

APPRENTICESHIP REPORT
PT. PLN (PERSERO)
ULP BENGKALIS

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INTERNATIONAL BUSINESS ADMINISTRATION
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BUSINESS ADMINISTRATION DEPARTMENT
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Written as one of the conditions for completing Apprenticeship Report

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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

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

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

Apprenticeship is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of apprenticeship.

The implementation of apprenticeship will bring students to a real experience, namely the world of work. The apprenticeship process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt.

For postgraduate Diploma IV students, Internship is implemented after students have completed a minimum of 6 (six) semesters and all graduates are carried out for a minimum of 3 months and a maximum of 4 months. State Polytechnic of Bengkalis has collaborated with other agencies and companies at home and abroad.

1.2 Purpose of the Apprenticeship

The apprenticeship a of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions during apprenticeship .
2. To explain apprenticeship place systems and procedures.
3. To find out the obstacles and solutions during apprenticeship .

1.3 Significances of the Apprenticeship

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

1. For Students

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

- 1) Get a certificate from the company if you have completed the apprenticeship program.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.

- 4) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 5) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

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

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

3. For State Polytechnic of Bengkalis

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

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

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 General History of Company

Starting at the end of the 19th century, the sugar factory and electricity factory sector in Indonesia began to improve when several Dutch companies engaged in sugar factories and tea factories set up electric power plants for their own needs. Between 1942-1945 there was a shift in the management of these Dutch companies by the Japanese, after the Dutch surrendered to Japanese troops at the beginning of World War II.



Figure 2.1 PT PLN
Source: Processed Data, 2022

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

established the Electricity and Gas Bureau under the Ministry of Public Works and Energy with a power generation capacity of 157.5 MW.

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

In 1972, in accordance with Government Regulation no. 18, the status of the State Electricity Company (PLN) is determined as a State Electricity General Company and as the Holder of the Electricity Business Authorization (PKUK) with the task of providing electricity for the public interest. In line with the Government's policy that provides opportunities for the private sector to engage in the electricity supply business, since 1994 the status of PLN has changed from a Public Company to a Limited Liability Company (Persero) and also as a PKUK in providing electricity for the public interest until now.

2.1.1 PT. PLN (Persero) Logo



Figure 2.2 Logo of PT PLN (PERSERO)
Source: Processed Data, 2022

Figure 2.1 is the logo of PT. PLN (Persero) as for the color inspiration for the logo of PT. PLN (Persero) are as

1. Yellow: describes enlightenment, which PLN hopes that electricity can create enlightenment for people's lives. Yellow also symbolizes the fiery spirit of every person who works at PLN.
2. Red : represents the maturity of PLN as the first electricity company in Indonesia and the dynamism of the pace of PLN and its people, as well as the courage to face the challenges of the times.
3. Blue : symbolizes loyalty and dedication to the task to achieve and achieve prosperity and welfare of the Indonesian people, as well as the reliability of PLN personnel in providing the best service for its customers.

2.1.2 Philosophy PT. PLN (Persero) ULP Bengkalis Logo

The PLN logo consists of Square, Lightning/Lightning. Three Waves (Wave Edge Facing Down) as the basis for each activity. The aims of this philosophy are :

1. Square

Square as the base, yellow, and without borders. The Square field symbolizes that PLN is a perfectly organized container or organization. The yellow color represents enlightenment, as PLN hopes that electricity can create enlightenment for people's lives. Yellow also symbolizes the fiery spirit of every person who works at PLN.

2. Lightning or Lightning

Lightning or Lightning, red, thick top shape, pointed bottom shape, and cuts/pierces three waves. Lightning or Lightning symbolizes the electric power contained in it as the main service product produced by PLN. In addition, Lightning also defines the fast and precise work of PLN personnel in providing the best solution for its customers. The red color represents the maturity of PLN as the first electricity company in Indonesia and the dynamism of the pace of PLN and the company's people, as well as the courage to face the challenges of the times.

