

APPRENTICESHIP REPORT

**PT PELABUHAN INDONESIA I (PERSERO) SUNGAI
PAKNING**

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INTERNATIONAL BUSINESS ADMINISTRATION

STUDY PROGRAM

BUSINESS ADMINISTRATION DEPARTMENT

STATE POLYTECHNIC OF BENGKALIS

BENGKALIS-RIAU

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**APPRENTICESHIP REPORT
PT PELABUHAN INDONESIA (PERSERO)
SUNGAI PAKNING**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 30th, 2022

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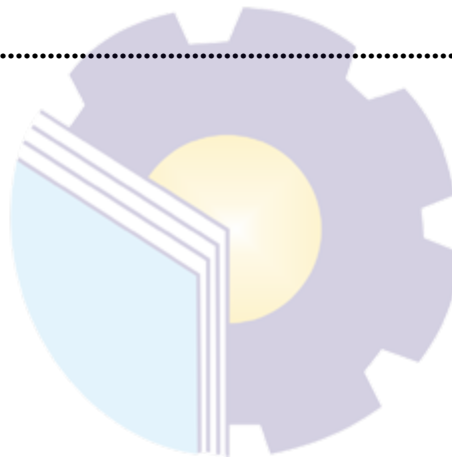
Bengkalis, 22 Agustus 2022

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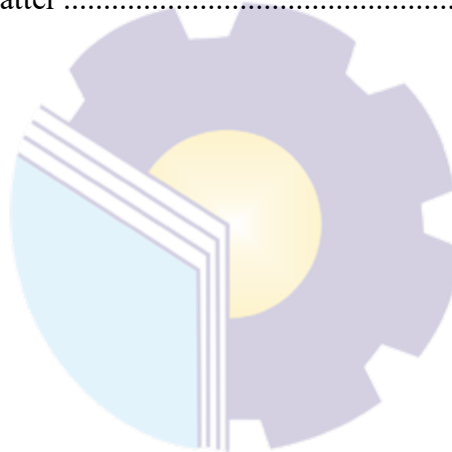


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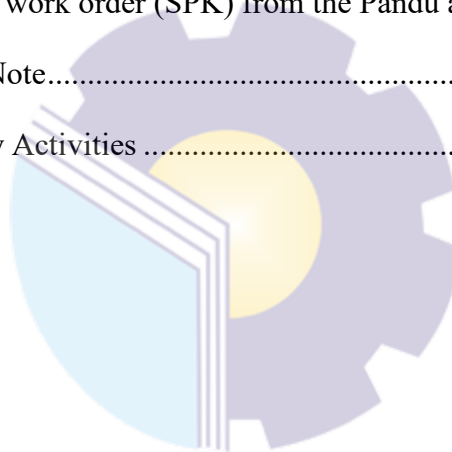
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CHAPTER I

INTRODUCTION

1.1. Background

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 ofIndonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is avocational campus that educates its students to create a competent spirit in various fields.State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semesters 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, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 8 (eight) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator gives students several choices or choices of practical work places. In this case, the author chose to carry out practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Branch because of the suitability of the study program with the type of business at the company so that the author wanted to know more about his work.

Pelabuhan Indonesia I (Persero) Sungai Pakning Branch is a place for work practices that will be carried out starting in early March 2022. PT Pelindo Indonesia I (Persero) Sungai Pakning is a company whose main focus is in the field of port operators and entrepreneurs, as well as optimizing the use of resources. owned by the company to produce goods and/or services of high quality and strong competitiveness in order to obtain/pursue profits in order to increase the company's value by applying the principles of a limited liability company. The author determines the work practice at PT Pelabuhan Indonesia

(Persero) SUNGAI PAKNING branch in the Business and Engineering section because of the study program with the business at the company, so the author wants to know more about the work and competencies obtained during the internship at PT Port of Indonesia, namely how to make ship road permits and how to input income from port services. The benefit of the internship is that the author can find out how to get in and out of ships.

1.2 Purpose of the Apprenticeship

1. To find out the system and work procedures during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
2. To find out job descriptions during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
3. To find out the place and time of work during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch
4. To find out the obstacles and solutions during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub Branch

1.3 Significances of the Apprenticeship

1.3.1 Significances for the Polytechnic student

The implementation of this practical work activity is expected to provide benefits for students. Some of the benefits of practical work for Bengkalis State Polytechnic students are as follows:

1. This practical work activity is expected to increase the ability of students' skills and insights.
2. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
3. Students gain experience in applying theory according to the study program.
4. Train yourself to work responsibly and with discipline.

1.3.2 Significances for State Polytechnic of Bengkalis

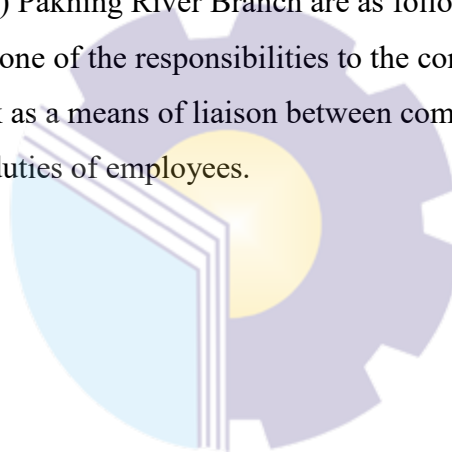
The implementation of this practical work activity is expected to provide benefits for universities. Some of the benefits of implementing practical work activities for Bengkalis State Polytechnic College are as follows:

1. The results of student practical work are expected to be used as feedback for educational institutions, especially the depth of the lecture material as a whole.
2. Practical work as a means of introducing universities and the Department of International Business Administration.
3. Establishment of mutually beneficial cooperation between universities and companies.

1.3.3 Significances for the company

This practical work activity is expected to provide benefits for the company. The benefits of implementing practical work activities for PT Pelabuhan Indonesia I (Persero) Pakning River Branch are as follows:

1. Can carry out one of the responsibilities to the community.
2. Practical work as a means of liaison between companies and universities.
3. Can ease the duties of employees.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History



Figure 2.1 Pelindo Logo

Sumber: <https://upload.wikimedia.org/wikipedia/commons>

Pelabuhan Indonesia I (Persero) Sungai Pakning, abbreviated as Pelindo 1 Sungai Pakning, is one of the State-Owned Enterprises which is engaged in port terminal operator services. Sungai Pakning Port Established in 1972 along with the operation of special ports to serve the oil and gas industry. From the joint agreement of the Director General of Sea Transportation and the President Director of Pertamina. It is located in Sungai Pakning village, Bukit Batu District, Bengkalis Regency, Riau. Initially Pakning River Port was a representative under the Pekanbaru Port Branch.

Along with economic growth and the development of several factories and ship visits, the management of PT. Pelindo I took a policy to change the status of the Sungai Pakning Representative Port Pekanbaru Branch to Sungai Pakning Port Branch with the Decree of the Board of Directors No. KP. 32/1/ 14/ PI-10 on 12 January 2010 (Class V Port). And currently Sungai Pakning Port is a Class III port. Pelindo I Sei.Pakning This is located at JL. Yos Sudarso No.2.

2.2 Vision and Mission

When establishing a company, the founder will usually have a dream or goal to achieve. This idea is poured into written form in the Vision and Mission.

2.2.1 Vision

Vision is a short sentence that describes future aspirations. PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch has a vision, namely *"To be a Major gateway of Indonesia to the global logistics networks"*.

2.2.2 Mission

Mission is a statement that confirms the vision through the choice of form or outline of the path to be taken to arrive at the vision that has been formulated in advance. Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch has a mission, namely *"To provide port & maritime services that are real & integrated with industrial estates of to support Indonesia & global logistics network by maximizing the economic benefits of the malaca strait"*.

2.3 Kind of business

Historically, the word **business** comes from English business, from the root word busy which means busy in the context of an individual, community, or society. In a sense, busy doing activities and jobs that bring profit. Etymologically, business means the state of a person or group of people busy doing work that makes a profit.

The types of businesses based on their activities are divided into four namely Agrarian Business, Extractive Business, Industrial Business and Service Business. Agrarian Business is a business activity carried out in the agricultural sector. Extractive Business is a business activity carried out in the mining sector. Industrial Business is a business activity carried out in the field of manufacturing or a business that produces products derived from raw goods. While the Service Business is an activity carried out in the service sector that produces products that are not visible or intangible. PT Pelabuhan Indonesia I (Persero) SungaiPakningSub-Branch is a company engaged in port services. The services at the company consist of:

1. Guiding Service

Guidance is a scout activity in assisting, providing advice, information to the master about the condition of ports, waters, and local shipping lanes that are

important so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.

2. Delay Service

Tow ship is part of scouting which includes activities to push, pull or tow ships that are engaged in motion to moor or to release from the pier, trestle, dolphin, and other mooring facilities by using tugboats.

3. Floating Fenders.

Fender is a bumper that is used to dampen the impact that occurs when the ship will dock to the dock or at the time. moored ships rocked by the waves that occurred in the harbor. In general, these floating fenders are made of rubber, elastomeric foam and plastic.

2.4 Organizational Structure

Organizational structure is very important in an organization or company, whether the organization is small or large, it still requires a clear organizational structure to achieve the set organizational goals. Organizational structure is a workflow or communication channel that is linked within a group.

An organization or company that begins to underestimate the formation of an organizational structure will be difficult to develop in the long term because the organizational structure has a very important role because it is the basis for the establishment and development of a business.

In general, the organizational structure that is easy to create and implement within the company is based on the work patterns and responsibilities within the company. A good organizational structure is supported by a clear division of tasks for each existing position. It is intended that the work carried out by each position can run in an orderly and efficient manner. The organizational structure of PT Pelabuhan Indonesia I (Persero) Sungai Pakning Branch is as shown below:

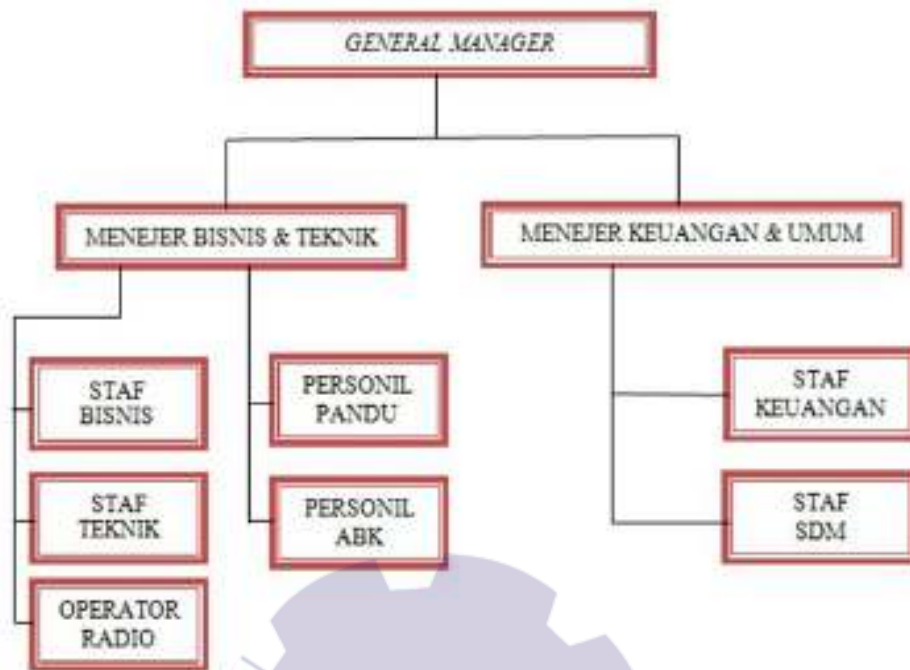


Figure 2.2 Organization structure of PT Pelabuhan Indonesia I (Persero) Cabang Sungai Pakning

Source : PT Pelabuhan Indonesia I Cabang Sungai Pakning

The description of the organizational structure of the PTPelabuhan Indonesia I (Persero) Sungai PakningSub-Branch is as follows:

1. General Manager

PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch is led by a General Manager who is the highest leader in the company who determines the main steps in implementing company policies and goals. In addition, the General Manager also has the task of approving and signing important documents relating to the company and is responsible for all company operational activities and the continuity of company activities.

