2022	<i>A</i>
14	Thursday	May 19 th , 2022	<i>A</i>
15	Friday	May 20 th , 2022	<i>A</i>
16	Monday	May 23 th , 2022	<i>A</i>
17	Tuesday	May 24 th , 2022	<i>A</i>
18	Wednesday	May 25 th , 2022	<i>A</i>
19	Thursday	May 26 th , 2022	<i>A</i>
20	Friday	May 27 th , 2022	<i>A</i>
21	Monday	May 30 th , 2022	<i>A</i>
22	Tuesday	May 31 th , 2022	<i>A</i>

JUNE			
No	Day	Date	Signed by the Supervisor
1	Wednesday	June 01 th , 2022	<i>A</i>
2	Thursday	June 02 th , 2022	<i>A</i>
3	Friday	June 03 th , 2022	<i>A</i>
4	Monday	June 06 th , 2022	<i>A</i>
5	Tuesday	June 07 th , 2022	<i>A</i>
6	Wednesday	June 08 th , 2022	<i>A</i>
7	Thursday	June 09 th , 2022	<i>A</i>
8	Friday	June 10 th , 2022	<i>A</i>
9	Monday	June 13 th , 2022	<i>A</i>

10	Tuesday	June 14 th , 2022	A
11	Wednesday	June 15 th , 2022	A
12	Thursday	June 16 th , 2022	A
13	Friday	June 17 th , 2022	A
14	Monday	June 20 th , 2022	A
15	Tuesday	June 21 th , 2022	A
16	Wednesday	June 22 th , 2022	A
17	Thursday	June 23 th , 2022	A
18	Friday	June 24 th , 2022	A
19	Monday	June 27 th , 2022	A
20	Tuesday	June 28 th , 2022	A
21	Wednesday	June 29 th , 2022	A
22	Thursday	June 30 th , 2022	A

Dumai, June 30th 2022
Supervisor



Rilly Feranda, ST, M.Ec.Dev
NIP. 106115

Appendix 5 Weekly Activity




WEEKLY ACTIVITY OF THE JOB TRAINING


NAME : EL KHAIRIYATUZZAHRA

NIM : 5404180036

Division : Terminal Business



Week : 1


Dates	Description of Activities	Task Assignor	Signature
Tuesday, March 01, 2022	<ul style="list-style-type: none"> Introduction and giving direction regarding the rules in the internship place. 	Rilly Reranda	
Wednesday, March 02, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
Thursday, March 03, 2022	Seclusion day		
Friday, March 04, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
	Note by Industrial Coach		

Working	Explanation
	

Division : Terminal Business

Week : 2

Dates	Description of Activities	Task Assignor	Signature
Monday, March, 07 2022	<ul style="list-style-type: none"> WFH (Work For Home) 	Rilly Feranda	
Tuesday, March 08, 2022	<ul style="list-style-type: none"> WFH (Work For Home) 		
Wednesday, March 09, 2022	<ul style="list-style-type: none"> WFH (Work For Home) 		
Thursday, March 10, 2022	<ul style="list-style-type: none"> WFH (Work For Home) 		
Friday, March 11, 2022	<ul style="list-style-type: none"> Archiving documents for delivery order and receiving order (container activities) 	Emi Yusliani	
	Note by Industrial Coach		


Working	Explanation
	

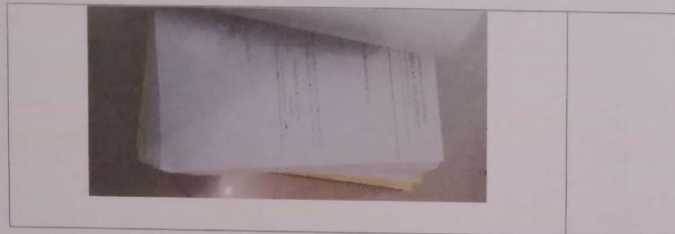
Division : Terminal Business

Week : 3






Dates	Description of Activities	Task Assignor	Signature
Monday, March, 14 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	