3. Three Waves (Top of Waves Face Down)

Three Waves, colored blue, sinusoidal-shaped (2 1/2 periods), the ends of the waves facing downwards, arranged parallel in the horizontal direction, and are located in the middle on a yellow base. Three Waves means the propagation of electrical energy that is flowed by three main business fields that are involved in PLN, namely generation, distribution, and distribution which are in line with the hard work of PLN personnel to provide the best service for its customers. The blue color symbolizes loyalty and dedication to the task to achieve and achieve prosperity and welfare of the Indonesian people, as well as the reliability of PLN personnel in providing the best service for its customers.

2.2 Vision and Mission

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

1. Vision

To be the Leading Electricity Company in Southeast Asia and #1 Customer Choice for Energy Solutions.

2. Mission

The missions of PT. PLN (Persero) ULP Bengkulu are as follows:

- a. Running the electricity business and other related fields, oriented to customer satisfaction, company members and shareholders.
- b. Making electricity as a medium to improve the quality of people's lives.
- c. Keeping electrical power into driving economic activity.
- d. Carry out environmentally friendly business activities.

2.3 Motto

Motto is a sentence, phrase, or word as a motto or guideline that describes the motivation, spirit, and goals of an organization. Motto PT PLN (Persero) is Electricity for a Better Life.

2.4 PLN Values

PLN Values are Morals, Morals is an acronym for

1. Management : Hold fast to the trust given
2. Competent : Continue to learn and develop capabilities
3. Harmony : Caring for each other and respecting differences
4. Loyal : Dedicated and prioritizing the interests of the nation and state
5. Adaptive : Continually innovate and enthusiastic in moving or facing change
6. Collaborative : Building a synergistic collaboration.

2.5 Kind of Business

PT. PLN (Persero) is a State-Owned Enterprise which is engaged in the business of providing electricity by providing services to the community through implementation in the fields of production, transmission and distribution of electricity. The business field of PT PLN (Persero) is to conduct electricity business which includes:

1. Electricity Supply Business which includes:
 - a. Generator
 - b. Transmission
 - c. Distribution
2. Electric Power Supporting Business which includes:
 - a. Consultant on electric power
 - b. Electric power development/marketing
 - c. Electrical equipment maintenance
 - d. Development of science and technology equipment that supports the

provision of electric power

3. Carry out special tasks assigned by the General Meeting of Shareholders in this case the Ministry of SOEs.
4. Carry out cooperation with other agencies or other parties or organizing bodies.

Business has many types, such as Agricultural Business, Raw Material Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, Big/Small Trading Business, and Financial Business. In the practical work activities carried out the type of business PT. PLN (Persero) ULP Bengkalis is a Service Business.

Service business is a field of business that sells or offers products in the form of services. Basically, the purpose of a business in the service sector is the same as a business that produces goods, namely to make a profit. Business in the service sector also does not involve the purchase of goods so that it does not require special storage media because what is being sold is service.

PT. PLN (Persero) is a state-owned company engaged in the provision of electricity services in Indonesia, one of which is PT. PLN (Persero) ULP Bengkalis. As an electricity agent, it is his duty to develop business activities related to electricity, which aims to improve the welfare of the community and encourage economic improvement based on the principles stipulated by law and aim to meet the needs of electric power.

2.6 Organization Structure

Organizational structure is an arrangement and relationship between each part and position in an organization or company. The organizational structure clearly describes the separation of work activities from one another and how the relationship between activities and functions is limited. The organizational structure of PT. PLN (Persero) ULP Bengkalis is a type of functional organizational structure, namely the organizational structure based on the function of each component. For more details

can be seen in figure 2.3 which shows the organizational structure of PT. PLN (Persero) ULP Bengkalis.

