

APPRENTICESHIP REPORT
PT. PLN (PERSERO) ULP BENGKALIS

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STATE POLYTECHNIC OF BENGKALIS
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2022

APPRENTICESHIP REPORT
PT. PLN (PERSERO)
ULP BENGKALIS

Written as one of the conditions for completing Apprenticeship

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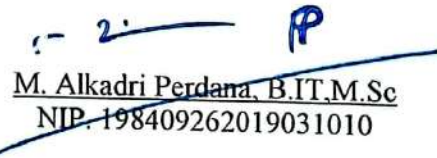
Bengkalis, 11 July 2022

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Bengkalis,

2022



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TABLE OF CONTENT

VALIDATION SHEET	i
PREFACE	ii
TABLE OF CONTENT.....	iv
LIST OF TABLES	v
LIST OF FIGURES	vi
LIST OF APPENDICES.....	vii
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company Profile	5
2.1.1 History of PT. PLN (Persero) ULP Bengkalis	5
2.1.2 PT. PLN (Persero) Logo	7
2.2 Vision and Mission	8
2.3 Organization Structure	8
2.4 Company Scope	11
CHAPTER III SCOPE OF THE APPRENTICESHIPE	13
3.1 Job Description	13
3.2 Place of Apprenticeship.....	13
3.3 Work Practice Agenda.....	14
3.4 System and Procedure	26
3.5 Documents Used for Activities	31
3.6 Obstacle and Solution.....	39
CHAPTER IV CONCLUSION AND SUGGESTION	40
4.1 Conclusion	40
4.2 Suggestion	41
REFERENCES	42
APPENDICES.....	43

LIST OF TABLES

Table 3.1 Schedule of Field Work Practices	14
Table 3.2 Daily Activities of March 07 th , 2022 to March 11 th , 2022	14
Table 3.3 Daily Activities of March 14 th , 2022 to March 18 th , 2022	15
Table 3.4 Daily Activities of March 21 th , 2022 to March 25 th , 2022	15
Table 3.5 Daily Activities of March 28 th , 2022 to March 31 th , 2022	16
Table 3.6 Daily Activities of April 01 st , 2022 to April 08 th , 2022	17
Table 3.7 Daily Activities of April 10 th , 2022 to April 15 th , 2022	17
Table 3.8 Daily Activities of April 18 th , 2022 to April 22 th , 2022	17
Table 3.9 Daily Activities of April 25 th , 2022 to April 29 th , 2022	18
Table 3.10 Daily Activities of May 09 th , 2022 to May 13 th , 2022	19
Table 3.11 Daily Activities of May 16 th , 2022 to May 20 th , 2022	20
Table 3.12 Daily Activities of May 23 th , 2022 to May 27 th , 2022	20
Table 3.13 Daily Activities of May 30 th , 2022 to May 31 th , 2022	21
Table 3.14 Daily Activities of May 30 th , 2022 to May 31 th , 2022	22
Table 3.15 Daily Activities of June 06 th , 2022 to June 10 th , 2022	22
Table 3.16 Daily Activities of June 06 th , 2022 to June 17 th , 2022	23
Table 3.17 Daily Activities of June 20 th , 2022 to June 24 th , 2022	24
Table 3.18 Daily Activities of June 27 th , 2022 to June 30 th , 2022	25
Table 3.19 Daily Activities of July 01 st , 2022 to July 07 th , 2022	25

LIST OF FIGURES

Figure 2.1 Office of PT. PLN (Persero) ULP Bengkulu	5
Figure 2.2 PLN Logo	7
Figure 2.3 Organization Structure of PT. PLN (Persero) ULP Bengkulu	9
Figure 3.1 Customer Id	26
Figure 3.2 KCT (Key Change Token)	27
Figure 3.3 Application for new electricity installations	28
Figure 3.4 Power change/Migration	28
Figure 3.5 Recap Migration	29
Figure 3.6 Recap the Bengkulu Police Account Bill	29
Figure 3.7 Recap SPPD	30
Figure 3.8 Inspector data	31
Figure 3.9 Working Permit	31
Figure 3.10 Electricity Bill Invoice	32
Figure 3.11 Official Travel Order (SPPD)	32
Figure 3.12 Tariff Adjustment	33
Figure 3.13 Power Change Data	34
Figure 3.14 Power Change Data	35
Figure 3.15 Customer Billing Information Data	36
Figure 3.16 Sertifikat Laik Operasi	36
Figure 3.17 Customer data completeness update form	37
Figure 3.18 List of Meter Numbers	37
Figure 3.19 Doubtful Accounts Payable Receipt	38
Figure 3.20 Power Purchase Agreement Letter (SPJBTL)	38

LIST OF APPENDICES

Appendix 1: Apprenticeship Statement Letter	43
Appendix 2: Company Appraisal Sheet	44
Appendix 3: List of Attendance.....	45
Appendix 4: Daily Activities.....	47
Appendix 5: Apprenticeship Certificate	81



CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis and Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 9 (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 Information System Security, and D4 English For Communication and

Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (nine) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a Apprenticeship program that is required to be followed by all final semester students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program. So, Apprenticeship is a useful place for students to use as a tool to gain knowledge and work experience. Apprenticeship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 7 (seven) Apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for Apprenticeship . However, before choosing a place to do this program, the Apprenticeship coordinator provides several options or options for Apprenticeship places to students. Then from some of these options the author is interested in doing Apprenticeship in the Customer Service Unit at PT. PLN (Persero) ULP Bengkalis.

PT. PLN (Persero) ULP Bengkalis is a state owned company engaged in the provision of electricity services as an electricity agent tasked with building business activities related to electricity which aims to improve the welfare of the community and encourage economic improvement. ULP (Customer Service Unit) is a sub-unit under UP3 that helps manage customer service and distribution electricity network services closer to the scope of a smaller area which is located at Antara street, Bengkalis Regency, Riau Province.

1.2 Purpose of the Apprenticeship

Apprenticeship 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 Apprenticeship , which are as follows:

1. To describe job description during practical work.
2. To find out the place and time of practical work.
3. To Explain practical work systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

The Apprenticeship 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 Apprenticeship programs obtained by students, namely as follows:

- a. Get a certificate from the company if you have completed the practical work program.
- b. Students can develop work relationships and add experience to their resumes.
- c. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- d. Students gain practical experience in applying theoretical/conceptual science according to their study program.
- e. 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 Apprenticeship programs are also obtained by companies/institutions that accept Apprenticeship students, such as:

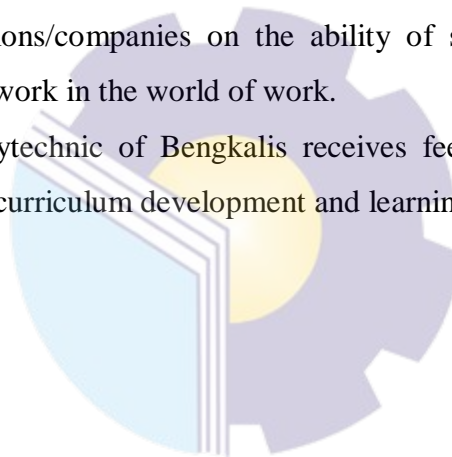
- a. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
- b. The company will be recognized by academics and the world of

education.

3. For State Polytechnic of Bengkalis

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

- a. There is good cooperation/relationship between the campus and the company where students do practical work.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- d. 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.
- e. 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 Profile

2.1.1 History of PT. PLN (Persero) ULP Bengkulu

PT. PLN (Persero) ULP Bengkulu is a state owned company engaged in the provision of electricity services as an electricity agent tasked with building business activities related to electricity which aims to improve the welfare of the community and encourage economic improvement. ULP (Customer Service Unit) is a sub-unit under UP3 that helps manage customer service and distribution electricity network services closer to the scope of a smaller area.

PT. PLN (Persero) ULP Bengkulu was established in 1975. At that time its first manager was Mr. Djuhara whose address was at Jalan Hangtuah. PLN Bengkulu serves the needs of lighting and other needs such as distribution of buying and selling kwh for the people of Bengkulu and its surroundings. This company produces kwh generated through the Diesel Power Plant (PLTD) located in Pangkalan Batang while the Voltage Distribution System Agency is at the Distribution office located on Jalan Hangtuah. These voltage sources include Bengkulu, Prapat Tunggal, Pambang, and Ketam Putih.



Figure 2.1 Office of PT. PLN (Persero) ULP Bengkulu
Source: processed data 2022

History of PT. PLN (Persero) in general, starting at the end of the 19th century, the field of sugar factories and electricity factories in Indonesia began to be improved when several Dutch companies engaged in sugar factories and tea factories set up electric power plants for their own needs.

Between 1942-1945 there was a shift in the management of these Dutch companies by the Japanese, after the Dutch surrendered to Japanese troops at the beginning of World War II.

The process of power transfer again occurred at the end of World War II in August 1945, when Japan surrendered to the Allies. This opportunity was used by youth and electricity workers through the delegation of Electricity and Gas Workers/Employees who together with the Head of the Central KNI took the initiative to meet President Soekarno to hand over these companies to the Government of the Republic of Indonesia. On 27 October 1945, President Soekarno established the Electricity and Gas Bureau under the Ministry of Public Works and Energy with a power generation capacity of 157.5 MW.

On January 1, 1961, the Bureau of Electricity and Gas was changed to BPU-PLN (Bada Leader General of the State Electricity Company) which is engaged in electricity, gas and coke which was dissolved on January 1, 1965. At the same time, 2 (two) companies State Electricity Company (PLN) as the manager of state-owned electricity and the State Gas Company (PGN) as the manager of gas were inaugurated.

In 1972, in accordance with Government Regulation no. 18, the status of the State Electricity Company (PLN) is determined as a State Electricity General Company and as the Holder of the Electricity Business Authorization (PKUK) with the task of providing electricity for the public interest.

In line with the Government's policy that provides opportunities for the private sector to engage in the electricity supply business, since 1994 the status of PLN has changed from a Public Company to a Limited Liability Company (Persero) and also as a PKUK in providing electricity for the public interest until now.

2.1.2 PT. PLN (Persero) Logo

The logo represents the vision and mission of the company, institution, or organization it represents. Of course the choice of shape, color, and placement of the logo has its own meaning and principle. The PLN logo image can be seen in the following image:



Figure 2.2 PLN Logo
Source: Lalu Ahmad, 2022

A logo can tell the history of the birth of an agency, institution, company, or organization. In addition, the logo can also describe the ideology, passion, and desires of its users. The meaning of the PLN Logo is as follows:

1. The vertical rectangle symbolizes that PLN is a perfectly organized container or organization. The yellow color represents enlightenment, as PLN hopes that electricity can create enlightenment for people's lives. Yellow also symbolizes a fiery spirit.
2. Lightning symbolizes the electric power contained therein as the main service product produced by the company. In addition, lightning also means fast and precise work. The red color symbolizes the maturity of PLN as the first electricity company in Indonesia.
3. Three Waves means the propagation of electrical energy which is channeled by the three main business fields that the company is engaged in, namely generation, distribution and distribution. Colored blue to show the impression of a constant (something just right) as well as electricity which is still needed in human life.

2.2 Vision and Mission

Each company must have a vision and mission in order to realize its goals and as a driving force in carrying out their respective programs. The following is the vision and mission of PT. PLN (Persero) ULP Bengkulu:

1. Vision

Vision is a series of words that indicate dreams, ideals or core values of a desire for a group of people or personally with a far-sighted view of the future in order to achieve a desired goal. Vision of PT. PLN (Persero) ULP Bengkulu is the Leading Electricity Company in Southeast Asia and 1 Customer Choice for Energy Solutions.

2. Mission

Mission is a work priority, method, or value that forms the basis for providing an outline for realizing a vision. The Mission of PT. PLN (Persero) ULP Bengkulu are as follows:

- a. Running the electricity business and other related fields, oriented to customer satisfaction, company members and shareholders.
- b. Making electricity as a medium to improve the quality of people's lives.
- c. Strive for electric power to be a driver of economic activity.
- d. Carrying out business activities that are environmentally sound.

2.3 Organizational Structure

The organizational structure is a self-image of the organization or the composition of the management in the organization based on their respective positions or positions which are arranged in the form of a chart. Establishment of an organizational or agency structure and taking into account the skills possessed by each employee. In carrying out these activities, the company has a predetermined goal. The organization will affect the breadth of the business and the policies that have been set by the company.

Organization is to show the relationship between superiors and subordinates so that the position, authority and responsibility of each have been given in an organized organization. For more details can be seen in Figure 2.3 which shows the organizational structure of PT. PLN (Persero) ULP Bengkulu.