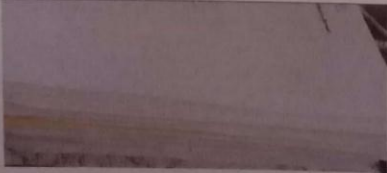
Tuesday, March 15, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	<i>Emy e.</i>
Wednesday, March 16, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	<i>Emy e.</i>
Thursday, March 17, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	<i>Emy e.</i>
Friday, March 18, 2022	<ul style="list-style-type: none"> Archiving documents for delivery order and receiving order (container activities) 	Emi Yusliani	<i>Emy e.</i>
Note by Industrial Coach			

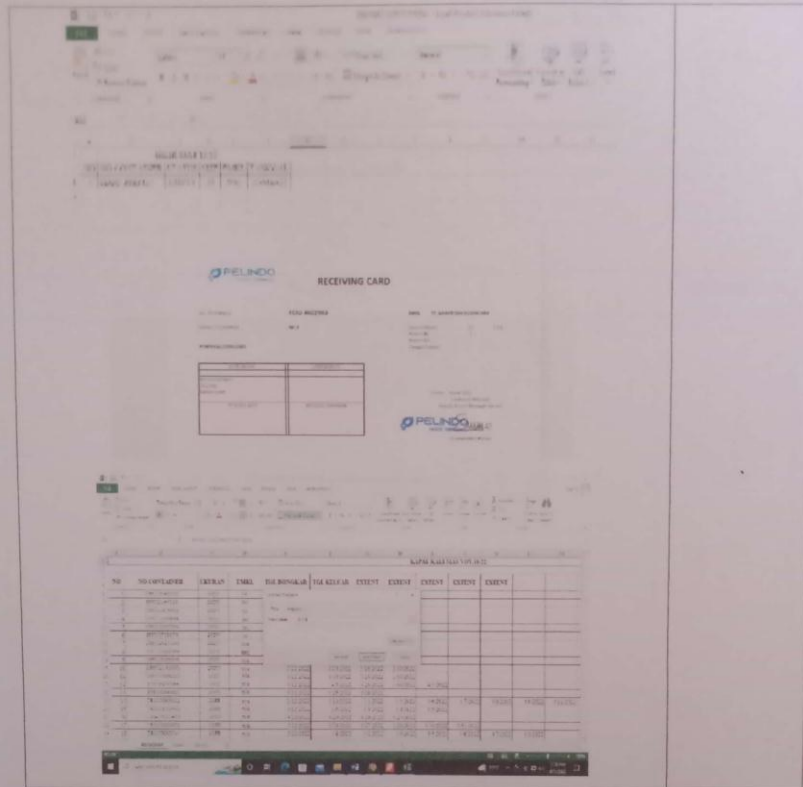
Working	Explanation
	



Division : Terminal Business
 Week : 4

Dates	Description of Activities	Task Assignor	Signature
Monday, March 21, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Separate EMKL name 	Emi Yusliani	
Tuesday, March 22, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Archiving documents for delivery order and receiving order (container activities) 	Emi Yusliani	
Wednesday, March 23, 2022	<ul style="list-style-type: none"> • Matching receipts with delivery orders and receiving orders 	Emi Yusliani	
Thursday, March 24, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Input EMKL name 	Emi Yusliani	
Friday, March 25, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card 	Emi Yusliani	
	Note by Industrial Coach		

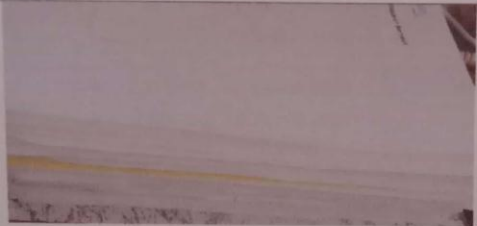
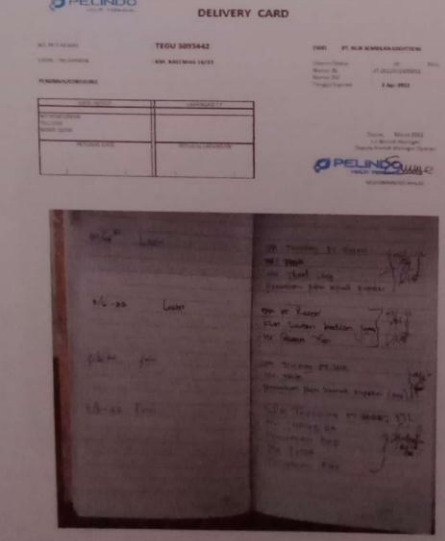
Working	Explanation
	