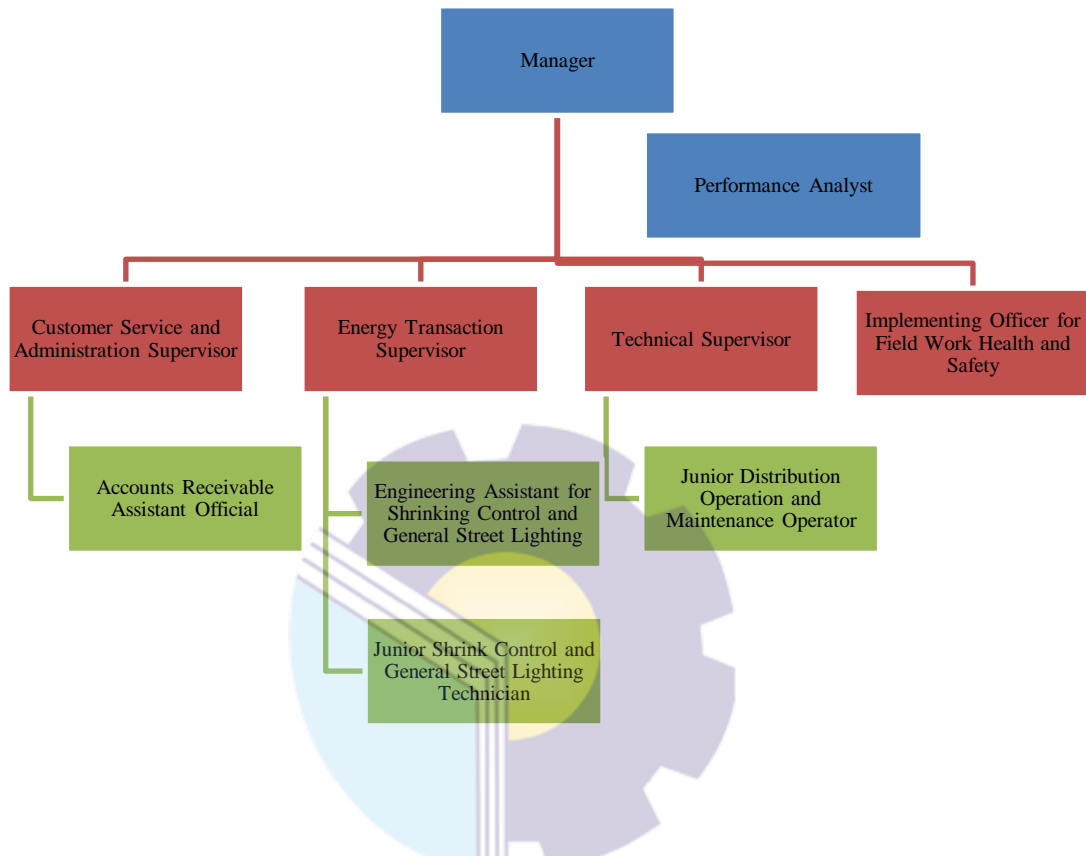


Figure 2.3 Organizational Structure of PT. PLN (Persero) Bengkalis
Source: Processed Data, 2022

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

1. **Manager**

Responsible for implementing marketing strategies, improving customer service and reliability, administration of subscriptions (TUL), and managing Customer Main Data (DIL) as well as establishing communication with stakeholders.

2. Performance Analyst
Performance experts are in charge of monitoring the overall performance of the unit. Be it Distribution, Service or Energy transactions. Performance experts are also tasked with providing input to Unit Managers to improve company performance.
3. Customer Service and Administration Supervisor
 - a. Ensure the achievement of the level of service quality.
 - b. Carry out new connection, disconnection, power change, customer administration, meter reading, account processing, customer receivable management.
 - c. Carry out socialization of company policies and products, customer rights and obligations to improve company image.
4. Energy Transaction Supervisor
 - a. Implement and supervise the Control of Electricity Consumption (P2TL)
 - b. Emphasize technical and non-technical losses
 - c. Carry out APP Maintenance
 - d. Carrying out account functions and selling KWH
5. Technical Supervisor
 - a. Carry out the achievement of the performance target of the distribution technique function.
 - b. Carry out control of the construction, operation and maintenance of distribution networks to maintain the reliability of electric power supply.
 - c. Maintaining assets and updating and disconnecting electricity.
6. Implementing Officer for Field Work Health and Safety
 - a. Protect the safety and health of workers and other people in the workplace environment from potential electrical hazards.
 - b. Creating electrical installations that are safe, reliable, and provide the safety of buildings and their contents.
 - c. Creating a safe and healthy workplace to boost productivity.

