

APPRENTICESHIP REPORT

**PT. EKASAPTA PARAMITA ENERGI
BUTON STOCKPILE**

**NABELA
5404181132**



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

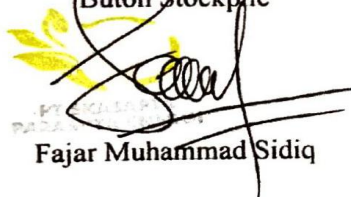
APPRENTICESHIP REPORT
PT. EKASAPTA PARAMITA ENERGI
BUTON STOCKPILE

Written as one of the conditions for completing Apprenticeship

NABELA
5404181132


Bengkalis, June 30th, 2022

The Site Manager of
PT. Ekasapta Paramita Energi
Buton Stockpile





Fajar Muhammad Sidiq

Advisor
Lecturer of
International Business Administration
Study Program



Teguh Widodo, M.SM., M.Rech
Nip. 197303182021211001

Approved by,
The head of International Business Administration Study Program
State Polytechnic of Bengkalis



Hutomo Aman Maulana, S.Pd., M.Si
Nip.198908312018031001

ACKNOWLEDGEMENT

Praise and gratitude for the presence of Allah SWT for all his gifts and graces, so that the author can complete the report of apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile.

The completion of this apprenticeship report it certainly cannot be separated from the support and assistance from various parties, either directly or indirectly. The author can only say thank you for the help, guidance, and advice from various parties. In this opportunity, the author would like to express his deepest gratitude to:

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as the Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Apprenticeship Coordinator of the International Business Administration Study Program.
6. Mr. Teguh Widodo, S.Sos., M.SM., M.Rech as the Advisor of the Apprenticeship Report.
7. Mrs. Yunelly Asra, S.E., M.M as the Advisor of the Apprenticeship Report.
8. Mr. Hutomo Atman Maulana, S.Pd., M.Si as the Advisor of the Apprenticeship Report.
9. All lecturers of International Business Administration Study Program.
10. Mr. Fajar Muhammad Siddiq as the Site Manager of PT. Ekasapta Paramita Energi Stockpile Buton.
11. Ms. Eva Suryani, S.E as the Administration Staff that have taught the author a lot of experience and knowledge.
12. Mr. Deky Wahyudi as the Relation Manager at PT. Ekasapta Paramita Energi Stockpile Buton.

13. All employee of PT. Ekasapta Paramita Energi Stockpile Buton that already give the writer guidance and lot of experience while did the apprenticeship.
14. Especially for my father Anuar and my mother Syamsiah who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
15. To my younger sister who always gives help and encouragement also prayer when the writer is in trouble.

Hopefully all the participation and thoughts that have been given to the author to be a pious charity and get a commendable charity from Allah SWT. The author is well aware that in the preparation of this apprenticeship report, there are still lots of mistakes and flaws. Therefore, the author is also open to constructive criticism and suggestion for improvement in the future. The author hopes that this apprenticeship report will be useful for both writers in particular and all parties in general.

Bengkalis, August ,2022



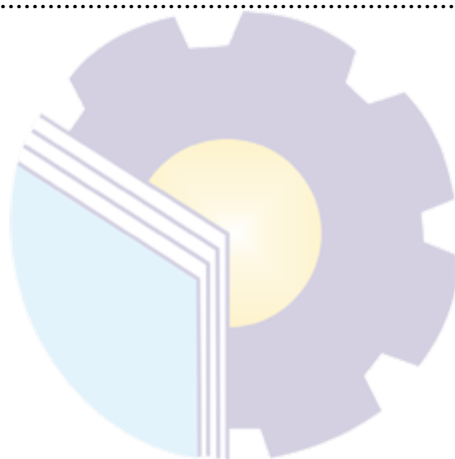
Nabela

5404181132

TABLE OF CONTENTS

COVER	i
VALIDITY SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF TABLES	vii
LIST OF FIGURES	ix
LIST OF APPENDICES	x
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Significances of the Apprenticeship.....	3
1.3.1 Significances for Students	3
1.3.2 Significances for Companies.....	3
1.3.3 Significances for State Polytechnic of Bengkalis.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company Profile	5
2.2 Vision and Mission.....	6
2.2.1 Vision of PT. Ekasapta Paramita Energi	6
2.2.2 Mission of PT. Ekasapta Paramita Energi.....	6
2.3 Kind of Business	7
2.4 Organizational Structure	7
2.5 The Working Process	10
2.6 Document Used for Activity	12
CHAPTER III SCOPE OF THE APPRENTICESHIP	14
3.1 Job Description.....	14
3.2 Place of Apprenticeship	14

3.3	Systems and Procedures	15
3.4	Kind and Activity of Apprenticeship	23
3.5	Obstacle and Solution.....	33
3.5.1	Obstacles	33
3.5.2	Solutions.....	33
CHAPTER IV CONCLUSION AND SUGGESTION		35
4.1	Conclusion.....	35
4.2	Suggestions.....	36
REFERENCES.....		37



LIST OF TABLES

Table 3.1	Activities of the First Week from March 01 st , 2022 to March 05 th , 2022.....	23
Table 3.2	Activities of the Second Week from March 07 th , 2022 to March 12 th , 2022.....	24
Table 3.3	Activities of the Third Week from March 14 th , 2022 to March 19 th , 2022.....	25
Table 3.4	Activities of the Fourth Week from March 21 st , 2022 to March 26 th , 2022.....	25
Table 3.5	Activities of the Fifth Week from March 28 th , 2022 to April 02 nd , 2022.....	26
Table 3.6	Activities of the Sixth Week from April 04 th , 2022 to April 09 th , 2022.....	26
Table 3.7	Activities of the Seventh Week from April 11 th , 2022 to April 16 th , 2022.....	27
Table 3.8	Activities of the Eighth Week from April 18 th , 2022 to April 23 rd , 2022.....	27
Table 3.9	Activities of the Ninth Week from April 25 th , 2022 to April 30 th , 2022.....	28
Table 3.10	Activities of the Tenth Week from April 25 th , 2022 to April 30 th , 2022.....	28
Table 3.11	Activities of the Eleventh Week from May 09 th , 2022 to May 14 th , 2022.....	29
Table 3.12	Activities of the Twelfth Week from May 16 th , 2022 to May 21 st , 2022.....	29
Table 3.13	Activities of the Thirteenth Week from May 23 rd , 2022 to May 28 th , 2022.....	30
Table 3.14	Activities of the Fourteenth Week from May 30 th , 2022 to June 04 th , 2022.....	30

Table 3.15	Activities of the Fifteenth Week from June 06 th , 2022 to June 11 th , 2022.....	31
Table 3.16	Activities of the Sixteenth Week June 14 th , 2022 to June 15 th , 2022.....	32
Table 3.17	Activities of the Seventeenth Week from June 21 st , 2022 to June 25 th , 2022.....	32
Table 3.18	Activities of the Eighteenth Week June 27 th , 2022 to June 30 th , 2022.....	33



LIST OF FIGURES

Figure 2.1	TanjungButon Stockpile	6
Figure 2.2	Organizational Structure	6
Figure 2.3	Process Flow of Palm Kernel Shell Piling at PT. Ekasapta Paramita Energi Buton Stockpile	10
Figure 3.1	Check Daily Hauling Report	16
Figure 3.2	Scan Documents	17
Figure 3.3	Documenting Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter	17
Figure 3.4	Archive Documents	18
Figure 3.5	Weighing Palm Kernel Shell Cars	19
Figure 3.6	Recording Equipment Borrowed from Warehouse	20
Figure 3.7	Preparing for Loading Requirements.....	20
Figure 3.8	Prepare Vouchers for Cash-Out Receipts.....	21
Figure 3.9	Check Stock Opname Inventory and Warehouse	22

LIST OF APPENDICES

Appendix 1	Apprenticeship Acceptance Letter	38
Appendix 2	Apprenticeship Statement Letter	39
Appendix 3	Apprenticeship Assessment Sheet.....	40
Appendix 4	List of Apprenticeship Attendance.....	41
Appendix 5	Apprenticeship Certificate.....	45
Appendix 6	Apprenticeship Revision Sheet	46
Appendix 7	Daily Activities	49



CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

Education is the most important thing in our life. Education is a means to increase knowledge, hone skills in solving problems, improve the economy, to create better job opportunities. College as one of the educational institutions for the nation's generation has crucial role in character building and expected to be able to produce quality graduates so that they able to take the Indonesian nation further.

State Polytechnic of Bengkalis is a vocational college that creates competent students in their respective fields. In daily learning, the education received by students is a direct practice of how to work in the real world according to their respective study programs. This is intended so that students have the provision and ability to face the real world of work. In addition, the State Polytechnic of Bengkalis also provides an apprenticeship program as a way to improve students' ability to adapt and gain real-world work experience that applies to all majors at the State Polytechnic of Bengkalis.

International Business Administration is one of the study programs in the Business Administration Department of the State Polytechnic of Bengkalis. D4-International Business Administration is a study program that studies marketing activities (marketing), financial management, personnel management (PM), to production activities. Students who are part of the International Business Administration can develop a career in the positions of administrative staff, company management, human resources staff, marketing staff, entrepreneur, business consultant, and lecturer. To prepare students to achieve careers and enter the world of work, D4-International Business Administration requires students to take part in an apprenticeship program in either a government or private company for 4 (four) months. To participate in this apprenticeship, students must have completed their learning for 6 (six) semesters.

Apprenticeship or practical work is on-the-job training. The apprenticeship is a process to apply the knowledge or competencies gained during education in the world of work directly. Apprenticeships are used to introduce students to the working world climate by providing the skills needed in the industrial world. This program will provide knowledge and skills, both technical and work attitudes that are appropriate and required by the company where the apprenticeship is carried out.

In this program, the International Business Administration Study Program hopes that students can choose their apprenticeship workplace and location to increase their experience in finding a company to work. However, the apprenticeship coordinator also provides several apprenticeship workplaces to assist students in getting apprenticeship places. Then, from some of available apprenticeship options, the author interested in carrying out the apprenticeship at PT. Ekasapta Paramita Energi (EPE) Buton Stockpile.

PT. Ekasapta Paramita Energi is one of the biggest exporters of palm kernel shells in Riau. PT. Ekasapta Paramita Energi runs its operational activities in Rumbai, Perawang and Tanjung Buton. According to Kompas.com (2021), PT. Ekasapta Paramita Energi is the first company in the country to receive Green Gold Label (GGL) certification and has been awarded the best exporter of 2020. The author is carry out apprenticeship in one of the branches, namely Buton Stockpile which is located in Sungai Rawa Village, Sungai Apit Sub District, Siak Regency, Riau Province.

1.2 Purpose of the Apprenticeship

The student apprenticeship activities of International Business Administration Study Program has several objectives, namely:

1. To describe job descriptions at *PT. Ekasapta Paramita Energi Buton Stockpile*.
2. To know the place and time of apprenticeship at *PT. Ekasapta Paramita Energi Buton Stockpile*.

3. To explain apprenticeship workplace systems and procedures at *PT. Ekasapta Paramita Energi Buton Stockpile*.
4. To find out obstacles and solutions during the implementation of the apprenticeship at *PT. Ekasapta Paramita Energi Buton Stockpile*.

1.3 Significances of the Apprenticeship

The apprenticeship carried out has some significances for several parties such as students, companies and the State Polytechnic of Bengkalis, namely:

1.3.1 Significances for Students

There are several significances of implementing apprenticeship programs obtained by students, are as follows:

1. Students have the opportunity to apply theoretical/concepts knowledge in the real world of work.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to work in a team of several people to generate ideas and solve problems together.
4. Students can improve connections and add experience to their resumes.

1.3.2 Significances for Companies

The significances of implementing apprenticeship for companies in accepting student apprenticeships are as follows:

1. Apprenticeship can assist employees in completing work, providing ideas, and providing advice in solving problems.
2. Through this apprenticeship, the company will be recognized by academics and the education world.

1.3.3 Significances for State Polytechnic of Bengkalis

The significances of implementing apprenticeship that will be obtained by the State Polytechnic of Bengkalis, namely:

1. Apprenticeships can improve the competence of graduates of the state polytechnic of Bengkalis.
2. State Polytechnic of Bengkalis will be better known in the industry and corporate world.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Ekasapta Paramita Energi is build to focus on trading and exporting Palm Kernel Shell (PKS). PT. Ekasapta Paramita Energi have more than five years of experiences and have very strong power for collecting palm kernel shells. Currently PT. Eksapta Paramita Energi are export palm kernel shells to Thailand and Japan Market from it stockpiles that located at Rumbai and Tanjung Buton Riau Province, Indonesia. PT. Ekasapta Paramita Energi has exported and supply more than 450.000 MT of palm kernel shells from 2018 – 2020 to Thailand and Japan Power Plant from Riau Province, Indonesia. PT. Ekasapta Paramita Energi purchase and contract the palm kernel shells from more than 30 Mills in riau province to maintain the sustainability of supply to the customer, which is can collected more than 20.000 MT of palm kernel shells a month (PT. Ekasapta Paramita Energi, 2021).

Rumbai Stockpile is located at Pekanbaru, Riau Province 15 minutes distance from Airport. Rumbai Stockpile has capacity 40.000 MT of palm kernel shells on concreted floor and the distance to jetty is 200 m (barge only). PT. Ekasapta Paramita Energi Rumbai Stockpile usually export palm kernel shells to Thailand from Rumbai Stockpile and transhipment is needed if want to load to Mother Vessels.

Tanjung Buton Stockpile is located at Sungai Rawa, Siak regency. The distance to Tanjung Buton Port \pm 5 Km. The large area is 6 ha (60,000 m²) and already build and concreted 15,000 m² for warehouse and fresh palm kernel shells stockyard. The size of warehouse is 3,000 m² with capacity of 12,000 MT – 14,000 MT and the area stockpile for fresh or unscreen palm kernel shells is 7,000 m².



Figure 2.1 Tanjung Buton Stockpile
Source: Tanjung Buton Stockpile

2.2 Vision and Mission

2.2.1 Vision of PT. Ekasapta Paramita Energi

Vision is a big picture, the main goals and ideals of a company, institution, person, or organization in the future. The vision of PT. Ekasapta Paramita Energi is “To be the best palm kernel shell industry that can provide the growth in the domestic economy”.

2.2.2 Mission of PT. Ekasapta Paramita Energi

Mission PT. Ekasapta Paramita Energi is “Producing quality and environmentally friendly palm kernel shell products, develop local natural resources to improve the regional and domestic economy by optimizing the human resources of the surrounding area”.

2.3 Kind of Business

Business is an activity carried out by individuals and organizations that create value through goods and services to earn profits and meet the needs of society. PT. Ekasapta Paramita Energi is a company engaged in the field of stockpiling palm kernel shells. Palm kernel shells are waste from the palm oil processing industry. Palm kernel shells are used as an alternative source of energy to replace coal as fuel. PT. Ekasapta Paramita Energi takes advantage of the availability of palm kernel shells that lot from the Riau Province area for export to foreign countries such as Thailand and Japan.

2.4 Organizational Structure

The organizational structure of PT. Ekasapta Paramita Energi Buton Stockpile is a type of functional organizational structure, where the division of labor is carried out according to the same set of roles and specific tasks. This structure has the advantage that it can help in increasing the efficiency of the managerial part because the work is done the same and is done repeatedly. This allows an increase in the value of profits for the company.

The organizational structure of PT. Ekasapta Paramita Energi Buton Stockpile is as follows:

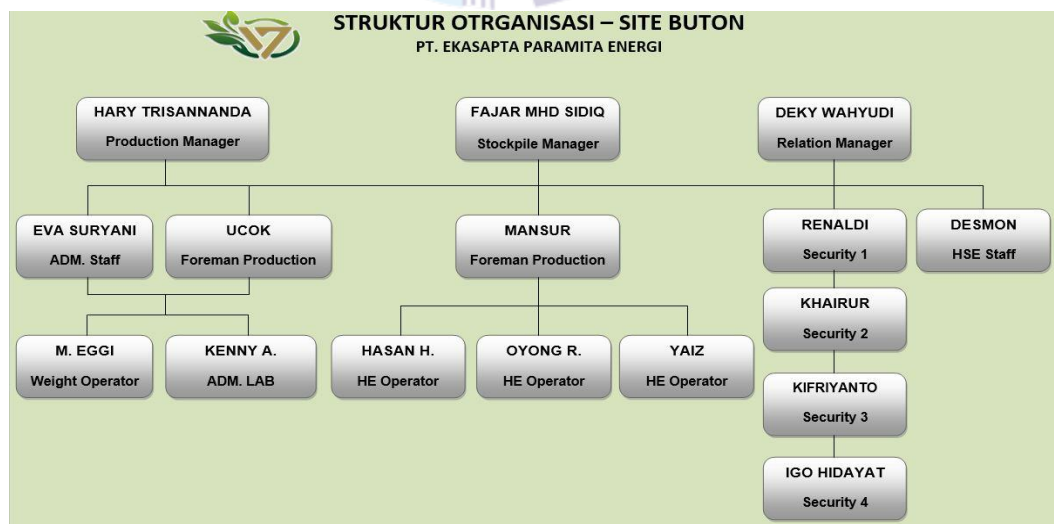


Figure 2.2 Organizational Structure

Source: Processed Data, 2022

Every job position in the organizational structure at PT. Ekasapta Paramita Energi Buton Stockpile has the duty and responsibility to achieve the company's goals. The following is a job description for each position in the organizational structure:

1. Stockpile Manager Buton Stockpile

Stockpile manager is responsible for handling PT. Ekasapta Paramita Energi Stockpile Buton, inspects each member's work in the field, and manages the position of shell stock placement. Stockpile manager is assisted by several people who occupy each section, namely:

a. Foreman Production

Foreman Production is in charge of recording palm kernel shell moisture data incoming from the supplier, counting the number of buckets entering the scener machine, giving the results of the tally calculation report.

b. Operator

The operator is in charge of checking tools every day (oil, bedpan, diesel, etc.), maintaining the cleanliness of heavy equipment, unloading every incoming shell car, helping checking the palm kernel shells in the car truck, all heavy equipment such as loaders and excavators are not allowed to carry out any other work other than the palm kernel shell unloading process.

2. Production Manager

The Production Manager has the task of sending documentation for every work at the stockpile, inspecting and documenting the car unloading palm kernel shells from palm oil mills. Production manager has several people who are responsible for certain positions, they are:

a. Administration Staff

Administration Staff is in charge of checking daily hauling reports, scanning and documenting every job in the stockpile, preparing vouchers for cash-out receipts, recording employee absences and daily workers, making reimbursement expense reports, and making forms

submitting employee leave and overtime, making a letter submitting a request for diesel fuel and production screening.

b. Weight Operator

The Weight Operator is in charge of receiving weighing receipts, weighing shell cars from palm oil mills or suppliers that enter both full and empty scales, inputting daily weighing receipts data into the system, compiling balance bill data according to the mill (sorted), ensuring data input is correct and there are no input errors, make a report on the import of shells in the shell entry form daily, report to admin if there is a tonnage discrepancy weighing, send daily stock reports and total shells in the stockpile (whatsapp group).

c. Laboratory Administration

The Laboratory Administration is in charge of measuring the moisture of the palm kernel shell samples from each palm kernel shell car entering from the supplier and when loading or exporting shells, returning the palm kernel shell samples to stock opname after three months of storage.

3. Relation Manager

The Relation Manager is tasked with building and maintaining good relations with the surrounding community, receiving suggestions and resolving complaints from the community, interacting and maintaining good relations with customers. The relation manager is assisted by several people who occupy each section, namely:

a. HSE Staff

HSE Staff is in charge of check stock opname inventory and warehouse (personal protective equipment and first aid box).

b. Security

The job of security is to fill in the guest book for every guest or car that enters, checks every vehicle that comes in and out, every guest who enters must leave an identity card such as ID card, driving license, and

etc., security must report to the manager for guests who want to visit the stockpile, and maintain security in the stockpile.