Division : Terminal Business
 Week : 5

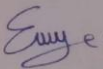
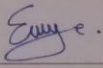
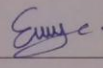
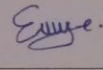
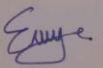
Dates	Description of Activities	Task Assignor	Signature
Monday, March, 28 2022	• Recording Pelop Expeditions (SPK Trucking)	Emi Yusliani	<i>Emi Yusliani</i>
Tuesday, March 29, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emi Yusliani</i>
Wednesday, March 30, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emi Yusliani</i>
Thursday, March 31, 2022	• Separate EMKL name (Receiving Full and Delivery Empty for March)	Emi Yusliani	<i>Emi Yusliani</i>

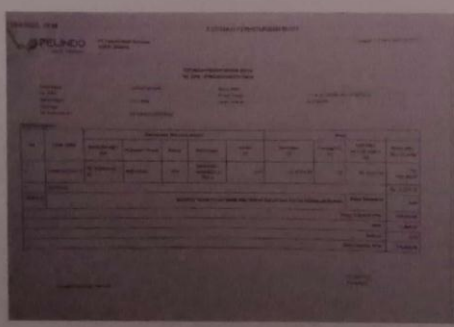
Friday, April 01, 2022	<ul style="list-style-type: none"> Archiving documents for delivery and receiving order (container activities) Making delivery and receiving order card 	Emi Yusliani	<i>Emi</i>
Note by Industrial Coach			

Working	Explanation
 	

Division : Terminal Business

Week : 6

Dates	Description of Activities	Task Assignor	Signature
Monday, April 04, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card Input Emkl date (Receiving Full and Delivery Empty) 	Emi Yusliani	
Tuesday, April 05, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
Wednesday, April 06, 2022	<ul style="list-style-type: none"> Making payment note 	Emi Yusliani	
Thursday, April 07, 2022	<ul style="list-style-type: none"> Making payment note Making delivery and receiving order card 	Emi Yusliani	
Friday, April 08, 2022	<ul style="list-style-type: none"> Making payment note Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	
	Note by Industrial Coach		


Working	Explanation
	

PELINDO
DELIVERY CARD

NO. PELINDO: _____
 NO. KIRI: _____
 NO. BANGKUN: _____
 NO. KIRI: _____

NO. PELINDO: _____
 NO. KIRI: _____
 NO. BANGKUN: _____
 NO. KIRI: _____





PELINDO





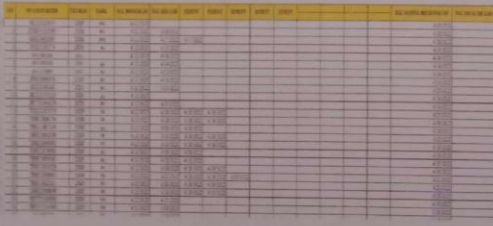
LAPORAN KIRI DAN BANGKUN

NO	NO. PELINDO	NO. KIRI	NO. BANGKUN	NO. KIRI	NO. BANGKUN	NO. KIRI	NO. BANGKUN	NO. KIRI	NO. BANGKUN	NO. KIRI	NO. BANGKUN
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

Division : Terminal Business
Week : 7

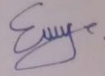
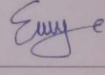
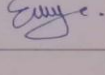
Dates	Description of Activities	Task Assignor	Signature
Monday, April 11, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
Tuesday, April 12, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card Making payment note 	Emi Yusliani	
Wednesday, March 30, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card Input EMKL date 	Emi Yusliani	
Thursday, April 14, 2022	<ul style="list-style-type: none"> Making delivery and receiving order Input EMKL name 	Emi Yusliani	
Friday, April 15, 2022	Good Friday		

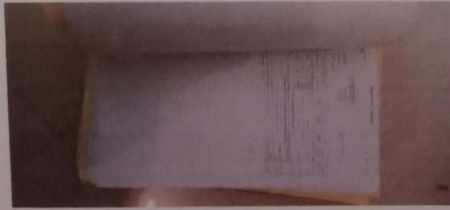
Note by Industrial Coach

Working	Explanation
  	

Division : Terminal Business
 Week : 8

Dates	Description of Activities	Task Assignor	Signature
Monday, April 18, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card Making payment note 	Emi Yushiani	
Tuesday, April 19, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yushiani	