2. Business and technical manager

Business and engineering managers have the task of dealing with business and engineering problems. In addition, Manage work on commercial and engineering. One of them is managing Pandu personnel in operations and managing technical work such as ship and office maintenance.

3. Finance and general manager

Finance and general managers have several tasks, namely managing accounts receivable from service users, handling external and internal problems. External problems such as handling employee welfare and internal problems such as handling Corporate Social Responsibility (CSR).

4. Business staff

Business staff under the supervision of business and engineering managers have duties in making ship service notes, following up on customer complaints, making monthly reports, production traffic and revenue.

5. Engineering staff

Engineering staff under the supervision of business and engineering managers have the task of planning, implementing, controlling the preparation of facilities and the preparation of equipment and installations.

6. Radio operator

Radio operators have the task of recording ship arrivals and ship departures, providing information to ships that will enter or leave, notify Pandu who will be in charge of carrying ships. In addition, it also makes a recapitulation of ships entering and leaving the waters of ojek pilots. After that give permission in the IGMT application for the ship being served.

7. Scout Personnel

Scout Personnel are tasked with carrying the ship, leaning on and removing the ship from the dock (giving directions to the ship's master so that the safety and security of the ship is maintained). This scout service is only used for ships that have a gross content (grosstonnage) above 500.

8. Personnel of the Ship's Crew

Crew Personnel are crew members other than the captain or leader of the ship. The crew of the ship has the task of leaning over and picking up Pandu to the ship.

9. Financial Staff

The finance staff has the task of handling the company's financial income and expenditure under the supervision of the finance and general manager.

10. Human Resources Staff (HR)

HR staff has the task of managing employee welfare, assistance for corporate social responsibility, serving guests both internal and external guests.

2.5 The Business Process

A business process is a collection of related structured activities or work to solve a particular problem or which produces an output or service in order to achieve certain goals and support the achievement of strategic goals and objectives of an organization. Business does consist of various types and also various results that can be grouped. For this reason, every company or individual who will start a business must understand the character of the business process. From here the business process will be seen clearly if you have understood several business characters, as follows:

1. Definitive is the course of a process that must have definite inputs, limits, and outputs.
2. The sequence in the business process usually consists of activities that have stages in the intensity of space and time.
3. Customers in carrying out one's business processes must have recipients of the processed results.
4. Added value is a transformation in business processes that provides more value to the beneficiaries.
5. Linkage is an activity in a process that cannot stand alone but must be related to the structure of a business.

PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch is a company that focuses its main activities in the field of port service implementation and exploitation, as well as optimizing the utilization of the company's resources to produce high quality and highly competitive services to

gain profits in order to increase company value by applying the principles of the company PT Pelabuhan Indonesia I (Persero) is a business entity in the form of a Limited Liability Company which is 100% owned by the Republic of Indonesia. The port, which is managed by PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch, only serves scout and tug services as well as floating fender operations. The company's business activities include:

1. Provision and/or services related to pilotage and ship towing.
2. Provision and/or service of docks and other facilities for mooring and loading and unloading.
3. Provision and/or service of harbor pools and waters for traffic and ships' berths.

Currently, various facilities and equipment are located at PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branches, namely pilot boats, floating fenders and pilot motor piers. In addition, currently PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch has implemented the Indonesia Gateway Master Terminal (IGMT) which is an online and real-time request system for ship and goods services that is integrated with Inaportnet which makes it easier for service users who can control 24 hours. hours with service status monitoring.

2.6 Document Used for Activity

The documents used while carrying out practical work at PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branches consist of:

1. Ship certificate

Ship certificate is a certificate that explains about the ship that will enter or leave. The contents of this certificate include the name of the ship, gross tonnage, length of the ship, ship's arrival and destination, ship's agent, arrival and completion hours, as well as the guide who will be on duty. The certificate has 3 (three) sheets where the first sheet is the original sheet and the next sheet is to be archived. The form of the ship certificate can be seen in figure 2.3 below:



Figure 2.3 Ship Certificate

Source : PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branches

2. Ship service notes

Pranota is a document generated from the generate process in the IN NAREDNE IGMT application. Pranota contains the name of the ship, gross contents, type of ship, agency, billing purpose, NPWP, address, transportation, date of entry, date of exit and invoice ID. It also displays the services provided to the agent and the amount billed. For more details, you can see some pranota in figure 2.4 below:



Figure 2.4 Pranota

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch

3. Note

Notes are documents that are produced after the receipt has been seen by financial staff and responded to by service users. Attached to this note are the payment code, date of entry, date of ship exit, name of entrepreneur, name of recipient, and due date and a more detailed calculation for the amount to be paid. In figure 2.5 the following is a note used by PT Pelabuhan Indonesia I (Persero) Sungai PakningSub-Branch.



Figure 2.5 Notes

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

4. Official notes

Official memo is an internal communication tool between officials or official letters concerned with organizations or agencies that contain or contain notifications, requests, explanations, and reports. For more details can be seen in Figure 2.6 below:

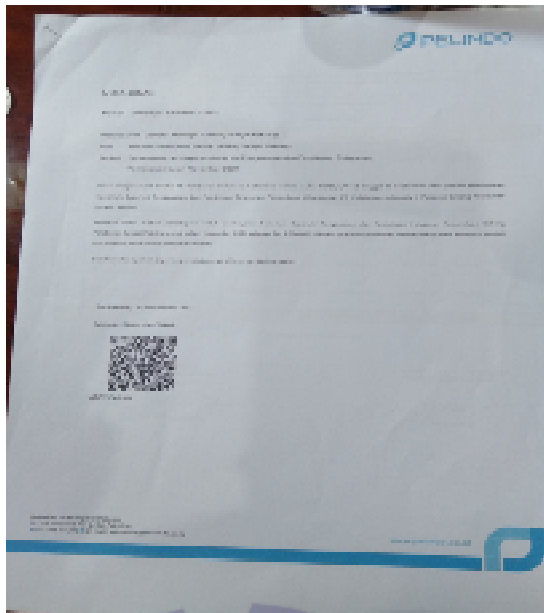


Figure 2.6 Official Note

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

5. Event news

Minutes are documents of legality to be used as evidence of a particular transaction or activity. The following figure 2.7 is an example of a work inspection report and a payment report at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

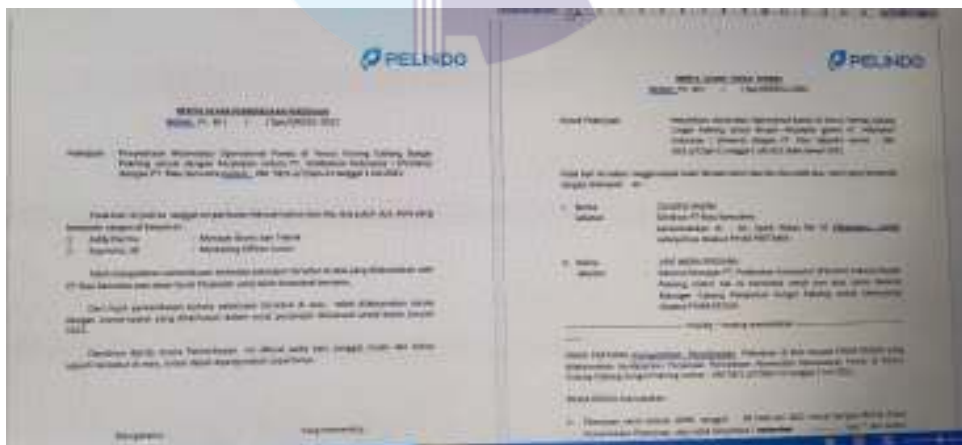


Figure 2.7 Minutes

Source: PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

6. Official letter

Official letter is an official letter made by an agency or company that is used for official purposes. The official letter contains the work requirements issued by

the agency. Usually official letters contain announcements, granting permits, assigning assignments and others. Figure 2.8 below is an official letter that is often issued by PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch..

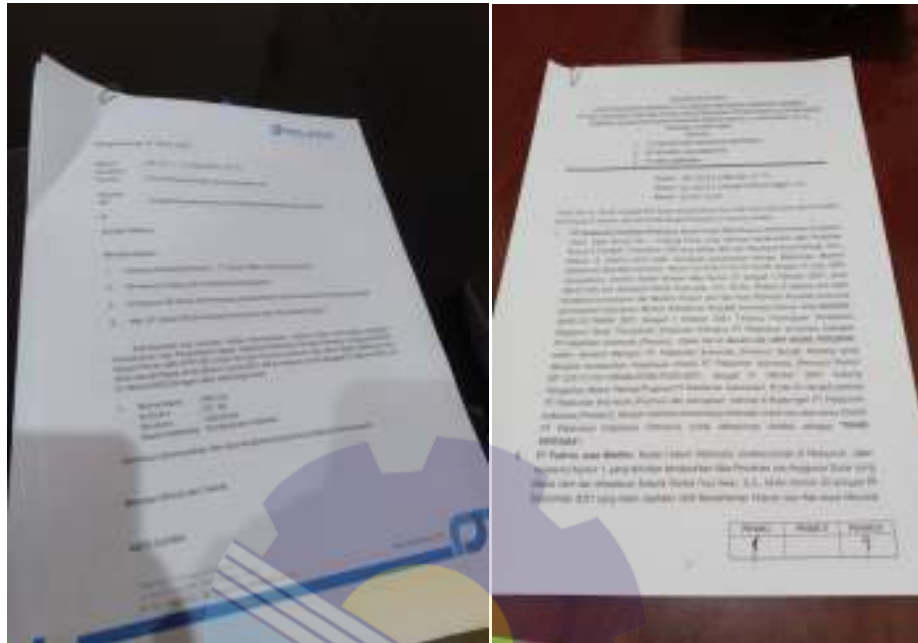


Figure 2.8 Official Letter

Source : PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch.

CHAPTER III

SCOPE OF THE APPRETECESHIP

3.1 Job Description and Place of Apprenticeship

There are several explanations about the activities or tasks carried out while carrying out work practices at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch. The author carried out the practice for four (four) months, which was carried out from March 1, 2022, to June 30, 2022, in the business and engineering section. A lot of work is done during the practice, and from that work, a lot of knowledge is gained both in the fields of administration and finance. The author does the internship only Monday-Friday. Monday through Thursday from 08.00 WIB to 17.00 WIB, and Friday from 08.00 WIB to 16:30 WIB.

The work that has been carried out during practical work at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Sub-Branch in the business and engineering fields is as follows:

1. Make Official Notes Through Electronic Mail Management.
2. Keep original and photocopied notes and receipts separate.
3. Delivering the housing letter to the Pelindo office.
4. Printing Notes and Receipts via the IGMT App.
5. Scanning Notes and Ship Notes.
6. Delivering the Ship Movement Permit to the KSOP office.
7. Sending floating fender files to TIKI.
8. Make a warrant and proof of use of Pandu and Delay (Scout Movement).
9. Sending files to TIKI (ABK Sungai Pakning Attendance for the month of February 2022).
10. Calculating employee consumption.
11. Deliver files to KSOP (Application for Extension of Vessel Certificate) MEGA LESTARI, KPC 04, MP 1/5 024, VANDO II .
12. TPP report entry (Traffic Production and Revenue).
13. Scout Entry to Scout Incentives List.