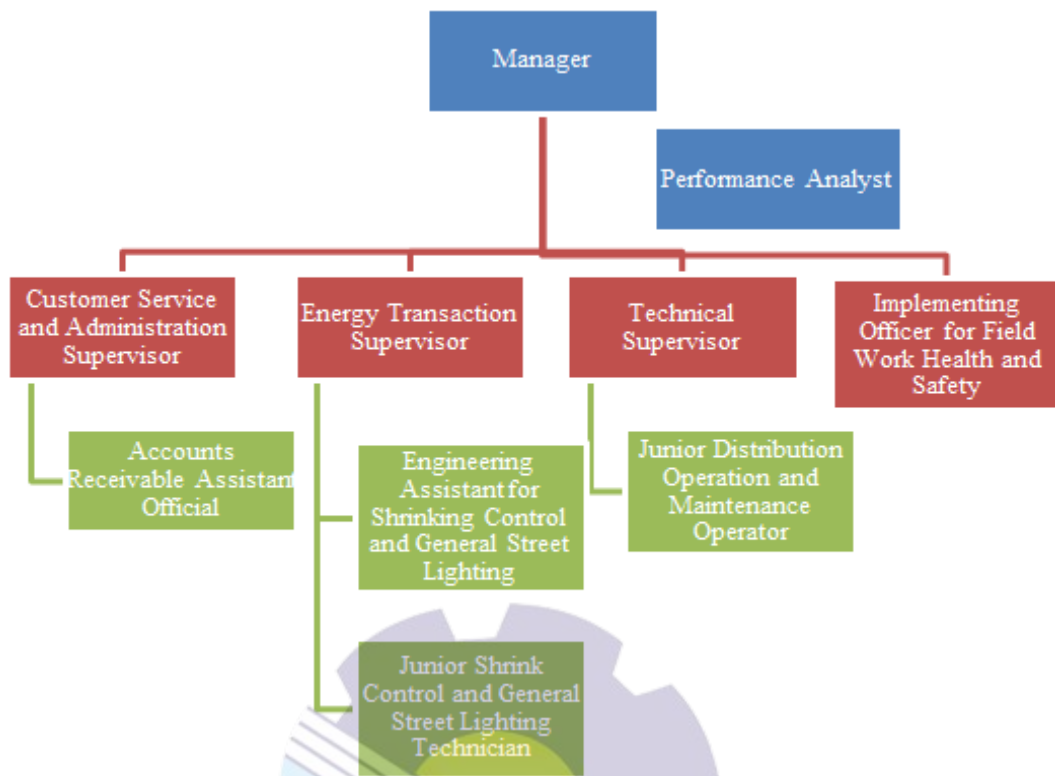


Figure 2.3 Organization Structure of PT. PLN (Persero) ULP Bengkulu
 Source: processed data 2022

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:

1. Manager

The Manager is responsible for managing the operation and maintenance of the electricity distribution network, commercial and customer service in accordance with the authority in order to improve electricity services efficiently and effectively with quality and reliability to achieve unit performance targets. Managers have the authority to represent the company in dealing with internal and external parties, signing legal products/contracts (SPK, SPJBTL, etc.) and setting targets for implementing sub-units.

2. Performance analyst

Performance analysts are responsible for performance reports and data validation to support the achievement of set performance targets. The task of the performance analyst is to compile ULP performance reports, develop strategic

steps to achieve performance targets, and compile business data related to performance targets.

3. Customer Service and Administration Supervisor

Its duties are to carry out subscription administrative functions, manage office administration, maintenance of buildings/offices and work facilities, as well as planning, implementing and controlling customer services which include:

- a. Service information, new installation services, power changes and other services.
- b. Customer Administration
- c. Sales plan
- d. Public Relations
- e. Implementation and control of collection of customer receivables and proposed write-off of doubtful accounts.

4. Energy Transaction Supervisor

The Energy Transaction Supervisor is assisted by an Assistant engineer for shrinkage and PJU control and a Junior shrink and PJU control technician who is responsible for billing management and electrical energy settlement activities to meet applicable operational standards. The task of the Energy Transaction Supervisor is to coordinate the implementation of billing management, monitor the results of customer meter readings carried out by the Biller and evaluate energy distribution data for settlement.

5. Technical Supervisor

The Technical Supervisor is assisted by a Junior operator and distribution maintenance who is responsible for controlling the operation and maintenance of the distribution network, monitoring distribution losses and their reduction efforts, managing and developing network assets and distribution construction as well as connecting and disconnecting. The duties of the technical supervisor are to improve the reliability of the distribution network operating system, maintain the distribution network, control disruption services and coordinate technical service personnel, monitor and evaluate distribution losses and efforts to reduce them,

manage network assets and distribution construction, and control the implementation of connection and disconnection work.

6. Implementing officer for field work health and safety

Implementing officer for field work health and safety is someone who works in the K3 section in charge of ensuring and protecting the safety and health of the workforce through various worker security efforts.

2.4 Company Scope

PT. PLN (Persero) is a company that provides services in the form of electric power services, namely repair, installation, and maintenance services for electricity to the public. PT. PLN (Persero) ULP Bengkulu which is located on Jalan Antara which is in charge of providing the best service to customers, the PLTD Power Plant Center which is located in the village of Pangkalan Batang and the scope of Services of PT. PLN (Persero) ULP Bengkulu covers the Bengkulu, Bantan, Bandar Laksamana, Siak Kecil, and Bukit Batu sub-districts. PT. PLN (Persero) provides electricity for the public interest, while increasing the principle of accounting profit. It aims to provide comfort and satisfaction to customers who meet various daily needs such as homes, schools, universities, workplaces, and street lighting. The business activities related to the provision of electricity are as follows:

1. Network Development in the form of Low Voltage, Medium Voltage and Underground Networks of Low Voltage (TR) and Medium Voltage (TM) Cables.
2. Construction of Distribution Substations, building substations that distribute Kwh or electricity to customers through the Low Voltage Network or TR, including Kwh equipment.
3. Mast construction, substation network maintenance, house connections and building maintenance.
4. New Connections, carry out installation activities or electrical connections at new customers' homes.
5. Add Power in the form of changes in load, increase or decrease in power.

6. Tariff Changes are changes in tariffs from general customers to other groups or vice versa, for example, changes in tariffs from housing to industrial or business tariffs.
7. Customer Service, including requests for new connections and changes in power, requests for temporary lighting, requests for repair or dismantling of house connections.
8. Electricity Meter Reading, in this case the staff will make notes for each meter stand in the customer's house.
9. Making an Electricity Account for the electricity consumption that has been used.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Internship is a program from the Campus for final year students so that they can understand and get used to adapting to the world of work so that students will be better prepared when they are in the world of work later. During the implementation of practical work (KP), the author was placed in the office of PT. PLN (Persero) ULP Bengkalis on Street Antara where this office serves disturbances that occur in the field or customers which consist of technical services and administrative services. Within 18 weeks the author has gained a lot of experience and knowledge, the author has been given several powers and responsibilities to carry out the following tasks:

1. Input PLN Mobile Customer Id
2. Separation of KCT (Key Change Token) Per address
3. Register/enter customer data who want to install new electricity
4. Register customers who want to make power changes
5. Recap the power change request data (Migration)
6. Recap the Bengkalis Police Account Bill
7. Recap the Official Travel Order (SPPD) ULP Bengkalis
8. Input Inspector data

3.2 Place of Apprenticeship

PT. PLN (Persero) ULP Bengkalis which is located on Antara street, Bengkalis, Riau is the place chosen by the author to do Apprenticeship with a time determined by the university for 4 months starting from March 7, 2022 to July 7, 2022. During Apprenticeship at PT. PLN (Persero) ULP Bengkalis, the author follows all the rules set by PT. PLN (Persero) ULP Bengkalis, the stages of implementing Apprenticeship can be seen in table 3.1 below:

Table 3.1 Schedule of Field Work Practices

No	Day	Working hours	Agency
1	Monday to Thursday	07:30 to 4:30 WIB	PT. PLN (Persero) ULP Bengkalis
2	Friday	07:30 to 17:00 WIB	PT. PLN (Persero) ULP Bengkalis
3	Saturday to Sunday	Holiday	Holiday

Source: Processed Data 2022

3.3 Work Practice Agenda

During the Apprenticeship the author did some work. To get a clearer picture of the activities carried out during the Apprenticeship at PT. PLN (Persero) ULP Bengkalis in general can be seen in the following table:

Table 3.2 Daily Activities of March 07th, 2022 to March 11th, 2022

No	Date	Name of Activity	Assignor
1	Monday 07-03-2022	-Introduction to the Office Environment -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 08-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 09-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 10-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday 11-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application -Arranging Electricity Sales and Purchase Agreement (SPJBTL)	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.2 the first week the author is given knowledge about all jobs at PT. PLN (Persero) ULP Bengkalis. The self-introduction stage on the first day to all staff at PT. PLN (Persero) ULP Bengkalis. Then input customer data in the PLN mobile application and prepare a Power Purchase Agreement (SPJBTL).

Table 3.3 Daily Activities of March 14th, 2022 to March 18th, 2022

No	Date	Name of Activity	Assignor
1	Monday 14-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 15-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 16-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Visit to Bagan Besar Diesel Power Generation Service Unit (PUSLIS)	Firrizqi Pratama
4	Thursday 17-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday 18-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.3 for the second week, the authors continue to input customer data on the PLN mobile application and make visits to the Bagan Besar Diesel Power Generation Service Unit (PUSLIS).

Table 3.4 Daily Activities of March 21th, 2022 to March 25th, 2022

No	Date	Name of Activity	Assignor
1	Monday 21-03-2022	-Input Customer Id on the PLN Mobile Application -Serving customers who complain of disturbances in the electricity network (PT Adra Gemilang)	Mirza Agustian Rezi
2	Tuesday 22-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 23-03-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap
		-Checking the KWH meter on the Ketam Putih shrimp pond with P2TL	Ridho Marwan
4	Thursday 24-03-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap
5	Friday 25-03-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.4 in the third week, the author continues to input customer data in the PLN Mobile application, the author also learns to serve customers who complain about disturbances in the electricity network, the author is assigned to serve customers at PT Adra Gemilang. Then separate the KCT (Key Change Token) per address and check the KWH meter on the Ketam Putih shrimp pond with the P2TL team.

Table 3.5 Daily Activities of March 28th, 2022 to March 31th, 2022

No	Date	Name of Activity	Assignor
1	Monday 28-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 29-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Activity to Hold Equipment & Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitri 1443 H Alert)	Firrizqi Pratama
3	Wednesday 30-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 31-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.5 for the fourth week, the authors continued to input customer data on the PLN mobile application and participated in the Bengkalis ULP Bengkalis Yantek Equipment & Troop Event (Ramadan and Eid Alert 1443 H).

Table 3.6 Daily Activities of April 01th, 2022 to April 08th, 2022

No	Date	Name of Activity	Assignor
1	Friday 01-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Monday 04-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Tuesday 05-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap
4	Wednesday 06-04-2022	- Briefing -Input Customer Id on the PLN Mobile	Mirza Agustian Rezi

		Application	
		-Visit to PLTD Pangkalan Batang	Firrizqi Pratama
5	Thursday 07-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
6	Friday 08-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.6 for the fifth week, the authors input customer data in the PLN mobile application, separate KCT (Key Change Token) per address and make visits to PLTD Pangkalan Batang.

Table 3.7 Daily Activities of April 10th, 2022 to April 15th, 2022

No	Date	Name of Activity	Assignor
1	Monday 10-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 12-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 13-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 14-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday 15-04-2022	Isa Almasih Death Holiday	

Source: Processed Data 2022

Table 3.7 for the sixth week the authors carry out activities as usual, namely inputting customer data on the PLN mobile application. The author continues to input customer data on the PLN mobile application to achieve the desired target.

Table 3.8 Daily Activities of April 18th, 2022 to April 22th, 2022

No	Date	Name of Activity	Assignor
1	Monday 18-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application -Stamp and compose a letter regarding the independent PJU program	Mirza Agustian Rezi
2	Tuesday 19-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Dissemination of Substation Development Planning at PLTD Pangkalan Batang	Firrizqi Pratama

3	Wednesday 20-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 21-04-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Stamp and compose a letter regarding the independent PJU program	Mirza Agustian Rezi
5	Friday 22-04-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.8 for the seventh week the authors input customer data in the PLN mobile application, stamp and compose a letter regarding the independent PJU program, as well as visiting the PLTD Pangkalan Batang in the context of planning the construction of a substation with the manager of PT. PLN (Persero) ULP Bengkalis, the PLN Engineering team, and the PLN Main and Development Unit team.

Table 3.9 Daily Activities of April 25th, 2022 to April 29th, 2022

No	Date	Name of Activity	Assignor
1	Monday 25-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 26-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 27-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 28-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday 29-04-2022	Holidays with Eid Al-Fitr	

Source: Processed Data 2022

Table 3.9 for the eighth week the authors carry out activities as usual, namely inputting customer data on the PLN mobile application. The author continues to input customer data on the PLN mobile application to achieve the desired target.