Wednesday, April 20, 2022	<ul style="list-style-type: none"> Archiving documents for delivery and receiving order (container activities) Input EMKL name 	Emi Yusliani	
Thursday, April 21, 2022	<ul style="list-style-type: none"> Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	
Friday, April 22, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
	Note by Industrial Coach		

Working	Explanation
	

KAPAL - STRUKTUR DAN TUNJUK										
NO	INDUKSI/LOKASI	URUSAN	ESKAL	POL/INSPEKTOR	POL/KELUAR	ESKERTY	ESKERTY	EXTENTY	EXTENTY	EXTENTY
1	PT.1.1.1.1.1	PTSP	Ins	4.12.2021	4.12.2021					
2	PT.1.1.1.1.2	PTSP	Ins	4.12.2021	4.12.2021					
3	PT.1.1.1.1.3	PTSP	Ins	4.12.2021	4.12.2021					
4	PT.1.1.1.1.4	PTSP	Ins	4.12.2021	4.12.2021					
5	PT.1.1.1.1.5	PTSP	Ins	4.12.2021	4.12.2021					
6	PT.1.1.1.1.6	PTSP	Ins	4.12.2021	4.12.2021					
7	PT.1.1.1.1.7	PTSP	Ins	4.12.2021	4.12.2021					
8	PT.1.1.1.1.8	PTSP	Ins	4.12.2021	4.12.2021					
9	PT.1.1.1.1.9	PTSP	Ins	4.12.2021	4.12.2021					
10	PT.1.1.1.1.10	PTSP	Ins	4.12.2021	4.12.2021					
11	PT.1.1.1.1.11	PTSP	Ins	4.12.2021	4.12.2021					
12	PT.1.1.1.1.12	PTSP	Ins	4.12.2021	4.12.2021					
13	PT.1.1.1.1.13	PTSP	Ins	4.12.2021	4.12.2021					
14	PT.1.1.1.1.14	PTSP	Ins	4.12.2021	4.12.2021					
15	PT.1.1.1.1.15	PTSP	Ins	4.12.2021	4.12.2021					
16	PT.1.1.1.1.16	PTSP	Ins	4.12.2021	4.12.2021					
17	PT.1.1.1.1.17	PTSP	Ins	4.12.2021	4.12.2021					
18	PT.1.1.1.1.18	PTSP	Ins	4.12.2021	4.12.2021					
19	PT.1.1.1.1.19	PTSP	Ins	4.12.2021	4.12.2021					
20	PT.1.1.1.1.20	PTSP	Ins	4.12.2021	4.12.2021					
21	PT.1.1.1.1.21	PTSP	Ins	4.12.2021	4.12.2021					
22	PT.1.1.1.1.22	PTSP	Ins	4.12.2021	4.12.2021					
23	PT.1.1.1.1.23	PTSP	Ins	4.12.2021	4.12.2021					
24	PT.1.1.1.1.24	PTSP	Ins	4.12.2021	4.12.2021					
25	PT.1.1.1.1.25	PTSP	Ins	4.12.2021	4.12.2021					
26	PT.1.1.1.1.26	PTSP	Ins	4.12.2021	4.12.2021					
27	PT.1.1.1.1.27	PTSP	Ins	4.12.2021	4.12.2021					
28	PT.1.1.1.1.28	PTSP	Ins	4.12.2021	4.12.2021					
29	PT.1.1.1.1.29	PTSP	Ins	4.12.2021	4.12.2021					
30	PT.1.1.1.1.30	PTSP	Ins	4.12.2021	4.12.2021					
31	PT.1.1.1.1.31	PTSP	Ins	4.12.2021	4.12.2021					
32	PT.1.1.1.1.32	PTSP	Ins	4.12.2021	4.12.2021					
33	PT.1.1.1.1.33	PTSP	Ins	4.12.2021	4.12.2021					
34	PT.1.1.1.1.34	PTSP	Ins	4.12.2021	4.12.2021					
35	PT.1.1.1.1.35	PTSP	Ins	4.12.2021	4.12.2021					
36	PT.1.1.1.1.36	PTSP	Ins	4.12.2021	4.12.2021					
37	PT.1.1.1.1.37	PTSP	Ins	4.12.2021	4.12.2021					
38	PT.1.1.1.1.38	PTSP	Ins	4.12.2021	4.12.2021					
39	PT.1.1.1.1.39	PTSP	Ins	4.12.2021	4.12.2021					
40	PT.1.1.1.1.40	PTSP	Ins	4.12.2021	4.12.2021					
41	PT.1.1.1.1.41	PTSP	Ins	4.12.2021	4.12.2021					
42	PT.1.1.1.1.42	PTSP	Ins	4.12.2021	4.12.2021					
43	PT.1.1.1.1.43	PTSP	Ins	4.12.2021	4.12.2021					
44	PT.1.1.1.1.44	PTSP	Ins	4.12.2021	4.12.2021					
45	PT.1.1.1.1.45	PTSP	Ins	4.12.2021	4.12.2021					
46	PT.1.1.1.1.46	PTSP	Ins	4.12.2021	4.12.2021					
47	PT.1.1.1.1.47	PTSP	Ins	4.12.2021	4.12.2021					
48	PT.1.1.1.1.48	PTSP	Ins	4.12.2021	4.12.2021					
49	PT.1.1.1.1.49	PTSP	Ins	4.12.2021	4.12.2021					
50	PT.1.1.1.1.50	PTSP	Ins	4.12.2021	4.12.2021					