14. Archive Port Service Notes.
15. Delivering Letters to KSOP (Application for Extension of KPC 04 and KPC 024 Vessel Certificates).
16. Make a warrant and proof of use of scouting and delaying (Scouting Movement).
17. Make a letter regarding the application for a tugboat movement permit in April addressed to the Head of KSOP Sungai Pakning.
18. photocopy of SPK Pandu paper.
19. Sending ABK Attendance Files for February and March 2022 to Sungai Pakning Branch, via TIKI.
20. Photocopy of Scout Diploma (Ship Captain).
21. Sending a request for payment for December 2021 via TIKI.
22. Filling Out The Guidebook.
23. Generate Ship Note Services Through the IGMT Application
24. Make a letter regarding the budget plan for the management of the pilot ship letter for 2022, which is addressed to PT. Pelindo Marine Service. On August 1, 2010, this entry was published.
25. Make a letter of salary deduction for SPK employees for the month of May 2022.
26. Guided Movement Entry to the Scout Incentives list.
27. Make a letter of budget plan for the management of the pilot ship's letter.

3.2 Place of Apprenticeship

internship or work practice is carried out at the office of PT Pelabuhan Indonesia I (Persero) Pakning River Branch, which is located at Jalan Yos Sudarso No. 2 Sungai Pakning, Bengkalis Regency, Riau Province Postal code 28761. The author as a practical work student is placed in the business and engineering division. The business and engineering division consists of business and engineering managers, business staff and engineering staff.

The following is the time, job details, and practical work assignments at PT Pelabuhan Indonesia I (Persero) Sungai Pakning Branch from March 1, 2022

to June 30, 2022. Table 3.1 is some of the activities carried out by the author as a student of practical work on December 1 to March 4, 2022, which was assigned by Mr. Saprie as an outsourcing employee in the business administration division.

Table 3.1 table of activities from the first week of 01 March 2022 to 04 March 2022

Date and time	Activity	assignor
Monday-Friday March 01 2022 - 04 March 2022	Division of space, the introduction of company profiles, as well as the introduction of work divisions.	Saprie
	Enter the Scout Diploma Data by Using the Microsoft Excel Application, then Print it	
	Deliver the housing letter to the Pelindo office.	
	Printing Notes and Receipts via the IGMT App.	
	Scans of Prenotes and Ship Notes	
	Delivering the Ship Movement Permit to the KSOP office.	

Source : Data Process 2022

Table 3.2 shows some of the activities carried out by the author on March 7, 2022 to March 11, 2022. In this second week, the author was given a different task from the first supervisor, namely Mr. Saprie and a different task from the second supervisor, namely Mr. RekhyFadhy Try Utama as Engineering staff.

Table 3.2 table of activities from the second week of 07 March 2022 to 11 March 2022

Date and time	Activity	assignor
Monday-Friday March 07 2022 - 11 March 2022	Separate original and photocopied notes and receipts.	Saprie & Rekhi Fadhy Try Utama
	Printing Notes and Receipts via the IGMT App.	
	Sending Floating Fender Files to TIKI.	
	Make a warrant and proof of the use of Pandu and Delay (Pandu Movement).	
	Scans of Prenotes and Ship Notes	
	Keep original and photocopied notes and receipts separate.	
	Deliver the file to TIKI (ABK PAKNING BRANCH Attendance for the month of February 2022).	
	Calculating employee consumption in March	

Source : Data Process 2022

In table 3.3 are some of the activities carried out by the author as a practical work student on March 14, 2022 to March 18, 2022. There are several tasks that are different from the previous week. In 1 week Mr. RekhiFadhy gave 2 different tasks, one of which was to deliver the letter of extension of the ship's

certificate to the KSOP, then a different task from Mr. Saprie in this 1 week was to calculate the amount of employee consumption.

Table 3.3 activity table from the third week of March 14, 2022 to March 18, 2022

Date and time	Activity	assignor
Monday- Friday March 14 2022 - 18 March 2022	Separate original and photocopied notes and receipts.	Saprie & Rekhi Fadhy Try Utama
	Printing Notes and Receipts via the IGMT App.	
	Deliver files to KSOP (Application for Extension of Vessel Certificate)MEGA LESTARI, KPC 04, MP 1/5 024, VANDO II	
	TPP report entry (Traffic Production and Revenue).	
	Scout Entry to Scout Incentives List	
	Printing Notes and Receipts via the IGMT App.	
	Archive Port Service Notes.	

Source : Data Process 2022

Table 3.4 shows some of the activities carried out by the author as a practical work student on March 21, 2022 until March 25, 2022. This week the author is still doing the same activities as the previous week. There is only one additional task from Mr. Saprie, namely to make a warrant and proof of the use of scouts and ship tows, and it's just that other tasks are made differently from before.

Table 3.4 table of activities from the fourth week of March 21, 2022 to March 25, 2022

Date and time	Activity	assignor
Monday- Friday March 21 2022 - 25 March 2022	Separate original and photocopied notes and receipts.	Saprie & Rekhi Fadhy Try Utama
	TPP report entry (Traffic Production and Revenue).	
	Scout Entry to the Scout Incentive List.	
	Printing Notes and Receipts via the IGMT App.	
	Delivering Letters to KSOP (Application for Extension of KPC 04 and KPC 024 Vessel Certificates).	
	Make a warrant and proof of use of guide and delay (Scouting Movement).	
	Printing Notes and Receipts via the IGMT App.	

Source : Data Process 2022

Table 3.5 shows a description of the activities carried out by the author as a practical work student on March 28, 2022 to April 1, 2022. This week the author was given a new job by Mr. Saprie, namely making a letter about the application

for tugboats and photocopying the SPK Pandu, for other jobs it is still the same it's just that other tasks are made different from other matters.

Table 3.5 table of activities from the fifth week of 28 March 2022 to 01 April 2022

Date and time	Activity	assignor
Monday- Friday March 28 2022 - 01 April 2022	Scout Entry to the Scout Incentive List.	Saprie & Rekhi Fadhy Try Utama
	Separate the original notes and receipts and then photocopy them.	
	Archive Port Service Notes.	
	Deliver files to KSOP (Application for Extension of Vessel Certificate)MEGA LESTARI, KPC 04, MP 1/5 024, VANDO II	
	Make a letter regarding the application for a tugboat movement permit in April addressed to the Head of KSOP Sungai Pakning.	
	Printing Notes and Receipts via the IGMT App.	
	Photocopy of SPK Pandu paper..	

Source : Data Process 2022

In table 3.6 displays a description of the activities carried out by the author on April 04, 2022 until April 08, 2022, in this sixth week the author was given a different task from Mr. RizkyAlansyari as an outsourcing employee in the business administration section, namely sending absent ship crews in February and March 2020 via TIKI. , photocopying the certificate of the captain of the ship and for other tasks still with the same task, it's just that other tasks are made with other matters and still with the same supervisor.

Table 3.6 table of activities from the sixth week of 04 April 2022 to 08 April 2022

Date and time	Activity	assignor
Monday- Friday 04 April 2022- 08 April 2022	Sending ABK Attendance Files for February and March 2022 to Sungai Pakning Branch, via TIKI.	Saprie & Rizky Alansyari
	Photocopy of SPK Pandu paper.	
	Archive Port Service Notes.	
	Printing Notes and Receipts via the IGMT App.	
	Calculating employee consumption for April.	
	Photocopy of Scout Diploma (Ship Captain).	
	Scout Entry to Scout Incentives List.	

Source : Data Process 2022

Table 3.7 shows a description of the activities carried out by the author on April 11, 2022 to April 15, 2022. This week the author received a new assignment from Mr. Saprie, namely calculating employee consumption in April, the new task

of Mr. RezkyAlansyari, namely delivering a ship contract payment letter via TIKI and the author participated in the Pelindo Program, namely Social Care which was carried out at the Bukit – Batu Sub-District Head Office. For other jobs, it's still the same, it's just that other assignments are made with other matters and still with the same supervisor.

Table 3.7 table of activities from the seventh week of April 11, 2022 to April 15, 2022

Date and time	Activity	assignor
Monday- Friday 11 April 2022- 15 April 2022	Archive Port Service Notes.	Saprie & Rizky Alansyari & Anisa Islami
	Separate the original notes and receipts and then photocopy them.	
	Sending a request for payment for December 2021 via TIKI..	
	Scout Entry to the Scout Incentive List.	
	Calculating employee consumption for April.	
	PT. Pelindo conducts a program in the form of social care activities in the hall of the Bukit Batu Sub-District Office	

Source : Data Process 2022

Table 3.8 shows some of the activities carried out by the author on April 18, 2022 to April 22, 2022. On Sunday the author was given a different task by Mr. RizkyAlansyari, namely filling out the Pandu Pocket Book, and for other tasks, it was still the same, only the subject of the assignment was different.

Table 3.8 table of activities from the eighth week of April 18, 2022 to April 22, 2022

Date and time	Activity	Assignor
Monday- Friday 18 April 2022- 22 April 2022	Archive Port Service Notes.	Saprie & Rizky Alansyari
	Separate the original notes and receipts and then photocopy them.	
	Filling Out Guidebook.	
	Calculating employee consumption for April.	
	Manage Ship Note Services Via The Igmt Application.	

Source : Data Process 2022

Table 3.9 shows several activities carried out by the author on April 25, 2022 to April 29, 2022. This week the author was given a different task from Mr. Saprie, namely making a letter regarding the budget plan for the management of the pilot ship, scanning notes and Pranota, for other work. it's still the same as last week's job, it's just that the matter of the assignment is different.

Table 3.9 table of activities from the ninth week of April 25, 2022 to April 29, 2022

Date and time	Activity	Assignor
Monday- Friday 25 April 2022- 29 April 2022	Make a note of the date of the budget plan for the management of the pilot ship letter for 2022, which is addressed to PT. Pelindo Marine Service.	Saprie
	Separate original notes and receipts and then photocopy.	
	Archive Port Service Notes.	
	Guided Movement Entry to the Guide Incentive list.	
	Photocopy of Spk Pandu paper.	
	Scans of Prenotes and Ship Notes.	

Source : Data Process 2022

Table 3.10 shows several activities carried out by the author from 02 May 2022 to 06 May 2022. This week the author does not carry out activities at the office because of the IdulFitri holiday.

Table 3.10 activity table from the tenth week of 02 May 2022 to 06 May 2022

Date and time	Activity
Monday- Friday 02 May 2022- 06 May 2022	Eid Al-Fitr Holiday

Source : Data Process 2022

Table 3.11 shows some of the activities carried out by the author on May 9, 2022 to May 13. In this eleventh week, the writer is still doing the same activities as the previous week, only the matters of the assignment are different and they are still with the same supervisor, namely Mr. Saprie.

Table 3.11 activity table from the eleventh week of 02 May 2022 to 06 May 2022

Date and time	Activity	Assignor
Monday- Friday 09 May 2022- 13 May2022	Scans of Prenotes and Ship Notes.	Saprie
	Photocopy of Spk Pandu paper.	
	Archive Port Service Notes.	
	Printing Notes and Receipts via the IGMT App.	
	Scout Entry to the Scout Incentive list.	
	Scans of Prenotes and Ship Notes.	

Source : Data Process 2022

In table 3.12 shows some of the activities carried out by the author on May 16, 2022 until May 20, 2022. In this twelfth week, the author is still doing the same work as the previous week, except for the different assignments and still

with the same supervisor, and this week, the author asks permission for 2 days not to go to the supervisor's office because the author is sick with fever.