Table 3.10 Daily Activities of May 09th, 2022 to May 13th, 2022

No	Date	Name of Activity	Assignor
1	Monday 09-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application - Recap of request for power change (Migration) April 2022	Mirza Agustian Rezi
2	Tuesday 10-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -List of new connections/installs on the PLN mobile application	Mirza Agustian Rezi
		-Check the name of the officer who notes the meter (Biller) on the Integrated Meter Record Application	Zulwendri Harahap
3	Wednesday 11-05-2022	-Input Customer Id on the PLN Mobile Application -List of new connections/installs on PLN mobile	Mirza Agustian Rezi
		-Photocopy of Minutes of Update on customer data completeness	Zulwendri Harahap
4	Thursday 12-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Photocopy of Minutes of Update on customer data completeness	Zulwendri Harahap
5	Friday 13-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Scan (Working Permit)	Firrizqi Pratama

Source: *Processed Data 2022*

Table 3.10 for the ninth week, the author inputs customer data in the PLN mobile application, recaps data on requests for power changes (Migration) in April 2022, registers customers who want to install/connect new electricity, check the name of the meter record officer (Biller) on the Centralized Record Meter Application, Photocopy of Minutes of Update on completeness of PLN customer data, as well as Scan of Work Permit (Working Permit).

Table 3.11 Daily Activities of May 16th, 2022 to May 20th, 2022

No	Date	Name of Activity	Assignor
1	Monday 16-05-2022	Vesak Day	
2	Tuesday 17-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday 18-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Prepare Electricity Sales and Purchase Agreement (SPJBTL) -Recapitulating Bengkalis Police Account Bills for April 2022	Mirza Agustian Rezi
		-Photocopy of Minutes of Update on completeness of PLN Customer Data	Zulwendri Harahap
4	Thursday 19-05-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday 20-05-2022	-Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.11 for the tenth week, the authors input customer data in the PLN mobile application, Photocopy and Scan the Minutes of Updates on the completeness of PLN customer data, draw up the Power Purchase Agreement (SPJBTL), and recapitulate the Bengkalis Police account bill for April 2022.

Table 3.12 Daily Activities of May 23th, 2022 to May 27th, 2022

No	Date	Name of Activity	Assignor
1	Monday 23-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday 24-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Scan the Minutes of Submission for Cleansing No Agenda Application for new installs	Mirza Agustian Rezi
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap
3	Wednesday 25-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Photocopy of Official Travel Order (SPPD) along with the receipt	Mirza Agustian Rezi

4	Thursday 26-05-2022	Isa Messiah Ascension Holiday	
5	Friday 27-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Recap of Official Travel Order (SPPD) ULP Bengkalis April 2022	

Source: Processed Data 2022

Table 3.12 for the eleventh week the author inputs customer data in the PLN mobile application, Scans the Minutes of Updates on the completeness of customer data, Scans the Minutes of Submission for Cleansing No Agenda for a new installation, Photocopy of Official Travel Order (SPPD) along with the bill, and recaps the Travel Order Service (SPPD) ULP Bengkalis April 2022.

Table 3.13 Daily Activities of May 30th, 2022 to May 31th, 2022

No	Date	Name of Activity	Assignor
1	Monday 30-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Make Minutes of Termination of Complete House Connections (SR) and APP, Notification of implementation of temporary disconnection of electricity, work orders, and Notification letters of completion of demolition -List of Power Change/Migration Requests	Mirza Agustian Rezi
2	Tuesday 31-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Power Change Request List	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.13 in the twelfth week, the author inputs customer data in the PLN mobile application, registers customers who want to apply for a power change, makes an Official Termination Letter of Complete House Connection (SR) and APP, a notification letter for the implementation of a temporary disconnection of electricity, a work order, and a notification letter for the completion of the demolition.

Table 3.14 Daily Activities of May 30th, 2022 to May 31th, 2022

No	Date	Name of Activity	Assignor
1	Wednesday 01-06-2022	Pancasila Day	
2	Thursday 02-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Scan Working permit	Firrizqi Pratama
3	Friday 03-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Writing Doubtful Accounts Payable Receipt (PRR)	Mirza Agustian Rezi
		- Scan Working permit	Firrizqi Pratama
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.14 in the thirteenth week, the authors input customer data on the PLN mobile application, Scan Working permit (work permit), write Doubtful Accounts Refund Bill (PRR) and scan the minutes of updating the completeness of PLN customer data.

Table 3.15 Daily Activities of June 06, 2022 to June 10th, 2022

No	Date	Name of Activity	Assignor
1	Monday 06-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		-Check the Meter Record Officer on the Integrated Meter Record Application	Zulwendri Harahap
2	Tuesday 07-06-2022	- Briefing (direction) -Separation of KCT (Key Change Token) Per address -Recap of Meter Record Officer (Biller)	Zulwendri Harahap
		-Registering a new connection/installation application	Mirza Agustian Rezi
3	Wednesday 08-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday 09-06-2022	-Briefing (Direction) -Print, stamp and scan electricity bill information for the Bengkalis State Polytechnic -Photocopy of Official Travel Order (SPPD) along with the receipt	Mirza Agustian Rezi

5	Friday 10-06-2022	- Briefing (direction) -Recap of Official Travel Order (SPPD) ULP Bengkulu May 2022 -Make a Circular regarding the Appeal for Payment of Electricity Accounts.	Mirza Agustian Rezi
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Source: Processed Data 2022

Table 3.15 for the fourteenth week, the author inputs customer data on the PLN mobile application, checks the Record Meter officer on the Centralized Record Meter application, performs KCT Separation (Key Change Token) Per address, registers customers who want to apply for connection/installation of new electricity, recapitulate Officer data Record the Meter (Biller), Print, Stamp and Scan Electricity billing information for Bengkulu State Polytechnic, Photocopy of Official Travel Order (SPPD) along with the receipt, Recap of Official Travel Order (SPPD) ULP Bengkulu for May 2022, and make circulars regarding electricity bill payment.

Table 3.16 Daily Activities of June 06, 2022 to June 17th, 2022

No	Date	Name of Activity	Assignor
1	Monday 13-06-2022	- Briefing (direction) -Separating KCT (Key Change Token) addresses -P&S Tariff Separation	Zulwendri Harahap
2	Tuesday 14-06-2022	- Briefing (direction) -Creating Visual Chart of ULP Bengkulu Management	Firrizqi Pratama
		-New Connection List/ New install -May 2022 Migration Data Recap	Mirza Agustian Rezi
3	Wednesday 15-06-2022	- Briefing (direction) -Separating KCT (Key Change Token) Address	Zulwendri Harahap
4	Thursday 16-06-2022	-Briefing (Direction) -Network Inspection (Network Comb) in the New Straits Area	Firrizqi Pratama
		-Registering a 900 power-up application	Mirza Agustian Rezi
5	Friday 17-06-2022	- Briefing (direction) -Input Inspector data	Firrizqi Pratama

Source: Processed Data 2022

Table 3.16 in the fifteenth week the authors separated the address KCT (Key Change Token), did the P&S Tariff Separation, made the Bengkalis ULP Management Visual Chart, registered customers who wanted to apply for a new electricity connection/installation, recap the power change data (Migration) May 2022, Network inspection (Network Comb) in the New Straits Area, as well as Inspection data input.

Table 3.17 Daily Activities of June 20, 2022 to June 24th, 2022

No	Date	Name of Activity	Assignor
1	Monday 20-06-2022	- Briefing (direction) -Scan Working Permit (Work Permit)	Firrizqi Pratama
		-Make Report on Realization of PB PD TR 1 Phase	Mirza Agustian Rezi
2	Tuesday 21-06-2022	Briefing (direction) -Make Report on Realization of PB PD TR 1 Phase	Mirza Agustian Rezi
3	Wednesday 22-06-2022	- Briefing (direction) -Make Report on Realization of PB PD TR 1 Phase -Registering a new Install Application	Mirza Agustian Rezi
4	Thursday 23-06-2022	-Briefing (Direction) -Photocopy of Official Travel Order (SPPD) along with the receipt -Recap of SPPD ULP Bengkalis month June 2022	Mirza Agustian Rezi
5	Friday 24-06-2022	- Briefing (direction) Print Operation Manual (SOP 20 KV) ULP Bengkalis	Rahmad Febrianto

Source: Processed Data 2022

Table 3.17 in the sixteenth week, the authors scanned the Working Permit, made a PB PD TR 1 Phase Realization Report, registered customers who wanted to apply for a connection/installation of new electricity, a photocopy of the Official Travel Order (SPPD) along with the receipt, recapping the SPPD ULP Bengkalis Month June 2022, as well as print Operation Guidelines (SOP 20 KV) ULP Bengkalis.

Table 3.18 Daily Activities of June 27, 2022 to June 30th, 2022

No	Date	Name of Activity	Assignor
1	Monday 27-06-2022	-Make Report on Realization of PB PD TR 1 Phase -Recap of Bengkalis Police Account Bills for June 2022	Mirza Agustian Rezi
2	Tuesday 28-06-2022	-Make Report on Realization of PB PD TR 1 Phase -Performing Migration Registration/power changes	Mirza Agustian Rezi
3	Wednesday 29-06-2022	-Performing Migration Registration/power changes	Mirza Agustian Rezi
4	Thursday 30-06-2022	Recap Meter Number	Mirza Agustian Rezi
		-Firefighter Simulation	Firrizqi Pratama

Source: Processed Data 2022

Table 3.18 in the seventeenth week, the author makes a PB PD TR 1 Phase Realization Report, recaps the Bengkalis Police Account Bill for June 2022, registers customers who want to apply for power changes (Migration), recapitulates Meter numbers, and participates in firefighting simulations.

Table 3.19 Daily Activities of July 01, 2022 to July 07th, 2022

No	Date	Name of Activity	Assignor
1	Friday 1-07-2022	Recap the HAR Events April-June 2022 -Photocopy of SPPD (Official Travel Order) -Recap the SPPD (Official Travel Warrant)	Mirza Agustian Rezi
2	Monday 4-07-2022	-List of new connections/new installs -Recap the HAR Events April-June 2022	Mirza Agustian Rezi
3	Tuesday 5-07-2022	-List of new connections/new installs -Compile a letter regarding the maintenance of the customer substation	Mirza Agustian Rezi
		-Photocopy of BA Regarding Update of Completeness of PLN Customer Data	Zulwendri Harahap
4	Wednesday 6-07-2022	-Recap Eviden 3 Phase April-June 2022	Mirza Agustian Rezi
		-Fill out the Customer Data Completeness Update form	Zulwendri Harahap
5	Thursday 7-07-2022	-Activity to Hold Equipment & Troops for Yantek ULP Bengkalis (Standby for Eid Al-Adha 1443) -Recapitalize LPB UP3 Dumai Inspection data (Customers do not buy tokens for more than 4 months)	Zulwendri Harahap

Source: Processed Data 2022

Table 3.19 the eighteenth week or the last week of the author carrying out Apprenticeship activities at PT PLN (Persero) ULP Bengkalis, the author Recapping HAR Evidence from April to June 2022, Photocopying and recaping SPPD (Office Travel Order), registering customers who want to apply for connection /install new electricity, compile a letter regarding the maintenance of customer substations, photocopy of BA regarding updating of customer data completeness, recap Eviden 3 Phase April-June 2022, fill out the Customer Data Completeness Update form, participate in the Bengkalis ULP Yantek Equipment & Troops Event (Siaga Hari Raya Idul Fitri) Adha 1443 H), as well as recaping Dumai LPB UP3 Inspection data (Customers do not buy tokens for more than 4 months).

3.4 System and Procedure

The system and procedures that the author uses while working at PT. PLN (Persero) ULP Bengkalis are as follows:

1. Input PLN Mobile Customer Id

The supervisor provides customer data to the author to be input into the PLN Mobile application, then the author receives customer data containing information about customer id, customer name, electrical power and customer address. After that the author logs into the PLN mobile application by inputting the data that has been given, the author inputs the customer id to synchronize data between customer data and customer id to match existing data, making it easier for the company to provide services to customers. The customer ID data can be seen in the following picture:

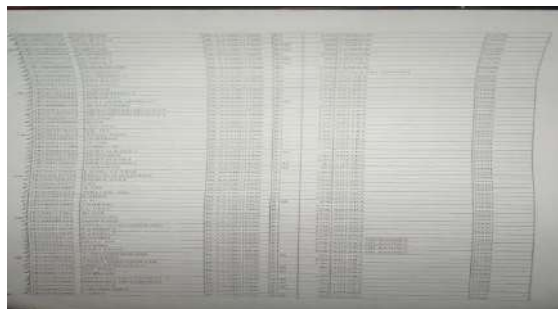
The image shows a printed document with a grid-like structure, likely a spreadsheet or data table. The text is very faint and difficult to read, but it appears to contain multiple columns of data, possibly representing customer information as mentioned in the text. The document is oriented vertically and has a slightly blurred appearance.