2.5 The Working Process

In this report, the author describes how the company's work processes. In Figure 2.4 the process flow of palm kernel shell pilings at PT. Ekasapta Paramita Energi Buton Stockpile as follows:

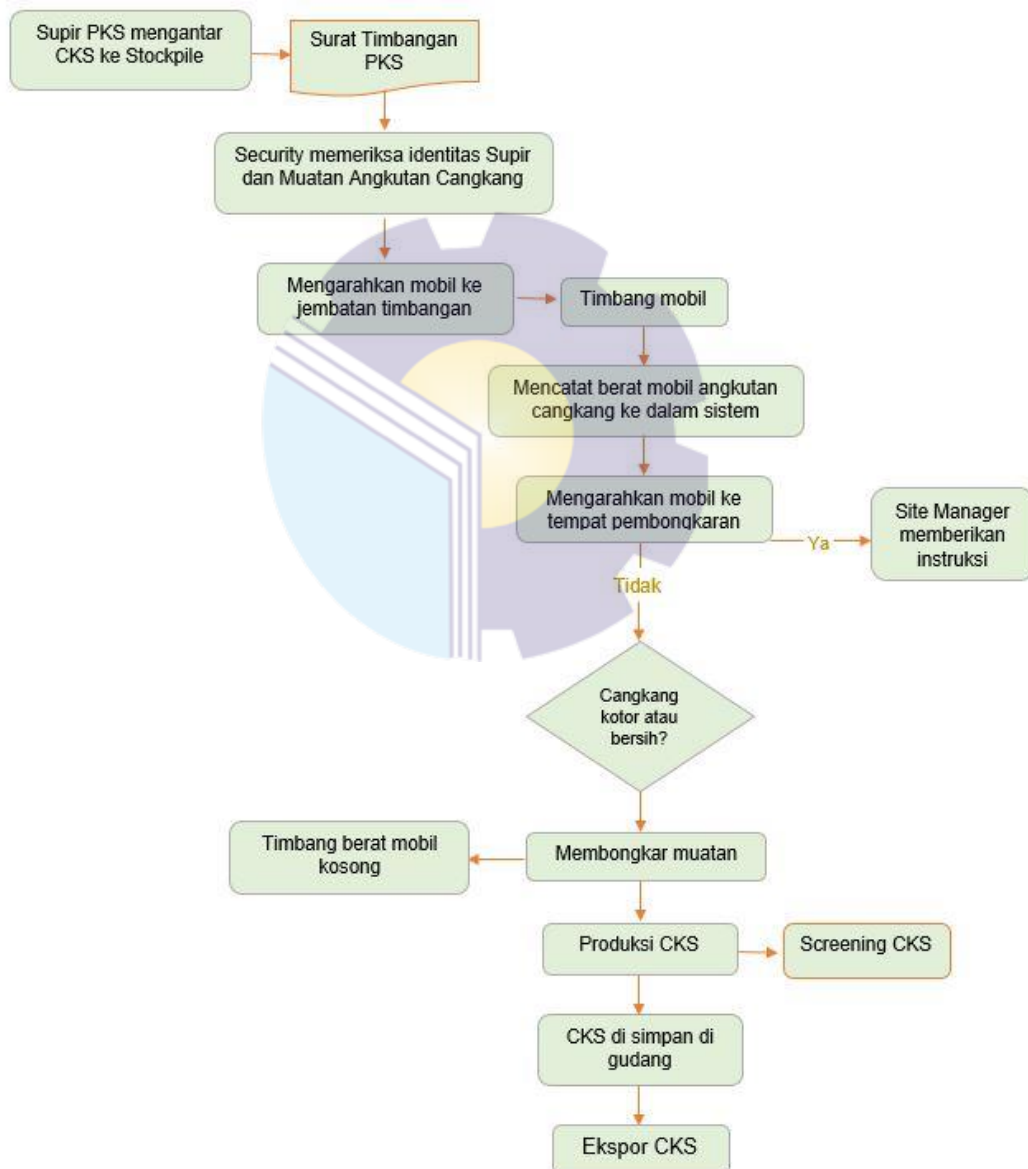


Figure 2.3 Process Flow of Palm Kernel Shell Pilings at PT. Ekasapta Paramita Energi Buton Stockpile

Source: Processed Data, 2022

Figure 2.3 describes the process flow of PT. Ekasapta Paramita Energi Stockpile Buton, a driver for a Palm Oil Mill delivering palm kernel shells to the stockpile with a weighing letter from the palm oil mill. Then security will check the completeness of the travel document or certificate of scale to find out the origin of the shell, check the identity of the driver and cars, and make a record in the guest book or shell entry report. The driver is obliged to leave his identity until the palm kernel shell unloading activity is completed. Then security also checks the cargo of the car, if the cargo has problems, security must report it to the site manager and wait for instructions given by the site manager. If there are no problems of the car, security will direct the palm kernel shell delivery car from the supplier to the weighbridge according to the order of entry of the palm kernel shell delivery car.

In the process of weighing the loaded shell delivery car at the weighbridge, the weighing staff ensures that the scale parameter is at zero (0) and then the weighing staff checks the travel document or the weighing certificate at the driver. After that, the weighing staff directs the car to "deliver the shells to the weighing bridge, and the driver is obliged to turn off the engine and check the weighing results. Next, the weighing staff records the weight of the loaded car into the weighing system after weighing. Finally, the weighing staff sounded the siren or alarm as a sign that the weight of the loaded car had been weighed and the driver was directed to the unloading location.

At the unloading location, the Foreman ensures that the loading and unloading area is safe and that the driver must comply with the specified procedures so the loading and unloading process can run properly. Then, Foreman directs the loaded palm kernel shell delivery car to a location determined by the Site Manager. Furthermore, Foreman checks the condition of the palm kernel shells to ensure that the palm kernel shells are in a clean condition according to the quality standards that have been set. If the palm kernel shells is clean, the unloading process will continue. If the palm kernel shells is dirty, Foreman will stop the process of unloading the palm kernel shells and report it to the Site Manager to check the condition of the palm kernel shells. Site Manager checks the

condition of the palm kernel shells and writes the results of the inspection in the report of checking the palm kernel shell. If the shell condition is still within the tolerance limit, the Site Manager will instruct Foreman to continue the shell unloading process. If the palm kernel shells are dirty, the Site Manager will determine the agreed reduction rate. This information will be forwarded to the weighing staff. After the palm kernel shells loading and unloading process is completed, Foreman must ensure that the palm kernel shell delivery car is empty and then provide a QS stamp on the palm shell weighing slip as a sign that the sampling process has been carried out. Foreman directs the palm kernel shell delivery car to the weighbridge to weight the empty palm kernel shells delivery car.

During the production process of screening palm kernel shells, Foreman directs the Operator Loader who uses a Wheel Loader to lift the palm kernel shells into the Hopper Conveyor. Then the Loader Operator by using a Wheel Loader transports and stores the results of screening production in a designated warehouse.

After the production results of the screening of palm kernel shells have reached the predetermined target, loading or export of palm kernel shells will be carried out to the buyer on the agreed date.

2.6 Document Used for Activity

In the implementation of practical work, there are several document used in daily activities at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. Folder Archives

The archive folder is used to archive documents such as screening submission forms, tally production screening, petty cash evidence, and employee data.

2. Moisture Data Form

The moisture data form is used to record information from the incoming palm kernel shell cars. The moisture data form consists of detail hauling

quality control, palm kernel shell cleanliness checklist, and transportation cleanliness checklist.

3. Daily Hauling Report

Daily hauling report is a daily report of incoming palm kernel shell cars. The information in the daily hauling report must comply with the Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter.

4. Book of borrowing items from warehouse

Every borrowing of items from the warehouse by employees must record the date the items were borrowed, the type of items taken, the number of items, what the items were used for, and the name of the borrower of the items.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program is carried out at PT. Ekasapta Paramita Energi Buton Stockpile for 4 (four) months. This apprenticeship is carried out from March 01st, 2022 to June 30th, 2022. During the apprenticeship, the author is placed in the Administration Department. There are several tasks carried out during the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, namely:

1. Check daily hauling report
2. Scan documents
3. Documenting Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter.
4. Archive documents
5. Weighing palm kernel shell cars
6. Recording equipment borrowed from warehouse
7. Preparing for loading requirements
8. Attaches the receipts and sorts the vouchers' cash disbursements
9. Check stock opname inventory and warehouse

3.2 Place of Apprenticeship

This apprenticeship activity is carried out after students occupy semester VII, this apprenticeship lasts for 4 (four) months, starting on March 01st, 2022 to June 30th, 2022 at PT. Ekasapta Paramita Energi Tanjung Buton Stockpile which is located in Sungai Rawa Village, Sungai Apit Sub District, Siak Regency, Riau Province 28662. During the apprenticeship, the author was placed in the Administration Department. The admission schedule is from Monday to Saturday starting at 08:00 to 17:00 WIB.

3.3 Systems and Procedures

The systems and procedures that performed as a task at PT.Ekasapta Paramita Energi Buton Stockpile are as follows:

1. Check Daily Hauling Report

Every car that comes in on the previous day must have a daily hauling report made the next day. The daily hauling report that has been made by the weighing operator will be checked by the administrative staff before being sent to the head office via the WhatsApp group. The author will check the daily hauling report to see if the data that has been made is compatible with the information contained in the palm shell weighing slip and the Letter of Sending palm kernel shell or weighing letter. If there is missing or incorrect information in the daily hauling report, the writer must correct the wrong data before the report is printed.



Figure 3.1 Check Daily Hauling Report

Source: Processed Data, 2022

2. Scan Documents

The author will scan the documents in the Buton Stockpile. Documents that may be scanned are only documents that have been signed by the party concerned, which then the results of the scan will be sent to the head office via e-mail or Whatsapp group. Some of the documents that must be scanned before being sent to the head office, such as the daily hauling report, diesel oil receipt letter, employee resignation letter, proof of cash out, employee attendance list.

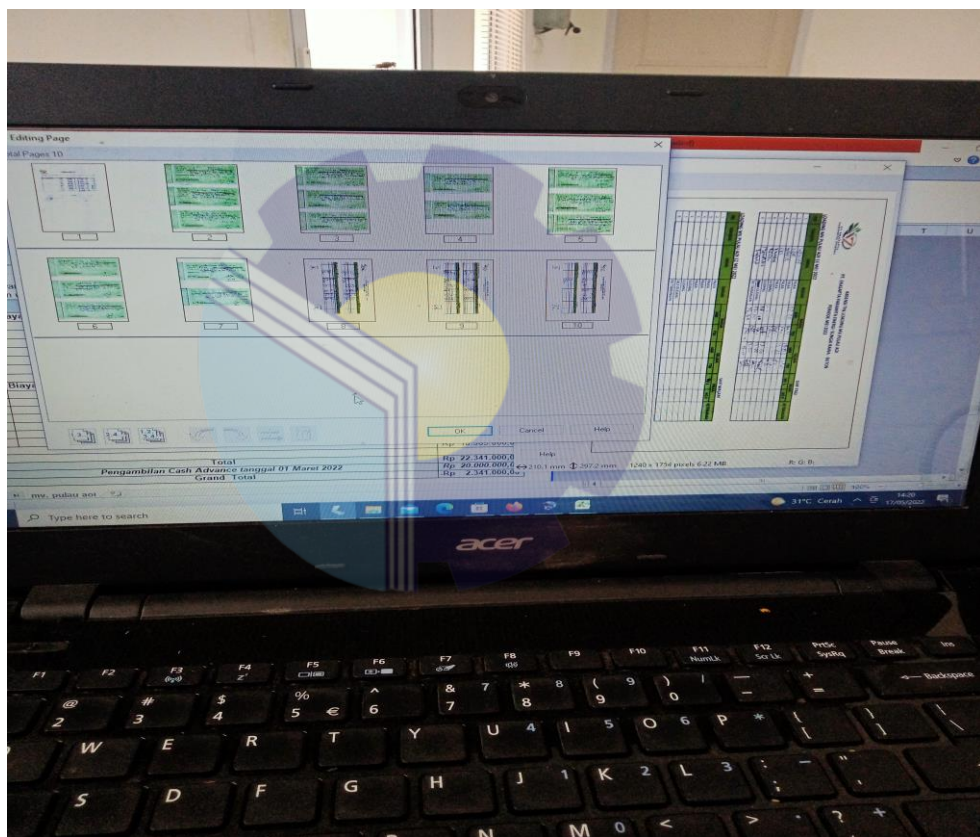


Figure 3.2 Scan Documents
Source: Processed Data, 2022

3. Documenting Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter

In this section, the author will documenting the Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter which must be sent to the WhatsApp group to be known by the head office. This

documentation is carried out on the morning of the next day after all Palm Shell Weighing Slips and Letters of Sending Palm Kernel Shell or Weighing Letters have been collected. Palm Shell Weighing Slip and Letter of Sending Palm The Kernel Shell or Weighing Letter starts from 08.00 WIB to 24.00 WIB.



Figure 3.3 Documenting Palm Shell Weighing Slip and Letter of Sending Palm Kernel Shell or Weighing Letter

Source: Processed Data, 2022

4. Archive Documents

Archiving documents is a task that is mostly done by writers. Every documents of every job must be archived. Several archived documents such as proof of cash out, fund realization reports, daily hauling reports, detail quality control hauling, palm kernel shell cleanliness checklists, transportation cleanliness checklists, employee attendance and wages, tally production screening, diesel receipt letters, absences and daily worker wages, and also employee leave and overtime application forms. Archiving

document based on the name of the document or the subject of the document. In one document folder, order of letters or reports is carried out in the order of the date, month, and year of the document. The order of saving documents for filing is to place the most recent date at the top of a document folder.



Figure 3.4 Archive Documents
Source: Processed Data, 2022

5. Weighing Palm Kernel Shell Cars

The author will carry out the activity of weighing the palm kernel shell cars that incoming from the suppliers when requested by the staff. Weighing palm kernel shells begins by recording the weight of the cargo and record it into the system. Information that must be filled in the system such as no. ticket, date, car license number, item name, supplier name, customer name, entry time, exit time, driver's name, and no. containers. After finished recording all the information and storing it, the writer waited for the car to

finish unloading the palm kernel shells. When the car returns to the scales, then weighs the empty car and gets the net weight, Letter of Sending Palm Kernel Shell or Weighing Letter will be printed. After that it will be stamped and signed. The author will give a copy of the letter to the car driver, so that the driver and the stockpile each get evidence of palm kernel shell scales.



Figure 3.5 Weighing Palm Kernel Shell Cars

Source: Processed Data, 2022

6. Recording equipment borrowed from warehouse

Every item that comes out of the warehouse must be reported to the administration division. The author writes the items borrowed by employees into a book with must-have information, namely the date of borrowing the goods, the name of the goods, the number of goods, the need for the goods, and the name of the borrower of the goods. The purpose of this recording is to make it easier for warehouse stock opname reporting when reported to

the head office, to find out the number of items that are still in the warehouse. This record is used when checking the number of warehouse stock taking and inventory, it can be seen the match between the initial stock and the number of items taken in the records and the number of items when checked in the warehouse.

	Jumlah	OLY	KET	TAMBAH / KURANG	NO	HARI / TAHUN	JENIS BENDA	Jumlah	OLY	KET	NAMA
OLA BAHAN PER OLY 553001	1	RS	Gensert	Dipinjam		9.3.2022	1. smok SLANG GUNUNG FILTR SOLAK	1			
OLA Peral Alat 40	236	RS	Pos katrol	Jangan		18/3/2022	Minyak Ren	1			
OLA Peral 2 PTL	2	RS	Sewa LOS	Sewa		12/4/2022	Filter P551329	1	unit		
			Sewa Loaders	Sewa		12/4/2022	Air coolant	1	Drigent		
Filter 3331	1	1	Miscan								
5 PIVOL OE	1	1									
OLA 0028001 556203	2	1									

Figure 3.6 Recording equipment borrowed from warehouse
Source: Processed Data, 2022

7. Preparing for loading requirements

Whenever loading or exporting of palm kernel shells is carried out, the author will always make the necessary preparations for the smooth process of loading or exporting. Preparations for loading requirements are carried out a week before the date the loading is carried out. After the loading date is confirmed, the author and administrative staff will do some necessary preparations such as making the order number for the transport car which usually consists of 20 (twenty) cars, providing personal protective

equipment for all the workers involved especially for daily workers, preparing attendance and names of equipment that will be used by the daily workers, as well as handy talk and flashlight placed in one place together with personal protection equipment.



Figure 3.7 Preparing for Loading Requirements

Source: Processed Data, 2022

8. Attaches the receipts and sorts the vouchers' cash disbursements
Vouchers are made for cash use for one month. Then this voucher will be combined with the receipt of the purchase of goods based on their respective dates. In this activity, the task of the author is to attach the receipts and sorts the vouchers' cash disbursements according to the number and date the cash used. Then re-checked with administrative employees to see the compatibility between the data in the computer with the existing receipts and vouchers.



Figure 3.8 Prepare vouchers for cash-out receipts

Source: Processed Data, 2022

9. Check stock opname inventory and warehouse

The monthly activity that is always done by the author is to check the stock opname inventory and stock opname warehouse in the warehouse to make stock opname inventory and stock opname warehouse reports. If in the current month there is a loading or export of palm kernel shells, the stock opname check is carried out after the export activity. On the other hand, if loading or exporting is not carried out during the month, then the inspection is carried out at the beginning of the month. Stock opname Inventory and warehouse reports are carried out after checking the warehouse with the records in the items collection book. Items that are included in the stock opname warehouse such as office stationery, operational equipment, and kitchen utensils. Meanwhile stock opname inventory is a means of self-personal protection and other items that have a long economic life.