Table 3.12 activity table from the twelfth week of 02 May 2022 to 06 May 2022

Date and time	Activity	Assignor
Monday- Friday 16 May 2022- 20 May2022	Scans of Prenotes and Ship Notes.	Saprie
	Photocopy of Spk Pandu paper.	
	Archive Port Service Notes.	
	Printing Notes and Receipts via the IGMT App.	
	Scout Entry to the Scout Incentive list.	
	Scans of Prenotes and Ship Notes.	

Source : Data Process 2022

Table 3.13 shows some of the activities carried out by the author on May 23, 2022 until May 27, 2022. This week the author received a new assignment from Mr. Saprie, namely Making a letter of salary deduction for spk employees in May 2022, and for other work it is still the same as the previous week only just a matter of different tasks.

Table 3.13 activity table from the thirteenth week of 23 May 2022 to 27 May 2022

Date and time	Activity	Assignor
Monday- Friday 23 May 2022- 27 May 2022	Scout Entry to the Scout Incentive list.	Saprie
	Separate the original notes and receipts and then photocopy them.	
	Archive Port Service Notes.	
	Scans of Prenotes and Ship Notes..	
	Photocopy of Spk Pandu paper.	
	Make a letter of salary deduction for SPK employees for the month of May 2022.	

Source : Data Process 2022

In table 3.14 shows some of the activities carried out by the author on 30 May 2022 to 03 June 2022. This week the author is still doing the same work as the previous week, only for the Scout Movement Entry to the Scout Incentive list, the author corrects and re-checks for data the ship because the ship data and the extension of the ship's contract period have not been extended by the ship company, so the costs or fees from the company have not been renewed and for the supervisor it is still the same as the previous week, namely Mr.

Table 3.14 activity table from the fourteenth week of 30 May 2022 to 03 June 2022

Date and time	Activity	Assignor
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Monday- Friday 30 May 2022 - 03 Juni 2022	Archive Port Service Notes.	Saprie
	Scans of Prenotes and Ship Notes.	
	Photocopy of Spk Pandu paper.	
	Separate the original notes and receipts and then photocopy them.	
	Entry with Guided Movement to the Scout Incentives list.	
Archive Port Service Notes.		

Source : Data Process 2022

Table 3.15 shows some of the activities carried out by the author on June 06 to June 10, 2022. In this fifteenth week, the author was given a different task, namely to make a plan letter for the budget for the management of the pilot ship letter in 2022 by Mr. Saprie and for other jobs it is still the same only just a matter of different tasks.

Table 3.15 activity table from the fifteenth week of 06 June 2022 to 10 June 2022

Date and time	Activity	Assignor
Monday- Friday 06 juni 2022 - 10 Juni 2022	Archive Port Service Notes.	Saprie
	Separate the original notes and receipts and then photocopy them.	
	Make a letter of budget plan for the management of the pilot ship in 2022.	
	Photocopy of Spk Pandu paper.	
	Scans of Prenotes and Ship Notes.	
	Entry with Guided Movement to the Scout Incentives list.	

Source : Data Process 2022

In table 3.16 shows some of the activities carried out by the author on June 13, 2022 until June 17, 2022. In this sixteenth week, the author received a new job from Mr. Saprie, namely making a letter of request for employee funeral services for PT. PMS wit. Spk in April and May , and for other jobs, it's still the same, it's just a matter of different tasks.

Table 3.16 activity table from the sixteenth week of June 13, 2022 to June 17, 2022

Date and time	Activity	Assignor
Monday- Friday 13 juni 2022 - 17 Juni 2022	Photocopy of Spk Pandu paper.	Saprie
	Separate the original notes and receipts and then photocopy them.	
	Archive Port Service Notes.	
	Entry with Guided Movement to the Scout Incentives list.	
	Scans of Prenotes and Ship Notes.	

	Make an application letter for employee funeral services PT. PMS with a Spk in April and May.	
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Source : Data Process 2022

Table 3.17 shows some of the activities carried out by the author on June 20, 2022 until June 24, 2022. This week he is still doing the same work as the previous week and there are no new assignments this week, it's just that the tasks are different, and on the weekends. The author is asking permission for one day because there are urgent matters that must be resolved.

Table 3.17 activity table from the seventeenth week of June 20, 2022 to June 24, 2022

Date and time	Activity	Assignor
Monday- Friday 20 juni 2022 –24 Juni 2022	Photocopy of Spk Pandu paper.	Saprie
	Separate the original notes and receipts and then photocopy them.	
	Archive Port Service Notes.	
	Scans of Prenotes and Ship Notes.	
	Entry with Guided Movement to the Scout Incentives list.	
	Photocopy of Spk Pandu paper.	

Source : Data Process 2022

Table 3.18 shows several activities carried out by the author on June 26, 2022 to June 30, 2022. In this eighteenth week the author is still doing the same work as the previous week, except that the assignment is different and is still with the same supervisor, namely Mr. Saprie.

Table 3.18 activity table from the eighteenth week of June 26, 2022 to June 30, 2022

Date and time	Activity	Assignor
Monday- Friday 26 juni 2022 – 30 Juni 2022	Photocopy of Spk Pandu paper.	Saprie
	Separate the original notes and receipts and then photocopy them.	
	Archive Port Service Notes.	
	Scans of Prenotes and Ship Notes.	
	Entry with Guided Movement to the Scout Incentives list.	
	Photocopy of Spk Pandu paper.	

Source : Data Process 2022

3.3 System and Procedure

The system used at PT Pelabuhan Indonesia I (Persero) Pakning River Branch is an online and offline system. The online system is used to create and generalize port service reports using the Indonesia Gate Master Terminal (IGMT)

application and web portal, create official letters and official notes through Electronic Mail Management (MSE) using Google Chrome, enter Monthly Work Plans (RKB) and Key Performance Indicator (KPI) on the Pelindo 1 (PI) website and sending email via zimbra or gmail. While the offline system is used for TPP entry (production and revenue traffic), entry of the Pandu movement to the scout incentive list, making introductions, making work inspection reports and news the payment event created the 2019 Hanay Talky (FIT) receipt list.

According to the Indonesian Big Dictionary (KBBI), the procedure is an activity stage to complete an activity. The procedures for each work carried out by the author in the business and engineering staff division are:

1. Make a ship's service receipt via the official website and the IGMT application.

The certificate given by the agent will be processed through the Indonesia Gateway Terminal Master (IGMT) application and the web portal. The steps in making pranota can be seen in the following figure 3.1:

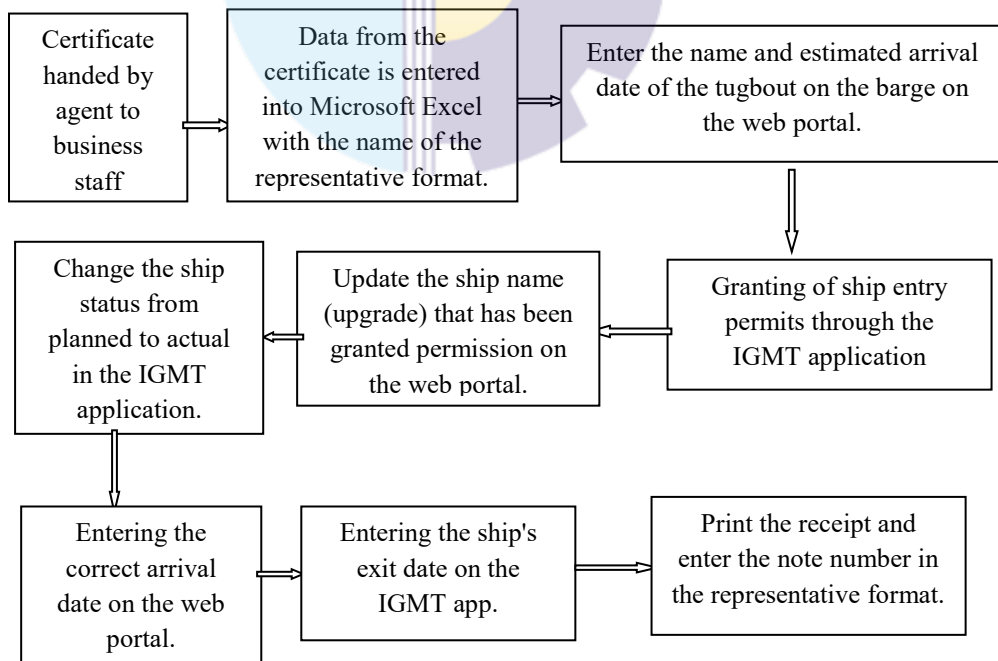


Figure 3.1 Procedure of making pre-nota

Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

- a. The ship name data is taken from the Vessel Master Sheer and then copied to the P&T sheet. After that, open the web portal on Mo: Ila. Enter the Annada Maritim Nusantara agent password. Select a new voyage request. Select the name of the tugboat and enter the estimated entry and exit dates. After that, enter the visit type by selecting the commercial option, while for the visit category, select general. Check again whether it is correct or not, then save.
 - b. Open the IGMT application to give permission for incoming ships. Click on the work inquiry menu, then select the searcher to search for the name of the ship, then click the green flag. After that, in the new voyage work menu, select pennit request, then select initial marine service and save. Then right-click the action task, select permit request, and the status will be complete. After that, do the same steps for the barge (barge).
 - c. Reopen the web portal and look for the name of the barge to update the ship name.
 - d. Reopen the IGMT application to change the status to "complete." Then, still in the IGMT application, select the movement maintenance menu and find the name of the barge and replace it with the real date according to the certificate. This is to change the status from planned to actual.
 - e. Then reopen the web portal to update the ship's name. Fill in the date of exit and then save.
 - f. Reopen the IGMT_application as in the previous step to fill in the correct exit date according to the certificate and then save it. Then select the resource used menu for the generation process. Then the receipt will be published and printed. On August 1, 2010, this entry was published.
2. Generate is the process after the ship's service certificate is still planned and the actual status will then be generated to generate a certificate. The steps to generating start by opening the IGMT application and then entering the

password. In the movement maintenance menu, select the name of the ship, for example, Arcadia with the ship code ARC0023, then select the resources used menu. See if it is correct according to the notification from the radio operator or not. If it is correct, then click generate. Then there's column view.small, it will be ticked. Figure 3.2 below shows the procedure for generating notes.