Division : Terminal Business
 Week : 9

Dates	Description of Activities	Task Assignor	Signature
Monday, April 25, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emi Yusliani</i>
Tuesday, April 26, 2022	• Making payment note	Emi Yusliani	<i>Emi Yusliani</i>
Wednesday, April 27, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emi Yusliani</i>
Thursday, April 28, 2022	Eid Mubarak		<i>Emi Yusliani</i>
Friday, April 29, 2022	Eid Mubarak		
	Note by Industrial Coach		


Working	Explanation

PELINDO DELIVERY CARD

Nama Pelanggan: **PT. BUKIT BARU** No. Pelanggan: **00000000000000000000**
 Nama Pengemudi: **ABDULLAH** No. Pelanggan: **00000000000000000000**
 No. Polisi: **00000000000000000000** No. Pelanggan: **00000000000000000000**
 No. Rangka: **00000000000000000000** No. Pelanggan: **00000000000000000000**

No. Polisi	No. Rangka

Nama: **ABDULLAH**
 No. Pelanggan: **00000000000000000000**
 No. Polisi: **00000000000000000000**
 No. Rangka: **00000000000000000000**




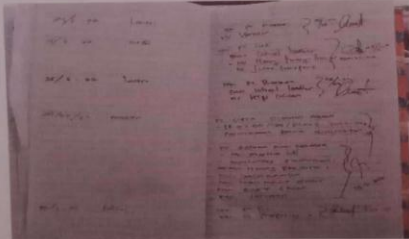
Division : Terminal Business
 Week : 10

Dates	Description of Activities	Task Assignor	Signature
Monday, May 02, 2022	Eid Mubarak		
Tuesday, May 03, 2022	Eid Mubarak		
Wednesday, May 04, 2022	Eid Mubarak		
Thursday, May 05, 2022	Eid Mubarak		
Friday, May 06, 2022	Eid Mubarak		
Note by Industrial Coach			

PELINDO RECEIVING CARD




NO. PELINDO: _____
 TANGGAL: _____
 NAMA: _____
 JABATAN: _____


NO	NO PELINDO	TANGGAL	AMAL	TEL. BERTAMBAH	TEL. DITOLAK	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN	KEPERCAYAAN
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Division : Terminal Business
 Week : 12

Dates	Description of Activities	Task Assignor	Signature
Monday, May 16, 2022	Seclusion Day	Emi Yusliani	<i>Emy</i>
Tuesday, May 17, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emy</i>

Wednesday, May 18, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	
Thursday, May 19, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	
Friday, May 20, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card 	Emi Yusliani	
Note by Industrial Coach			