Figure 3.9 Check stock opname inventory and warehouse

Source: Processed Data, 2022

3.4 Kind and Activity of Apprenticeship

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, especially in the Administration Department for the first week, can be seen in the following table:

Table 3.1 Activities of the First Week from March 01st, 2022 to March 05th, 2022

No	Date and Time	Name of Activity	Place
1	Tuesday, March 01 st , 2022	a. Introduction to office staff b. Direction by staff c. Making attendance list d. Recap employees attendance list	Administration Office
2	Wednesday, March 02 nd , 2022	Make and print car serial numbers	Administration Office
3	Thursday, March 03 rd , 2022	Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter of the palm kernel shell cars	Administration Office

4	Friday, March 04 th , 2022	a. Learn to make daily hauling reports b. Learn to weigh the car of palm kernel shells and enter data into the computer	Administration Office & Weighing Room
5	Saturday, March 05 th , 2022	Weighing the cars of palm kernel shells for loading	Weighing Room

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the second week, can be seen in the following table:

Table 3.2 Activities of the Second Week from March 07th, 2022 to March 12th, 2022

No	Date and Time	Name of Activity	Place
1	Monday, March 07 th , 2022	a. Entering the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data of the hauling palm kernel shells into the laptop b. Scan data of the transportation cleanliness checklist report	Administration Office
2	Tuesday, March 08 th , 2022	Archives the cash statement for 2021-2022	Administration Office
3	Wednesday, March 09 th , 2022	a. Archive the statement of budget realization b. Checking stock opname inventory depreciation	Administration Office
4	Thursday, March 10 th , 2022	a. Weighing palm kernel shells from supplier b. Printing the letter of sending palm kernel shell or weighing letter for drivers and stockpile	Weighing Room
5	Friday, March 11 th , 2022	a. Checking the stock opname inventory in the warehouse b. Recap the stock opname inventory report	Warehouse & Administration Office
6	Saturday, March 12 th , 2022	a. Check the palm shell weighing slip and letter of sending palm kernel shell or weighing letter that came in the day before b. Input the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data into the laptop	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the third week, can be seen in the following table:

Table 3.3 Activities of the Third Week from March 14th, 2022 to March 19th, 2022

No	Date and Time	Name of Activity	Place
1	Monday, March 14 th , 2022	a. Weighing the palm kernel shells from suppliers b. Printing letter of sending palm kernel shell or weighing letter for supplier car drivers	Weighing Room
2	Tuesday, March 15 th , 2022	a. Archive the tally production screening document b. Make a repair expense report Buton stockpile	Administration Office
3	Wednesday, March 16 th , 2022	a. Make THL (daily workers) attendance b. Print THL attendance for the period of March 2022	Administration Office
4	Thursday, March 17 th , 2022	Prepare for moisture testing needs	Administration Office
5	Friday, March 18 th , 2022	Archive the moisture data form	Administration Office
6	Saturday, March 19 th , 2022	a. Check the palm shell weighing slip that came in the day before b. Input the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data into the laptop	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the fourth week, can be seen in the following table:

Table 3.4 Activities of the Fourth Week from March 21st, 2022 to March 26th, 2022

No	Date and Time	Name of Activity	Place
1	Monday, March 21 st , 2022	a. Sort employee consumption receipts b. Recap consumption of employees from other companies that rent warehouses at PT. EPE	Administration Office
2	Tuesday, March 22 nd , 2022	Make an available first aid box inspection report	Administration Office
3	Wednesday, March 23 rd , 2022	Make an archive folder label form	Administration Office
4	Thursday, March 24 th , 2022	a. Input the remaining palm shell contract data into the laptop b. Print the moisture data form	Administration Office
5	Friday, March 25 th , 2022	Permission	
6	Saturday, March 26 th , 2022	Permission	

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the fifth week, can be seen in the following table:

Table 3.5 Activities of the Fifth Week from March 28th, 2022 to April 02nd, 2022

No	Date and Time	Description of Activities	Place
1	Monday, March 28 th , 2022	Archive tally production screening report	Administration Office
2	Tuesday, March 29 th , 2022	a. Sort employee consumption receipts from other companies that rent warehouses b. Recap consumption of employees from other companies that rent warehouses at PT. EPE	Administration Office
3	Wednesday, March 30 th , 2022	a. Make employee, security, and THL (daily workers) attendance b. Print employee, security, and THL (daily workers) attendance	Administration Office
4	Thursday, March 31 st , 2022	Archive diesel fuel receipts report	Administration Office
5	Friday, April 01 st , 2022	a. Scan employee, security, and THL (Daily Workers) attendance b. Archive employee attendance	Administration Office
6	Saturday, April 02 nd , 2022	Archive employee absence	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the sixth week, can be seen in the following table:

Table 3.6 Activities of the Sixth Week from April 04th, 2022 to April 09th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, April 04 th , 2022	Weighing palm kernel shells from suppliers	Weighing Room
2	Tuesday, April 05 th , 2022	Weighing palm kernel shells from suppliers	Weighing Room
3	Wednesday, April 06 th , 2022	Archives daily hauling report	Administration Office
4	Thursday, April 07 th , 2022	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter according to the order in the hauling report	Administration Office
5	Friday, April 08 th , 2022	Archive the daily hauling report	Administration Office
6	Saturday, April 09 th , 2022	Return the palm kernel shells sample from the 3 (three) months previous for stock opname	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the seventh week, can be seen in the following table:

Table 3.7 Activities of the Seventh Week from April 11th, 2022 to April 16th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, April 11 th , 2022	a. Making Daily Worker wages application for production screening b. Printing Daily Worker wages application	Administration Office
2	Tuesday, April 12 th , 2022	Record borrowed items in the book	Administration Office
3	Wednesday, April 13 th , 2022	Print hauling report PT. Ekasapta Paramita Energi	Administration Office
4	Thursday, April 14 th , 2022	a. Archive hauling report b. Archive PKS (Palm Mill) contract c. Archive tally production screening report	Administration Office
5	Friday, April 15 th , 2022	Good Friday	
6	Saturday, April 16 th , 2022	a. Compile and recapitulate reports on consumption of employees of PT. IKPP b. Scan employee consumption reports c. Print employee consumption form	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the eighth week, can be seen in the following table:

Table 3.8 Activities of the Eighth Week from April 18th, 2022 to April 23rd, 2022

No	Date and Time	Description of Activities	Place
1	Monday, April 18 th , 2022	Archives of diesel fuel receipts report	Administration Office
2	Tuesday, April 19 th , 2022	a. Renaming the archive document folder b. Separating and rearranging archived documents	Administration Office
3	Wednesday, April 20 th , 2022	a. Checking stock opname warehouse in warehouse b. Input stock opname warehouse data c. Print the stock opname warehouse reports	Warehouse & Administration Office
4	Thursday, April 21 st , 2022	Re-recap the reports of the stock opname warehouse	Administration Office
5	Friday, April 22 nd , 2022	Make an available first aid box inspection report	Administration Office

6	Saturday, April 23 rd , 2022	a. Make car serial numbers b. Print car serial numbers c. Arrange car serial numbers	Administration Office
---	--------------------------------------------	--------------------------------------------------------------------------------------------	--------------------------

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the ninth week, can be seen in the following table:

Table 3.9 Activities of the Ninth Week from April 25th, 2022 to April 30th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, April 25 th , 2022	Archives the screening submission file	Administration Office
2	Tuesday, April 26 th , 2022	Archive the hauling report	Administration Office
3	Wednesday, April 27 th , 2022	Record item taken from the warehouse	Warehouse & Administration Office
4	Thursday, April 28 th , 2022	Archives tally production screening	Administration Office
5	Friday, April 29 th , 2022	Eid Al-Fitr Holidays	
6	Saturday, April 30 th , 2022	Eid Al-Fitr Holidays	

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the tenth week, can be seen in the following table:

Table 3.10 Activities of the Tenth Week from April 25th, 2022 to April 30th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, May 02 nd , 2022	Eid Al-Fitr Holidays	
2	Tuesday, May 03 rd , 2022	Eid Al-Fitr Holidays	
3	Wednesday, May 04 th , 2022	Eid Al-Fitr Holidays	
4	Thursday, May 05 th , 2022	Eid Al-Fitr Holidays	
5	Friday, May 06 th , 2022	Eid Al-Fitr Holidays	
6	Saturday, May 07 th , 2022	Eid Al-Fitr Holidays	

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the eleventh week, can be seen in the following table:

Table 3.11 Activities of the Eleventh Week from May 09th, 2022 to May 14th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, May 09 th , 2022	a. Enter the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data of the hauling palm shells into the laptop b. Archives hauling reports	Administration Office
2	Tuesday, May 10 th , 2022	Fill out the detail quality control hauling form	Administration Office
3	Wednesday, May 11 th , 2022	Write the new stationery stock list	Administration Office
4	Thursday, May 12 th , 2022	a. Sort the moisture data form b. Fill out the moisture data form	Administration Office
5	Friday, May 13 th , 2022	a. Print the moisture data form b. Fill out the moisture data form c. Weighing palm kernel shell cars for loading	Administration Office & Weighing Room
6	Saturday, May 14 th , 2022	a. Check the hauling report b. Weighing palm kernel shell cars for loading	Weighing Room

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the twelfth week, can be seen in the following table:

Table 3.12 Activities of the Twelfth Week from May 16th, 2022 to May 21st, 2022

No	Date and Time	Description of Activities	Place
1	Monday, May 16 th , 2022	Vesak Day	
2	Tuesday, May 17 th , 2022	a. Rearrange the moisture data form b. Archive the moisture data form c. Write the daily workers salary receipts for loading d. Scan the daily workers salary receipts for loading e. Scan of PT. EPE employee resignation letter	Administration Office
3	Wednesday, May 18 th , 2022	a. Archive the moisture data form b. Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter of the palm kernel shells cars	Administration Office

4	Thursday, May 19 th , 2022	a. Scan the stock opname inventory and warehouse reports b. Archive the stock opname inventory and warehouse reports c. Archive the tally production screening d. Fill out the moisture data form e. Archive the reimbursement expense report	Administration Office
5	Friday, May 20 th , 2022	Checking and arranging archived documents	Administration Office
6	Saturday, May 21 st , 2022	a. Make a receipt of diesel fuel report b. Print the receipt of diesel fuel report c. Scan receipt of diesel fuel report	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the thirteenth week, can be seen in the following table:

Table 3.13 Activities of the Thirteenth Week from May 23rd, 2022 to May 28th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, May 23 rd , 2022	Archive the detail quality control hauling	Administration Office
2	Tuesday, May 24 th , 2022	a. Check and archive hauling report b. Fill out the moisture data form c. Weighing the sand and stone cars	Administration Office & Weighing Room
3	Wednesday, May 25 th , 2022	a. Weighing palm kernel shell cars and print letter of sending palm kernel shell or weighing letter b. Record the item taken from the warehouse	Administration Office & Weighing Room
4	Thursday, May 26 th , 2022	Ascension Day	
5	Friday, May 27 th , 2022	Weighing palm kernel shell cars	Weighing Room
6	Saturday, May 28 th , 2022	Fill out the moisture data form	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the fourteenth week, can be seen in the following table:

Table 3.14 Activities of the Fourteenth Week from May 30th, 2022 to June 04th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, May 30 th , 2022	a. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Administration Office

		<ul style="list-style-type: none"> b. Archive the hauling report c. Arrange shopping receipts for PT. Ekasapta Paramita Energi 	
2	Tuesday, May 31 st , 2022	<ul style="list-style-type: none"> a. Prepare for moisture testing needs b. Archive reimbursement expense report 	Administration Office
3	Wednesday, June 01 st , 2022	Pancasila Day	
4	Thursday, June 02 nd , 2022	Check the data of the hauling report	Administration Office
5	Friday, June 03 rd , 2022	<ul style="list-style-type: none"> a. Scan the recap of the detail quality control hauling palm kernel shell b. Scan the recap of the palm kernel shell cleanliness checklist c. Scan the recap of the transportation cleanliness checklist 	Weighing Room
6	Saturday, June 04 th , 2022	<ul style="list-style-type: none"> a. Input data tally production screening b. Archive tally production screening c. Check hauling report data d. Archive the moisture data form e. Archive the receipt of diesel fuel report f. Archive the cash statement 	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the fifteenth week, can be seen in the following table:

Table 3.15 Activities of the Fifteenth Week from June 06th, 2022 to June 11th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, June 06 th , 2022	<ul style="list-style-type: none"> a. Archive employee overtime application form b. Archive daily hauling report 	Administration Office
2	Tuesday, June 07 th , 2022	Arrange receipts and vouchers for cash out evidence	Administration Office
3	Wednesday, June 08 th , 2022	<ul style="list-style-type: none"> a. Archive the proof of cash out b. Archive the proof of payment for daily worker wages c. Archive the proof of payment for employee overtime wages d. Weighing palm kernel shell cars from suppliers 	Administration Office & Weighing Room
4	Thursday, June 09 th , 2022	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Administration Office

5	Friday, June 10 th , 2022	Arrange the consumption bill for employee of company that rent a place	Administration Office
6	Saturday, June 11 th , 2022	a. Check the hauling report b. Recap stock opname warehouse and inventory	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the sixteenth week, can be seen in the following table:

Table 3.16 Activities of the Sixteenth Week June 14th, 2022 to June 15th, 2022

No	Date and Time	Description of Activities	Place
1	Tuesday, June 14 th , 2022	Archive the hauling report	Administration Office
2	Wednesday, June 15 th , 2022	a. Check the hauling report b. Scan the hauling report	Administration Office

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the seventeenth week, can be seen in the following table:

Table 3.17 Activities of the Seventeenth Week from June 21st, 2022 to June 25th, 2022

No	Date and Time	Description of Activities	Place
1	Tuesday, June 21 st , 2022	a. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter b. Archive the hauling report c. Fill out the moisture data form	Administration Office
2	Wednesday, June 22 nd , 2022	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Administration Office
3	Thursday, June 23 rd , 2022	Print stock opname inventory and warehouse	Administration Office
4	Friday, June 24 th , 2022	a. Re-recap the stock opname warehouse report b. Print the stock opname warehouse report c. Rearrange archive folders d. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Administration Office
5	Saturday, June 25 th , 2022	a. Make cash receipt vouchers b. Weighing palm kernel shell cars from suppliers	Administration Office & Weighing Room

Source: Processed Data, 2022

Activities that have been carried out during the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton, especially in the Administration Department for the eighteenth week, can be seen in the following table:

Table 3.18 Activities of the Eighteenth Week June 27th, 2022 to June 30th, 2022

No	Date and Time	Description of Activities	Place
1	Monday, June 27 th , 2022	a. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter b. Archive the cash out report	Administration Office
2	Tuesday, June 28 nd , 2022	Archive the hauling report	Administration Office
3	Wednesday, June 29 th , 2022	Check the hauling report	Administration Office
4	Thursday, June 30 th , 2022	Check the hauling report	Administration Office

Source: Processed Data, 2022

3.5 Obstacle and Solution

3.5.1 Obstacles

The obstacles faced during apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. Lack of printer facilities provided in the administrative division causes obstacles for writers in doing work in fast time.
2. The absence of a desk for interns, which requires interns to work at the guest desk, greatly hinders and disturbs writers from doing their work when guests arrive at PT. Ekasapta Paramita Energi Buton Stockpile.
3. The internet network that is always having problems in the Buton Stockpile area slows down the process when the author has to send a report to the stockpile manager.

3.5.2 Solutions

Solutions that can be done in dealing with obstacles during apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile are as follows:

1. Adding printer facilities to improve employee performance efficiency.
2. Provide desk facilities for interns to make it easier to do work.

3. Installing a private network in the company area to facilitate the work of all employees.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing an apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile, the author can draw the following conclusions:

1. In this apprenticeship activity, the author was given a task in the field of administration, namely check daily hauling report, scan documents, documenting palm shell weighing slip and letter of sending palm kernel shell or weighing letter, archive documents, weighing palm kernel shell cars, recording equipment borrowed from warehouse, preparing for loading requirements, prepare vouchers for cash-out receipts, check stock opname inventory and warehouse.
2. In carrying out this apprenticeship activity, the author conducted apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile which lasts for 4 (four) months starting from March 01st, 2022 to June 30th, 2022.
3. Working systems and procedures at PT. Ekasapta Paramita Energi Buton Stockpile uses a lot of processed data from Excel and every work must be reported to the head office via e-mail and WhatsApp group. The use of the system is only in the Weighing Department using Weighing Scale.
4. During the implementation of apprenticeship at PT. Ekasapta Paramita Energi Buton Stockpile there are several obstacles, namely:
 - a. Lack of printer facilities provided in the administrative division causes obstacles for writers in doing work in fast time.
 - b. The absence of a desk for interns, which requires interns to work at the guest desk, greatly hinders and disturbs writers from doing their work when guests arrive at PT. Ekasapta Paramita Energi Buton Stockpile.

- c. The internet network that is always having problems in the Buton Stockpile area slows down the process when the author has to send a report to the stockpile manager.
5. The solutions for the obstacles during implementation the apprenticeship are as follows:
 - a. Adding printer facilities to improve employee performance efficiency.
 - b. Provide desk facilities for interns to make it easier to do work.
 - c. Installing a private network in the company area to facilitate the work of all employees.

4.2 Suggestions

After conducting apprenticeship activities at PT. Ekasapta Paramita Energi Buton Stockpile, here are some suggestions that the author can give, namely:

1. It is hoped that PT. Ekasapta Paramita Energi Buton Stockpile added facilities related to company operations, especially printers. The lack of printers in the Buton Stockpile can hamper the efficiency of employees' work, especially when the company accepts interns.
2. Due to the absence of a desk for interns at Buton Stockpile, it is hoped that PT. Ekasapta Paramita Energi can provide desks for interns so as not to hinder the working process and experience of the intern during their internship at PT Ekasapta Paramita Energi Buton Stockpile.
3. It is hoped that PT. Ekasapta Paramita Energi Buton Stockpile took action on the slow connection internet in the Buton Stockpile area by installing a private network and not using the public network to facilitate employee performance and increase productivity.

REFERENCES

Kompas.com, 2021, Berkomitmen Terapkan Bisnis Berkelanjutan, PT. EPE Berhasil Kantongi Sertifikasi Green Gold Label Pertama di Indonesia, <https://biz.kompas.com/read/2021/07/28/114058128/berkomitmen-terapkan-bisnis-berkelanjutan-pt-epe-berhasil-kantongi-sertifikasi>, accessed on 13 July 2022.

PT. Ekasapta Paramita Energi, <https://www.epe-corp.com>, accessed on 19 June 2022.



APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



**PT. EKASAPTA
PARAMITA ENERGI**

Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

Nomor : 006/EPE-PNB/II/2022
Lampiran : Copy Surat Permohonan
Hal : Konfirmasi Permohonan Izin

Pekanbaru, 09 Februari 2022

Yth. Politeknik Negeri Bengkalis
u.p. Ibu Armada, ST., MT
di Bengkalis

Dengan Hormat,

Berdasarkan surat No 0065/PL3I/TU/2022 yang saya terima terkait perihal Permohonan Kerja Praktek pada mahasiswa :

Nama : Annisa April Liyani
NIM : 5404181128

Nama : Nabela
NIM : 5404181132

Bersama ini kami sampaikan bahwa mahasiswa tersebut dapat kami terima untuk melaksanakan kerja praktek (KP) di perusahaan kami di Lokasi Sungai Rawa terhitung tanggal 01 Maret 2022 sd 30 Juni 2022

Demikian surat ini kami sampaikan ,atas perhatiannya dan kerjasamanya kami ucapakan Terimakasih.

Pekanbaru, 09 Februari 2022



**PT. EKASAPTA
PARAMITA ENERGI**

Agus Maulana
HRD

Appendix 2: Apprenticeship Statement Letter



**PT. EKASAPTA
PARAMITA ENERGI**
Office : Jalan Kulim No 35.A, Kel. Kampung Baru Kec. Senapelan, Pekanbaru
E-mail : Operation@ekasaptaparamitaenergi.com

SURAT KETERANGAN **01-0020/OPS/EPE-PKU/VII-2022**

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Nabela
Nim : 5404181132
Program studi : Administrasi Bisnis internasional
Jurusan : Administrasi Niaga
Politeknik Negeri Bengkalis

Telah melakukan aktivitas praktek kerja (magang) di perusahaan kami selama 4 (empat) bulan terhitung 01 Maret sd 30 Juni 2022

Saudari Nabela telah melaksanakan tugas dan tanggung jawab dengan baik selama magang di perusahaan kami, yang bersangkutan juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.

Demikian surat keterangan ini dibuat dan dapat dipergunakan sebagaimana mestinya ,Terima Kasih.

Pekanbaru, 01 Juli 2022
Hormat Kami,
PT. Ekasapata Paramita Energi

Jimy
CEO

Cc : Arsip

Appendix 3: Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY APPRAISAL

PT. EKASAPTA PARAMITA ENERGI – TANJUNG BUTON STOCKPILE

Name : Nabela
Student's Identity No. : 5404181132
Study Program : D4 – International Business Administration
College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	100
2.	Responsibility	25%	80
3.	Adjustment Adaptation	10%	100
4.	Work Result	30%	81
5.	Behavior in General	15%	85
	Total (1+2+3+4+5)	100%	

Explanation:


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

Notes:

.....
.....
.....
.....