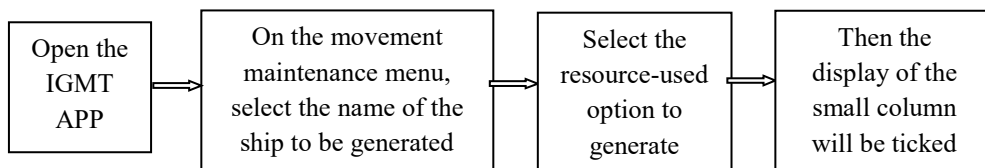


Figure 3.2 Generate pre-note ship service through the IGMT application
Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

3. Print the memorandum and memorandum of service of the ship through the IGMT application and archive the memorandum of port service. Pranota that has been generated from the generating process will be printed. Printing receipts and notes is not the same as printing other documents. The step to printing the receipt is right-clicking on the previous generated view. After that, select "send to report", then select "send selected report." There are several options that appear, then select pranota. Then the preview will be archived. The original certificate will be separated from the second sheet. The original certificate is combined with the original Pandu certificate. while the second sheet of the certificate is used as an archive. For unltan archives, starting from notes, receipts, and certificates. After that, it is put together and then perforated so that it can be inserted into the Ordner folder. Arrange the notes according to the first ship to enter. Figure 3.3 provides more information

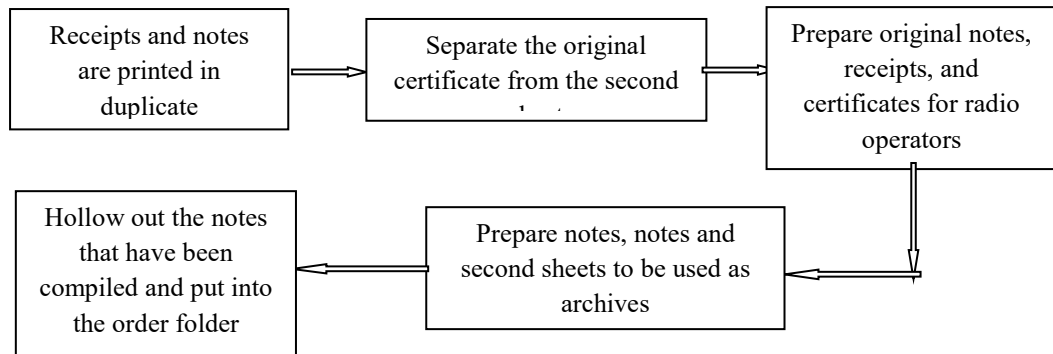


Figure 3.3 Procedure of Print and archiving Pre-note and note
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

4. Make official notes through Electronic Mail Management (MSE)
 Official notes are made to be submitted to General Management regarding payment approval. Official notes sent by business and engineering managers for more details can be seen in Figure 3.4 below:

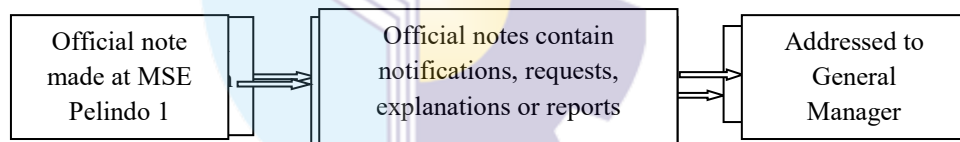


Figure 3.4 Make official memorandum through electronic mail management
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

The first step in making this official memo is to open MSE Pelindo I in Google Chrome. Select the sender, namely the business and engineering manager, select the destination, namely the general manager, and type the content to be submitted and then send.

5. Make an official letter through electronic mail management (MSE). The purpose of an official letter is to inform the superiors of something. The steps to making an official letter are to open electronic mail management on Google Chrome. For example, choose to whom the letter will be sent along with a copy, for example, to the General Manager. Choose the destination city, which is Medan, because the city of Medan is the head office of PT

Pelabuhan Indonesia I (Persero) Pakning River Branch. Fill in the blanks with the sender of this letter and the examiner of this letter. Plihal list and classification

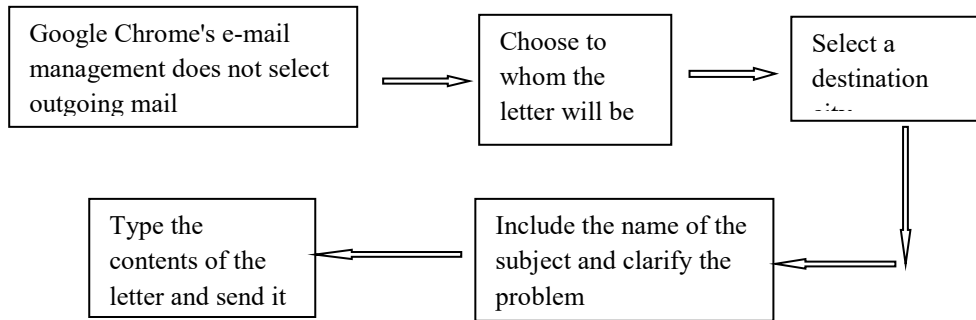


Figure 3.5 Make Office Letter through electronic mail management
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

6. Using the Zimbra App to Send Email

Zimbra is usually used by a company to send email. Enter the name of the destination in the To column, enter the subject in the subject, and select the data to be sent in the attach option. Then choose Send Figure 3.6. This is the procedure for sending email via the Zimbra application.

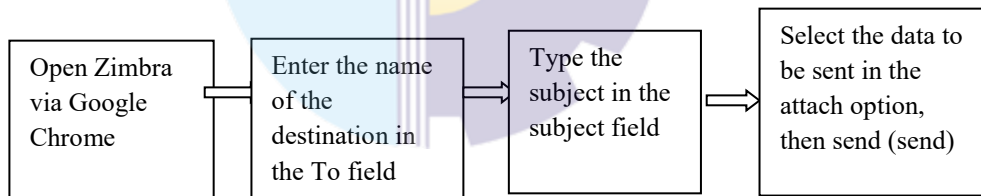


Figure 3.6 sending E-mails through Zimbra
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

7. TPP (Traffic Production and Revenue) Entry

The TPP entry is done to see the incoming income. If the note has been issued, the TPP Entry activity uses Microsoft Excel. The procedure for conducting TPP Entry can be seen in figure 3.7 below.

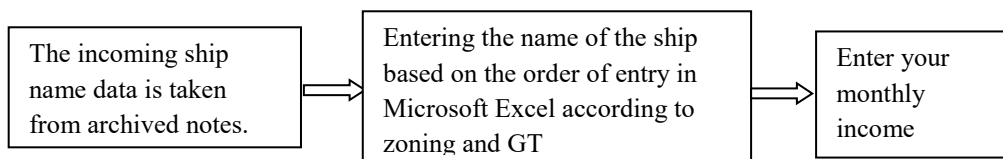


Figure 3.7 Prosedur of Entry TPP
 Source : PT Pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

8. Entry of the scout movement to the scout incentive list.

Every ship that enters and leaves is guided by a scout. The certificate has determined who the guide will be on duty. For Guidance Entry to a list of incentives guided by business staff using Microsoft Excel is given the name of the guide. When the entry is made, enter the date, certification code, note number, ship name, gross tonnage (GT), and the movement on the duty guide sheet. The motion of the ship indicates whether the ship is entering, moving or exiting. There are several movements, such as the movement from the anchor to the Pertamina pier, which indicates that the ship is moving. An anchorage at the futong pier indicates that the ship is entering, and the futong pier to the sea indicates that the ship is leaving. Figure 3.8 below shows the steps for the entry of the scout movement into the list of scout incentives.

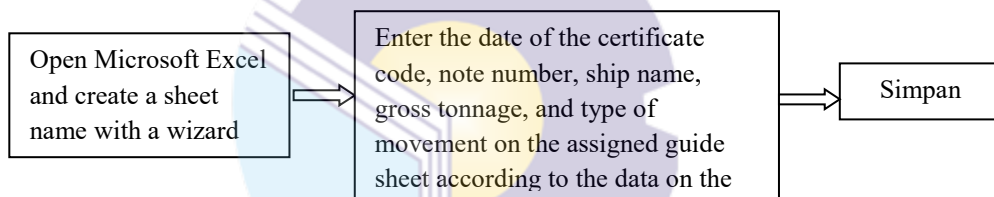


Figure 3.8 procedure of scout movement entry to scout incentive list

Source : PT pelabuhan Indonesia 1 (persero) Cabang Sungai Pakning

9. Make a cover letter.

A cover letter is made for a port service billing note addressed to the agent. If the agent has paid the bill, a new note will be issued explaining that the bill has been paid.

3.4 Obstacles Faced During Apprenticeship

While carrying out practical work, work can be carried out, but there are obstacles such as an error entering data into the laptop, causing the data to error and damage to the wifi network in the room when using the master terminal/IGMT application or inputting data.

3.5 Solutions to the problems encountered

While carrying out the Job Training at PT. Pelindo 1 Pakning River Branch, for more details, see the following description, there are several solutions to the

obstacles faced. To overcome these obstacles, there are several ways, namely to avoid the occurrence of these errors to input / re-enter the data more carefully. For the second solution in dealing with obstacles that occur when the wifi network is damaged in the room when using the master terminal/IGMT application is to wait for the technician to repair the wifi in the room.



CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

The activities carried out by the author during the practical work were: making invoices for ship services through the web portal and IGMT application; TPP entry (Traffic production and income); entry of the pilot movement to the pilot incentive list; Creating outgoing letters via electronic mail management (MSE), generating ship service records via the IGMT application, printing receipts and invoices for shipping services via the IGMT application, archiving port service notes, creating cover letters, creating work inspection reports and payment reports, creating official notes via MSE, sending letters via the Zimbra application, entering RKB plan and RKB realization as well as KPI on the Pelindo 1 website, maki

Practical work is carried out at the office of PT Pelabuhan Indonesia I (Persero) Paining River Branch, which is located at Jalan Yos Sudarso No. 2 Sungai Paining, Bengkalis Regency, Riau Province, Postal Code 28761. The author, as a student of practical work, is placed in the business and engineering divisions. Practical work is carried out from March 2, 2022, to June 30, 2022, for 18 weeks.

The system used at PT Pelabuhan Indonesia (Persero) Paining River Branch is an online and offline system. The online system is used to generate port service receipts using the Indonesian Gateway Master Terminal (IGMT) application and web portal, create official letters and official notes through Electronic Mail Management (MSE) using Google Chrome, enter Monthly Work Plans (RKB) and Key Performance Indicators (KPI) on the Pelindo1 (PI) website, and send an email via Zimbra or Gmail. The offline system is used for TPP traffic production and income entry), scout movement entry to the scout incentive list, making cover letters, making work inspection reports and payment reports, and making a list of

2022 Handy Talky (HT) terms. The procedure for making receipts starts with the application, namely the submission of a notification of ship arrival (PKK). Pranota was created using the IGMT application and web portal. PT Pelabuhan Indonesia 1 Sungai Pakning Branch will give permission through the IGMT application. Next In is updated with the name of the ship through the web portal. Then change the ship status from planned to actual in the IGMT application. After that, the receipt will be printed.

The procedure for generating it starts with opening the IGMT application and then entering the password. In the movement maintenance menu, select the name of the ship, for example, Arcadia with the ship code ARC0023, then select the resources used menu. See if it is correct according to the notification from the radio operator or not. If it is correct, then click generate. The small column display will then be tested. Then the receipt that has been generated from the generating process will be printed. The step to printing the receipt is right-clicking on the previous generated display. After that, select "send to report", then select "send selected report." There are several options that appear, and then select Preferences. Then the preview will be archived. The original certificate will be separated from the second sheet. The original certificate is combined with the original Pandu certificate. While the second sheet certificate is used as an archive, For the order of archives, starting from notes, receipts, and certificates. After that, it is put together and then perforated so that it can be inserted into the Ordner folder.

The plain procedure for making official notes and official letters is through Electronic Mail Management. Official notes are created for submission to the general manager for payment approval. The official note was sent by the Business and Engineering Manager. Steps The entry of the guide movement into this incentive list is done by the business staff using Microsoft Excel. Each Microsoft Excel sheet pad is named Pandu. When this entry is made, enter the date, certificate code, note number, ship name, gross tonnage (GT), and movement on the sheet of the guide on duty.

In addition to the implementation of practical work, there are several obstacles, namely lost or difficult to trace archives and the accumulation of documents. In addition, students' lack of understanding of practical work on the IGMT application and lack of adequate equipment. The solution to these obstacles is to provide a special sheet for one room, for the supervisor to accompany each practical student if the application used is a new application, and to provide adequate equipment so that work is not hampered.

4.2 Suggestions

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

1. Author

Suggestions for writers to be more careful, thorough, and concentrated in their writing work. Get into the habit of reading first before acting, and think realistically and rationally, and do tasks according to the instructions or orders that have been given by the employee concerned.

2. Campus

Student writers also provide suggestions that may be useful for students who will carry out practical work 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 learning to manage all assigned work.

3. Company

The author runs an internship at PT Pelabuhan Indonesia (Persero) Bengkalis Sub-Branch. There are some suggestions for better companies; that is, when the company gives an assignment that has a great responsibility and high risk for intern students to be supervised, guided, and taught the steps.