Figure 3.1 Customer Id
Source: processed data 2022

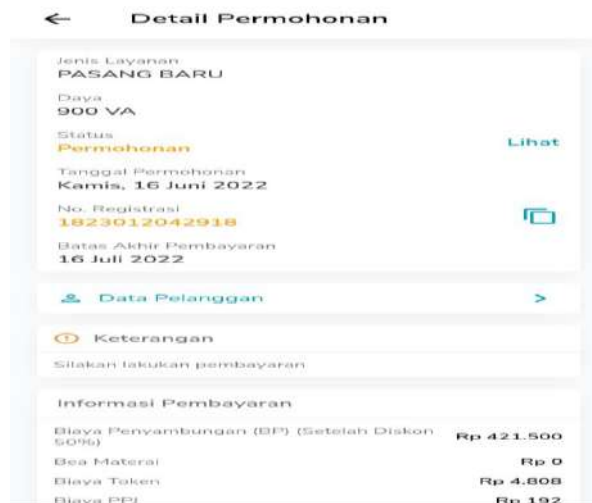


Figure 3.3 Application for new electricity installations
Source: processed data 2022

4. Registering customers who want to make power changes

The author receives customer data in the form of Name, Customer Id, NIK Number, and also the electrical power you want to use. Next, the author inputs customer data into the PLN Mobile application on the Power Change/Migration feature, the author inputs data in the form of Name, Customer Id, NIK Number, and required electrical power and others. After everything has been inputted, there will be a notification notification containing customer data and also a Registration Number, then this registration number will be used by the customer to pay for the power change/migration fee. The data for the request for power change/Migration can be seen in the following figure:



Figure 3.4 Power change/Migration
Source: processed data 2022

5. Recap the power change request data (Migration)

The author is given data in the form of a customer ID, then the author logs in to the AP2T application, various customer service features will appear, then select the information and agenda info feature, then input the customer ID into the AP2T application and click search, the relevant customer data will appear then the data will be displayed. recap to Ms. Excel along with the register number, after all the data is done, save the file according to the name needed and the file will be given to the assignor. The data on power change/migration recap can be seen in the following figure:

ID	NAME	ADDRESS	PHONE	STATUS	DATE	TIME	LOCATION	REMARKS
1	182300042135	SUDHARTO	08100	000	182300	182300	182300042135	182300176727
2	182300038118	SUDHARTO	08100	000	182300	182300	182300038118	182300176727
3	182300181382	YANTI	08100	000	182300	182300	182300181382	182300176727
4	182300181382	YANTI	08100	000	182300	182300	182300181382	182300176727
5	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
6	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
7	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
8	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
9	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
10	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
11	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
12	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
13	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
14	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
15	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
16	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
17	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
18	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
19	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
20	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
21	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
22	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
23	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
24	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
25	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
26	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
27	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
28	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
29	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
30	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
31	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
32	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
33	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727

Figure 3.5 Recap Migration
Source: processed data 2022

6. Recap the Bengkalis Police Account Bill

The author is given the customer ID data, then the author logs into the EIS application, various customer service features will appear, select the account info feature and input the Customer Id then click the search menu then the account billing fee info will appear. Furthermore, the existing information will be recapitulated to Ms. Excel. After all the data is done, save the file according to the name needed and the file will be given to the assignor. The data on the recap of the electricity bill can be seen in the following picture:

ID	NAME	ADDRESS	PHONE	STATUS	DATE	TIME	LOCATION	REMARKS
1	182300042135	SUDHARTO	08100	000	182300	182300	182300042135	182300176727
2	182300038118	SUDHARTO	08100	000	182300	182300	182300038118	182300176727
3	182300181382	YANTI	08100	000	182300	182300	182300181382	182300176727
4	182300181382	YANTI	08100	000	182300	182300	182300181382	182300176727
5	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
6	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
7	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
8	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
9	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
10	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
11	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
12	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
13	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
14	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
15	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
16	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
17	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
18	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
19	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
20	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
21	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
22	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
23	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
24	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
25	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
26	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
27	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
28	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
29	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
30	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
31	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
32	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727
33	182300006102	YANTI	08100	000	182300	182300	182300006102	182300176727

Figure 3.6 Recap the Bengkalis Police Account Bill
Source: processed data 2022

7. Recap the Official Travel Order (SPPD) ULP Bengkulu

The author is given data in the form of SPPD along with the bill. Then the author opened Ms. Excel to recap SPPD data, after Ms. When Excel is opened, type information and employee data in the form of letter numbers, names of employees who are on business trips, departure and return dates, type of vehicle used, and costs required for departure and others. After all the information and data is done, save the file according to the name needed and the file will be given to the assignor. SPPD recap data can be seen in the following figure:

PEMERINTAH KABUPATEN ULUWATU ULUWATU, BENGKALIS		Lampiran 5 Surat Keputusan Dinas ULP Nomor : 288/KSR/2022 Tanggal : 09 Desember 2022	
SURAT PERINTAH PERJALANAN DINAS (SPPD)			
1	Pejabat yang memberi perintah	Nama : ANDIKO BESTARI Jabatan : MANAGER ULP	
2	Pegawai yang diperintah	Nama : YENDRI HARSON No.Induk : 890000 Jabatan : ANKIBRA Grade :	
3	Maksud perjalanan dinas	SURVEY PEMBANGUNAN JARINGAN BARU	
4	Transportasi yang dipergunakan	Kendaraan Dinas	
5	a. Tempat menginap (tempat kedudukan) b. Tempat tujuan	a. BENGKALIS b. DEI PARKING	
6	a. Lamanya perjalanan dinas b. Tanggal berangkat c. Tanggal kembali	a. 1 Hari b. 19 Juni 2022 c. 15 Juni 2022	
7	Fasilitas	(dengan rincian seperti terlampir)	
8	Pengikut : (Keluarga Pegawai yang ikut, Pindah / Pengobatan / Persiun) 1. 2. 3. 4. 5. 6.	UMUR :	- Hubungan keluarga / keterangan

18 Juni 2022
MANAGER ULP
ANDIKO BESTARI

Figure 3.7 Recap SPPD
Source: processed data 2022

8. Input Inspector data

The author is given the task to input insect data in the form of interference data that is close to the electricity network. Then the author performs an inspection site search into the browser, then logs in using the assignor's account. After logging in, various menus will appear, then select the progress monitoring menu and select the implementation unit and date on the criteria filter. Then click the findings and edit the findings then fill in the coordinates of the findings and fill in according to the disturbance then click save changes. The Inspector's Input Data can be seen in the following figure:

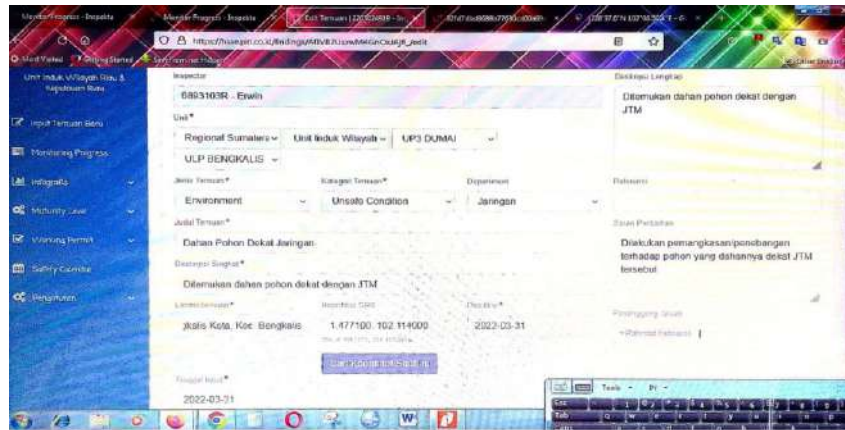


Figure 3.8 Inspector data
Source: processed data 2022

3.5 Documents used for activities

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

1. Working Permit

A. INFORMASI PEKERJAAN		
1. Tanggal Pengajuan	: SENIN, 09 MEI 2022	
2. Jenis Pekerjaan	: INSPEKSI JTM	
3. Lokasi Pekerjaan	: BENGKALIS TERDEBAR	
4. Pengawas Pekerjaan	: SYAHRIZAL No. Telp : 0812 7677 730	
5. Pengawas K3	: AHMAD BUKHARI No. Telp : 0812 0000 7567	
B. DURASI PEKERJAAN		
Durasi Kerja		
Tanggal Mulai	: 09 Mei 2022	
Jam Mulai	: 08.30	
Tanggal Selesai	: 31 Mei 2022	
Jam Selesai	:	
C. KLASIFIKASI PEKERJAAN		
<input type="checkbox"/> Pekerjaan Bertegangan Listrik	<input type="checkbox"/> Pekerjaan di Ketinggian	<input type="checkbox"/> Pekerjaan Panamanan Tiang
<input type="checkbox"/> Pekerjaan Confined Space	<input type="checkbox"/> Pekerjaan Penggalian	<input type="checkbox"/> Pemasangan FCD
<input type="checkbox"/> Pekerjaan Panas	<input type="checkbox"/> Pekerjaan Bahan Kimia	<input type="checkbox"/> Pekerjaan slot
<input type="checkbox"/> Pekerjaan lainnya, sebutkan :		
D. PROSEDUR PEKERJAAN YANG TELAH DILAKUKAN KEPADA PEKERJA		
<input type="checkbox"/> Inspeksi JTM	<input type="checkbox"/> Penyeimbangan Beban Trafo	<input type="checkbox"/> Pemeliharaan LES dan RECLOSER
<input type="checkbox"/> Inspeksi JTR	<input type="checkbox"/> Pemeliharaan PHOTR Trafo	<input type="checkbox"/> Bongkar dan Pasang Tiang Besi / Beton
<input checked="" type="checkbox"/> Inspeksi & Pengukuran Cardu	<input type="checkbox"/> Pemangsaan Pohon JTM	<input type="checkbox"/> Pemeliharaan Cubicle Cardu Bangunan
<input type="checkbox"/> Prosedur lainnya, sebutkan :		
E. LAMPIRAN DIN KERJA (WAJIB DILAMPIRKAN)		
<input checked="" type="checkbox"/> Identifikasi Bahaya, Penilaian dan Pengendalian Risiko	<input checked="" type="checkbox"/> Prosedur Kerja	
<input checked="" type="checkbox"/> Job Safety Analysis	<input checked="" type="checkbox"/> Sertifikat Kompetensi Pekerja	

Keterangan : Form ini kerja tidak dapat ditandatangani oleh satu orang (tidak ada)

PENGESAHAN DIN KERJA

DIPERIKSA OLEH :
 (SRIWATI PRATAMA)
 PEKERJA PELAKSANA K3L
 ULP BENGKALIS

DIPERIKSA OLEH :
 (RANMO FERRANTO)
 SUPERVISOR TEKNIK
 ULP BENGKALIS

DIPERIKSA OLEH :
 (AHMAD BUKHARI)
 K3ES VANTER

1. PAKSI/PT SEWA LINTAS RUMAH PERUTUKAN DAN/ATAU YANGNYA OLEH DEPUTI MANAJEMEN TERAPAN
 2. POKJ BUKU UNIT PELAKSANA K3L ULP BENGKALIS
 3. POKJ BUKU UNIT PELAKSANA K3L ULP BENGKALIS
 4. POKJ BUKU UNIT PELAKSANA K3L ULP BENGKALIS
 5. POKJ BUKU UNIT PELAKSANA K3L ULP BENGKALIS

Figure 3.9 Working Permit
Source: processed data 2022

4. Tariff Adjustment



UIW RIAU DAN KEPULAUAN RIAU
UP3 DUMAI
ULP BENGKALIS

Nomor Surat : 025/AGA.03.02/CD1090500/2022
Lampiran : Ada
Sifat : Biasa
Perihal : Penyesuaian Tarif Tenaga Listrik
(Tariff Adjustment) TW III tahun 2022

06 Juli 2022

Kepada Yth :
BUPATI
Kabupaten Bengkalis
Di
Bengkalis

Pelanggan yang terhormat,

Schubungan dengan Surat Menteri ESDM No.T-162/TL.04/MEM.L/2022 tanggal 02 Juni tahun 2022, perihal : Penyesuaian Tarif Tenaga Listrik (Tariff Adjustment) Periode Juli – September 2022, maka dengan ini disampaikan hal-hal sebagai berikut :

1. Penyesuaian Tarif Tenaga Listrik (*Tariff Adjustment*) diatur dalam Peraturan Menteri ESDM No 09 Tahun 2014 Jo No 31 Tahun 2014 Jo Nomor 28 tahun 2016 Jo Nomor 03 Tahun 2020 Tarif Adjustment ditetapkan setiap 3 bulan terhadap 13 golongan tarif non subsidi dengan mengacu kepada perubahan 4 faktor yaitu : Kurs / Nilai tukar mata uang Dollar Amerika terhadap mata uang Rupiah; Harga patokan minyak mentah / Indonesian Crude Price (ICP); Inflasi; dan Harga petokan batubara
2. Pemerintah menetapkan Tarif Adjustment (TA) Periode Juli – September 2022 yang diberlakukan kepada 5 golongan tarif pelanggan Rumah Tangga Mampu kategori Menengah keatas dan Golongan Pemerintah, yaitu golongan tarif R2/3.500 s.d 5.500 VA, R3/6.600 VA keatas, P1/6.600 s.d 200 kVA; P2/di atas 200 kVA dan P3/Penerangan Jalan Umum (PJU)
3. Tarif Adjustment Periode Juli – September 2022 mulai berlaku pada pembelian token per tanggal 1 Juli 2022 untuk pelanggan Prabayar dan Pemakaian Periode Juli 2022 (Rekening bulan Agustus 2022) untuk pelanggan Pascabayar, dengan nilai sebagai berikut :

No	Gol. Tarif	Batas Daya	TA sebelum (1 Juli 2022) Rp/kWh	TA TW III Thn 2022 Per 1 Juli (Rp/kWh)	Penyesuaian (Rp/kWh)
1	P-1/TR	6.600 VA s.d 200 kVA	1444,70	1.699,53	254,83
2	P-2/TM	Di atas 200 kVA	WBP : K x 1.035,78	WBP : K x 1.415,01	379,23
			LWBP : 1.035,78 kVArh : 1.114,74	LWBP : 1.415,01 kVArh : 1.522,88	379,23 408,14
3	P-3/TR	PJU Semua Daya	1444,70	1.699,53	254,83
	R2/TR	3.500 VA s.d 5.500 VA	1444,70	1699,53	254,83
	R3/TR	6.600 VA ke atas	1.444,70	1.699,53	254,83

Catatan : TA akan mengalami penyesuaian tiap triwulanan (turun/naik) sesuai perubahan 4 faktor pada poin 1.