Sungai Rawa, June 30th, 2022

Stockpile Manager



Fajar Mhd Siddiq

Appendix 4: List of Apprenticeship Attendance



**ABSENSI PRATEK KERJA LAPANGAN (PKL)
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MARET 2022**

NAMA : NABELA
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Mar-22	Tuesday	08:00	17:00	Nabela		
02-Mar-22	Wednesday	08.00	17:00	Nabela		
03-Mar-22	Thursday	08.00	17.00	Nabela		
04-Mar-22	Friday	08.00	17.00	Nabela		
05-Mar-22	Saturday	08.00	17.00	Nabela		
06-Mar-22	Sunday	-	-	-		OFF
07-Mar-22	Monday	08.00	17.00	Nabela		
08-Mar-22	Tuesday	08.00	17.00	Nabela		
09-Mar-22	Wednesday	08.00	17.00	Nabela		
10-Mar-22	Thursday	08.00	17.00	Nabela		
11-Mar-22	Friday	08.00	17.00	Nabela		
12-Mar-22	Saturday	08.00	17.00	Nabela		
13-Mar-22	Sunday	-	-	-		OFF
14-Mar-22	Monday	08.00	17.00	Nabela		
15-Mar-22	Tuesday	08.00	17.00	Nabela		
16-Mar-22	Wednesday	08.00	17.00	Nabela		
17-Mar-22	Thursday	08.00	17.00	Nabela		
18-Mar-22	Friday	08.00	17.00	Nabela		
19-Mar-22	Saturday	08.00	17.00	Nabela		
20-Mar-22	Sunday	-	-	-		OFF
21-Mar-22	Monday	08.00	17.00	Nabela		
22-Mar-22	Tuesday	08.00	17.00	Nabela		
23-Mar-22	Wednesday	08.00	17.00	Nabela		
24-Mar-22	Thursday	08.00	17.00	Nabela		
25-Mar-22	Friday	-	-	-		IZIN
26-Mar-22	Saturday	-	-	-		IZIN
27-Mar-22	Sunday	-	-	-		OFF
28-Mar-22	Monday	08.00	17.00	Nabela		
29-Mar-22	Tuesday	08.00	17.00	Nabela		
30-Mar-22	Wednesday	08.00	17.00	Nabela		
31-Mar-22	Thursday	08.00	17.00	Nabela		

Dibuat Oleh,

Nabela

Diketahui Oleh,

Fajar mha Siroh

Disetujui Oleh,

Fajar mha Siroh



**ABSENSI PRATEK KERJA LAPANGAN (PKL)
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE APRIL 2022**

NAMA : NABELA
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Apr-22	Friday	08:00	17:00	Nabela		
02-Apr-22	Saturday	07:55	16:48	Nabela		
03-Apr-22	Sunday	-	-	-		OFF
04-Apr-22	Monday	07:50	16:18	Nabela		
05-Apr-22	Tuesday	07:48	16:10	Nabela		
06-Apr-22	Wednesday	07:55	16:40	Nabela		
07-Apr-22	Thursday	07:54	16:09	Nabela		
08-Apr-22	Friday	07:52	16:20	Nabela		
09-Apr-22	Saturday	07:55	16:30	Nabela		
10-Apr-22	Sunday	-	-	-		OFF
11-Apr-22	Monday	07:50	16:26	Nabela		
12-Apr-22	Tuesday	07:52	16:54	Nabela		
13-Apr-22	Wednesday	07:49	16:35	Nabela		
14-Apr-22	Thursday	07:45	17:07	Nabela		
15-Apr-22	Friday	-	-	-		OFF
16-Apr-22	Saturday	07:55	16:40	Nabela		
17-Apr-22	Sunday	-	-	-		OFF
18-Apr-22	Monday	07:53	16:42	Nabela		
19-Apr-22	Tuesday	07:49	17:00	Nabela		
20-Apr-22	Wednesday	07:52	17:03	Nabela		
21-Apr-22	Thursday	07:55	17:02	Nabela		
22-Apr-22	Friday	07:40	17:00	Nabela		
23-Apr-22	Saturday	07:50	17:00	Nabela		
24-Apr-22	Sunday	-	-	-		OFF
25-Apr-22	Monday	07:54	17:00	Nabela		
26-Apr-22	Tuesday	07:40	16:30	Nabela		
27-Apr-22	Wednesday	07:42	16:10	Nabela		
28-Apr-22	Thursday	07:49	17:00	Nabela		
29-Apr-22	Friday	-	-	-		Cuti
30-Apr-22	Saturday	-	-	-		Cuti

Dibuat Oleh,

Nabela

Nabela

Diketahui Oleh,

Eva Suryani

Eva Suryani

Disetujui Oleh,

Eajar Mhd Sidiq

Eajar Mhd Sidiq



**ABSENSI PRATEK KERJA LAPANGAN (PKL)
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
PERIODE MEI 2022**

NAMA : NABELA
POSISI : PKL

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-May-22	Sunday	-	-	-		Cuti Lebaran
02-May-22	Monday	-	-	-		Cuti Lebaran
03-May-22	Tuesday	-	-	-		Cuti Lebaran
04-May-22	Wednesday	-	-	-		Cuti Lebaran
05-May-22	Thursday	-	-	-		Cuti Lebaran
06-May-22	Friday	-	-	-		Cuti Lebaran
07-May-22	Saturday	-	-	-		Cuti Lebaran
08-May-22	Sunday	-	-	-		OFF
09-May-22	Monday	07:46	17:25	Nabela		
10-May-22	Tuesday	07:52	17:15	Nabela		
11-May-22	Wednesday	07:57	17:03	Nabela		
12-May-22	Thursday	08:00	17:15	Nabela		
13-May-22	Friday	07:58	18:30	Nabela		
14-May-22	Saturday	07:05	18:00	Nabela		
15-May-22	Sunday	-	-	-		OFF
16-May-22	Monday	-	-	-		Libur
17-May-22	Tuesday	07:50	17:05	Nabela		
18-May-22	Wednesday	07:51	17:20	Nabela		
19-May-22	Thursday	07:52	17:25	Nabela		
20-May-22	Friday	07:30	17:00	Nabela		
21-May-22	Saturday	07:55	17:00	Nabela		
22-May-22	Sunday	-	-	-		OFF
23-May-22	Monday	07:47	17:15	Nabela		
24-May-22	Tuesday	07:45	17:10	Nabela		
25-May-22	Wednesday	07:42	17:00	Nabela		
26-May-22	Thursday	-	-	-		libur
27-May-22	Friday	07:45	17:10	Nabela		
28-May-22	Saturday	07:55	17:15	Nabela		
29-May-22	Sunday	-	-	-		OFF
30-May-22	Monday	07:45	17:10	Nabela		
31-May-22	Tuesday	07:55	17:15	Nabela		

Dibuat Oleh

Nabela

Diketahui Oleh

Eva Luyani

Disetujui Oleh

Fajar mhd Siddiq



ABSENSI MAGANG
PT. EKASAPTA PARAMITA ENERGI
STOCKPILE BUTON
 PERIODE JUNI 2022

NAMA **MABELA**
 POSISI **Magang**

TANGGAL	Hari	Jam masuk	Jam keluar	Paraf	Diketahui Oleh	Keterangan
01-Jun-22	Wednesday	-	-	-		Libur
02-Jun-22	Thursday	08:00	17:30	<i>Nelly</i>		
03-Jun-22	Friday	07:45	17:10	<i>Nelly</i>		
04-Jun-22	Saturday	07:54	17:10	<i>Nelly</i>		
05-Jun-22	Sunday	-	-	-		OFF
06-Jun-22	Monday	07:52	17:30	<i>Nelly</i>		
07-Jun-22	Tuesday	07:53	17:00	<i>Nelly</i>		
08-Jun-22	Wednesday	07:53	17:00	<i>Nelly</i>		
09-Jun-22	Thursday	08:00	17:00	<i>Nelly</i>		
10-Jun-22	Friday	07:57	17:04	<i>Nelly</i>		
11-Jun-22	Saturday	08:00	17:10	<i>Nelly</i>		
12-Jun-22	Sunday	-	-	-		OFF
13-Jun-22	Monday	08:00	17:15	<i>Nelly</i>		
14-Jun-22	Tuesday	07:50	17:05	<i>Nelly</i>		
15-Jun-22	Wednesday	08:00	17:00	<i>Nelly</i>		
16-Jun-22	Thursday	07:55	17:00	<i>Nelly</i>		
17-Jun-22	Friday	08:00	17:00	<i>Nelly</i>		
18-Jun-22	Saturday	08:00	17:00	<i>Nelly</i>		
19-Jun-22	Sunday	-	-	-		OFF
20-Jun-22	Monday	08:00	17:10	<i>Nelly</i>		
21-Jun-22	Tuesday	08:00	17:00	<i>Nelly</i>		
22-Jun-22	Wednesday	08:00	17:20	<i>Nelly</i>		
23-Jun-22	Thursday	08:00	17:00	<i>Nelly</i>		
24-Jun-22	Friday	08:00	17:10	<i>Nelly</i>		
25-Jun-22	Saturday	08:00	18:30	<i>Nelly</i>		
26-Jun-22	Sunday	-	-	-		OFF
27-Jun-22	Monday	08:00	17:20	<i>Nelly</i>		
28-Jun-22	Tuesday	08:00	17:00	<i>Nelly</i>		
29-Jun-22	Wednesday	08:00	17:00	<i>Nelly</i>		
30-Jun-22	Thursday	08:00	17:00	<i>Nelly</i>		

Dibuat Oleh
Nelly
 MABELA

Diketahui Oleh,
Eva
 Eva Suryani

Diketahui Oleh,
Fajar mhd Sidiq
 Fajar mhd Sidiq


Appendix 5: Apprenticeship Certificate



Appendix 6: Apprenticeship Revision Sheet

REVISION LETTER
APPERENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : NABELA
 REGISTRATION NUMBER : 5404181132
 PLACE : PT. EKASAPTA PARAMITA ENERGI
 ADVISOR : TEGUH WIDODO, M.SM.,M.Rech

NO.	DAY/DATE	REVISION	ADVISOR
1.	Senin, 11 July 2022	<ol style="list-style-type: none"> 1. Perhatikan ketentuan Penulisan tata tulis laporan. 2. Penggunaan numbering harus memperhatikan level tingkatan numbering yang berbeda untuk setiap levelnya. 3. Level tingkatan numbering dilakukan secara konsisten untuk masing-masing tipe tingkatan numbering. 4. Pastikan penyisipan gambar, tabel sebelumnya di dahului oleh kalimat pengantar gambar/tabel. 5. Tulisan di dalam tabel dibuat dengan ukuran font 10 dan spasi 1. 6. Numbering dalam tabel dibuat jika point numberingnya lebih dari satu. 	


Bengkalis, July 11th, 2022

Advisor


Teguh Widodo, M.SM.,M.Rech
 Nip. 197303182021211001

REVISION LETTER
APPERNTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : NABELA
REGISTRATION NUMBER : 5404181132
PLACE : PT. EKASAPTA PARAMITA ENERGI BUTON
STOCKPILE
ADVISOR : TEGUH WIDODO, M.SM.,M.Rech




NO.	DAY/DATE	REVISION	ADVISOR
2	Just by, August 2, 2022.	Acc for defence. make small revise for making registration for defence	

Bengkalis, 2 August 2022
Advisor


Teguh Widodo, M.SM.,M.Rech
Nip. 197303182021211001

REVISION LETTER
APPERENTICESHIP OF INTERNATIONAL BUSINESS ADMINISTRATION
STATE POLYTECHNIC OF BENGKALIS

NAME : Nabela
 REGISTRATION NUMBER : 5404181132
 PLACE : PT EKASAPTA PARAMITA ENERGI BUTON
 STOCKPILE
 ADVISOR : Teguh Widodo, S.Sos.,M.SM.,M.Rech

NO.	DAY/DATE	REVISION	ADVISOR
	wednesday 17-8-2022	Revise again the Acknowledgement section	
	Thursday, 18-8-2022	make similar form between internship and Apprenticeship.	
	19-8-2022	choose one of them Ace	

Bengkalis, 19-8-2022

Advisor




Teguh Widodo, M.SM.,M.Rech
 Nip. 197303182021211001



Appendix 7: Daily Activities

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Tuesday

Date : March 01st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Introduction to office staff Direction by staff Making attendance list Recap employees attendance list	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> The employee gives direction to the internship students Making attendance list of internships students and employees for the period of March. Recap of employee absences for the previous period.
2.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 02nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make and print car serial numbers	Eva Suryani, S.E	
Note by Industrial Coach			


No	WORKING	EXPLANATION
1.		1. Make and print the serial number of the cars for used when loading palm kernel shells for export

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 03rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter of the palm kernel shell cars	Eva Suryani, S.E	
Note by Industrial Coach			

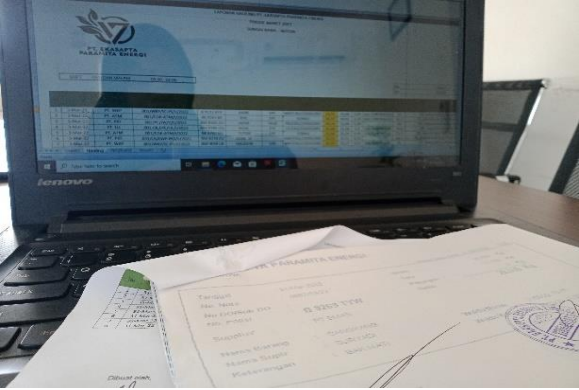

No	WORKING	EXPLANATION
1.		1. Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter daily palm kernel shell cars that enter from suppliers to be sent to the head office

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 04th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Learn to make daily hauling reports Learn to weigh the car of palm kernel shells and enter data into the computer	Eva Suryani, S.E	
Note by Industrial Coach			

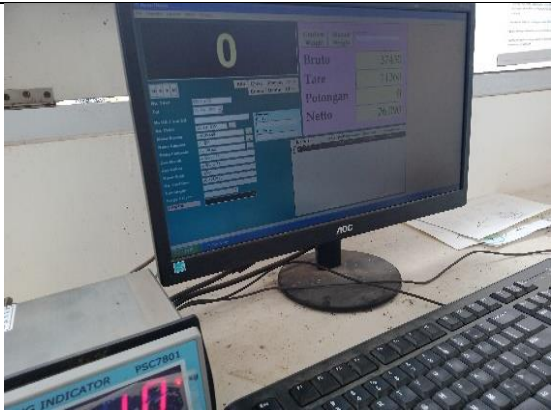
No	WORKING	EXPLANATION
1.		1. Learn to make daily hauling reports from suppliers based on the palm shell weighing slip provided by the car drivers and letter of sending palm kernel shell or weighing letter provided by the stockpile
2.		2. Learn to weigh the cars of palm kernel shells when loading and enter the data required into the computer and print it for use at the port

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : March 05th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Weighing the cars of palm kernel shells for loading	Eva Suryani, S.E	
	Note by Industrial Coach		

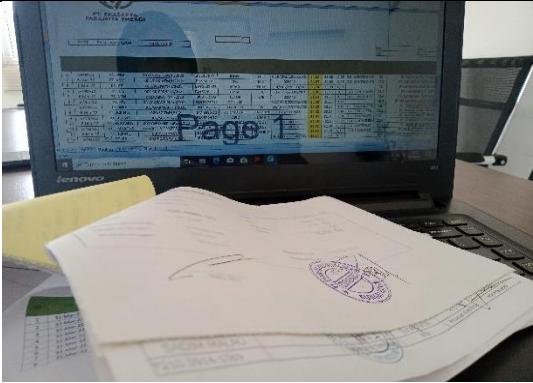
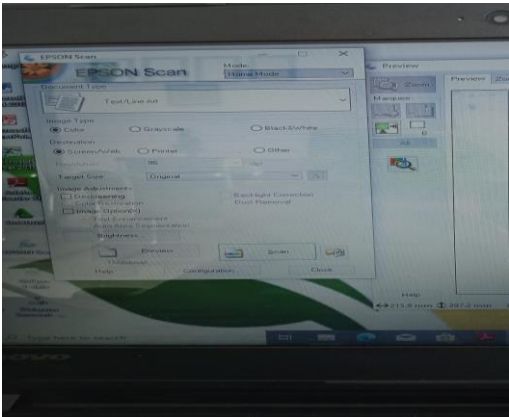
No	WORKING	EXPLANATION
1.		1. Weighing the cars of palm kernel shells when loading and printing letter of sending palm kernel shell or weighing letter for drivers to use when unload the palm kernel shells at the port for MV. NILIKHA

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 07th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Entering the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data of the hauling palm kernel shells into the laptop	Eva Suryani, S.E	
2.	Scan data of the transportation cleanliness checklist report		
	Note by Industrial Coach		

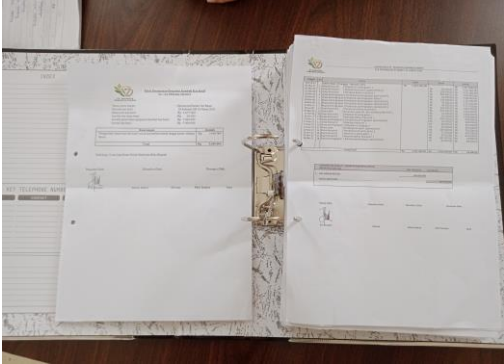
No	WORKING	EXPLANATION
1.		1. Enter the palm shell weighing slip data provided by the car drivers and letter of sending palm kernel shell or weighing letter data provided by the stockpile from suppliers the previous day into a laptop as a report on the number of palm kernel shells that come from POM (Palm Oil Mill) contracted 2. Scan the transportation cleanliness checklist report data to send to the head office
2.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 08th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archives the cash statement for 2021-2022	Eva Suryani, S.E	
Note by Industrial Coach			

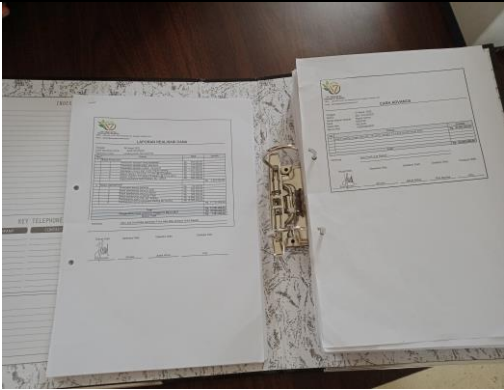
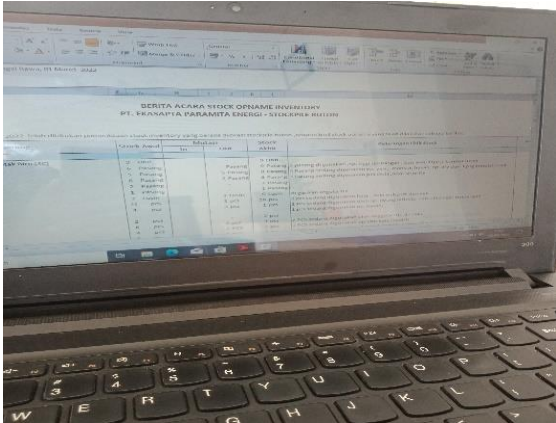
No	WORKING	EXPLANATION
1.		<p>1. Rearrange the documents cash statements for 2021-2022 that have been archived according to the order of month and year to make it easier for staff to find the latest documents.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 09th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the statement of budget realization	Eva Suryani, S.E	
2.	Checking stock opname inventory depreciation		
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Rearrange documents statement of budget realization according to the order of month and year to make it easier for staff to find the latest report
2.		2. Check all depreciation stock opname inventory after loading

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 10th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Weighing palm kernel shells from supplier Printing the letter of sending palm kernel shell or weighing letter for drivers and stockpile	Eva Suryani, S.E	
Note by Industrial Coach			


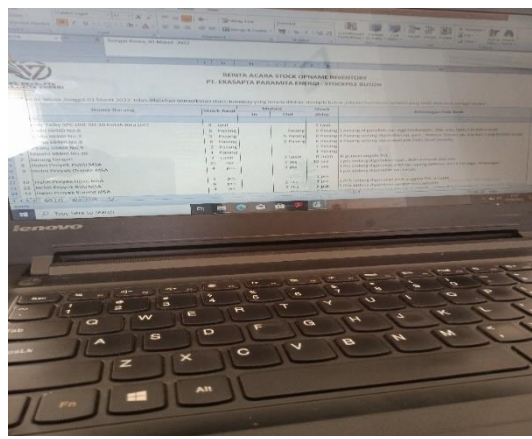
No	WORKING	EXPLANATION
1.		1. Weighing the palm shells that come from the supplier and doing calculations net weight depreciation with gross weight shells based on the palm shell weighing slip brought by the driver compared to the weight of scales on site. Then print the letter of sending palm kernel shell or weighing letter after weighing for the use of drivers and stockpile

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 11th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking the stock opname inventory in the warehouse	Eva Suryani, S.E	
2.	Recap the stock opname inventory report		
	Note by Industrial Coach		