4. Bengkalis State Polytechnic Institute

The suggestion for the Bengkalis State Polytechnic is to hold internships that can be used as an evaluation and must be given to students before carrying

out the internship in accordance with the field or program material in accordance with the company's apprenticeship. And the person concerned will escort students who will do practical work on the first day of entry and take them back when the students have finished doing practical work.



REFERENCES

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<https://pelindo.co.id/page/struktur-organisasi>

<https://www.pelindo1.co.id/cabang/spn/id/default.aspx>

<https://www.google.com/search?client=firefox-b-d&q=cara+kerja+vasa+untuk+pt+pelindo>



APPENDICES

Appendix 1 :Sertificat of PT.Pelabuhan Indonesia Persero



Appendix 2 :ApprenticeshipAcceptance Letter



Sel Pening, 13 Januari 2022

Nomor : UM.50/V2/Sp/REG1-22

Lampiran :-

Perihal : izin Kerja Praktek

Kepada :

YTL, Direktur Publikasi Negeri Bengkulu

di

Bengkulu

Menperhatikan surat dari Podbitok Negeri Bengkulu nomor : 0002/PLD1/TU/2022 tanggal 04 Januari 2022 perihal Permohonan Kerja Praktek.

Selubungan hal tersebut diatas, pada akhirnya kami setuju memberikan kesempatan kepada Mahasiswa dari Podbitok Negeri Bengkulu untuk melaksanakan Praktek Magang di kantor PT Pelabuhan Indonesia (Persero) Cabang Sungai Pening yang terhitung mulai 1 Maret 2022 s/d 1 Juni 2022 dengan menyertakan surat kesehatan (Minimal Swab Antigen) dan melaksanakan protokol kesehatan yang ditetapkan di PT Pelabuhan Indonesia (Persero) Cabang Sungai Pening.

Adapun nama Mahasiswa sebagai berikut :

No.	Nama	NEM	Program Studi
1	Tyo Arjuna	S404181183	D4 - Administrasi Bisnis Internasional
2	Kartini Melikawati	S404181182	D4 - Administrasi Bisnis Internasional

Demikian disampaikan, apa pertkasannya diharapkan terima kasih

di n General Manager Cabang Sungai Pening
Manajer Keuangan dan Umum



WJ28LKHU0R1

Regional 1 Cabang SelPening
Dh. Van Soestema No. 2, Sel Pening
T+62 780 311211E; E-mail: sales@ngptpelindo.co.id

www.pelindo.co.id



Appendix 3 : Apprenticeship Letter of completion



SURAT_KETERANGAN NO: KP 30/J/19/SPN-22.TU

General Manager PT, Pelabuhan Indonesia (Persero) Cabang Sungai Pakning dengan ini menerangkan bahwa :

Nama	: Tiya Ariani
Tempat Tanggal Lahir	: Buruk Bakul, 28 Maret 2001
NIM	: 5404181183
Asal Perguruan Tinggi	: Politeknik Negeri Bengkulu
Program Studi	: D-IV Administrasi Bisnis Internasional

Adalah benar Telah selesai Melaksanakan Praktek Magang pada tanggal 02 Maret 2022 s.d 30 Juni 2022 diantar PT Pelabuhan Indonesia (Persero) Cabang Pelabuhan Sungai Pakning

Demikian Surat Keterangan ini dibuat dengan seternarnya untuk dapat dipergunakan sebagaimana mestinya.

Dikeluarkan di : SUNGAI PAKNING
Pada Tanggal : 01 Juli 2022

CABANG SUNGAI PAKNING
An: GENERAL MANAGER
MENEJER KEMAJANGAN DAN UMUM


IRZA KHUDRI

www.pelindo.co.id



Appendix 4 : List of Attendance

Daftar Hadir Kerja Praktek (KP)
PT. Pelindo 1 Cabang Sungai Pakning
Periode 1 Maret s/d 30 Juni 2022

No	Nama	Minggu Ke-	Hari	Tanggal	Waktu	Paraf
1	Tiya Ariani	1	Selasa	01 Maret 2022	08.00 WIB – 17.00 WIB	<i>Tiya</i>
2	Tiya Ariani		Rabu	02 Maret 2022		<i>Tiya</i>
3	Tiya Ariani		Kamis	03 Maret 2022		<i>Tiya</i>
4	Tiya Ariani		Jum'at	04 Maret 2022		<i>Tiya</i>
5	Tiya Ariani	2	Senin	07 Maret 2022		<i>Tiya</i>
6	Tiya Ariani		Selasa	08 Maret 2022		<i>Tiya</i>
7	Tiya Ariani		Rabu	09 Maret 2022		<i>Tiya</i>
8	Tiya Ariani		Kamis	10 Maret 2022		<i>Tiya</i>
9	Tiya Ariani	3	Jum'at	11 Maret 2022		<i>Tiya</i>
10	Tiya Ariani		Senin	14 Maret 2022		<i>Tiya</i>
11	Tiya Ariani		Selasa	15 Maret 2022		<i>Tiya</i>
12	Tiya Ariani		Rabu	16 Maret 2022		<i>Tiya</i>
13	Tiya Ariani	4	Kamis	17 Maret 2022		<i>Tiya</i>
14	Tiya Ariani		Jum'at	18 Maret 2022		<i>Tiya</i>
15	Tiya Ariani		Senin	21 Maret 2022		<i>Tiya</i>
16	Tiya Ariani		Selasa	22 Maret 2022		<i>Tiya</i>
17	Tiya Ariani	5	Rabu	23 Maret 2022		<i>Tiya</i>
18	Tiya Ariani		Kamis	24 Maret 2022		<i>Tiya</i>
19	Tiya Ariani		Jum'at	25 Maret 2022		<i>Tiya</i>
20	Tiya Ariani		Senin	28 Maret 2022		<i>Tiya</i>
21	Tiya Ariani		Selasa	29 Maret 2022		<i>Tiya</i>

47	Tiya Ariani	11	Rabu	04 Mei 2022	<i>Tiya</i>
48	Tiya Ariani		Kamis	05 Mei 2022	<i>Tiya</i>
49	Tiya Ariani		Jum'at	06 Mei 2022	<i>Tiya</i>
50	Tiya Ariani		Senin	09 Mei 2022	<i>Tiya</i>
51	Tiya Ariani	12	Selasa	10 Mei 2022	<i>Tiya</i>
52	Tiya Ariani		Rabu	11 Mei 2022	<i>Tiya</i>
53	Tiya Ariani		Kamis	12 Mei 2022	<i>Tiya</i>
54	Tiya Ariani		Jum'at	13 Mei 2022	<i>Tiya</i>
55	Tiya Ariani	13	Senin	16 Mei 2022	<i>Tiya</i>
56	Tiya Ariani		Selasa	17 Mei 2022	<i>Tiya</i>
57	Tiya Ariani		Rabu	18 Mei 2022	<i>Tiya</i>
58	Tiya Ariani		Kamis	19 Mei 2022	<i>Tiya</i>
59	Tiya Ariani	14	Jum'at	20 Mei 2022	<i>Tiya</i>
60	Tiya Ariani		Senin	23 Mei 2022	<i>Tiya</i>
61	Tiya Ariani		Selasa	24 Mei 2022	<i>Tiya</i>
62	Tiya Ariani		Rabu	25 Mei 2022	<i>Tiya</i>
63	Tiya Ariani	15	Kamis	26 Mei 2022	<i>Tiya</i>
64	Tiya Ariani		Jum'at	27 Mei 2022	<i>Tiya</i>
65	Tiya Ariani		Senin	30 Mei 2022	<i>Tiya</i>
66	Tiya Ariani		Selasa	31 Mei 2022	<i>Tiya</i>
67	Tiya Ariani	15	Rabu	01 Juni 2022	<i>Tiya</i>
68	Tiya Ariani		Kamis	02 Juni 2022	<i>Tiya</i>
69	Tiya Ariani		Jum'at	03 Juni 2022	<i>Tiya</i>
70	Tiya Ariani		Senin	06 Juni 2022	<i>Tiya</i>
71	Tiya Ariani		Selasa	07 Juni 2022	<i>Tiya</i>

22	Tiya Ariani		Rabu	30 Maret 2022		Rabu
23	Tiya Ariani		Kamis	31 Maret 2022		Kamis
24	Tiya Ariani		Jum'at	01 April 2022		Jum'at
25	Tiya Ariani		Senin	04 April 2022		Senin
26	Tiya Ariani	6	Selasa	05 April 2022		Selasa
27	Tiya Ariani		Rabu	06 April 2022		Rabu
28	Tiya Ariani		Kamis	07 April 2022		Kamis
29	Tiya Ariani		Jum'at	08 April 2022		Jum'at
30	Tiya Ariani	7	Senin	11 April 2022		Senin
31	Tiya Ariani		Selasa	12 April 2022		Selasa
32	Tiya Ariani		Rabu	13 April 2022		Rabu
33	Tiya Ariani		Kamis	14 April 2022		Kamis
34	Tiya Ariani		Jum'at	15 April 2022		Jum'at
35	Tiya Ariani	8	Senin	18 April 2022		Senin
36	Tiya Ariani		Selasa	19 April 2022		Selasa
37	Tiya Ariani		Rabu	20 April 2022		Rabu
38	Tiya Ariani		Kamis	21 April 2022		Kamis
39	Tiya Ariani		Jum'at	22 April 2022		Jum'at
40	Tiya Ariani	9	Senin	25 April 2022		Senin
41	Tiya Ariani		Selasa	26 April 2022		Selasa
42	Tiya Ariani		Rabu	27 April 2022		Rabu
43	Tiya Ariani		Kamis	28 April 2022		Kamis
44	Tiya Ariani		Jum'at	29 April 2022		Jum'at
45	Tiya Ariani	10	Senin	02 Mei 2022		Senin
46	Tiya Ariani		Selasa	03 Mei 2022		Selasa

CS

72	Tiya Ariani		Rabu	08 Juni 2022		Rabu
73	Tiya Ariani		Kamis	09 Juni 2022		Kamis
74	Tiya Ariani		Jum'at	10 Juni 2022		Jum'at
75	Tiya Ariani	16	Senin	13 Juni 2022		Senin
76	Tiya Ariani		Selasa	14 Juni 2022		Selasa
77	Tiya Ariani		Rabu	15 Juni 2022		Rabu
78	Tiya Ariani		Kamis	16 Juni 2022		Kamis
79	Tiya Ariani		Jum'at	17 Juni 2022		Jum'at
80	Tiya Ariani	17	Senin	20 Juni 2022		Senin
81	Tiya Ariani		Selasa	21 Juni 2022		Selasa
82	Tiya Ariani		Rabu	22 Juni 2022		Rabu
83	Tiya Ariani		Kamis	23 Juni 2022		Kamis
84	Tiya Ariani		Jum'at	24 Juni 2022		Jum'at
85	Tiya Ariani	18	Senin	27 Juni 2022		Senin
86	Tiya Ariani		Selasa	28 Juni 2022		Selasa
87	Tiya Ariani		Rabu	29 Juni 2022		Rabu
88	Tiya Ariani		Kamis	30 Juni 2022		Kamis

Sungai Pakning, 30 Juni 2022

Pembimbing KP

[Signature]
Sapri

CS

Appendix 5 : Company Appraisal Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT. PELABUHAN INDONESIA (PERSERO) SUNGAI PAKNING
 Jalan Yos Sudarso No. 2 Sungai Pakning

Nama : Triya Ariani
 NIM : 5404181183
 Asal Perguruan Tinggi : Politeknik Negeri Bengkalis
 Program Studi : DIV-Administrasi Bisnis Internasional

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	96
2.	Tanggung- jawab	25%	98
3.	Percaya diri	10%	91
4.	Hasil Kerja	30%	99
5.	Perilaku secara umum	15%	98
Total Jumlah (1+2+3+4+5)		100%	97,6

Keterangan :

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

Catatan :

.....