4. Untuk informasi perubahan Tarif Adjustment tiap triwulanan berikutnya dan Akses Layanan PLN yang lebih mudah, pelanggan agar mengunduh Aplikasi PLN Mobile di Play Store atau App Store

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Tembusan :

1. Manager PLN UP3 Dumai
2. Sekretariat Daerah Pemkab Bengkalis
3. Dinas Komunikasi & Informatikan Pemkab Bengkalis
4. Dinas Perhubungan Pemkab Bengkalis



Jl. Antara, Bengkalis 28712
T (0766) 21777 F (0766)

W www.pln.co.id

Paraf _____

Figure 3.12 Tariff Adjustment
Source: processed data 2022

5. Power Change Data

NO	NIK	NAMA	STATUS	WAKTU	LOKASI
1	182301894148	BAMABANG IRAWAN	R1M	900	DANI
2	182300055041	ASYARUDDIN	R1M	900	DANI
3	182300053947	ZAINUDIN	R1M	900	DANI
4	182300092351	MASDUKI	R1	1300	DANI
5	182301849542	HAMDI	R1M	900	DANI
5	182300045473	H. M. T A H I R	R1	1300	DANI
7	182300061569	SYAIFUL AMRI	R1	450	DANI
8	182301809538	1403013112620004 RIDWAN	R1	900	DANI
9	182301919137	1403010508697308 MASRI	R1	900	DANI
10	182300033150	SUHANDI.	R1	450	DANI
11	182301850827	MUHAMMAD SANI	R1M	900	DANI
12	182301889912	1403015510552089 ROSNAINI	R1	900	DANI
13	182301853250	LILI SYURYANI	R1M	900	DANI
14	182300068005	INDRA	R1	1300	MASRUL
15	182301811115	1403023112628962 TAJUDIN	R1	900	JUNAIDI
15	182300054567	AMRAN	R1	450	JUNAIDI
17	182301204600	H.YAKIN	R1M	900	JUNAIDI
18	182301200946	MAULDO	R1M	900	JUNAIDI
19	182300069717	ARZIAH	R1M	900	BUDI
20	182301826779	IR JONI WISMAN	B1	1300	BUDI
21	182301827749	ROSDA NURLINDA	B1	1300	BUDI
22	182300037262	KANTOR P.P.K.	P1	1300	BUDI
24	182300026818	G E H	R1	1300	BUDI
24	182300058318	1403013112659937 KAMARUDDIN	R1	900	BUDI
25	182300056579	MUSHOLLA P TUNGGAL	S2	900	BUDI
26	182301889307	USMAN	R1M	900	RAWI JAYA
27	182301818726	NORIMA	R1M	900	RAWI JAYA
28	182301877744	LIZAWATI	R1M	900	RAWI JAYA
29	182300100992	YACHRI SIREGAR	R1M	900	RAWI JAYA
30	182301809849	TARWANTO	R1M	900	ROMI
31	182300115321	FIRDAUS	R1	1300	ROMI
32	182301012339	SYAHRIZAL	R1	450	ROMI
33	182301024494	NANG CIK	R1M	900	ROMI
34	182301817980	1403035806841432 SITI AISAH	R1	900	ROMI
35	182301001304	KIM BING	B1	900	ROMI
36	182301604627	OMAINI	R1M	900	ROMI
37	182301207855	1403023112713829 ABDUL ROHIM	R1	900	YONO
38	182301836050	1403025507710002 SOGIATON	R1	900	YONO
39	182301202160	K A S I M I N	R1	450	YONO
40	182301205220	SAMSURI	R1M	900	YONO
41	182301402947	K A R N I	R1	450	YONO
42	182301888313	M.HARUN	R1M	900	YONO
43	182301408016	AMIN	R1	900	YONO
44	182301406157	BADRI	R1M	900	YONO
45	182301405587	1403021501580001 BUSRI	R1	900	YONO
46	182301401596	LEMAN	R1	450	YONO
47	182301917598	SYAHRIZAN	R1M	900	AIDI
48	182301890936	1403023112400007 IDWAR	R1	900	AIDI

Figure 3.13 Power Change Data
Source: processed data 2022

7. Customer Billing Information Data

No	IDPEL	NAMA	ALAMAT	TRP	DAYA	BLTH	BLTH	NOREK	KWH	PTL	MAT	PLN	BY.BEBAN	PPN	LL
1	182100285714	KTR POLSEK PINGGIR	JL.DESA PINGGIR	P1	4400	202004	202007		1,134	1,220,184			0	0	0
2	182100314368	GEDUNG SATLANTAS	JL.PIPA AIR BERSIH	P1	7700	202004	202007		1,280	1,849,216			0	0	0
3	182101500310	POS POLISI M BASUNG	JL.RAYA M BASUNG	P1	450	202004	202007		156	98,700			0	0	0
4	182101702273	POLSEK PINGGIR	JL.DURI PEKANBARU	P1	13200	202004	202007		4,910	5,793,247			0	0	0
5	182102039508	KANTOR POLISI	JL.DURI PEKANBARU	P1	4400	202004	202007		176	189,376			0	0	0
6	182300090492	KTR POLRES BENGKALIS	LEMBAGA	P1	105000	202004	202007		22,214	32,092,566			0	0	0
7	182300207031	POLSEK SEI ALAM	SEI ALAM	P1	23000	202004	202007		2,908	4,201,168			0	0	0
8	182300114967	KTR POSPOL AIR	SEI BENGKALIS	P1	1300	202004	202007		749	785,791			0	0	0
9	182302022272	KTR POLSEK BUKIT BATU	SUDIRMAN	P1	2200	202004	202007		1,563	1,681,788			0	0	0
10	182301210426	POLSEK BANTAN	SUKARNO HATTA	P1	10600	202004	202007		1,661	2,399,647			0	0	0
11	182301807255	POS POLISI KOTA	YOS SUDARSO	P1	1300	202004	202007		194	203,506			0	0	0
12	182700060791	KANTOR POLISI	JL.INPRES BATU PANJA	P1	2200	202004	202007		1,524	1,639,824			0	0	0
13	182302136121	TOWER POLSEK SIAK KECIL	JL.ZALIK HARIS	B2	7700	202004	202007		308	444,968			0	0	0
14	182103404545	TOWER RADIO POLSEK PINGGI	MOJOLELO GG SURAU	B2	7700	202004	202007		308	444,968			0	0	0
													TOTAL TAGIHAN		

Figure 3.15 Customer Billing Information Data
Source: processed data 2022

8. Sertifikat Laik Operasi



SERTIFIKAT LAIK OPERASI
 Nomor Sertifikat : K603.0.P.B.427.1403.F22
 Nomor Register : F22BK60341011
Menyertifikasi dan Sumber Daya Minoral

bahwa instalasi pemanfaatan tenaga listrik:

Tenaga Listrik (NIDI) : **HEDIAR RAMLI**
 : I.06.2022.206545
 : JL.DAMON Kab. Bengkalis Riau
 : 1.476156 ; 102.106351

lah phasa : 900 VA / 1 phasa
 : TN-C-S

teksi (dalam Ampere) : 6A
 gi utama : 1
 gi cabang : 0
 k 3 phasa : 0
 k 1 Phasa : 2
 sa : 1
 sa : visalux
 : PT Perusahaan Listrik Negara (Persero)

ik : Ridwan
 : 121422062022 / 22 Juni 2022

ntuan keselamatan ketenagalistrikan sehingga dinyatakan:

Laik Operasi

bertaku dari tanggal 22 Juni 2022 sampai dengan tanggal 22 Juni 2037 sepanjang tidak ada perubahan kapasitas, perubahan l.



3 dapat dilakukan melalui website siujung.esdm.go.id

Ditetapkan di ULP BENGKALIS
pada tanggal 22 Juni 2022

Bibit

Figure 3.16 Sertifikat Laik Operasi
Source: processed data 2022

9. Customer data completeness update form

Nomor : 010/AGA.05-01/C10010300/2021
 Tanggal : Februari 2022
 Sifat : Segera
 Perihal : Pembaruan Kelengkapan Data Pelanggan PLN

Kepada : Yth. Pelanggan
 di Tempat

Kami mengucapkan terimakasih atas kesetiaan Bapak/Ibu/Saudara/i telah menjadi pelanggan setia PT PLN (Persero).
 Sehubungan dengan PT PLN (Persero) dalam menjalankan ketentuan perundang-undangan dan regulasi perpajakan yang berlaku, antara lain:

1. Undang-Undang (UU) RI No 11 Tahun 2020 tentang Cipta Kerja, Pasal 112 yaitu beberapa ketentuan perubahan pada Undang-Undang No. 42 Tahun 2009 tentang PPN & PPNBMs.
2. Peraturan Pemerintah (PP) No. 48 Tahun 2020 tentang Perubahan atas Peraturan Pemerintah No. 21 Tahun 2015 tentang Impor dan/atau Penyerahan Barang Kena Pajak Tertentu Yang Bersifat Strategis Yang Dibebaskan dan Pengenaan PPN.

Atas Hal tersebut, kami sampaikan beberapa hal sebagai berikut:

1. PT PLN (Persero) dalam hal ini diwakili oleh ULP Bengkulu akan melaksanakan pembaruan data pelanggan yang meliputi identitas Data Pelanggan dan kelengkapan informasi No.HP/Telep/Email.
2. Atas hal tersebut, petugas kami akan melakukan pendataan data pelanggan PLN melalui media dokumen ini dan akan kami tarik kembali dokumen ini pada kesempatan berikutnya atau bila ada petugas PLN setempat berada di lokasi Bapak/Ibu/Saudara/i, atau dapat disampaikan langsung ke PLN Unit terdekat.
3. Bapak/Ibu/Saudara/i dapat mengisi data kelengkapan pelanggan PLN sebagai berikut:
 - a. ID Pelanggan PLN (12 digit) : 1 8 2 3 0 1 8 1 6 2 2 2
 - b. Nomor Induk Kependudukan (KTP) : 1 4 0 3 1 2 1 4 0 2 7 9 6 6 2 5
 - c. Nama Sesuai KTP : LI SUKI ATAN
 - d. Alamat Sesuai KTP :
 - e. No Handphone :
 - f. No Telep :
 - g. Alamat Email :
4. Untuk kemudahan Bapak/Ibu/Saudara/i dapat juga mengisi melalui scan QR Code dibawah ini.
5. Bapak/Ibu Pelanggan dapat melakukan update di Aplikasi PLN Mobile yang dapat didownload di Play Store (Android) atau APP Store (IOS).

Demikian kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terimakasih.