In carrying out their duties, the Supervisor oversees Assistant Analysts and Assistant Officers who are assisted by junior. The following are the duties and responsibilities of each Assistant Analyst and Assistant Officer:

1. **Accounts Receivable Assistant Official**
Responsible for the management of HR, Administration, and Finance to support the implementation of the main project activity workers in achieving the main project's target performance according to the determination of the board of directors.
2. **Engineering Assistant for Shrinking Control and General Street Lighting**
 - a. Responsible for APP availability, carry out customer APP installation and sealing.
 - b. Print and follow up meter reader reports and customer complaints on APP abnormalities.
3. **Junior Shrink Control and General Street Lighting Technician**
Prepare the concept of SPK (Work Order) for engineering work and monitor distribution network loading and voltage quality
4. **Junior Distribution Operation and Maintenance Operator**
 - a. Carry out data management of distribution network assets (including PDPJ), work facilities and equipment.
 - b. Conduct an inventory of materials and permanent activities together with the Service Area and Network Inventory Team (APJ).

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

There were 3 students who did the apprenticeship in PT. PLN (Persero) ULP Bengkalis. The Author was placed in the Customer Service (CS) but also was asked to do some work in the Energy Transaction Section, the Engineering Section, and the Occupational Health and Safety Section. Customer Service Section is a function that carried out services and provides information on procedures, costs calculation, requirements, and other information related to electricity.

3.2 Place of Apprenticeship

Apprenticeship was carried out after students occupy the eight semester, while the apprenticeship activity lasts for approximately 4 (four) months, starting from 07 March 2022 to 07 July 2022 at PT. PLN (Persero) Bengkalis located on Jl. Antara Bengkalis, Riau. With entry conditions starting at 07.30 to 16.30 WIB for Monday-Thursday and at 07.30 to 17.00 WIB for Friday.

Table 3.1 Daily Activities of March 07nd, 2022 to March 11th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 07 March 2022	1. Introduction to the Office Environment 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Tuesday, 08 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Wednesday, 09 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Thursday, 10 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN	Mirza Agustian Rezi

	Mobile Application	
Friday, 11 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.1 The Author first week apprenticeship activities. This week The Author was taught how to input Customer ID through the PLN Mobile Application. Learn how to input Customer ID through the PLN Mobile Application. After studying, The Author was asked to immediately continue the work that had been taught. The inputted ID was a form of adding a Customer ID that goes directly into the PLN system, making it easier to find customer data by only looking for the customer ID.

Table 3.2 Daily Activities of March 14th, 2022 to March 18th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 14 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Tuesday, 15 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Wednesday, 16 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Visit to the Diesel Power Generation Service Unit (PUSLIS) Bagan Besar	Firrizqi Pratama
Thursday, 16 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Friday, 18 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.2 The second week of March The Author carried out the same activities as the first week, but this week The Author was invited to visit the Big Bagan Diesel Power Generation Service Unit (PUSLIS).

Table 3.3 Daily Activities of March 21th, 2022 to March 25th, 2022

Date and Time	Description of activities	Assignor
Monday, 21 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile	Mirza Agustian Rezi

	Application	
Tuesday, 22 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Wednesday, 23 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Separation of KCT Address 4. Recap the customer's ID/NIK Data	Zulwendri Harahap
	5. Checking the KWH meter in the shrimp ponds of Ketam Putih Village with P2TL	Ridho Marwan
Thursday, 24 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	1. Separation of KCT Address 2. Recap the customer's ID/NIK Data	Zulwendri Harahap
Friday, 25 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.3 The third week of March The Author does the same thing as the second week of activities, but this week there was an additional lesson, namely checking the KWH meter on the shrimp ponds in the Ketam Putih with P2TL and recapulating Customer ID/NIK data.

Table 3.4 Daily Activities of March 28nd, 2022 to March 31th, 2022

Date and Time	Description of activities	Assignor
Monday, 28 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Tuesday, 29 March 2022	3. Activity to Hold Equipment and Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitr 1443 H Alert)	Firrizqi Pratama
Wednesday, 30 March 2022	1. Briefing (pengarahan) 2. Input Id Pelanggan pada Aplikasi PLN Mobile	Mirza Agustian Rezi
Thursday,	1. Briefing (direction)	Mirza Agustian Rezi

31 March 2022	2. Input Customer Id on the PLN Mobile Application	
	1. Installing the Modem in Pangkalan Batang with P2TL 2. Replacing the KWH meter at the customer's house with P2TL	Ridho Marwan
Friday, 01 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Checking the network on Ahmad Yani's transformer with P2TL	Ridho Marwan

Source: Processed Data 2022

Table 3.4 The fourth week of March, The Author does the same for activities as in the third week of March, but The Author carries out the Bengkulu ULP Bengkulu Yantek Equipment and Troops Event (Ramadan and Eid Idul Fitri 1443 H) which was carried out at PT. PLN (Persero) Bengkulu, Installing Modem in Pangkalan Batang with P2TL and Replacing KWH meter at customer's house with P2TL.