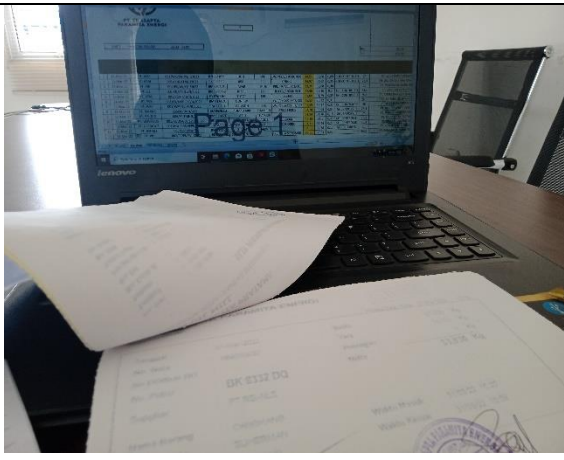
No	WORKING	EXPLANATION
1.		1. Checking stock opname inventory to see the remaining equipment and existing equipment after loading
2.		2. Recap of report data stock opname inventory according to the results previous checking to be sent to the head office

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : March 12th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check the palm shell weighing slip and letter of sending palm kernel shell or weighing letter that came in the day before Input the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data into the laptop	Eva Suryani, S.E	
Note by Industrial Coach			

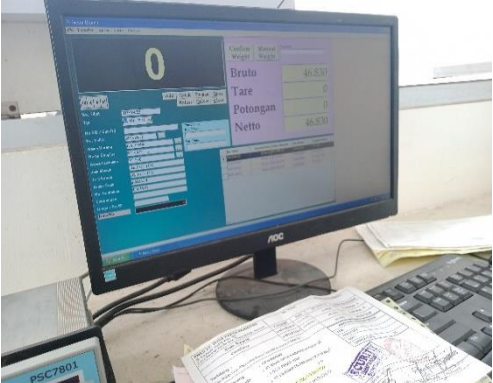
No	WORKING	EXPLANATION
1.		1. Input palm shell weighing slip data provided by the car drivers and letter of sending palm kernel shell or weighing letter data provided by the stockpile from the previous day into a laptop to be used as hauling daily report

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 14th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Weighing the palm kernel shells from suppliers Printing letter of sending palm kernel shell or weighing letter for supplier car drivers	Eva Suryani, S.E	
	Note by Industrial Coach		

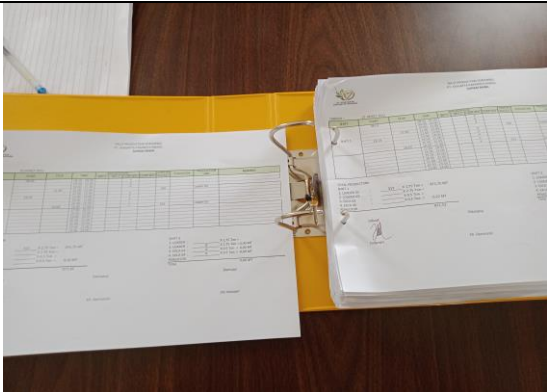
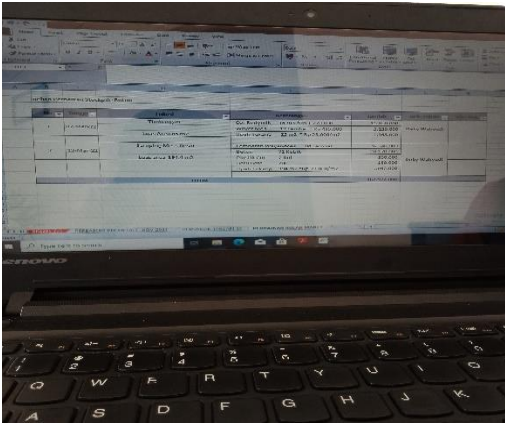
No	WORKING	EXPLANATION
1.		1. Do the activities weighing the palm kernel shells that come from suppliers and print out letter of sending palm kernel shell or weighing letter from stockpile site

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 15th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Archive the tally production screening document Make a repair expense report Buton stockpile	Eva Suryani, S.E	
	Note by Industrial Coach		

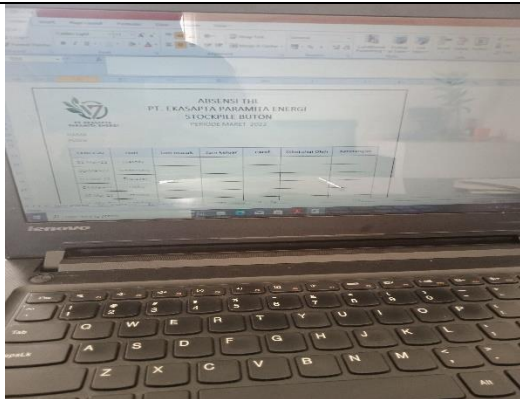

No	WORKING	EXPLANATION
1.		1. Archive the tally production screening report of production results latest palm kernel shells
2.		2. Make a repair expense report Buton stockpile after loading to see the amount of expenditure expense per year and report to the head office

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Wednesday

Date : March 16th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Make THL (daily workers) attendance Print THL attendance for the period of March 2022	Eva Suryani, S.E	
Note by Industrial Coach			


No	WORKING	EXPLANATION
1.		1. Make THL attendance for the period of March 2022 and print for use as an additional absence because of the addition of THL during the month that lasts
2.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 17th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Prepare for moisture testing needs	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Prepare for moisture testing needs for palm kernel shells samples using sample plastics

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 18th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the moisture data form	Eva Suryani, S.E	
	Note by Industrial Coach		

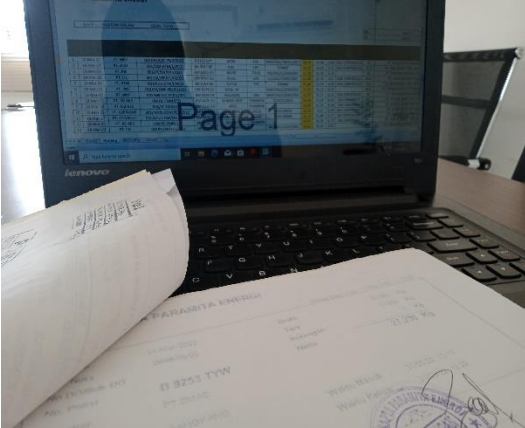
No	WORKING	EXPLANATION
1.		1. Archive the moisture data namely, evidence of detail hauling quality control report, evidence of checklist reports on the condition of palm kernel shells, evidence of transportation cleanliness checklist reports.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : March 19th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check the palm shell weighing slip that came in the day before Input the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data into the laptop	Eva Suryani, S.E	
Note by Industrial Coach			

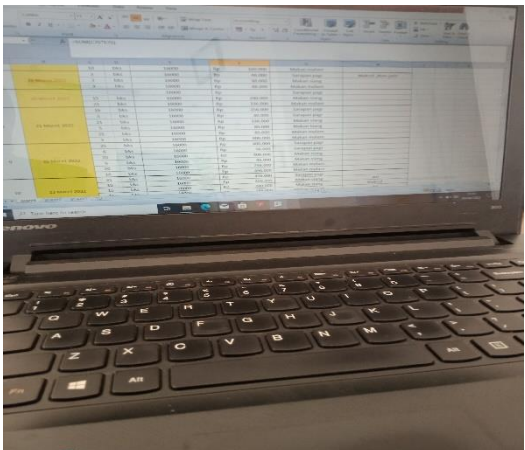
No	WORKING	EXPLANATION
1.		1. Enter the palm shell weighing slip data provided by the car drivers and letter of sending palm kernel shell or weighing letter data provided by the stockpile the previous day from suppliers into a laptop as hauling daily report (incoming) palm kernel shells

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 21st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Sort employee consumption receipts Recap consumption of employees from other companies that rent warehouses at PT. EPE	Eva Suryani, S.E	
Note by Industrial Coach			

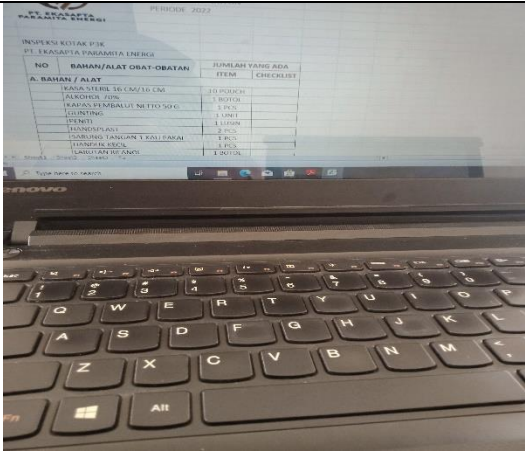
No	WORKING	EXPLANATION
1.		1. Do sorting bonds consumption of employees from other companies that rent warehouse at PT. Ekasapta Paramita Energi and make a recap to use as a report amount of consumption during loading.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 22nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make an available first aid box inspection report	Eva Suryani, S.E	
	Note by Industrial Coach		

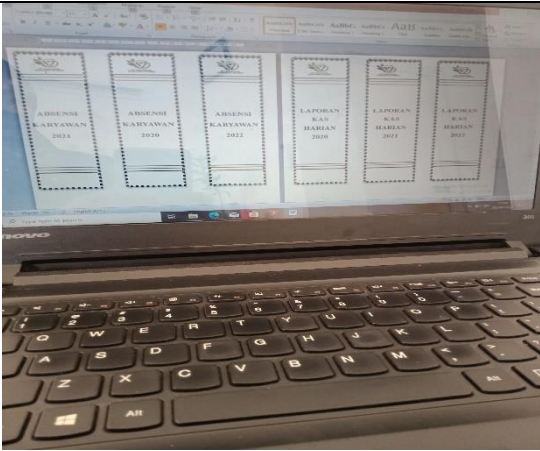
No	WORKING	EXPLANATION
1.		1. Make inspection report first aid box based on data provided by staff

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 23rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make an archive folder label form	Eva Suryani, S.E	
	Note by Industrial Coach		



No	WORKING	EXPLANATION
1.		1. Make a folder label form that is used in archives documents so that all labels folders use text that is printed not written

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 24th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Input the remaining palm shell contract data into the laptop Print the moisture data form	Eva Suryani, S.E	
	Note by Industrial Coach		

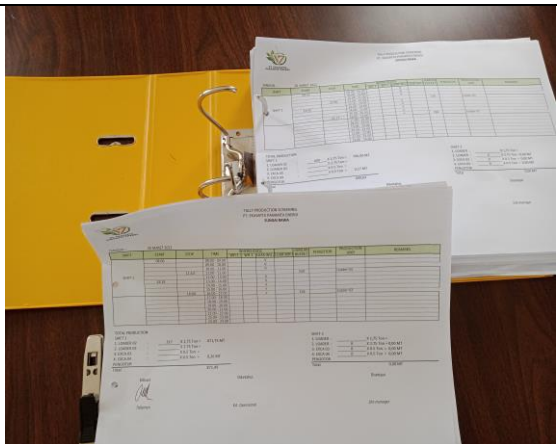
No	WORKING	EXPLANATION
1.		1. Enter data to make contract reports and remaining contract palm kernel shells from various suppliers palm kernel shells
2.		2. Print the form of moisture data namely, detail quality control hauling, palm kernel shells condition checklist, and transportation cleanliness checklist for daily report

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 28th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive tally production screening report	Eva Suryani, S.E	
	Note by Industrial Coach		

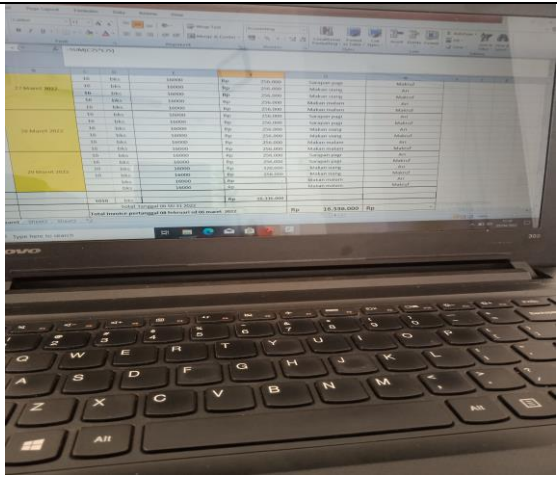
No	WORKING	EXPLANATION
1.		1. Archive tally production screening of the previous day

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 29th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Sort employee consumption receipts from other companies that rent warehouses Recap consumption of employees from other companies that rent warehouses at PT. EPE	Eva Suryani, S.E	
Note by Industrial Coach			

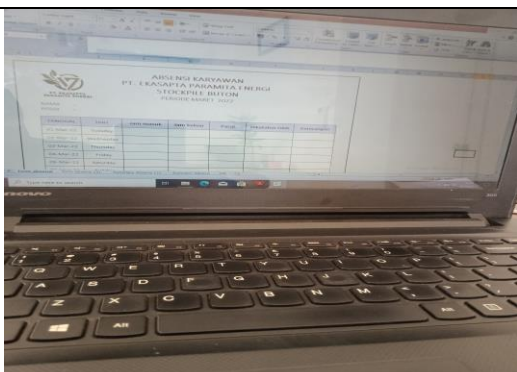

No	WORKING	EXPLANATION
1.		1. Do sorting bonds consumption of employees from other companies that rent warehouse at PT. Ekasapta Paramita Energi and make a recap to use as a report amount of consumption during loading

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 30th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make employee, security, and THL (daily workers) attendance	Eva Suryani, S.E	
2.	Print employee, security, and THL (daily workers) attendance		
	Note by Industrial Coach		

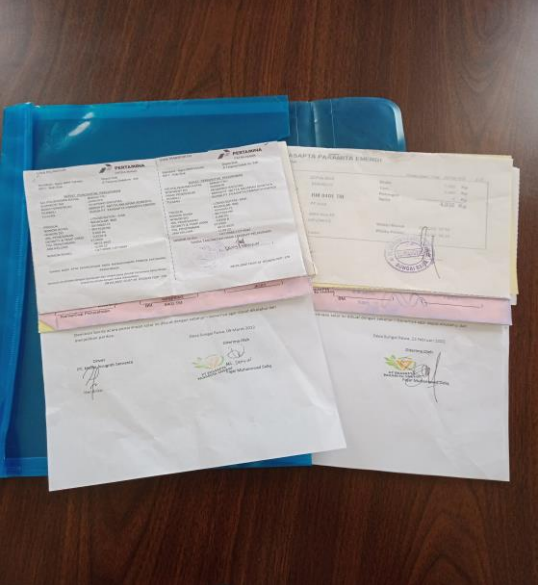
No	WORKING	EXPLANATION
1.		1. Make employee, security, and THL (Daily Workers) attendance for the need of April 2022
2.		2. Print employee, security, and THL (Daily Workers) attendance for used of April 2022

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 31st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive diesel fuel receipts report	Eva Suryani, S.E	
	Note by Industrial Coach		

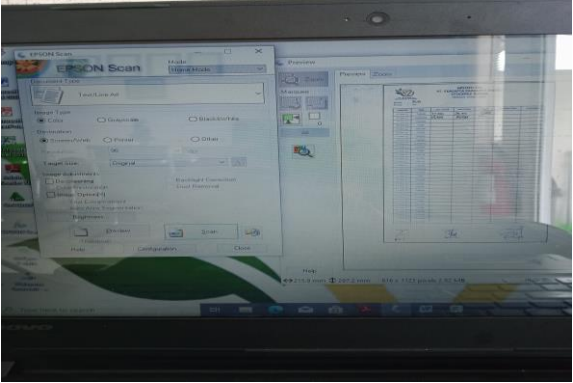
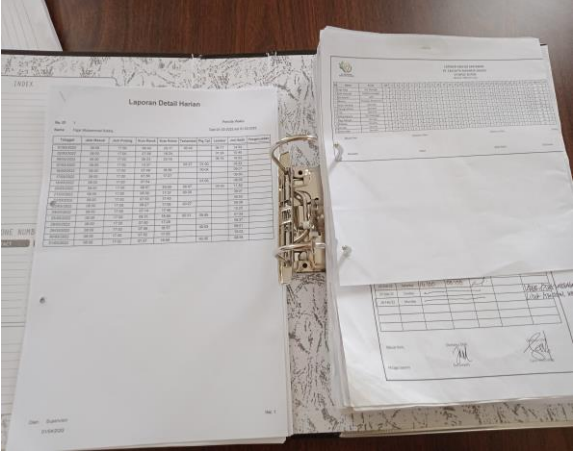
No	WORKING	EXPLANATION
1.		1. Archive the receipt report of diesel fuel that has been submitted the previous month

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : April 01st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scan employee, security, and THL (Daily Workers) attendance	Eva Suryani, S.E	
2.	Archive employee attendance		
	Note by Industrial Coach		

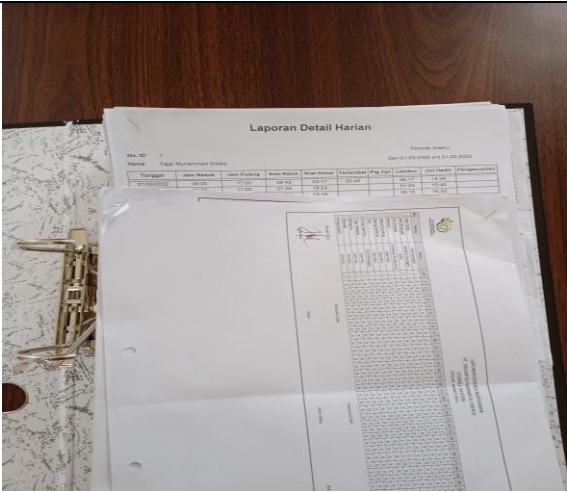
No	WORKING	EXPLANATION
1.		1. Scan employee, security, and THL (daily workers) attendance for salary disbursement needs of March 2022.
2.		2. Archive employees' attendance that has scanned.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : April 02nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive employee absence	Eva Suryani, S.E	
	Note by Industrial Coach		

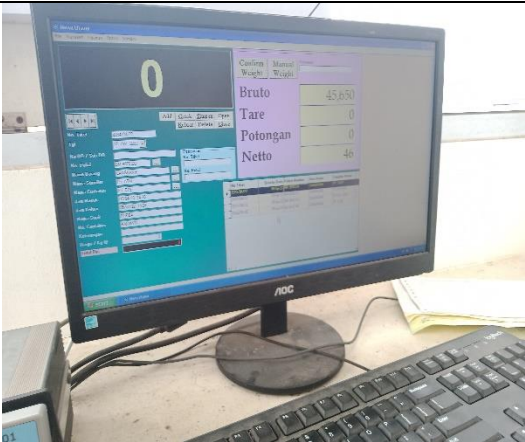
No	WORKING	EXPLANATION
1.		1. Re-archival of problematic absence.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : April 04th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Weighing palm kernel shells from suppliers	Eva Suryani, S.E	
	Note by Industrial Coach		

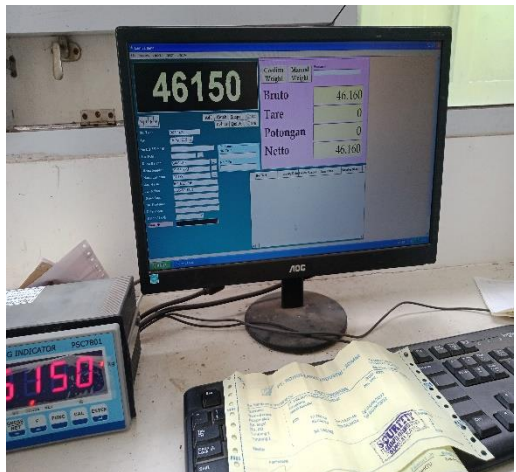
No	WORKING	EXPLANATION
1.		1. Weighing palm kernel shells from the supplier and print the letter of sending palm kernel shell or weighing letter for the driver and stockpile.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 05th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Weighing palm kernel shells from suppliers	Eva Suryani, S.E	
	Note by Industrial Coach		