UNIT INDUK
 WPKP
 UPS DUMA
 ULP BENGKALU
 ANEKA BESTARI
 (Persero)

Figure 3.17 Customer data completeness update form
 Source: processed data 2022

10. List of Meter Numbers

ID SANXING CSI11 VK43
 KWH METER PRABAYAR 216

45070283192	45070284174
45070284455	45070285007
45070288456	45070297374
45070298489	45070300120
45070303378	45070306605

NO. BOX: 1905JS9021-10-02567

22/10/2021 1004771

AREA: PLN PERSERO MILIK PLN

Figure 3.18 List of Meter Numbers
 Source: processed data 2022

11. Doubtful Accounts Payable Receipt

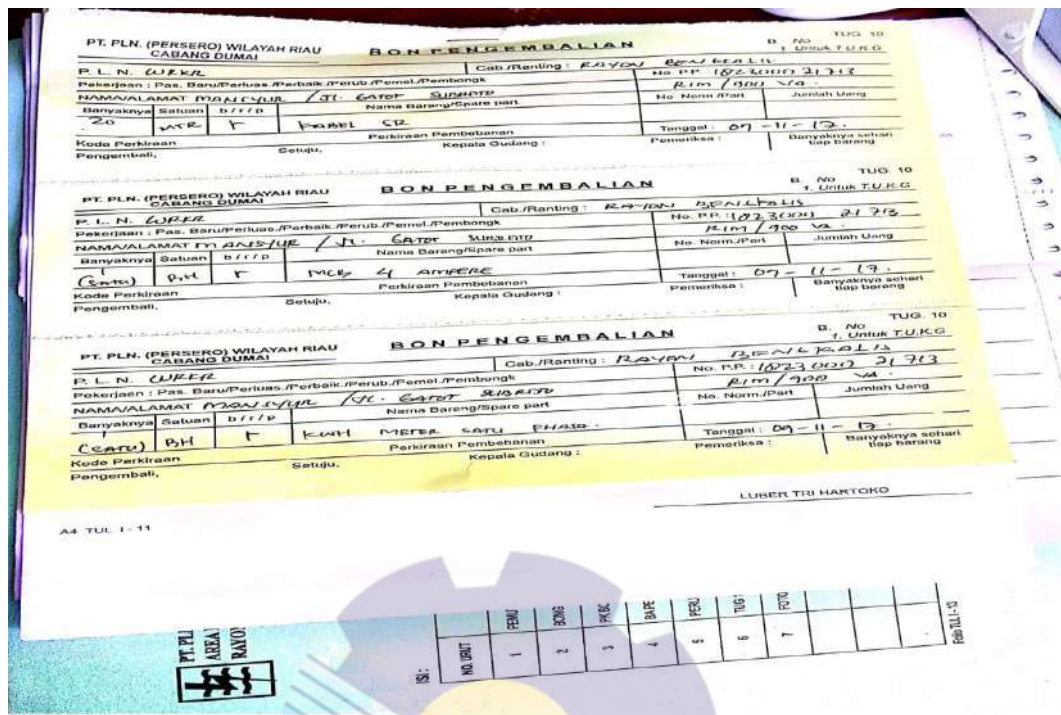


Figure 3.19 Doubtful Accounts Payable Receipt
Source: processed data 2022

12. Power Purchase Agreement Letter (SPJBTL)



Figure 3.20 Power Purchase Agreement Letter (SPJBTL)
Source: processed data 2022

3.6 Obstacle and Solutions

3.6.1 Obstacle

When carrying out Apprenticeship at PT. PLN (Persero) ULP Bengkulu, of course, the author has experienced problems and this can hinder the implementation of Apprenticeship . Barriers and obstacles faced are as follows:

1. The office network is sometimes difficult to connect to a computer, making it difficult for writers to input data into the system or work that requires an internet network.
2. Lack of facilities provided by PT. PLN (Persero) ULP Bengkulu, for example, does not have a sufficient number of computers.

3.6.2 Solution

Although the author experienced several obstacles encountered when carrying out Apprenticeship at PT. PLN (Persero) ULP Bengkulu, but the author can overcome these obstacles properly and can carry out Apprenticeship smoothly at PT. PLN (Persero) ULP Bengkulu. The author's way of overcoming obstacles during Apprenticeship is as follows:

1. Regarding the internet network, the author must report faster to the supervisor to connect an error network connection, sometimes the author also uses internet network hotspots from personal cellphones.
2. To overcome the lack of facilities provided by PT. PLN (Persero) ULP Bengkulu in completing the task, the author took the initiative to bring a personal laptop. Limitations such as the insufficient number of PCs result in delays in completing the tasks assigned to the author.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

1. The author is given duties at PT. PLN (Persero) ULP Bengkalis, namely Input PLN Mobile Customer Id, Separation of KCT (Key Change Token) Per address, Register/enter customer data who want to install new electricity, Register customers who want to make power changes, Recap the power change request data (Migration), Recap the Bengkalis Police Account Bill, Recap the Official Travel Order (SPPD) ULP Bengkalis and Input Inspector data.
2. In the implementation of this Job Training, the author carried out practical work in one of the State Owned Enterprise in the Bengkalis Area Region, namely PT. PLN (Persero) ULP Bengkalis which lasted for 4 (Four) months starting on March 7, 2022 to July 7, 2022.
3. Then in this Job Training activity the author also understand how systems and procedures apply as in the process, input PLN Mobile Customer Id, separation of KCT Per address, register/enter customer data who want to install new electricity, register customers who want to make power changes, recap the power change request data, recap the Bengkalis Police Account Bill, recap the Official Travel Order ULP Bengkalis and Input Inspector data.
4. Counstraints that the authors get while doing practical work at PT. PLN (Persero) ULP Bengkalis is the first the office network is sometimes difficult to connect to a computer, so for the solution regarding the internet network, the author must report faster to the supervisor to connect an error network connection, sometimes the author also uses internet network hotspots from personal cellphones.

4.2 Suggestions

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do Apprenticeship in the next period, for companies and for Bengkalis State Polytechnic.

1. Author

Suggestions for writers to be more careful, thorough and concentrated in completing the given task. Get in the habit of reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. Student

The author also provides suggestions that may be useful for students who will carry out Apprenticeship activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always being patient and obedient and must learn Manage all assigned work.

3. Company

After the author runs an Internship at PT. PLN (Persero) ULP Bengkalis. There are several suggestions for companies to be better, namely when the company gives assignments that have great responsibility and high risk to Internship students so that they can be supervised, guided and taught the steps.

4. Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic campus are the provision of Internships that can be used as evaluation material, and should be given to students before carrying out the Internship in accordance with the field or course material that is in accordance with the Apprenticeship company and the person concerned in order to be able to deliver students who will do Apprenticeship on the first day of admission, and pick them up again when students have finished doing Apprenticeship .

REFERENCES

- Irawan, S (2021). Laporan Kerja Praktik PT. PLN (Persero) ULP Bengkalis Pemasangan Baru KWH Meter 3 phase.
- Ramadhani, N. A. (2021). Laporan Kerja Praktik PT. PLN (Persero) ULP Bengkalis.
- Suryani (2021) Laporan Kerja Praktik PT. PLN (Persero) ULP Bengkalis, Prosedur Pendaftaran pelanggan Prabayar dan Pascabayar PLN Mobile.



APPENDICES

Appendix 1: Apprenticeship Statement Letter

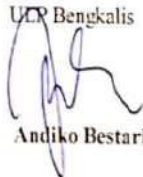
Surat Keterangan
001.SK/SDM.12.06/010010300/2022

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama	: Kamila
Nim	: 5404181168
Universitas	: Politeknik Negeri Bengkalis
Jurusan	: Administrasi Niaga
Prodi	: D-IV Administrasi Bisnis Internasional
Tempat/Tgl. Lahir	: Pangkalan Batang, 27 Juli 2000

Telah melakukan Kerja Praktek pada perusahaan kami, **PT. PLN (Persero) ULP Bengkalis** sejak tanggal 07 Maret 2022 s/d 07 Juli 2022 sebagai tenaga Kerja Praktek (KP). Selama bekerja di perusahaan kami, bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat dipergunakan sebaik-baiknya.

Bengkalis, 11 Juli 2022
Manager PT. PLN (Persero)
ULP Bengkalis

Andiko Bestari

Appendix 2: Company Appraisal Sheet

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT. PLN (PERSERO) ULP BENGKALIS**

Name : Kamila
 Student's Identity No : 5404181168
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkulu


No	Assessment Aspect	Percentage	Scores
1	Discipline	20%	98
2	Responsibility	25%	98
3	Adjustment/Adaptation	10%	97
4	Work Result	30%	96
5	Behavior in General	15%	96
Total (1+2+3+4+5)		100%	485

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

Notes

Mahasiswa yang baik dan dapat beradaptasi

Bengkalis, 11 July 2022
 Manager PT. PLN (Persero)
 ULP Bengkulu




Andiko bestari

Appendix 3: List of Attendance

List of Attendees


No	NIM	NAME	MARCH																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404181168	Kamila						✓	✓	✓	✓				✓	✓	✓	✓					✓	✓	✓	✓			✓	✓	✓	✓	
2	5404181169	Cici Amandarhizka																															
3	5404181186	Dina Dwi Anggraini																															

Bengkalis, 31 March 2022
Coordinator

Mirza Agustian Rezi

List of Attendees

No	NIM	NAME	APRIL																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	5404181168	Kamila	✓			✓	✓	✓	✓			✓	✓	✓							✓	✓	✓	✓			✓	✓	✓	✓	✓		
2	5404181169	Cici Amandarhizka																															
3	5404181186	Dina Dwi Anggraini																															


15 April : Wafat Isa Almasih

Bengkalis, 30 April 2022
Coordinator

Mirza Agustian Rezi

List of Attendees

No	NIM	NAME	MAY																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404181168	Kamila								✓	✓	✓	✓						✓	✓	✓	✓			✓	✓	✓	✓			✓	✓	
2	5404181169	Cici Amandarhizka																															
3	5404181186	Dina Dwi Anggraini																															

1 Mei hari Buruh Internasional
2-3 Mei Hari Raya Idul Fitri
16 Mei Hari Raya Waisak 2566
26 Mei Kenaikan Isa Almasih

Bengkalis, 31 May 2022
Coordinator

Mirza Agustian Rezi

List of Attendees

No	NIM	NAME	JUNE																												
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	5404181168	Kamila		✓	✓			✓	✓	✓	✓				✓	✓	✓	✓				✓	✓	✓	✓				✓	✓	✓
2	5404181169	Cici Amandarhizka																													
3	5404181186	Dina Dwi Angraeni																													

1 Juni Hari Lahir Pancasila

Bengkalis, 30 June 2022

Coordinator



Mirza Augustian Rezi

List of Attendees

No	NIM	NAME	JULY																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404181168	Kamila	✓			✓	✓	✓																									
2	5404181169	Cici Amandarhizka																															
3	5404181186	Dina Dwi Angraeni																															

9 Juli Hari Raya Idul Adha 1443

30 Juli Tahun Baru Hijriyah 1444

Bengkalis, 31 July 2022

Coordinator

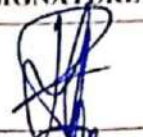
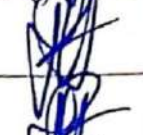


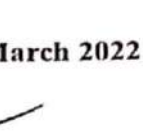


Mirza Augustian Rezi

Appendices 4: Daily Activities

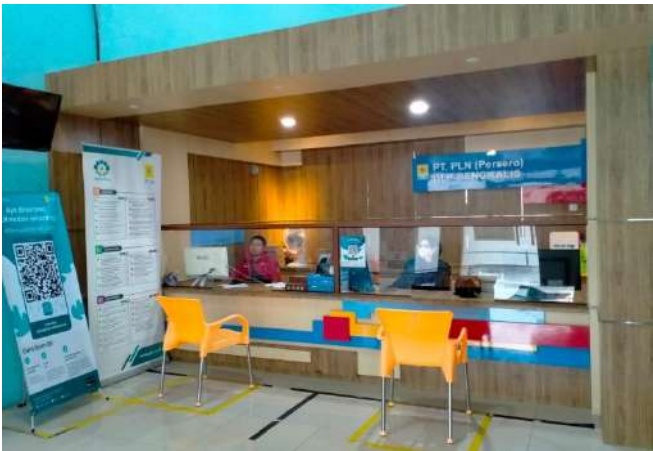


DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME :KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 07-03-2022	-Introduction to the Office Environment -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 08-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 09-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 10-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday 11-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application -Arranging Electricity Sales and Purchase Agreement (SPJBTL)	Mirza Agustian Rezi	






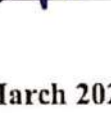
Bengkalis, 11th March 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		Introduction to the Office Environment
2.		Prepare Electricity Sales and Purchase Agreement (SPJBTL)
3.		Input Customer Id on the PLN Mobile Application


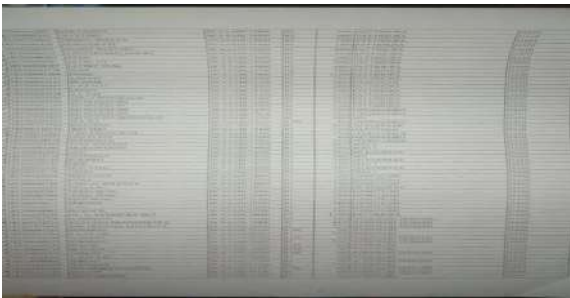
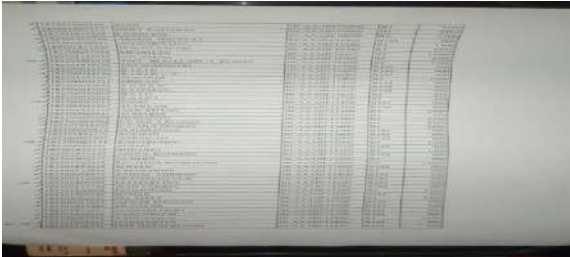