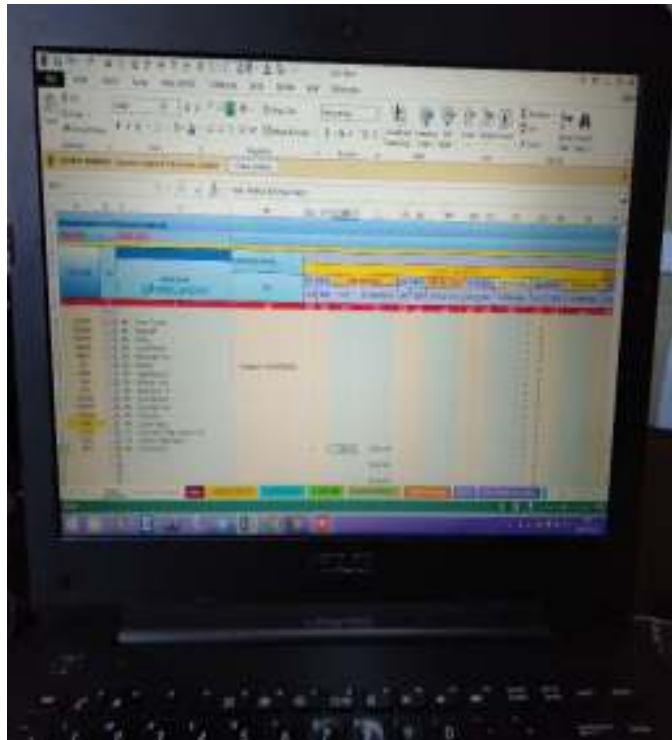
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Sungai Pakning, 30 Juni 2022
 Manajer Bisnis dan Teknik


 Addy Darma
 NIPP.101921

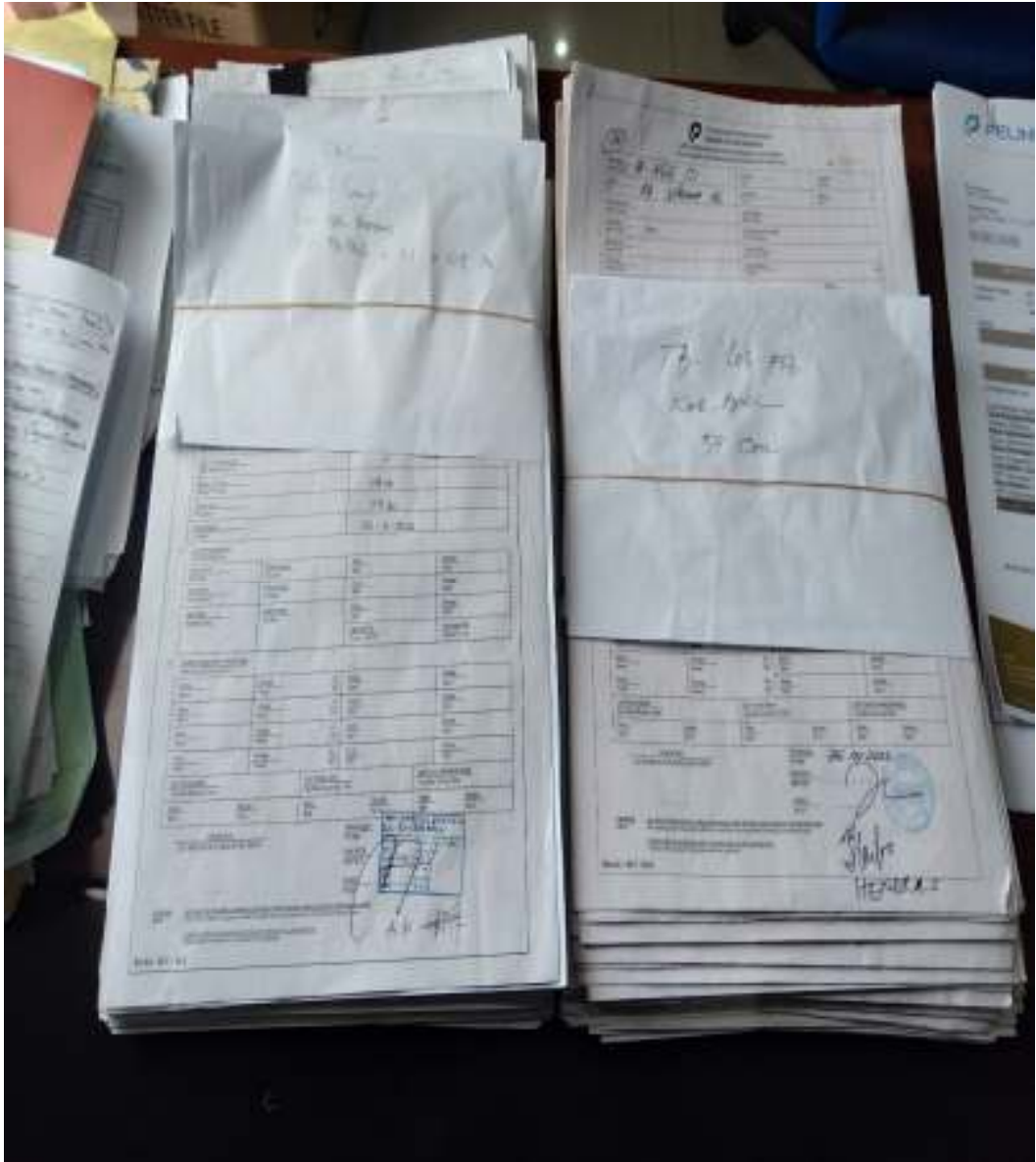
Appendix 6 : Ship Master and Working Photo



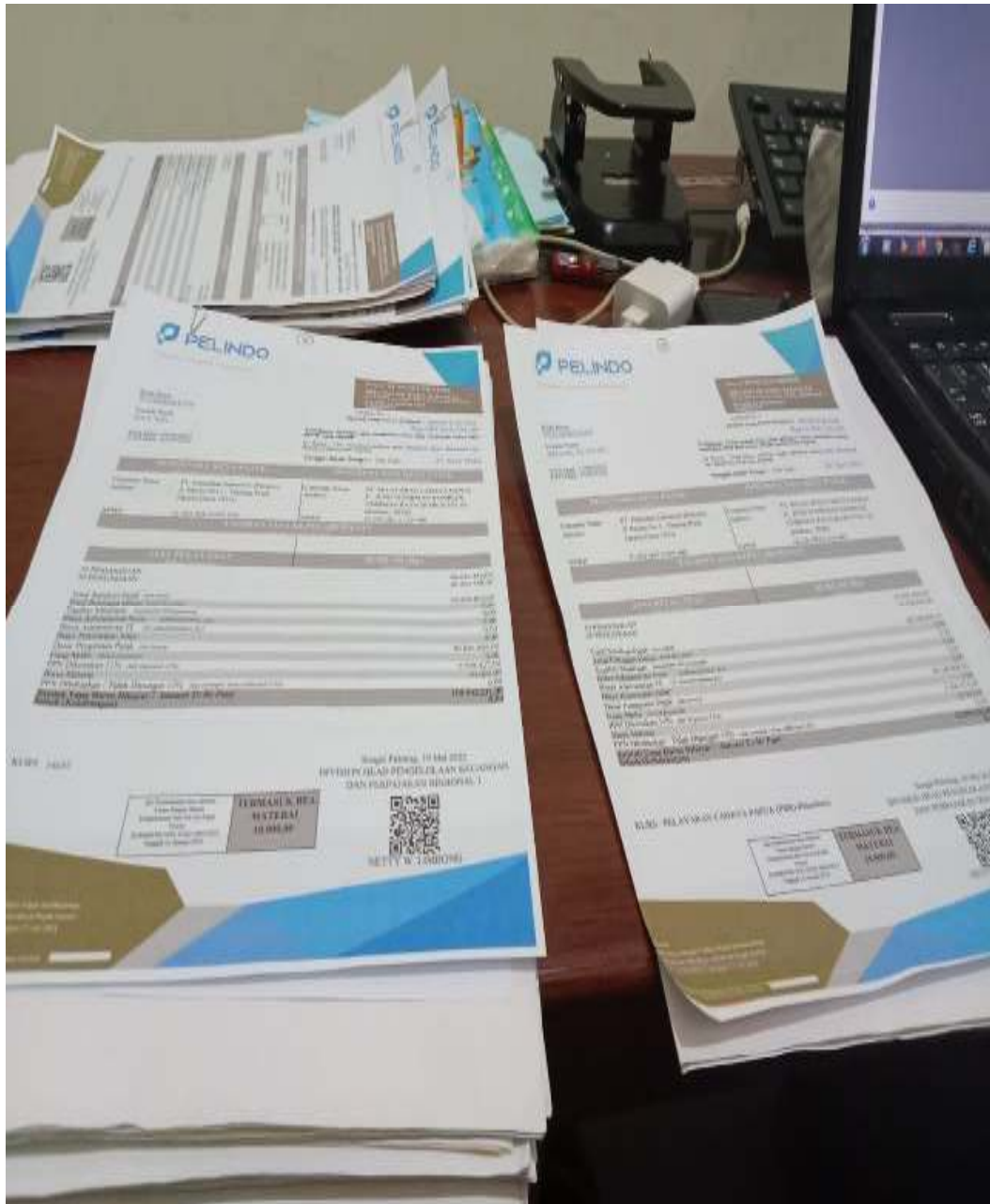
Appendix 7 : Ship Master and Working Photo



Appendix 8 : Pandu work order (SPK) from the Pandu agent




Appendix 9 : Ship Note



Appendix 10 : Daily Activities

Daily Activities Of The Job

Month : March
 Week : 1
 Day : Monday- friday
 Date : March 01-04 March 2022


NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Division of space, the introduction of company profiles, as well as the introduction of work divisions	Supri	
2.	Keep original and photocopied notes and receipts separate		
3.	Deliver the housing letter to the Pelindo office		
4.	Printing Notes and Receipts via the IGMT App.		
5.	Scans of Prenotes and Ship Notes		
6.	Delivering the Ship Movement Permit to the KSOP office		

Working



Daily Activities Of The Job

Month : March
 Week : 2
 Day : Monday- Friday
 Date : March 7-11 March 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Separate original and photocopied notes and receipts	Supri	
2.	Printing Notes and Receipts via the IGMT App.		
3.	Sending Floating Folder Files to TIKI		
4.	Make a warrant and proof of the use of Funds and Delay (Preliminary Movement)		
5.	Keep original and photocopied notes and receipts separate		
6.	Deliver the file to TIKI (ABK PARKING BRANCH Attendance for the month of February 2022)		
7.	Calculating employee consumption in March		

Working



Daily Activities Of The Job

Month : March
 Week : 3
 Day : Monday- Friday
 Date : March 14-18 March 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Separate the original notes and receipts and then photocopy them.	Supri	
2.	Printing Notes and Receipts via the BSMI App.		
3.	Deliver File to KSP (Application for Extension of Visual Card/PermMGA LESTARI, SUC'04, MP 13-636, VANDELI B)		
4.	TFF report entry (Traffic Production and Revenue).		
5.	Scout Entry to Scout Inspection List		
6.	Archive First Service Notes		
7.	Printing Notes and Receipts via the BSMI App.		