Table 3.5 Daily Activities of April 01nd, 2022 to April 11th, 2022 :

Date and Time	Description of Activities	Assignor
Monday, 04 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Tuesday, 05 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Separation of KCT Address 4. Recap the customer's ID/NIK Data	Zulwendri Harahap
Wednesday, 06 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Visit to PLTD Pangkalan Batang	Firrizqi Pratama
Thursday, 07 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Friday, 08 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.5 The first week of April The Author did the same activity with some activities in March. However, there are additional activities, namely checking the network on the transformer on Jl. Ahmad Yani with P2TL and visited PLTD Pangkalan Batang.

Table 3.6 Daily Activities of April 11th, 2022 to April 15th, 2022

Date and Time	Description	Assignor
Monday, 11 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
	4. Checking the Selat Baru Substation (GH) 5. Inspection of network (tissue comb) of Selat Baru shrimp ponds	Firrizqi Pratama
Tuesday, 12 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Wednesday, 13 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Thursday, 14 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Friday, 15 April 2022	Isa Almasih's Death Holiday	

Source: Processed Data 2022

Table 3.6 The second week of April The Author does the same activity as the activity in the first week, other activities carried out by The Author are checking the Gardu Hubung (GH) in the Selat Baru and conducting network inspections (network combs) on shrimp ponds in the Selat Baru.

Table 3.7 Daily Activities of April 18th, 2022 to April 22th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 18 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Tuesday, 19 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap

	4. Checking the network on Polbeng transformers with P2TL 5. Checking KWH Meters at selling stalls on Selat Baru Beach with P2TL	Ridho Marwan
Wednesday, 20 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Thursday, 21 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Friday, 22 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Source: Processed Data 2022

Table 3.7 The third week of April, The Author does the same thing as the previous activity, other activities carried out by The Author are stamping and compiling a letter regarding the Mandiri PJU Program, participating in P2TL in checking the network on transformers on the Bengkalis State Polytechnic, and checking the network at a selling stall on the Selat Baru beach.

Table 3.8 Daily Activities of April 25th, 2022 to April 29th, 2022 :

Date and Time	Description of activities	Assignior
Monday, 25 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Tuesday, 26 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Visit to PLTD Pangkalan Batang	Firrizqi Pratama
Wednesday, 27 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recaping Pictures of 450 VA Power Customers' Houses	Zulwendri Harahap
Thursday 28 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Friday, 29 April 2022	Holidays with Eid Al-Fitr	

Source: Processed Data 2022

Table 3.8 The fourth week of April, The Authors do the same as the third week activities, namely input customer data via PLN Mobile, recapitulating customer data

via ID/NIK, and The Authors are asked to record the amber of a 450 VA power customer's house.

Table 3.9 Daily Activities of May 09nd, 2022 to May 13th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 09 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Tuesday, 10 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Wednesday, 11 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Thursday, 12 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Friday, 13 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
	4. Scan Work Permit	Firrizqi Pratama

Source: Processed Data 2022

Table 3.9 The first week of May, The Author does the same thing with the previous week's activities, namely inputting customer data on PLN Mobile.

Table 3.10 Daily Activities of May 16th, 2022 to May 20th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 16 May 2022	Vesak Day Holiday	
Tuesday, 17 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
Wednesday, 18 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Completing the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap
	4. Recap the customer's ID/NIK Data	
Thursday, 19 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

Friday, 20 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Checking the problematic KWH meter in Air Putih with P2TL	Ridho Marwan

Source: Processed Data 2022

Table 3.10 The second week of May The Author does the same thing with the previous week's activities, namely inputting customer data on PLN Mobile. The Author also gets a new activity, namely filling out the Official Report (BA) for updating the completeness of PLN customer data.