**DAILY ACTIVITY
OF THE JOB TRAINING (KP)**

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 14-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 15-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 16-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Visit to Bagan Besar Diesel Power Generation Service Unit (PUSLIS)	Firrizqi Pratama	
4	Thursday 17-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday 18-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	






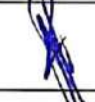


Bengkalis, 18th March 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		Input Customer Id on the PLN Mobile Application
2.		Input Customer Id on the PLN Mobile Application
3.		Input Customer Id on the PLN Mobile Application
4.		Input Customer Id on the PLN Mobile Application
5.		Input Customer Id on the PLN Mobile Application

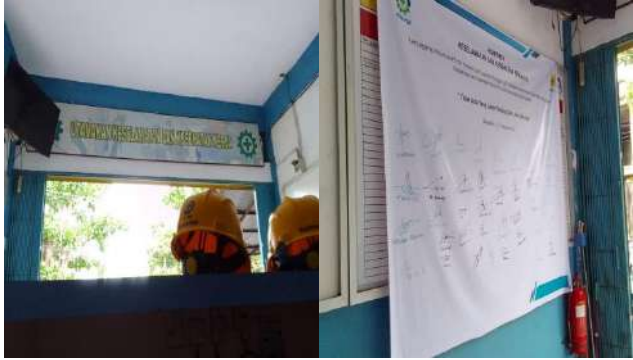


DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 21-03-2022	-Briefing -Input Customer Id on the PLN Mobile Application -Serving customers who complain of disturbances in the electricity network (PT AdraGemilang)	Mirza Agustian Rezi	
2	Tuesday 22-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 23-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap	
		-Checking the KWH meter on the Ketam Putih shrimp pond with P2TL	Ridho Marwan	
4	Thursday 24-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap	
5	Friday 25-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

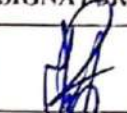



Bengkalis, 25th March 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Serving customers who complain of disturbances in the electricity network (PT Adra Gemilang)</p>
2.		<p>-Separation of KCT (Key Change Token) Address</p>
3.		<p>-Checking the KWH meter on the Ketam Putih shrimp pond with P2TL</p>

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



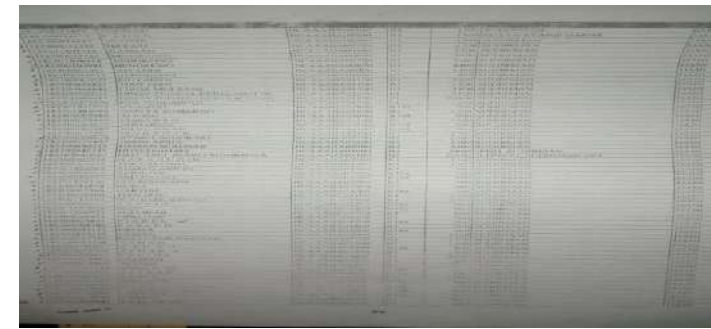
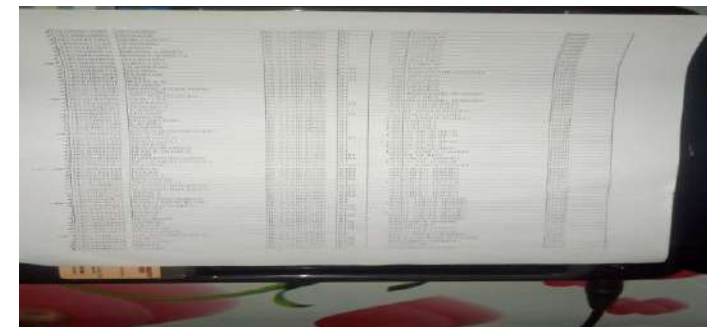
NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 28-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 29-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Activity to Hold Equipment & Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitri 1443 H Alert)	Firrizqi Pratama	
3	Wednesday 30-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 31-03-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

Bengkalis, 31th March 2022









Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>
2.		<p>-Activity to Hold Equipment & Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitr 1443 H Alert)</p>
3.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>
4.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>





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

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Friday 01-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Monday 04-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Tuesday 05-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Separation of KCT (Key Change Token) Address	Zulwendri Harahap	
4	Wednesday 06-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Visit to PLTD PangkalanBatang	FirrizqiPratama	
5	Thursday 07-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
6	Friday 08-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	





Bengkalis, 8th April 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		-Separation of KCT (Key Change Token) Address
2		Input Customer Id on the PLN Mobile Application
3.		Input Customer Id on the PLN Mobile Application
4.		Input Customer Id on the PLN Mobile Application

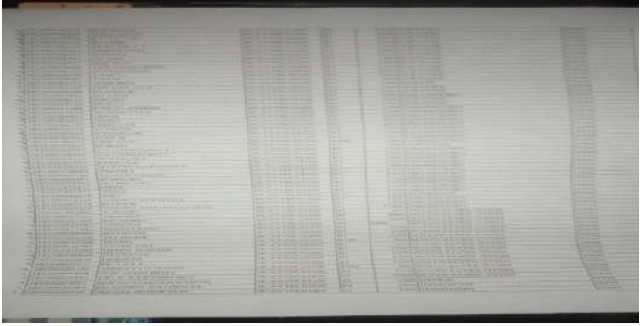
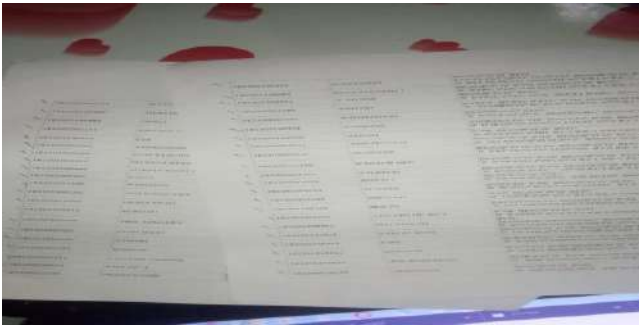
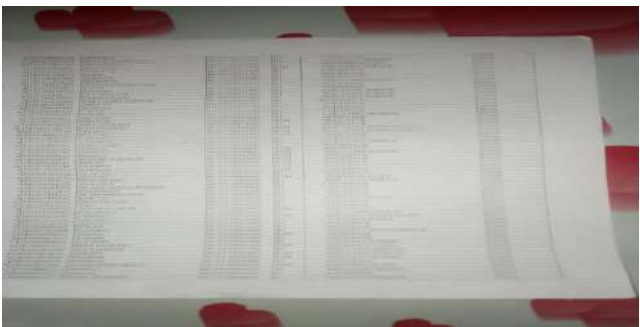
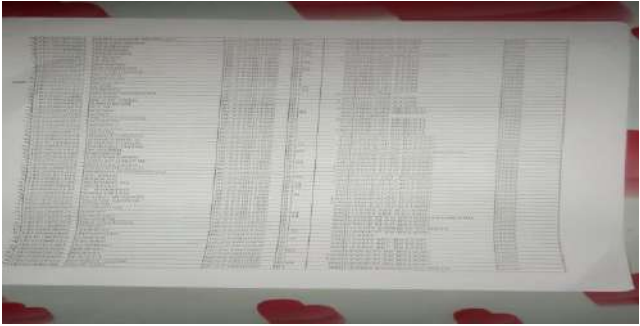
**DAILY ACTIVITY
OF THE JOB TRAINING (KP)**

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 10-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 12-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 13-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 14-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday 15-04-2022	Isa Almasih Death Holiday		






Bengkalis, 15th April 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Input Customer Id on the PLN Mobile Application</p>
2		<p>Input Customer Id on the PLN Mobile Application</p>
3.		<p>Input Customer Id on the PLN Mobile Application</p>
4.		<p>Input Customer Id on the PLN Mobile Application</p>

DAILY ACTIVITY OF THE JOB TRAINING (KP)




NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 18-04-2022	-Briefing -Input Customer Id on the PLN Mobile Application -Stamp and compose a letter regarding the independent PJU program	Mirza Agustian Rezi	
2	Tuesday 19-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Dissemination of Substation Development Planning at PLTD Pangkalan Batang	Firrizqi Pratama	
3	Wednesday 20-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 21-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Stamp and compose a letter regarding the independent PJU program	Mirza Agustian Rezi	
5	Friday 22-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

Bengkalis, 22th April 2022





Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		Dissemination of Substation Development Planning at PLTD Pangkalan Batang
2.		Stamp and compose a letter regarding the independent PJU program
3.		Input Customer Id on the PLN Mobile Application

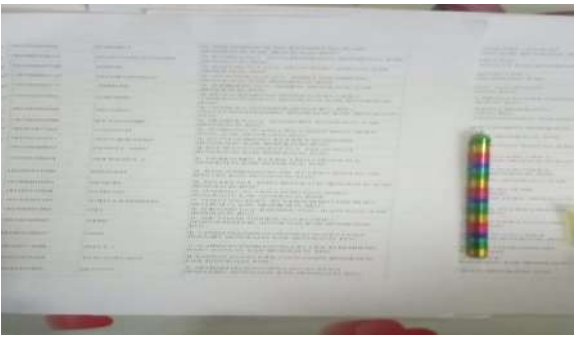

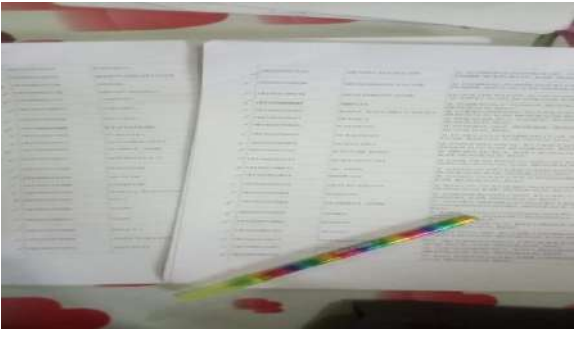
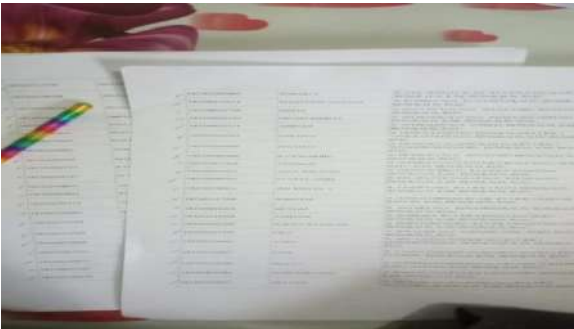
**DAILY ACTIVITY
OF THE JOB TRAINING (KP)**

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 25-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 26-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 27-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 28-04-2022	- Briefing -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday 29-04-2022	Holidays with Eid Al-Fitr		





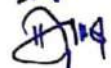




Bengkalis, 29th April 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>
2		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>
3.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>
4.		<p>- Briefing -Input Customer Id on the PLN Mobile Application</p>


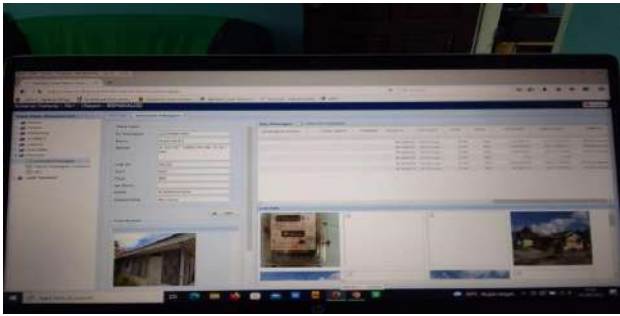

**DAILY ACTIVITY
OF THE JOB TRAINING (KP)**

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 09-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application - Recap of request for power change (Migration) April 2022	Mirza Agustian Rezi	
2	Tuesday 10-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -List of new connections/installs on the PLN mobile application	Mirza Agustian Rezi	
		-Check the name of the officer who notes the meter (Biller) on the Integrated Meter Record Application	Zulwendri Harahap	
3	Wednesday 11-05-2022	-Input Customer Id on the PLN Mobile Application -List of new connections/installs on PLN mobile	Mirza Agustian Rezi	
		-Photocopy of Minutes of Update on customer data completeness	Zulwendri Harahap	
4	Thursday 12-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Photocopy of Minutes of Update on customer data completeness	Zulwendri Harahap	
5	Friday 13-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Scan (Working Permit)	Firrizqi Pratama	

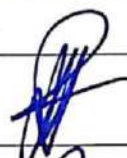




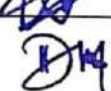
Bengkalis, 13 May 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Recap of request for power change (Migration) April 2022</p>
2.		<p>Check the name of the officer, note the meter (Biller) on the Integrated Meter Record Application</p>
3.		<p>Photocopy of Minutes of Updates on customer data completeness</p>