Working	Explanation
	



Division : Terminal Business
 Week 13

Dates	Description of Activities	Task Assignor	Signature
Monday, May 23, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card 	Emi Yushiani	<i>Emi</i>
Tuesday, May 24, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Input EMKL name 	Emi Yushiani	<i>Emi</i>
Wednesday, May 25, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card 	Emi Yushiani	<i>Emi</i>
Thursday, May 26, 2022	Ascension Day of Jesus	Emi Yushiani	<i>Emi</i>
Friday, May 27, 2022	<ul style="list-style-type: none"> • Making delivery and receiving order card • Input EMKL date 	Emi Yushiani	<i>Emi</i>
	Note by Industrial Coach		

Working	Explanation

Division : Terminal Business
 Week : 14

Dates	Description of Activities	Task Assignor	Signature
Monday, May 30, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card Input EMKL date 	Emi Yusliani	
Tuesday, May 31, 2022	<ul style="list-style-type: none"> Separate EMKL name (Receiving Full and Delivery Empty for May) 	Emi Yusliani	
Wednesday, June 01, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	
Thursday, June 02, 2022	<ul style="list-style-type: none"> Input EMKL date 	Emi Yusliani	
Friday, June 03, 2022	<ul style="list-style-type: none"> Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	
	Note by Industrial Coach		

Working

Explanation

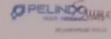


DELIVERY CARD

No. KONTROL: **TIGU 2023/002** DATE: **07 JUN 2023/08:59:03**
 Nama Pekerjaan: **PELINDO REKONSTRUKSI** Lokasi: **02** Tipe: **00**
 No. KONTROL: **PELINDO REKONSTRUKSI** No. KONTROL: **02** No. KONTROL: **00**

REKONSTRUKSI

NO. KONTROL	REKONSTRUKSI








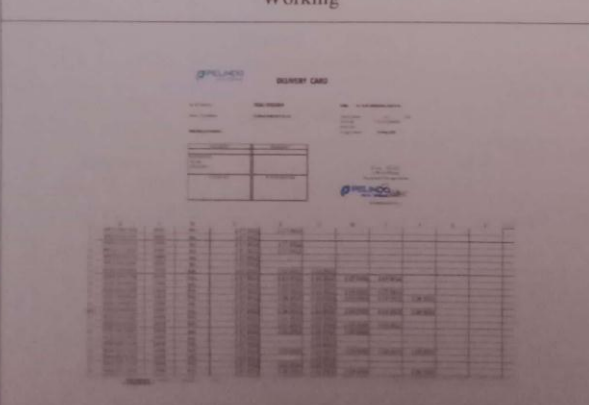
KONTROL NO. KONTROL: **02**
 No. KONTROL: **PELINDO REKONSTRUKSI**

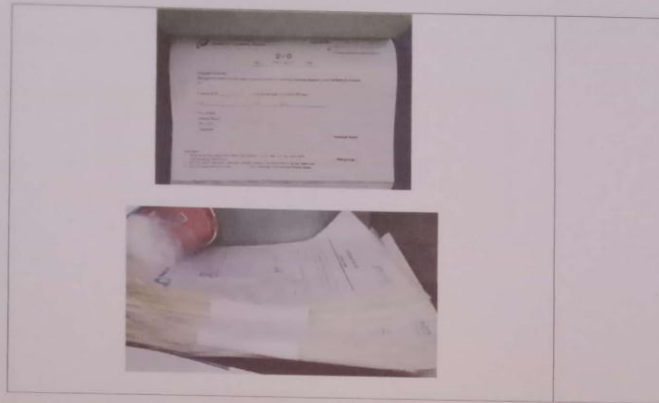
No.	Nama Pekerjaan	Uraian Pekerjaan	Volume	Satuan	Uraian Biaya	Tarif	Biaya
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Division : Terminal Business
 Week : 15

Dates	Description of Activities	Task Assignor	Signature
Monday, June 06, 2022	<ul style="list-style-type: none"> Input EMKL name Archive Pelop Expeditions 	Emi Yushiani	
Tuesday, June 07, 2022	<ul style="list-style-type: none"> Stamp DO book 	Emi Yushiani	
Wednesday, June 08, 2022	<ul style="list-style-type: none"> Recording Pelop Expeditions (SPK Trucking) 	Emi Yushiani	
Thursday, June 09, 2022	<ul style="list-style-type: none"> Making payment note 	Emi Yushiani	
Friday, June 10, 2022	<ul style="list-style-type: none"> Separate EMKL name (Receiving Full and Delivery Empty for June) 	Emi Yushiani	
	Note by Industrial Coach		