Table 3.11 Daily Activities of May 23th, 2022 to March 27th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 23 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Tuesday, 24 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Wednesday, 25 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap
	4. Checking the network on the Meskom transformer 5. Visit to PLTD Pangkalan Batang	Rahmad Febrianto
Thursday, 26 May 2022	Isa Almasih Ascension Holiday	
Friday, 27 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.11 The third week of May, The Author does the same thing as the previous week's activities, namely inputting customer data on PLN Mobile, recapitulating customer ID/NIK data. plus The Author got an activity to take part in checking the network on the Meskom transformer, as well as visiting the PLTD Pangkalan Batang.

Table 3.12 Daily Activities of May 30th, 2022 to May 31th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 30 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Thursday, 31 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Checking the KWH meter for Tameran shrimp ponds with P2TL	Ridho Marwan

Source: Processed Data 2022

Table 3.12 The last week of May, The Author did the same thing as the previous week's activities, namely inputting customer data at PLN Mobile, and participating in checking KWH meters on shrimp ponds in Tameran with P2TL.

Table 3.13 Daily Activities of June 01nd, 2022 to June 03nd, 2022 :

Date and Time	Description of activities	Assignor
Wednesday, 01 June 2022	Pancasila Birthday Holiday	
Thursday, 02 June 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
Friday, 03 June 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application 3. Writing Doubtful Accounts Payable Receipt (PRR)	Mirza Agustian Rezi
	4. Recapping Pictures of 450 VA Power Customers' Houses	Zulwendri Harahap

Source: Processed Data 2022

Table 3.13 The Author did the same thing as the previous week's activity, namely inputting customer data at PLN Mobile, The Author also received an activity to write a Accounts Payable Receipt (PRR) and record a picture of a 450 VA power customer's house.

Table 3.14 Daily Activities of June 06nd, 2022 to June 10nd, 2022 :

Date and Time	Description of activities	Assignor
Monday, 06 June 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
	3. Recaping drawing of a 450 VA power customer's house	Zulwendri Harahap

Thursday, 07 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Separation of KCT Per address 3. Recaping drawing of a 450 VA power customer's house 	Zulwendri Harahap
Wednesday, 08 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application 	Mirza Agustian Rezi
Thursday, 09 June 2022	<ol style="list-style-type: none"> 1. Briefing (Direction) 2. Recaping house picture's power customer 450 VA 	Zulwendri Harahap
	<ol style="list-style-type: none"> 3. Network Inspection (Network Comb) in the Selat Baru Area 	Rahmad Febrianto
Friday, 10 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Enter customer KCT data 	Zulwendri Harahap

Source: Processed Data 2022

Table 3.14 The second week of June, The Author did the same thing as the previous week's activities, namely inputting customer data at PLN Mobile, recaping pictures of 450 VA electricity customers' houses and inputting customer KCT data.

Table 3.15 Daily Activities of June 13th, 2022 to June 17th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 13 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Input KCT Customer data 	Zulwendri Harahap
Tuesday, 14 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Creating Visual Chart of ULP Bengkalis Management 	Firrizqi Pratama
Wednesday, 15 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Create Billing Management (ManBill) 3. Input address KCT data 	Zulwendri Harahap
Thursday, 16 June 2022	<ol style="list-style-type: none"> 1. Briefing (Direction) 2. Network Inspection (Network Comb) in the Selat Baru Area 	Firrizqi Pratama
Friday, 17 June 2022	<ol style="list-style-type: none"> 1. Briefing (direction) 2. Input Inspecta data 	Firrizqi Pratama

Source: Processed Data 2022

Table 3.15 The third week of June, The Author carried out some of the same activities as last week, and additional activities such as Creating Visual Graphics for Bengkalis ULP Management and inputting Inspecta data.