Daily Activities Of The Job


Month : March
 Week : 4
 Day : Monday- Friday
 Date : March 21-25 March 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Separate the original notes and receipts and then photocopy them.	Supri	
2.	TFF report entry (Traffic Production and Revenue).		
3.	Scout Entry to the Scout Inspection List		
4.	Printing Notes and Receipts via the BSMI App.		
5.	Delivering Letters to KSP (Application for Extension of KPI' 04 and KPI' 024 Visual Certificate)		
6.	Make a record and proof of arrival, unloading and delay (loading Movement)		



Daily Activities Of The Job


Month : March to April
 Week : 5
 Day : Monday- Friday
 Date : March 28-01 April 2022

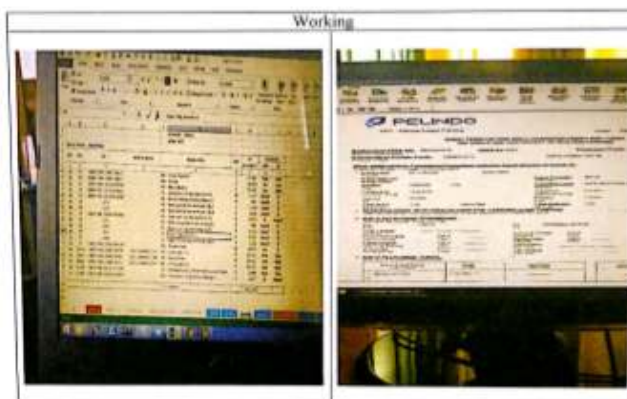
NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNNOR	SIGNATURE
1.	Scout Entry to the Scout Incentive List	Sapri	
2.	Separate the original notes and receipts and then photocopy them.		
3.	Archive Port Service Notes.		
4.	Deliver Files to KSOJ (Application for Extension of Vessel Certificate)MEGA LESTARI, KPC 04, MP 1/5 004, VANDO II		
5.	Make a letter regarding the application for a tagboat movement permit in April addressed to the Head of KSOJ Sungai Pakning.		
6.	Printing Notes and Receipts via the IGMT App.		
7.	Photocopy of SPK Panda paper.		



Daily Activities Of The Job


Month : April
 Week : 6
 Day : Monday- Friday
 Date : April 04-08 April 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNNOR	SIGNATURE
1.	Sending ABK Attendance Files for February and March 2022 to Sungai Pakning Branch, via TIKI	Sapri	
2.	Photocopy of SPK Panda paper.		
3.	Archive Port Service Notes.		
4.	Printing Notes and Receipts via the IGMT App.		
5.	Calculating employee consumption for April.		
6.	Photocopy of Scout Diploma (Ship Captain).		
7.	Scout Entry to Scout Incentives List.		



Daily Activities Of The Job

Month : April
 Week : 7
 Day : Monday- Friday
 Date : April 11-15 April 2022


NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Archive Port Service Notes.	Sapri	
2.	Separate the original notes and receipts and then photocopy them		
3.	I am sending a request for payment for December 2021 via TTKI		
4.	Scout Entry to the Scout Incentive List.		
5.	Calculating employee consumption for April.		
6.	PT. Pelindo conducts a program in the form of social care activities in the hall of the Bukit Batu Sub-District Office.		

Working



Daily Activities Of The Job

Month : April
 Week : 8
 Day : Monday- Friday
 Date : April 18-22 April 2022


NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNOR	SIGNATURE
1.	Archive Port Service Notes	Sapri	
2.	Separate the original notes and receipts and then photocopy them		
3.	Filling Out Goodbook.		
4.	Calculating employee consumption for April		
5.	Manage Ship Note Services Via The Iport Application.		

Working



Daily Activities Of The Job

Month : April
 Week : 8
 Day : Monday- Friday
 Date : April 23-29 April 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make a note of the date of the budget plan for the management of the pilot ship later for 2022, which is addressed to PT. Pelindo Marine Service.	Sapri	
2.	Separate original notes and receipts and then photocopy.		
3.	Archive Port Service Notes.		
4.	Guided Movement Entry to the Guide Incentive List.		
5.	Photocopy of Spk Parola paper.		
6.	Scans of Proton and Ship Notes.		

Working



Daily Activities Of The Job

Month : April
 Week : 10
 Day : Monday- Friday
 Date : April 02-06 May 2022

Date	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
2 sd 6	Hal Al-Fir Holiday	Sapri	

Daily Activities Of The Job

Month : April
 Week : 11
 Day : Monday- Friday
 Date : Mei 05-13 May 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scans of Proton and Ship Notes.	Sapri	
2.	Photocopy of Spk Parola paper.		
3.	Archive Port Service Notes.		
4.	Printing Notes and Receipts via the KUMT App.		
5.	Scout Entry to the Scout Incentive List.		

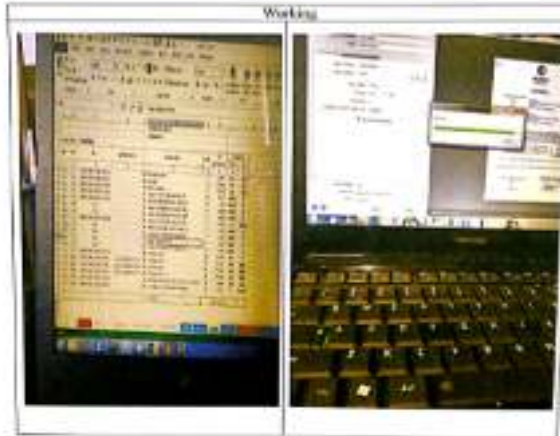
Working



Daily Activities Of The Job


Month : April
 Week : 12
 Day : Monday- Friday
 Date : Mai 15-20 Mai 2022

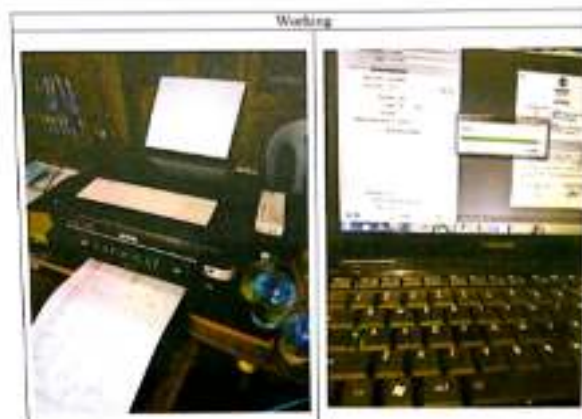
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Separate the original notes and receipts and then photocopy them.	Sapsi	
2.	Scout Entry to the Scout Incentive list.		
3.	Archive Post Service Notes.		
4.	Photocopy of Spk Panda paper.		
5.	Scans of Prerotes and Ship Notes.		



Daily Activities Of The Job


Month : April
 Week : 13
 Day : Monday- Friday
 Date : Mai 23-27 Mai 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scout Entry to the Scout Incentive list.	Sapsi	
2.	Separate the original notes and receipts and then photocopy them.		
3.	Archive Post Service Notes.		
4.	Scans of Prerotes and Ship Notes.		
5.	Photocopy of Spk Panda paper.		
6.	Make a letter of salary deduction for SPK employees for the month of May 2022.		



Daily Activities Of The Job


Month : April
 Week : 14
 Day : Monday- Friday
 Date : Mei 30-3 Juni 2022

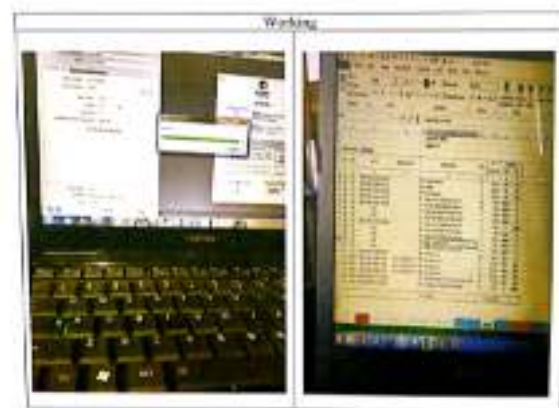
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive Post Service Notes	Sapri	
2.	Scan of Proxies and Slip Notes		
3.	Photocopy of Slip Funds paper		
4.	Separate the original notes and receipts and then photocopy them		
5.	Entry with Guided Movement to the Scout Incentive list		



Daily Activities Of The Job


Month : April
 Week : 15
 Day : Monday- Friday
 Date : Juni 06-10 Juni 2022

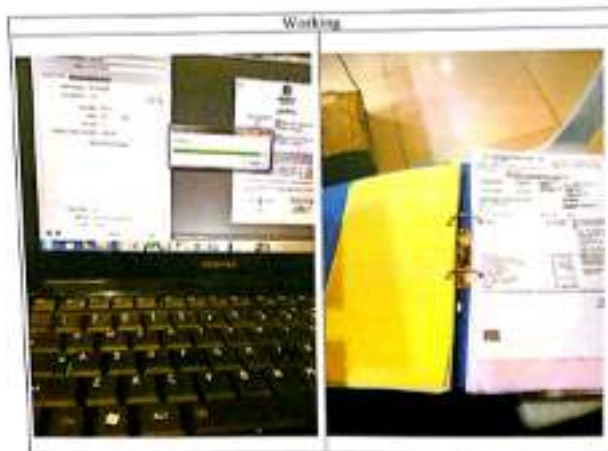
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive Post Service Notes	Sapri	
2.	Separate the original notes and receipts and then photocopy them		
3.	Make a letter of budget plan for the management of the job plan in 2022		
4.	Photocopy of Slip Funds notes		
5.	Scans of Proxies and Slip Notes		
6.	Entry with Guided Movement to the Scout Incentive list		



Daily Activities Of The Job


Month : April
 Week : 10
 Day : Monday- Friday
 Date : Juni 13-17 Juni 2022

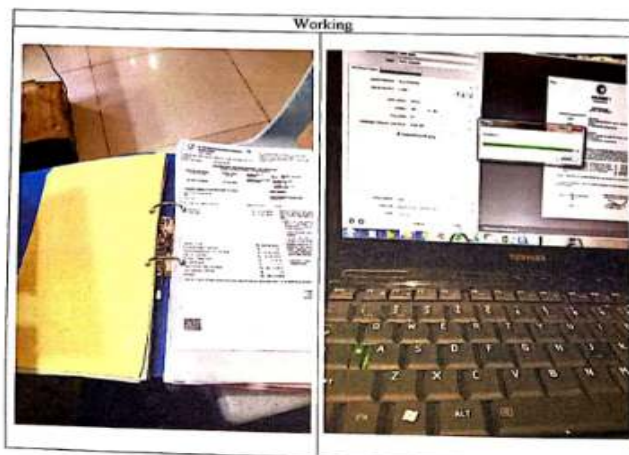
NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNGOR	SIGNATURE
1.	Photocopy of Spk Pandu paper.	Sapri	
2.	Separate the original notes and receipts and then photocopy them.		
3.	Archive Port Service Notes.		
4.	Entry with Guided Movement to the Scout Incentives list.		
5.	Scans of Prenotes and Ship Notes.		
6.	Make an application letter for employee based services PT. PMS with a Spk in April and May.		



Daily Activities Of The Job


Month : April
 Week : 17
 Day : Monday- Friday
 Date : Juni 20-24 Juni 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASIGNGOR	SIGNATURE
1.	Photocopy of Spk Pandu paper.	Sapri	
2.	Separate the original notes and receipts and then photocopy them.		
3.	Archive Port Service Notes.		
4.	Scans of Prenotes and Ship Notes.		
5.	Entry with Guided Movement to the Scout Incentives list.		



Daily Activities Of The Job

Month : April
Week : 18
Day : Monday- Thursday
Date : Juni 26-30 Juni 2022

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Photocopy of Spk Paska paper.	Sagri	
2.	Separate the original notes and receipts and then photocopy them.		
3.	Archive Part Service Notes.		
4.	Scan of Protests and Ship Notes.		
5.	Entry with Guided Movement to the Secret Incentive list.		

Working