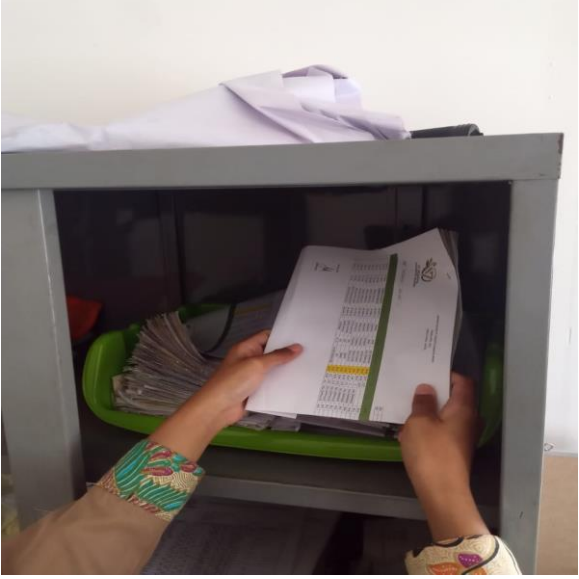
No	WORKING	EXPLANATION
1.		<p>1. Weighing palm kernel shells from supplier and print letter of sending palm kernel shell or weighing letter for driver after comparing the weight of the palm kernel shells based on palm shell weighing slip provided by supplier and the weight weighed at the location.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 06th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archives daily hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Archive of daily hauling reports PT. EPE and palm shell weighing slip and letter of sending palm kernel shell or weighing letter of previous day.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 07th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter according to the order in the hauling report	Eva Suryani, S.E	
Note by Industrial Coach			

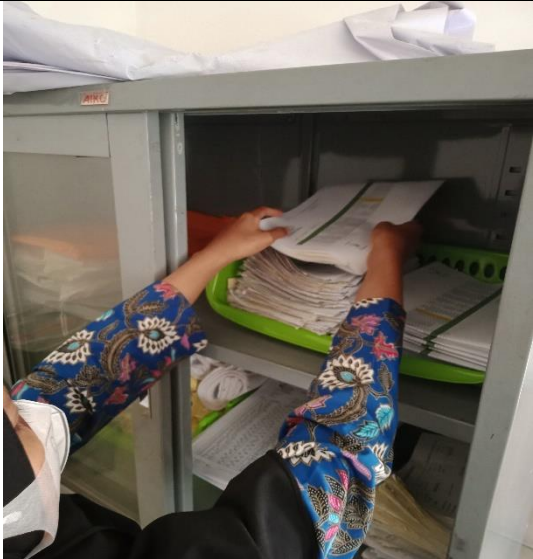
No	WORKING	EXPLANATION
1.		1. Checking and arranging palm shell weighing slip and letter of sending palm kernel shell or weighing letter according to the order of the incoming hauling cars that have been arranged in the hauling report PT.EPE for the previous day.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : April 08th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the daily hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Archive the daily hauling report of PT.EPE and palm shell weighing slip and letter of sending palm kernel shell or weighing letter of incoming car carrying palm shells from the previous day.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : April 09th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Return the palm kernel shells sample from the 3 (three) months previous for stock opname	Eva Suryani, S.E	
	Note by Industrial Coach		

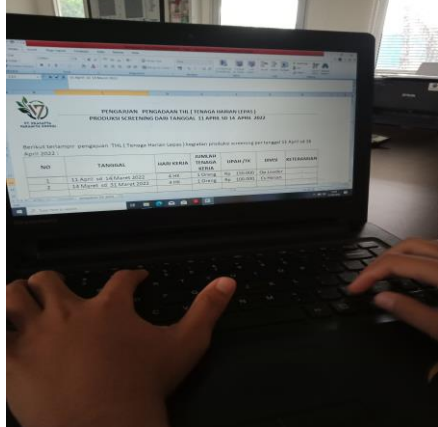
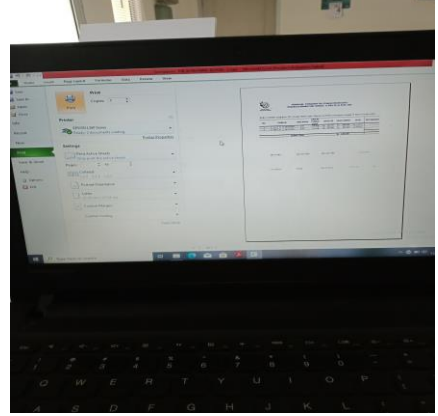
No	WORKING	EXPLANATION
1.		<p>1. Samples of palm kernel shells that have been stored for 3 months) will be returned to the stock of palm kernel shells that have been produced.</p>

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday

Date : April 11th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making THL (Daily Workers) wages application for production screening	Eva Suryani, S.E	
2.	Printing THL (Daily Workers) wages application		
	Note by Industrial Coach		

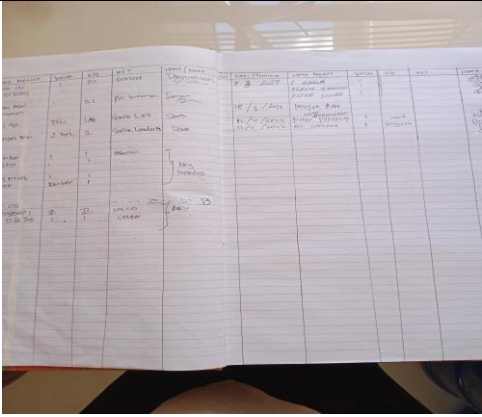
No	WORKING	EXPLANATION
1.		1. Making and printing THL (Daily Workers) wages application production screening to disburse THL wages as long as they work.
2.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 12th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Record borrowed items in the book	Eva Suryani, S.E	
Note by Industrial Coach			

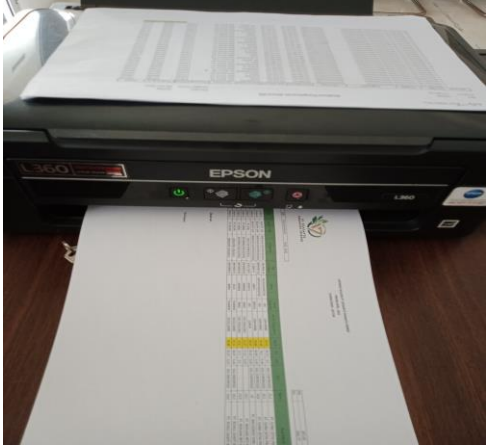
No	WORKING	EXPLANATION
1.		1. Record the borrowed items by workers taken from the warehouse in the book.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 13th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Print hauling report PT. EPE	Fajar Mhd Siddiq	
	Note by Industrial Coach		


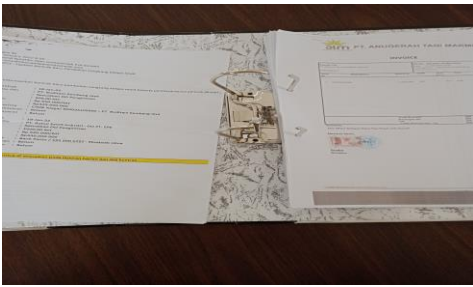

No	WORKING	EXPLANATION
1.		1. Print hauling report PT. EPE for previous date.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 14th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Archive hauling report Archive PKS (Palm Mill) contract Archive tally production screening report	Eva Suryani, S.E	
	Note by Industrial Coach		

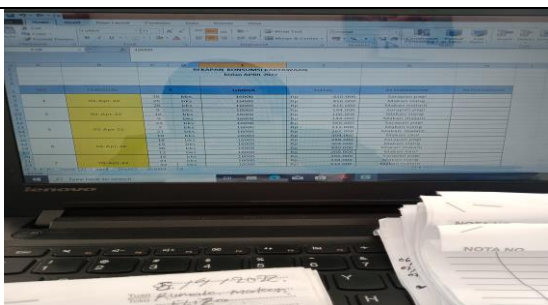
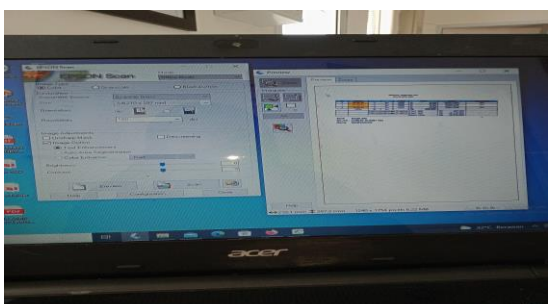

No	WORKING	EXPLANATION
1.		1. Archive of hauling reports and palm shell weighing slip palm shell weighing slip and letter of sending palm kernel shell or weighing letter for trucks incoming from supplier from previous day.
2.		2. Archive PKS (Palm Mill) contract or palm shell supplier for PT. EPE.
3.		3. Archive tally production screening report of production palm kernel shells results for the previous day.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : April 16th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Compile and recapitulate reports on consumption of employees of PT. IKPP Scan employee consumption reports Print employee consumption form	Eva Suryani, S.E	
	Note by Industrial Coach		

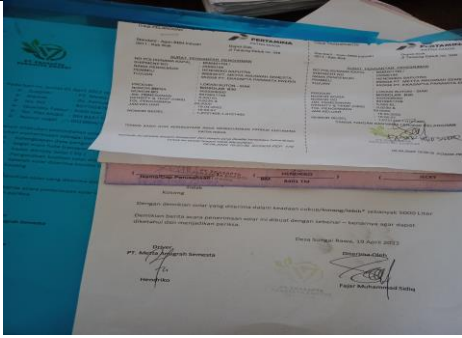
No	WORKING	EXPLANATION
1.		1. Compiling and recapitulating consumption reports employees and bosses from PT. IKPP who rented a warehouse at PT. EPE.
2.		2. Scanning the printed employee consumption report.
3.		3. Print the form employee consumption for the purposes of to record the amount ordered.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : April 18th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archives of diesel fuel receipts report	Eva Suryani, S.E	
	Note by Industrial Coach		


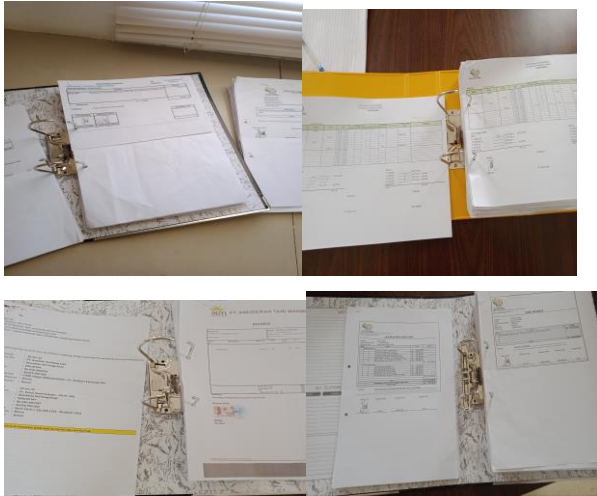
No	WORKING	EXPLANATION
1.		1. Archive receipt of diesel fuel report from purchases of diesel that have been submitted previously.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 19th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Renaming the archive document folder Separating and rearranging archived documents	Eva Suryani, S.E	
	Note by Industrial Coach		


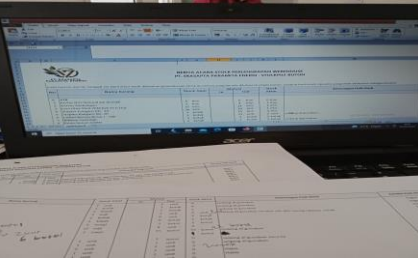

No	WORKING	EXPLANATION
1.		1. Rename folder archive documents using print version.
2.		2. Separate and rearrange daily cash report documents, cash advance and realization reports, letters submission of requests solar, tally production screening, files submission of screening, and PKS (Palm Mill) contracts.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 20th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Checking stock opname warehouse in warehouse Input stock opname warehouse data Print the stock opname warehouse reports	Eva Suryani, S.E	
	Note by Industrial Coach		

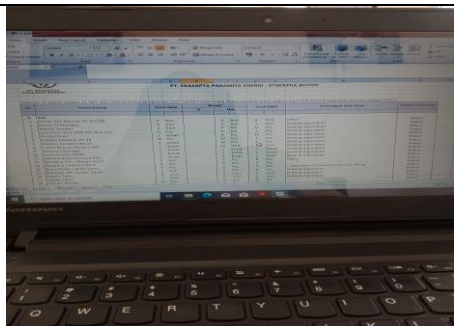
No	WORKING	EXPLANATION
1.	  	<p>1. Checking stock opname warehouse in warehouse for month report April 2022.</p> <p>2. Enter stock opname warehouse data that has been checked into in laptop.</p> <p>3. Print stock opname warehouse reports that has been completed recapitulated.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 21st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Re-recap the reports of the stock opname warehouse	Eva Suryani, S.E	
Note by Industrial Coach			

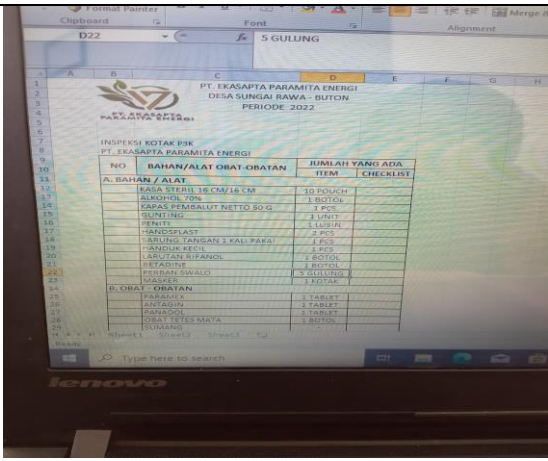
No	WORKING	EXPLANATION
1.		1. Re-recap stock opname warehouse that has been revised by employees head office.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : April 22nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make an available first aid box inspection report	Eva Suryani, S.E	
	Note by Industrial Coach		

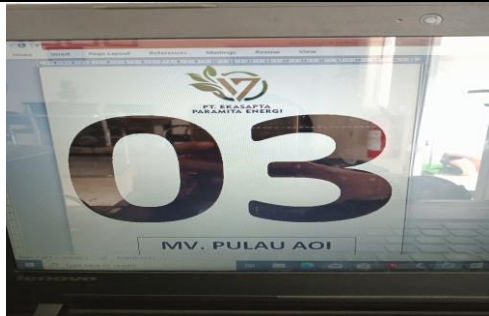


No	WORKING	EXPLANATION
1.		1. Make inspection report first aid box based on data provided by staff.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : April 23rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Make truck serial numbers Print truck serial numbers Arrange truck serial numbers	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Make car serial numbers for loading MV. PULAU AOI. 2. Print car serial numbers that has been made. 3. Entering the number of cars into plastic and sorting by order.
2.		
3.		

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday

Date : April 25th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archives the screening submission file	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Archives screening submission file for production screening palm kernel shells.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 26th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the hauling report	Eva Suryani, S.E	
Note by Industrial Coach			


No	WORKING	EXPLANATION
1.		<p>1. Archive the hauling reports and palm shell weighing slip and letter of sending palm kernel shell or weighing letter for cars which came in on the previous day.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 27th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Record item taken from the warehouse	Eva Suryani, S.E	
Note by Industrial Coach			


No	WORKING	EXPLANATION
1.		1. Record the item that are included in the stock opname taken from the warehouse in the book.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 28th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archives tally production screening	Eva Suryani, S.E	
	Note by Industrial Coach		

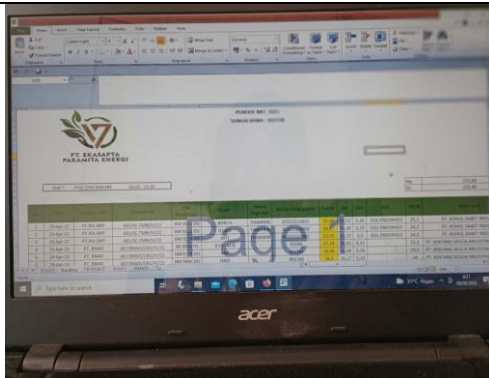

No	WORKING	EXPLANATION
1.		1. Archives tally production screening of results of the previous day's palm kernel shells production.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 9th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Enter the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data of the hauling palm shells into the laptop	Eva Suryani, S.E	
2.	Archives hauling reports		
Note by Industrial Coach			


No	WORKING	EXPLANATION
1.		1. Enter the palm shell weighing slip and letter of sending palm kernel shell or weighing letter data for hauling palm shells from suppliers the previous day into a laptop.
2.		2. Archives of hauling reports and the palm shell weighing slip and letter of sending palm kernel shell or weighing letter that have been checked and compiled according to hauling reports.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 10th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill out the detail quality control hauling form	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Fill out the detail quality control hauling form according to the data in the hauling report.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 11th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Write the new stationery stock list	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Writing the new stationery stock list as part of stock opname warehouse.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : May 12th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Sort the moisture data form Fill out the moisture data form	Eva Suryani, S.E	
	Note by Industrial Coach		




No	WORKING	EXPLANATION
1.		1. Sort and fill out the moisture data form such as, detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist for April and May 2022.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 13th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Print the moisture data form	Eva Suryani, S.E	
2.	Fill out the moisture data form		
3.	Weighing palm kernel shell cars for loading		
	Note by Industrial Coach		

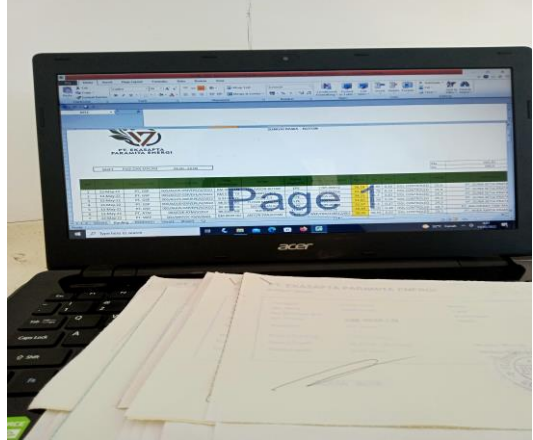

No	WORKING	EXPLANATION
1.		<p>1. Print the moisture data form such as detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist.</p> <p>2. Fill out the moisture data form namely, detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist for April that is not yet complete.</p> <p>3. Weighing palm kernel shell cars for loading MV. PULAU AOI.</p>
2.		
3.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : May 14th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check the hauling report Weighing palm kernel shell cars for loading	Eva Suryani, S.E	
	Note by Industrial Coach		




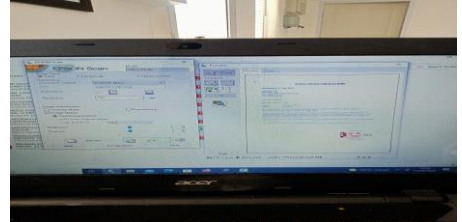
No	WORKING	EXPLANATION
1.		1. Check the hauling report for 13 May 2022 to match with the data from the palm shell weighing slip and letter of sending palm kernel shell or weighing letter.
2.		2. Weighing palm kernel shell cars for loading MV. PULAU AOI.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 17th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Rearrange the moisture data form	Eva Suryani, S.E	
2.	Archive the moisture data form		
3.	Write the daily workers salary receipts for loading		
4.	Scan the daily workers salary receipts for loading		
5.	Scan of PT. EPE employee resignation letter		
	Note by Industrial Coach		