Table 3.16 Daily Activities of June 20th, 2022 to June 24th, 2022 :

Date and Time	Description of activities	Assignor
Monday, 20 June 2022	1. Briefing (direction) 2. TTD, Stamp and Scan File Management Billing (Manbill)	Zulwendri Harahap
	3. TTD, Cap and Scan Working Permit (Work Permit)	Firrizqi Pratama
Thursday, 21 June 2022	1. Briefing (direction) 2. Upload NIK and NPWP data	Zulwendri Harahap
Wednesday, 22 June 2022	1. Briefing (direction) 2. Upload evident Inspector	Rahmad Febrianto
	3. Installing a network modem on the Selat Baru International Port Meter with P2TL 4. Checking the KWH Meter for shrimp ponds in the village of Kambung Luar with P2TL 5. Checking the Tameran village PJU network with P2TL	Ridho Marwan
Thursday, 23 June 2022	1. Briefing (Direction) 2. Upload NIK and NPWP data	Zulwendri Harahap
Friday, 24 June 2022	1. Briefing (direction) 2. Upload NIK and NPWP data	Zulwendri Harahap

Source: Processed Data 2022

Table 3.16 The fourth week of June, The Author carried out activities such as Cap and Scan Working Permit (Work Permit), uploading NIK and NPWP data, as well as participating in installing modems in the New Straits, checking KWH meters on shrimp ponds in the Kambung Luar area and also checking PJU Tameran with P2TL.

Table 3.17 Daily Activities of June 27th, 2022 to July 01nd, 2022 :

Date and Time	Description of activities	Assignor
Monday, 27 June 2022	1. Briefing (Direction) 2. Checking the Work Implementation Procedure Document Form	Firrizqi Pratama
Tuesday, 28 June 2022	1. Briefing (Direction) 2. Recap the Customer's Meter Number	Zulwendi Harahap
Wednesday, 29 June 2022	1. Briefing (Direction) 2. Conducting socialization of electrical hazards	Firrizqi Pratama
Thursday, 30 June 2022	1. Briefing (Direction) 2. Firefighter Simulation 3. Input Inspecta Data	Firrizqi Pratama
Friday,	1. Briefing (direction)	Firrizqi Pratama

01 July 2022	2. Input Inspecta Data	
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Source: Processed Data 2022

Table 3.17 The last week of June, The Author did several activities, Input Inspecta Data, Checking the Work Implementation Procedure Document Form, Recap the Customer's Meter Number, Conducting socialization of electrical hazards, Firefighter Simulation.

Table 3.18 Daily Activities of July 04nd, 2022 to July 07nd, 2022 :

Date and Time	Description of activities	Assignor
Monday, 04 July 2022	1. Briefing (Direction) 2. Check the K3L Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022	Firrizqi Pratama
Tuesday, 05 July 2022	1. Briefing (Direction) 2. Make minutes (BA) of customer NIK data	Zulwendi Harahap
Wednesday, 06 July 2022	1. Briefing (Direction) 2. Make minutes (BA) of customer NIK data	Firrizqi Pratama
Thursday, 07 July 2022	1. Briefing (Direction) 2. Activities of equipment and troops Yantek ULP Bengkalis (Hari Raya Alert Idul Adha 1443 H)	Firrizqi Pratama
	3. Inputting data on Gempur activities with LPB UP3 Dumai Inspection	Zulwendri Harahap

Source: Processed Data 2022

Table 3.18 The last week, The Author did internship, The Author did Check the K3L Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022, make minutes (BA) of customer NIK data, following Activities of equipment and troops Yantek ULP Bengkalis (Hari Raya Alert Idul Adha 1443 H), and Inputting data on Gempur activities with LPB UP3 Dumai Inspection.

3.3 Systems and Procedures

Systems and procedures that The Author did while carrying out practical work activities at PT. PLN (Persero) Bengkalis are as follows:

1. Input customer ID through the PLN Mobile Application

The Author was given the task of adding a Customer ID so that customers are registered in the PLN system through the PLN Mobile application.



Figure 3.1 PLN Mobile Application
Source: Processed Data, 2022

2. Doing address separation/KCT (Key Change Token)

In this activity The Author was assigned the task of separating customer addresses per place of residence using Microsoft Excel.