Working	Explanation
	



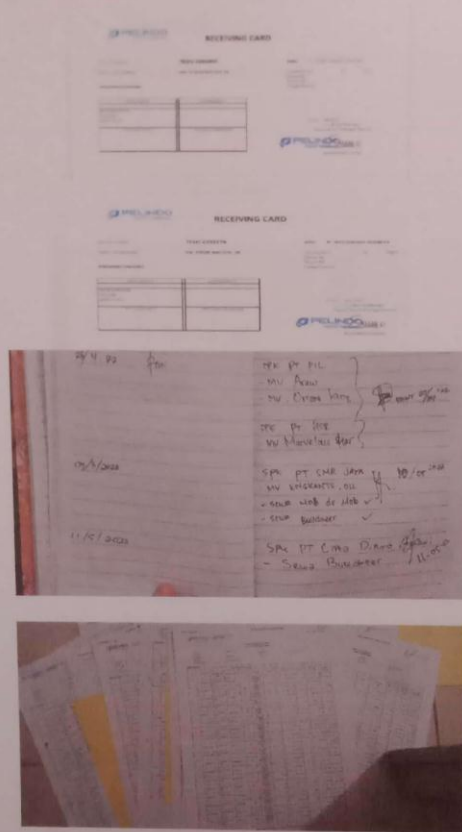
Division : Terminal Business
 Week : 16

Dates	Description of Activities	Task Assignor	Signature
Monday, June 13, 2022	• Input EMKL name	Emi Yusliani	<i>Emy e.</i>
Tuesday, June 14, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emy e.</i>
Wednesday, June 15, 2022	• Input EMKL name	Emi Yusliani	<i>Emy e.</i>
Thursday, June 16, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emy e.</i>
Friday, June 17, 2022	• Making delivery and receiving order card	Emi Yusliani	<i>Emy e.</i>
	Note by Industrial Coach		

Working		Explanation

Division : Terminal Business
 Week : 17

Dates	Description of Activities	Task Assignor	Signature
Monday, June 20, 2022	• Making delivery and receiving order card	Emi Yushiani	<i>Emy e.</i>
Tuesday, June 21, 2022	• Making delivery and receiving order card	Emi Yushiani	<i>Emy e.</i>
Wednesday, June 22, 2022	• Recording Pelop Expeditions (SPK Trucking)	Emi Yushiani	<i>Emy e.</i>
Thursday, June 23, 2022	• Making delivery and receiving order card	Emi Yushiani	<i>Emy e.</i>
Friday, June 24, 2022	• Archiving documents for Teras Shipping	Emi Yushiani	<i>Emy e.</i>
	Note by Industrial Coach		



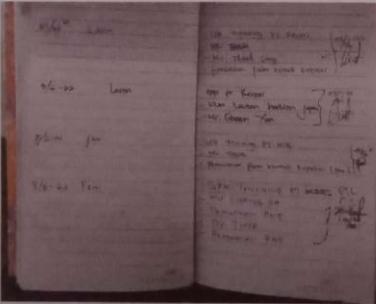

Working	Explanation
	

Division : Terminal Business

Week : 18

Dates	Description of Activities	Task Assignor	Signature
Monday, June 27, 2022	<ul style="list-style-type: none"> Archiving documents for delivery and receiving order (container activities) 	Emi Yusliani	<i>Emy e.</i>
Tuesday, June 28, 2022	<ul style="list-style-type: none"> Making delivery and receiving order card 	Emi Yusliani	<i>Emy e.</i>

Wednesday, June 29, 2022	<ul style="list-style-type: none"> Recording Pelop Expeditions (SPK Trucking) 	Emi Yushiani	<i>Emi</i>
Thursday, June 30, 2022	<ul style="list-style-type: none"> Farewell 		
	Note by Industrial Coach		

Working	Explanation
   	

Appendix 6 Apprenticeship Certificate