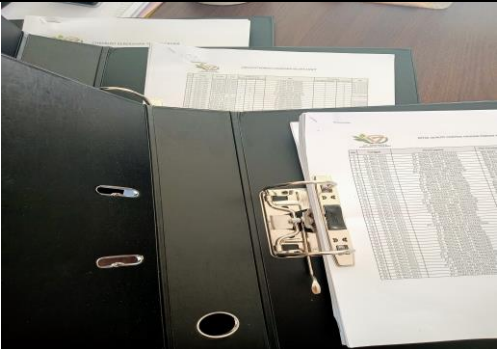

No	WORKING	EXPLANATION
1.		<p>1. Rearrange and archive the moisture data form namely, detail quality control hauling, shell cleanliness checklist, transportation hygiene checklist.</p> <p>2. Writing the daily workers salary receipts loading MV. ISLAND AOI.</p> <p>3. Scan the daily workers salary receipts loading MV. ISLAND AOI.</p> <p>4. Scan of PT. EPE employee resignation letter.</p>
2.		
3.		
4.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 18th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Archive the moisture data form Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter of the palm kernel shells cars	Eva Suryani, S.E	
	Note by Industrial Coach		

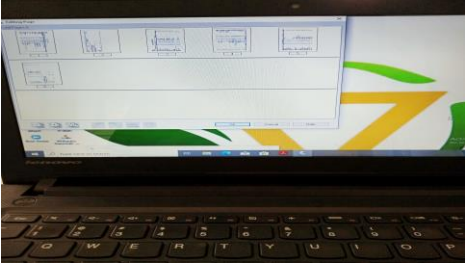
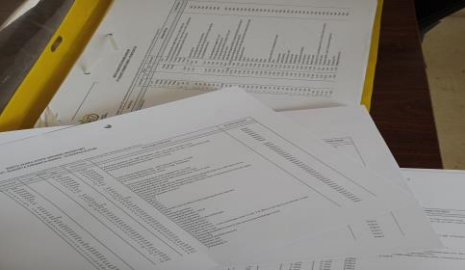
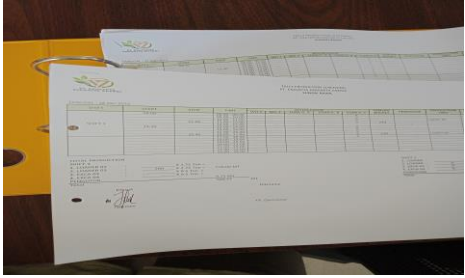
No	WORKING	EXPLANATION
1.		1. Archive the moisture data form such as evidence of hauling quality control report, evidence of checklist reports on the condition of palm kernel shells, evidence of transportation cleanliness checklist reports.
2.		2. Documenting the palm shell weighing slip and letter of sending palm kernel shell or weighing letter of the palm kernel shells cars for 17 May 2022.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : May 19th, 2022

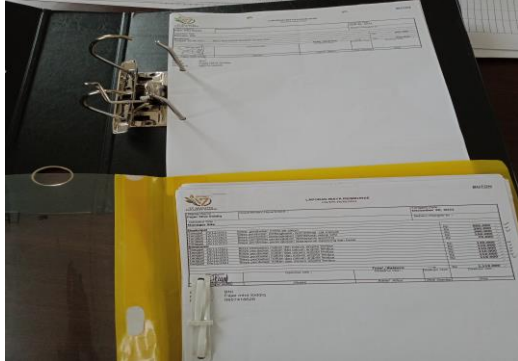
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scan the stock opname inventory and warehouse reports	Eva Suryani, S.E	
2.	Archive the stock opname inventory and warehouse reports		
3.	Archive the tally production screening		
4.	Fill out the moisture data form		
5.	Archive the reimbursement expense report		
	Note by Industrial Coach		

No	WORKING	EXPLANATION
1.		1. Scan the stock opname inventory and warehouse reports for April and May 2022.
2.		2. Archive the stock opname inventory and warehouse reports for February – May 2022. 3. Archive tally production screening for 18 May 2022.
3.		4. Fill out the moisture data form namely, detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist.

4.



5.




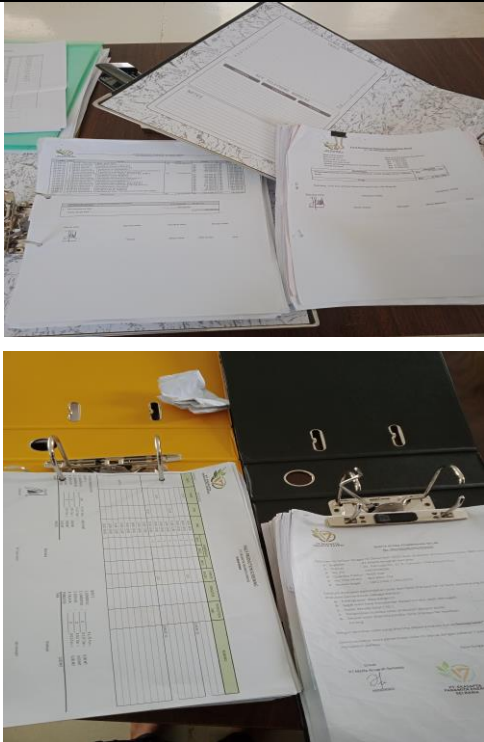
5. Archives the reimbursed expense report in the old folder is placed into the new documents folder.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 20th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking and arranging archived documents	Eva Suryani, S.E	
	Note by Industrial Coach		

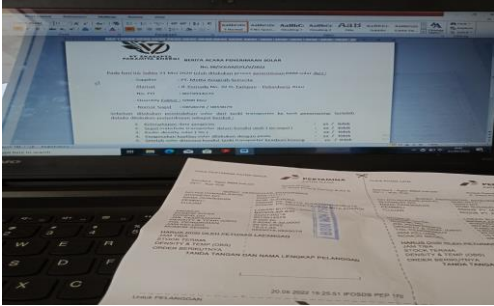
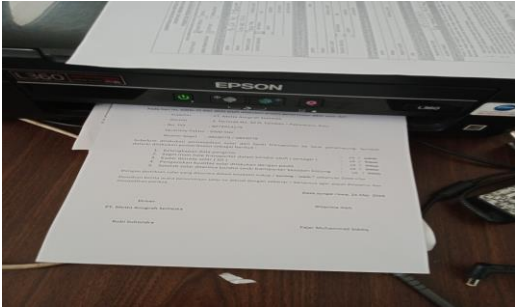
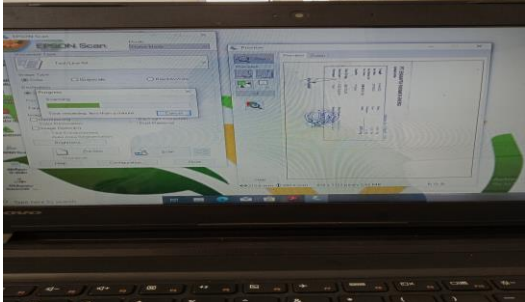
No	WORKING	EXPLANATION
1.		<p>1. Checking and arranging report archives proof of cash in and out, reports on reimbursement expense, reports on the realization of funds and cash advances, tally production screening, and receipt of diesel fuel report.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : May 21st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Make a receipt of diesel fuel report Print the receipt of diesel fuel report Scan receipt of diesel fuel report	Fajar Mhd Siddiq	
	Note by Industrial Coach		

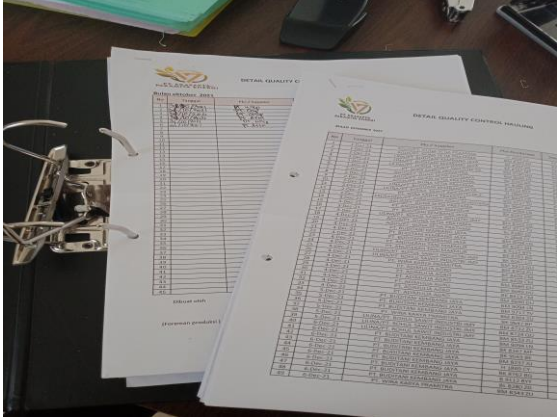
No	WORKING	EXPLANATION
1.		1. Make and print a report on the receipt of diesel fuel received today.
2.		2. Scan a report on the receipt of diesel fuel that has been signed.
3.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 23rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the detail quality control hauling	Eva Suryani, S.E	
Note by Industrial Coach			

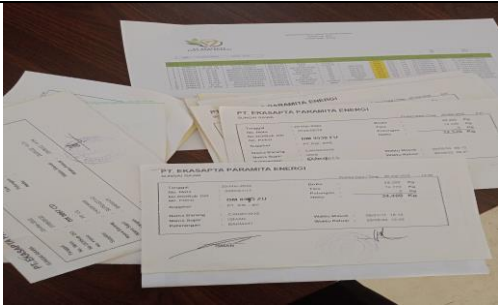


No	WORKING	EXPLANATION
1.		1. Archive detail quality control hauling for the incomplete month.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 24th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Check and archive hauling report Fill out the moisture data form Weighing the sand and stone cars	Eva Suryani, S.E	
	Note by Industrial Coach		

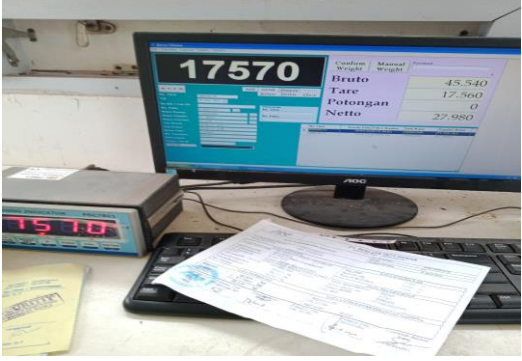
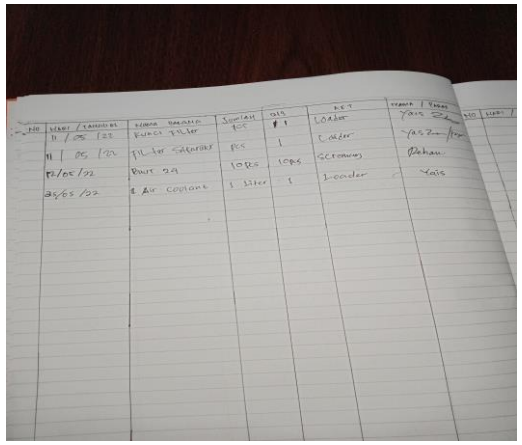
No	WORKING	EXPLANATION
1.		1. Check and archive hauling report and palm shell weighing slip and letter of sending palm kernel shell or weighing letter of incoming cars for the previous day.
2.		2. Fill out the moisture data form namely, detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist.
3.		3. Weighing the sand and stone cars from the company that rents the scales from PT. EPE stockpile Buton.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Wednesday

Date : May 25th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Weighing palm kernel shell cars and print letter of sending palm kernel shell or weighing letter	Eva Suryani, S.E	
2.	Record the item taken from the warehouse		
Note by Industrial Coach			

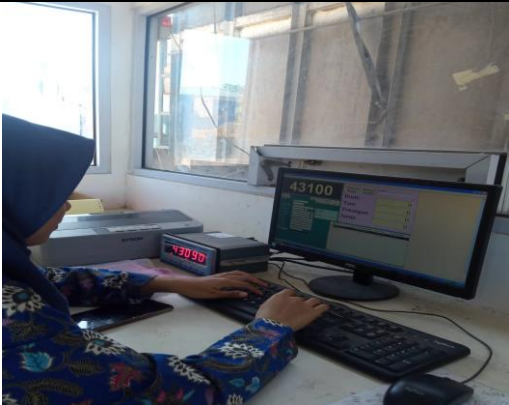
No	WORKING	EXPLANATION
1.		1. Weighing the palm kernel shell cars from the supplier and print letter of sending palm kernel shell or weighing letter according to the results of weighing.
2.		2. Record the item that are taken from the warehouse into the book.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 27th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Weighing palm kernel shell cars	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Weighing the palm kernel shell cars from the supplier and printing letter of sending palm kernel shell or weighing letter according to the results of weighing.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : May 28th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill out the moisture data form	Eva Suryani, S.E	
Note by Industrial Coach			

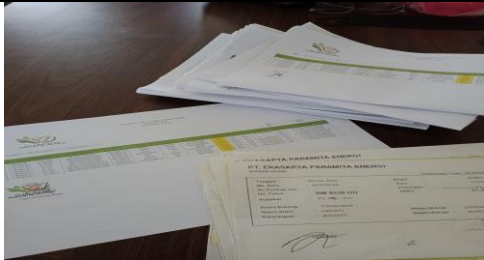

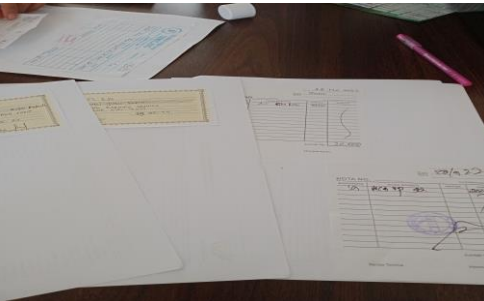
No	WORKING	EXPLANATION
1.		<p>1. Fill out the moisture data from such as detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist for incomplete date.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 30th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter Archive the hauling report Arrange shopping receipts for PT. EPE	Eva Suryani, S.E	
	Note by Industrial Coach		


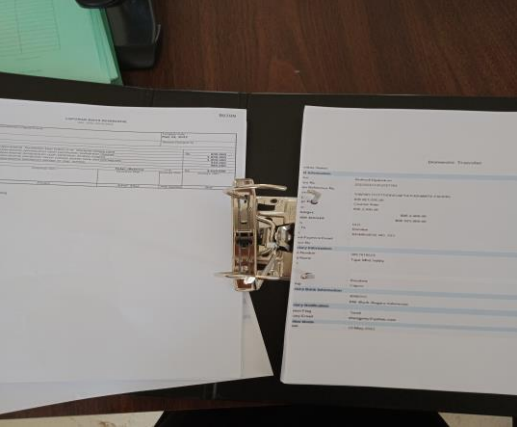
No	WORKING	EXPLANATION
1.		1. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter according to hauling reports PT. EPE for 28 May 2022.
2.		2. Archive the hauling report and palm shell weighing slip and letter of sending palm report of the previous date.
3.		3. Arrange shopping receipts for PT. EPE May 2022 in order of date and shop name.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 31st, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Prepare for moisture testing needs Archive reimbursement expense report	Eva Suryani, S.E	
Note by Industrial Coach			

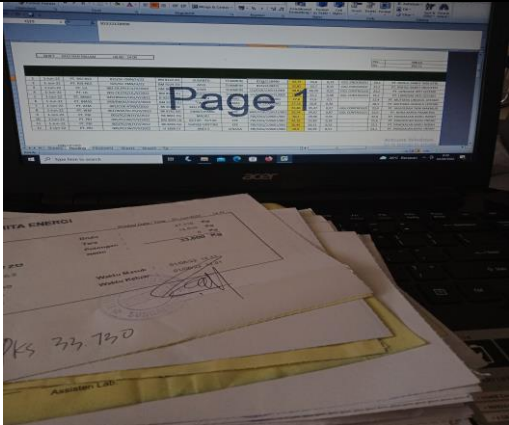
No	WORKING	EXPLANATION
1.		1. Prepare for moisture testing needs for palm kernel shells samples using sample plastic.
2.		2. Archive reimbursement expense report, which is proof of reimbursement payment transactions.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 02nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check the data of the hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		

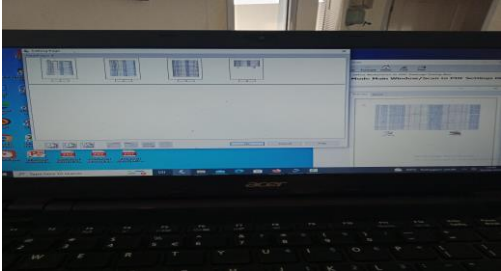
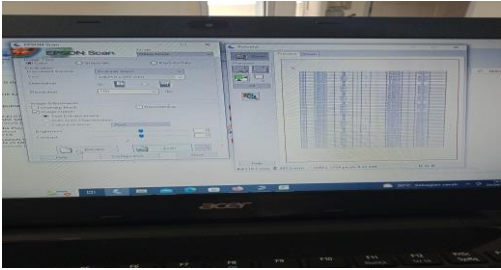
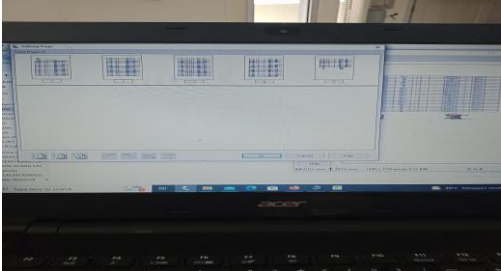
No	WORKING	EXPLANATION
1.		<p>1. Check the data on the palm kernel shell hauling report according to the information in the palm shell weighing slip and letter of sending palm kernel shell or weighing letter before printing.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : June 03rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Scan the recap of the detail quality control hauling palm kernel shell	Eva Suryani, S.E	
2.	Scan the recap of the palm kernel shell cleanliness checklist		
3.	Scan the recap of the transportation cleanliness checklist		
	Note by Industrial Coach		

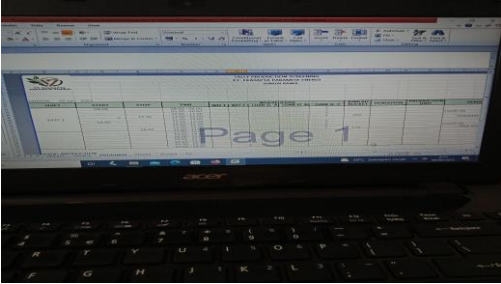

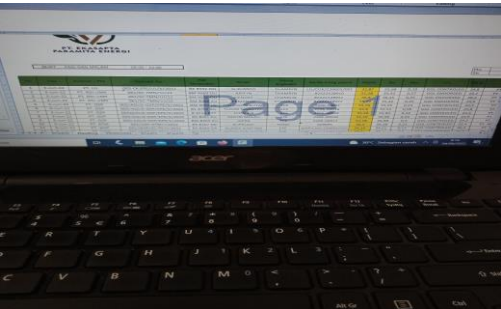
No	WORKING	EXPLANATION
1.		1. Scan the recap of the detail quality control hauling palm kernel shell for May 2022
2.		2. Scan the recap of the palm kernel shell cleanliness checklist for May 2022
3.		3. Scan the recap of the transportation cleanliness checklist for May 2022

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : June 04th, 2022

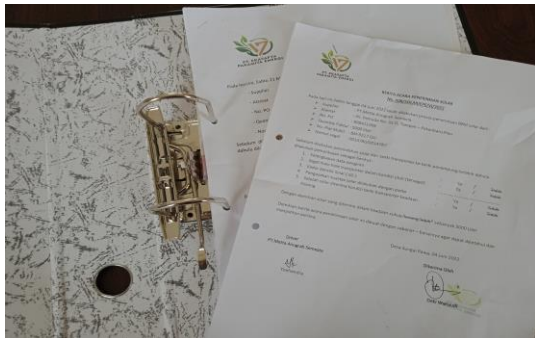
No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4. 5. 6.	Input data tally production screening Archive tally production screening Check hauling report data Archive the moisture data form Archive the receipt of diesel fuel report Archive the cash statement	Eva Suryani, S.E	
	Note by Industrial Coach		

No	WORKING	EXPLANATION
1.		1. Input data for tally production screening according to the data provided by foreman production about production results in days according to date.
2.		2. Archive tally production screening that has been printed. 3. Check the hauling report data according to the information in the palm shell weighing slip and letter of sending palm kernel shell or weighing letter for the previous day.
3.		4. Archive the moisture data

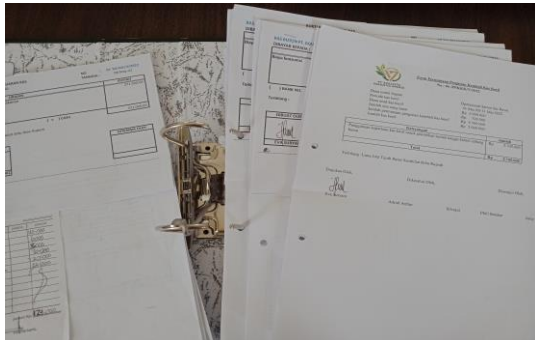
4.