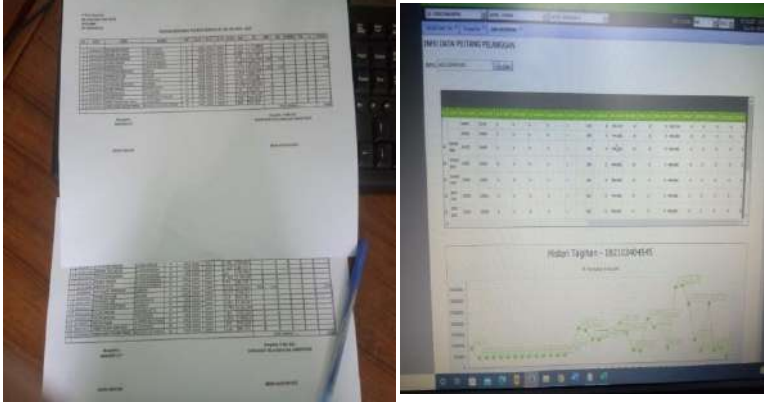


DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 16-05-2022	Vesak Day		
2	Tuesday 17-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday 18-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Prepare Electricity Sales and Purchase Agreement (SPJBTL) -Recapitulating Bengkalis Police Account Bills for April 2022	Mirza Agustian Rezi	
		-Photocopy of Minutes of Update on completeness of PLN Customer Data	Zulwendri Harahap	
4	Thursday 19-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday 20-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap	

Bengkalis, 20th May 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		Recapitulation of Bengkalis Police Account Bills for April 2022
2.		Drafting a Power Purchase Agreement (SPJBTL)
3.		Photocopy of Minutes of Update of completeness of PLN Customer Data




DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 23-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday 24-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Scan the Minutes of Submission for Cleansing No Agenda Application for new installs	Mirza Agustian Rezi	
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap	
3	Wednesday 25-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Photocopy of Official Travel Order (SPPD) along with the receipt	Mirza Agustian Rezi	
4	Thursday 26-05-2022	Isa Messiah Ascension Holiday		
5	Friday 27-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Recap of Official Travel Order (SPPD) ULP Bengkulu April 2022	Mirza Agustian Rezi	

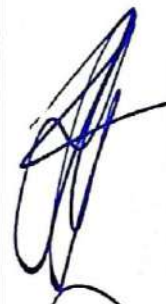

Bengkalis, 27th May 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Scan the Minutes of Updates on the completeness of PLN Customer Data</p>
2.		<p>Photocopy of Official Travel Order (SPPD) along with the receipt</p>
3.		<p>Recap of Official Travel Order (SPPD) ULP Bengkalis April 2022</p>

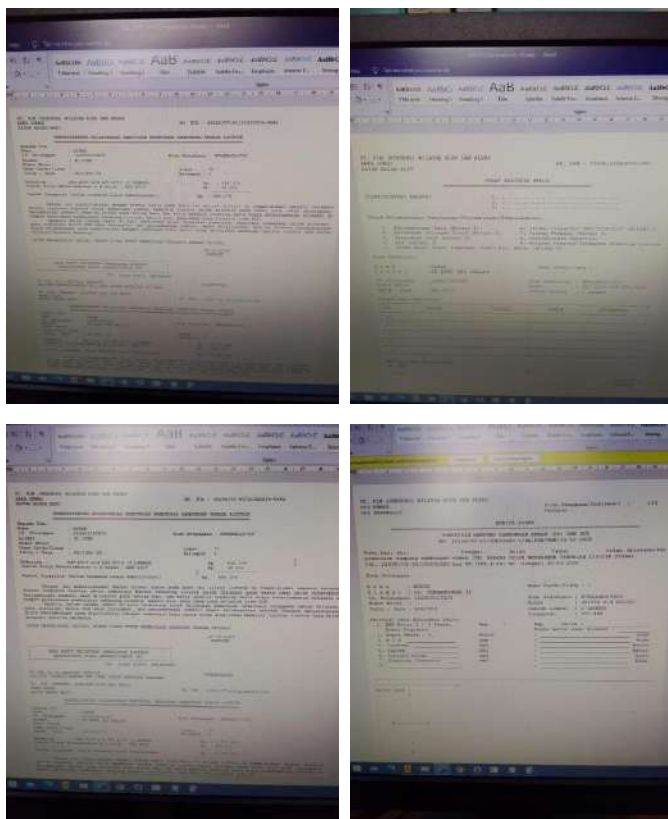
DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 30-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Make Minutes of Termination of Complete House Connections (SR) and APP, Notification of implementation of temporary disconnection of electricity, work orders, and Notification letters of completion of demolition -List of Power Change/Migration Requests	Mirza Agustian Rezi	
2	Tuesday 31-05-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Power Change Request List	Mirza Agustian Rezi	






Bengkalis, 31th May 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Make an official report on the termination of the completion of the house connection (SR) and APP, a notification letter for the implementation of the temporary termination of the electricity connection, a work order, and a notification letter for the completion of the demolition</p>

DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Wednesday 01-06-2022	Pancasila Day		
2	Thursday 02-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Scan Working permit	Firrizqi Pratama	
3	Friday 03-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application -Writing Doubtful Accounts Payable Receipt (PRR)	Mirza Agustian Rezi	
		- Scan Working permit	Firrizqi Pratama	
		-Scan the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap	


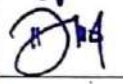





Bengkalis, 3th June 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		Write a Return on Doubtful Accounts (PRR)

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

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 06-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		-Check the Meter Record Officer on the Integrated Meter Record Application	Zulwendri Harahap	
2	Tuesday 07-06-2022	- Briefing (direction) -Separation of KCT (Key Change Token) Per address -Recap of Meter Record Officer (Biller)	Zulwendri Harahap	
		-Registering a new connection/installation application	Mirza Agustian Rezi	
3	Wednesday 08-06-2022	- Briefing (direction) -Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday 09-06-2022	-Briefing (Direction) -Print, stamp and scan electricity bill information for the Bengkalis State Polytechnic -Photocopy of Official Travel Order (SPPD) along with the receipt	Mirza Agustian Rezi	
5	Friday 10-06-2022	- Briefing (direction) -Recap of Official Travel Order (SPPD) ULP Bengkalis May 2022 -Make a Circular regarding the Appeal for Payment of Electricity Accounts.	Mirza Agustian Rezi	


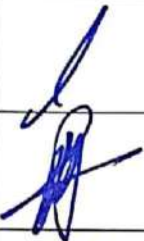



Bengkalis, 10th June 2022

Coordinator


Mirza Agustian Rezi


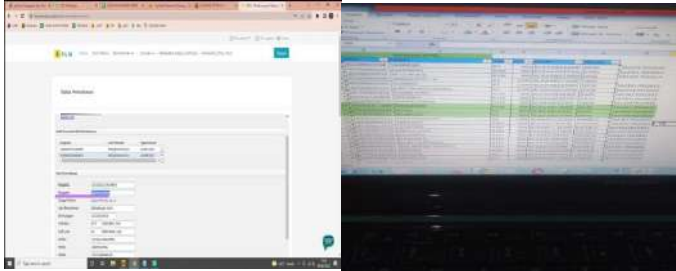

DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 13-06-2022	- Briefing (direction) -Separating KCT (Key Change Token) addresses -P&S Tariff Separation	Zulwendri Harahap	
2	Tuesday 14-06-2022	- Briefing (direction) -Creating Visual Chart of ULP Bengkalis Management	Firrizqi Pratama	
		-New Connection List/ New install -May 2022 Migration Data Recap	Mirza Agustian Rezi	
3	Wednesday 15-06-2022	- Briefing (direction) -Separating KCT (Key Change Token) Address	Zulwendri Harahap	
4	Thursday 16-06-2022	-Briefing (Direction) -Network Inspection (Network Comb) in the New Straits Area	Firrizqi Pratama	
		-Registering a 900 power-up application	Mirza Agustian Rezi	
5	Friday 17-06-2022	- Briefing (direction) -Input Inspector data	Firrizqi Pratama	







Bengkalis, 17th June 2022
Coordinator,


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
		<p>Making Visual Chart of ULP Bengkalis Management</p>
		<p>Recap Migration/Power Change Data for May 2022</p>
		<p>Network inspection (Network Comb) in the New Straits Area</p>




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

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 20-06-2022	- Briefing (direction) -Scan Working Permit (Work Permit)	Firrizqi Pratama	
		-Make Report on Realization of PB PD TR I Phase	Mirza Agustian Rezi	
2	Tuesday 21-06-2022	Briefing (direction) -Make Report on Realization of PB PD TR I Phase	Mirza Agustian Rezi	
3	Wednesday 22-06-2022	- Briefing (direction) -Make Report on Realization of PB PD TR I Phase -Registering a new Install Application	Mirza Agustian Rezi	
4	Thursday 23-06-2022	-Briefing (Direction) -Photocopy of Official Travel Order (SPPD) along with the receipt -Recap of SPPD ULP Bengkalis month June 2022	Mirza Agustian Rezi	
5	Friday 24-06-2022	- Briefing (direction) Print Operation Manual (SOP 20 KV) ULP Bengkalis	Rahmad Febrianto	

Bengkalis, 24th June 2022
Coordinator


Mirza Agustian Rezi


NO	WORKING PIC	EXPLANATION
1.		<p>Make a Realization Report of PB PD TR 1 Phase</p>
2		<p>Make a Realization Report of PB PD TR 1 Phase</p>
3.		<p>Make a Realization Report of PB PD TR 1 Phase</p>


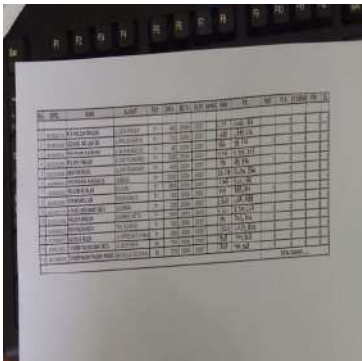

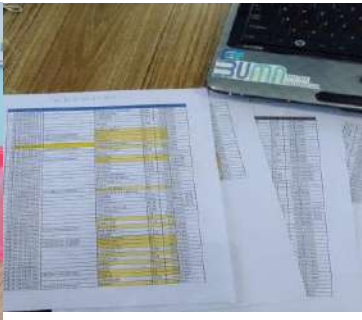



DAILY ACTIVITY OF THE JOB TRAINING (KP)

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Monday 27-06-2022	- Briefing (direction) -Make Report on Realization of PB PD TR 1 Phase -Recap of Bengkalis Police Account Bills for June 2022	Mirza Agustian Rezi	
2	Tuesday 28-06-2022	- Briefing (direction) -Make Report on Realization of PB PD TR 1 Phase -Performing Migration Registration/power changes	Mirza Agustian Rezi	
3	Wednesday 29-06-2022	- Briefing (direction) -Performing Migration Registration/power changes	Mirza Agustian Rezi	
4	Thursday 30-06-2022	-Recap Meter Number	Mirza Agustian Rezi	
		-Firefighter Simulation	Firrizqi Pratama	




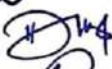



Bengkalis, 30th June 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.	 	Bengkalis Police Account Bill Recap for June 2022
2.	 	Doing Migration Registration/power change
3.	 	Recap Meter Number
4.		Firefighting simulation about the introduction of the tools used in the event of a fire and how to act when a fire occurs, as well as how to use APAR (Light Fire Extinguisher)

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

NAME : KAMILA
NIM : 5404181168

NO	DATE	DESCRIPTION OF ACTIVITY	ASSIGNOR	SIGNATURE
1	Friday 1-07-2022	- Briefing (direction) -Recap the HAR Events April-June 2022 -Photocopy of SPPD (Official Travel Order) -Recap the SPPD (Official Travel Warrant)	Mirza Agustian Rezi	
2	Monday 4-07-2022	- Briefing (direction) -List of new connections/new installs -Recap the HAR Events April-June 2022	Mirza Agustian Rezi	
3	Tuesday 5-07-2022	-List of new connections/new installs -Compile a letter regarding the maintenance of the customer substation	Mirza Agustian Rezi	
		-Photocopy of BA Regarding Update of Completeness of PLN Customer Data	Zulwendri Harahap	
4	Wednesday 6-07-2022	-Recap Eviden 3 Phase April-June 2022	Mirza Agustian Rezi	
		-Fill out the Customer Data Completeness Update form	Zulwendri Harahap	
5	Thursday 7-07-2022	-Activity to Hold Equipment & Troops for Yantek ULP Bengkulu (Standby for Eid Al-Adha 1443) -Recapitalize LPB UP3 Dumai Inspection data (Customers do not buy tokens for more than 4 months)	Zulwendri Harahap	

Bengkalis, 7th July 2022
Coordinator


Mirza Agustian Rezi

NO	WORKING PIC	EXPLANATION
1.		<p>Fill out the Customer Data Completeness Update form</p>
2.		<p>Activities Department of Equipment & Troops Yantek ULP Bengkalis (Idul Adha Day Alert 1443)</p>
3.		<p>Recap of Dumai UP3 LPB Inspection data (Customers do not buy tokens for more than 4 months)</p>

Appendix 5: Apprenticeship Certificate