5.



6.




form namely, detail quality control hauling, palm kernel shell cleanliness checklist, transportation cleanliness checklist for May 2022

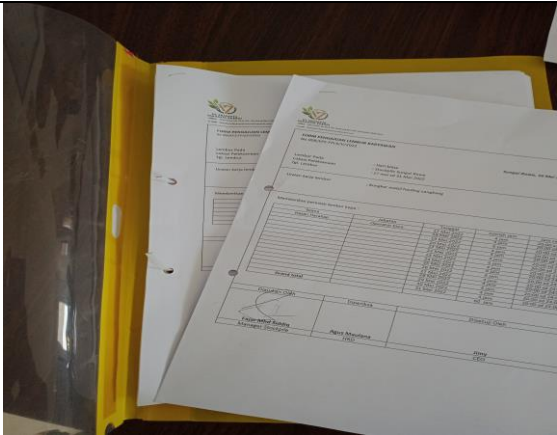

- 5. Archive the receipt of diesel fuel report for diesel that came in on that day
- 6. Archive the cash statement for May 2022

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : June 06th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Archive employee overtime application form Archive daily hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Archive the employee overtime application form that has been made by the administration staff as evidence that the person concerned is overtime on the date in the employee overtime application form and the number of overtime hours.
2.		2. Archive of daily hauling reports PT. EPE and palm shell weighing slip and letter of sending palm kernel shell or weighing letter of previous day.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : June 07th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Arrange receipts and vouchers for the proof of cash out	Eva Suryani, S.E	
	Note by Industrial Coach		


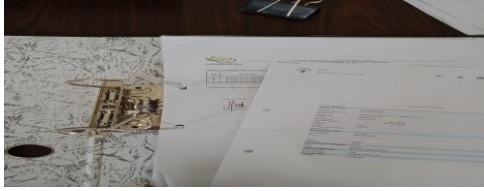


No	WORKING	EXPLANATION
1.		1. Arrange receipts and vouchers from buying something for Buton Stockpile for one month as proof of cash out

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : June 08th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the proof of cash out	Eva Suryani, S.E	
2.	Archive the proof of payment for daily worker wages		
3.	Archive the proof of payment for employee overtime wages		
4.	Weighing palm kernel shell cars from suppliers		
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Archive the proof of cash out for the month of May 2022
2.		2. Archive the proof of payment for daily worker wages for the month of May 2022
3.		3. Archive the proof of payment for employee overtime wages
4.		4. Weighing palm kernel shells from the supplier and print the letter of sending palm kernel shell or weighing letter for the driver and stockpile.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 09th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Eva Suryani, S.E	
	Note by Industrial Coach		

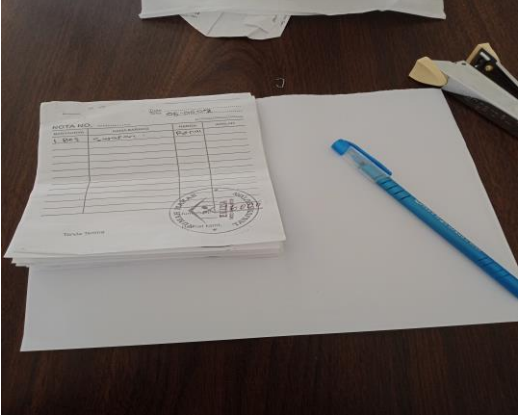
No	WORKING	EXPLANATION
1.		1. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter according to hauling reports.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : June 10th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Arrange the consumption bill for employee of company that rent a place	Eva Suryani, S.E	
	Note by Industrial Coach		

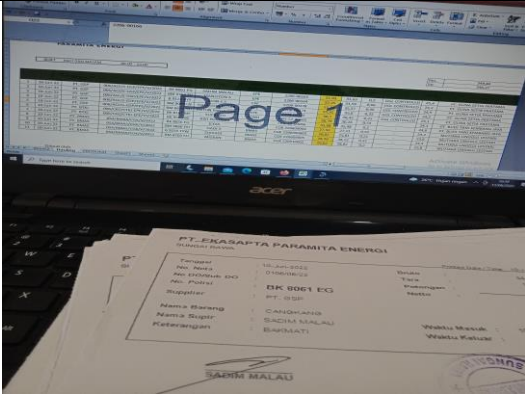
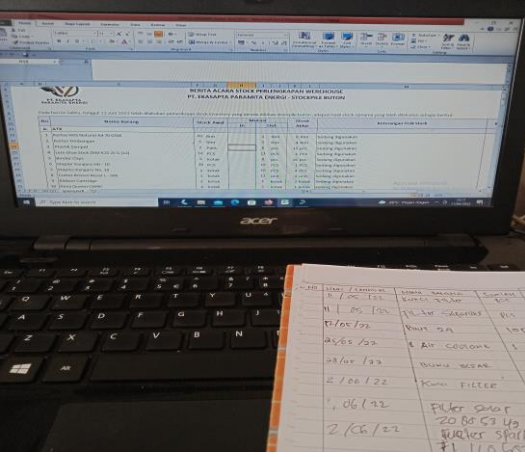
No	WORKING	EXPLANATION
1.		1. Arrange the consumption bill for employee of company that rent a place at PT. EPE for consumption in June 2022.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Saturday

Date : June 11th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check the hauling report Recap stock opname warehouse and inventory	Eva Suryani, S.E	
	Note by Industrial Coach		

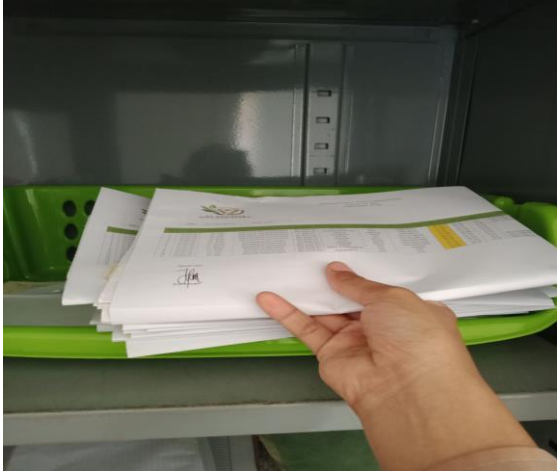
No	WORKING	EXPLANATION
1.		1. Check the hauling report for 10 May 2022 to match with the data from the palm shell weighing slip and letter of sending palm kernel shell or weighing letter.
2.		2. Recap stock opname warehouse and inventory according to the data after checking into the warehouse by staff and data from the tool and equipment loan book.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : June 14th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the hauling report	Eva Suryani, S.E	
Note by Industrial Coach			

No	WORKING	EXPLANATION
1.		1. Archive the hauling report and palm shell weighing slip and letter of sending palm kernel shell or weighing letter for the report of the previous date.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : June 15th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2.	Check the hauling report Scan the hauling report	Eva Suryani, S.E	
Note by Industrial Coach			

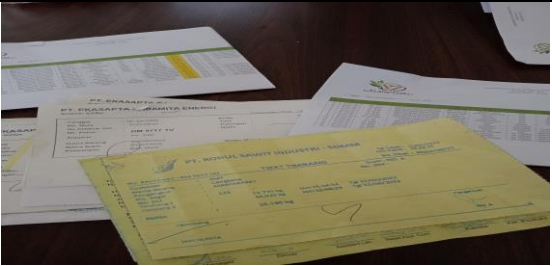
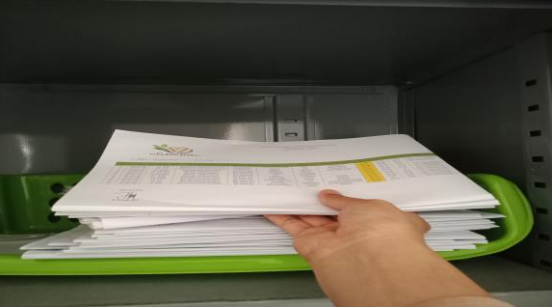
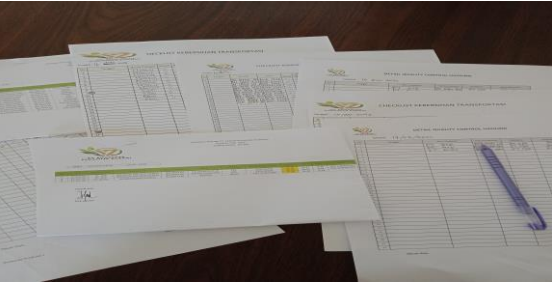
No	WORKING	EXPLANATION
1.		1. Check the hauling report for 14 May 2022 to match with the data from the palm shell weighing slip and letter of sending palm kernel shell or weighing letter.
2.		2. Scan the hauling report that has been checked and printed and signed by the administration staff.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : June 21st, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter Archive the hauling report Fill out the moisture data form	Eva Suryani, S.E	
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter for hauling reports that do not have a previous palm shell weighing slip and arranged according to the police number and the date of the palm shell weighing slip.
2.		2. Archive the hauling report and palm shell weighing slip and letter of sending palm report of the previous date.
3.		3. Fill out the moisture data from such as detail quality control hauling, palm

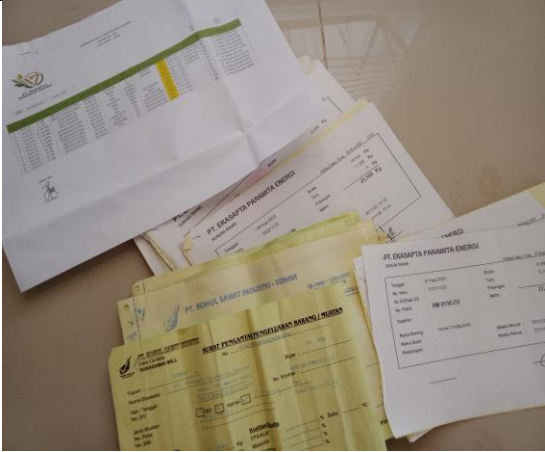
		kernel shell cleanliness checklist, transportation cleanliness checklist for incomplete date.
--	--	--------------------------------------------------------------------------------------------------

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : June 22nd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Eva Suryani, S.E	
	Note by Industrial Coach		

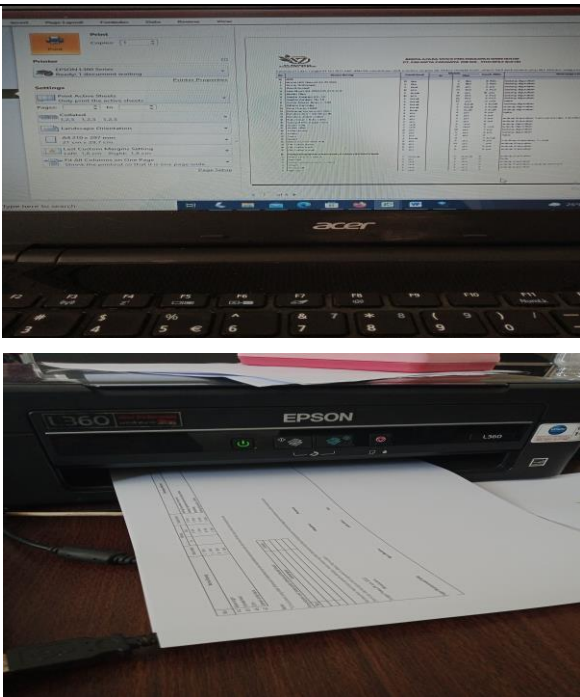
No	WORKING	EXPLANATION
1.		1. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter for hauling reports that do not have a previous palm shell weighing slip and arranged according to the police number and the date of the palm shell weighing slip.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 23rd, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Print stock opname inventory and warehouse	Eva Suryani, S.E	
	Note by Industrial Coach		

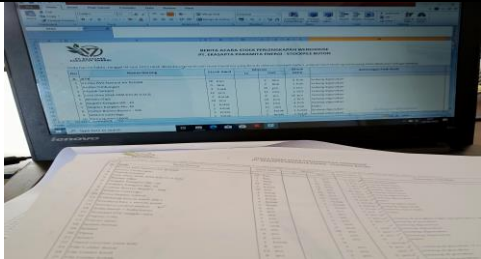
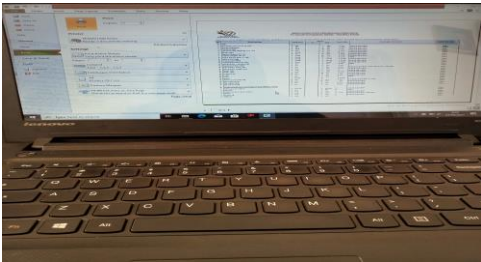

No	WORKING	EXPLANATION
1.		1. Print out the reports of stock opname inventory and warehouse for the month of June and from this data will be re-checked by people from the head office.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

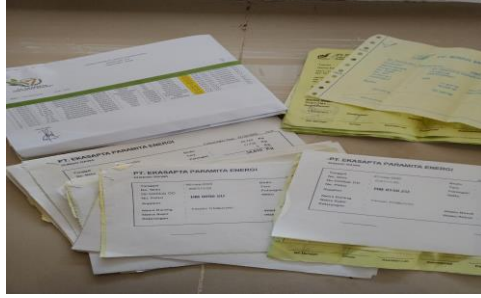
Day : Friday

Date : June 24th, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1. 2. 3. 4.	Re-recap the stock opname warehouse report Print the stock opname warehouse report Rearrange archive folders Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Eva Suryani, S.E	
	Note by Industrial Coach		

No	WORKING	EXPLANATION
1.		1. Re-recap the stock opname warehouse report after being rechecked by the people from head office and this data will be used as a report for the next following month.
2.		2. Print the stock opname warehouse after the data is corrected and recapitulated.
3.		3. Rearrange archive folders according to type and year such as, report on realization of funds, detail quality control hauling, checklist of transportation cleanliness, proof of cash out, and CKS contract.
		4. Check and arrange palm

4.




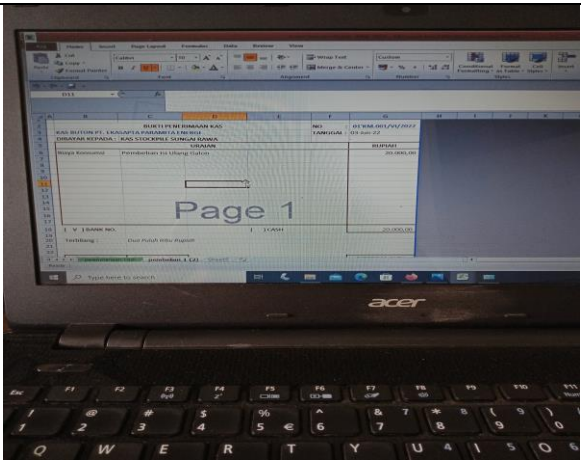
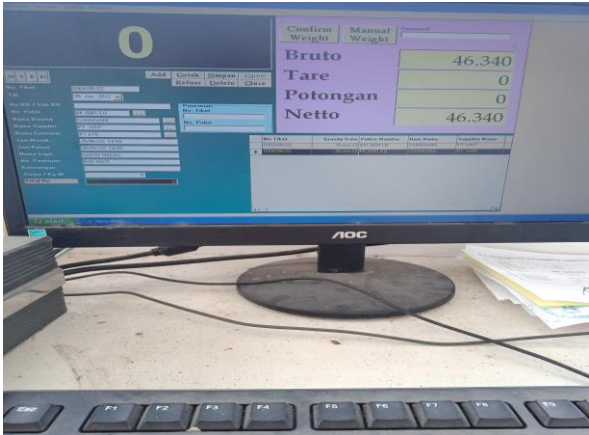
shell weighing slip and letter of sending palm kernel shell or weighing letter for hauling reports that do not have a previous palm shell weighing slip and arranged according to the police number and the date of the palm shell weighing slip.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Saturday

Date : June 25th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make cash receipt vouchers	Eva Suryani, S.E	
2.	Weighing palm kernel shell cars from suppliers		
	Note by Industrial Coach		


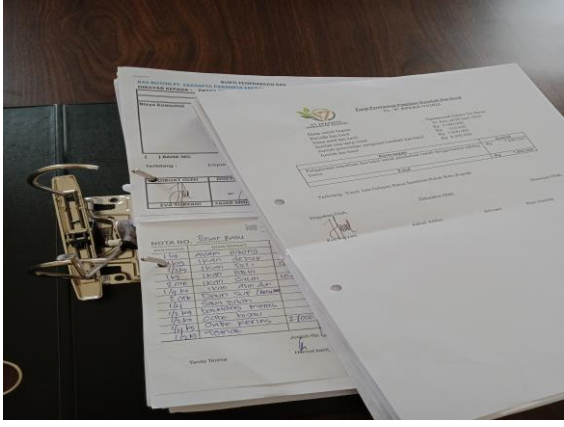
No	WORKING	EXPLANATION
1.		<p>1. Make cash receipt vouchers as evidence for all cash out during the month. This voucher must be made in advance and the proof must be sent to the head office before the cash fund for the next month is issued.</p> <p>2. Weighing the palm kernel shell cars from the suppliers, and record the weight of the load into the system and fill in the required information before the shell or weighing letter is printed.</p>
2.		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : June 27th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter	Eva Suryani, S.E	
2.	Archive the cash out report		
	Note by Industrial Coach		


No	WORKING	EXPLANATION
1.		1. Check and arrange palm shell weighing slip and letter of sending palm kernel shell or weighing letter for hauling reports that do not have a previous palm shell weighing slip and arranged according to the police number and the date of the palm shell weighing slip.
2.		2. Archive the proof of cash out report for the month of June according to the order of the number and date of the cash out.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : June 28th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archive the hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		

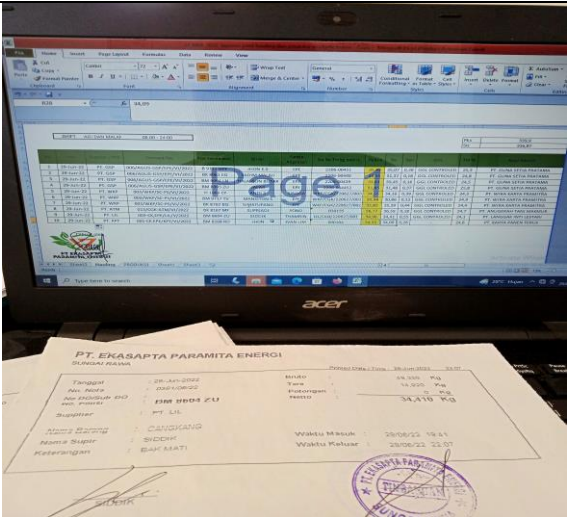
No	WORKING	EXPLANATION
1.		1. Archive the hauling report and palm shell weighing slip and letter of sending palm report of the previous date.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : June 29th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check the hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		

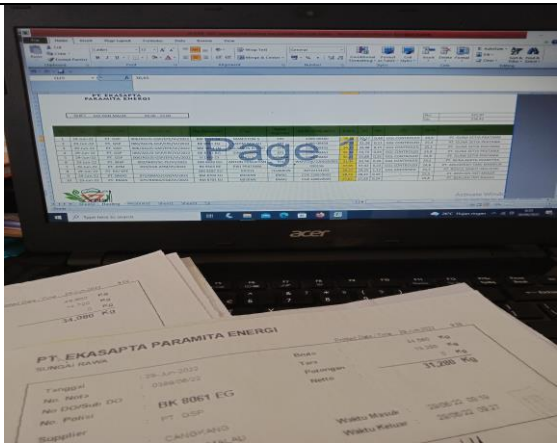
No	WORKING	EXPLANATION
1.		1. Check the data on the palm kernel shell hauling report according to the information in the palm shell weighing slip and letter of sending palm kernel shell or weighing letter before printing.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 30th, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check the hauling report	Eva Suryani, S.E	
	Note by Industrial Coach		

No	WORKING	EXPLANATION
1.		1. Check the data on the palm kernel shell hauling report according to the information in the palm shell weighing slip and letter of sending palm kernel shell or weighing letter before printing.