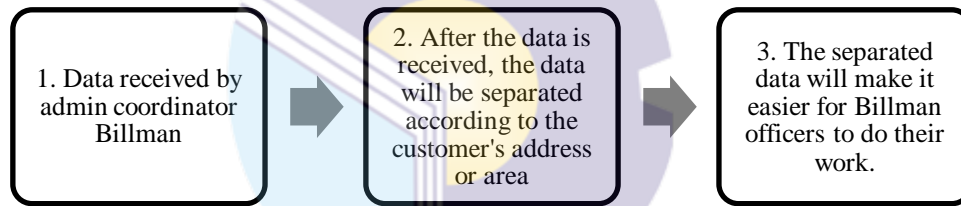


Figure 3.2 Key Change Token
Source: Processed Data, 2022

3. Recap the Customer ID/NIK data

In this activity, The Author gets the task to recap the customer ID/NIK data previously sent by the biller officer after that it will be recaptured into Microsoft Excel so that the customer ID/NIK is registered in the PLN system.

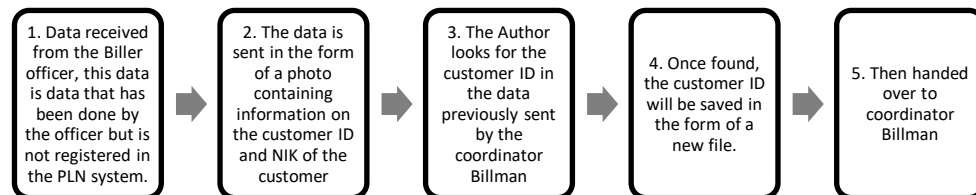


Figure 3.3 Recap the Customer ID/NIK data
Source: Processed Data, 2022

4. Recaping house picture's power customer 450 VA

In this activity, The Author was given the task of recapitulating a drawing of a 450 VA power customer's house into Microsoft Excel which was previously sent by the biller officer in a predetermined format.

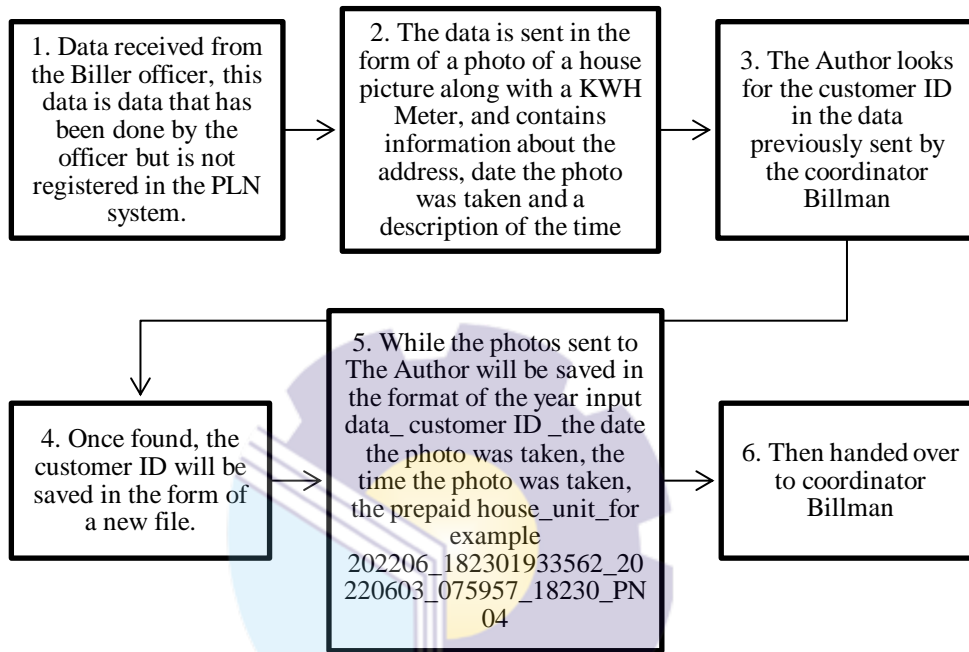


Figure 3.4 Recaping house picture's
Source: *Processed Data, 2022*

5. Scan of work permit

In this activity The Author got the task to scan the P2TL work permit. When received, The Author first ensures that the letter has been signed by the parties concerned, such as the K3L Officer PT. PLN (Persero) ULP Bengkalis, Energy Transaction Supervisor PT. PLN ULP (Persero) Bengkalis, Work Supervisor PT. Thoyibatul Rizki and Manager of PT. PLN (Persero) ULP Bengkalis. after all signed, The Author will provide a stamp/stamp PT. PLN (Perserp) ULP Bengkalis.

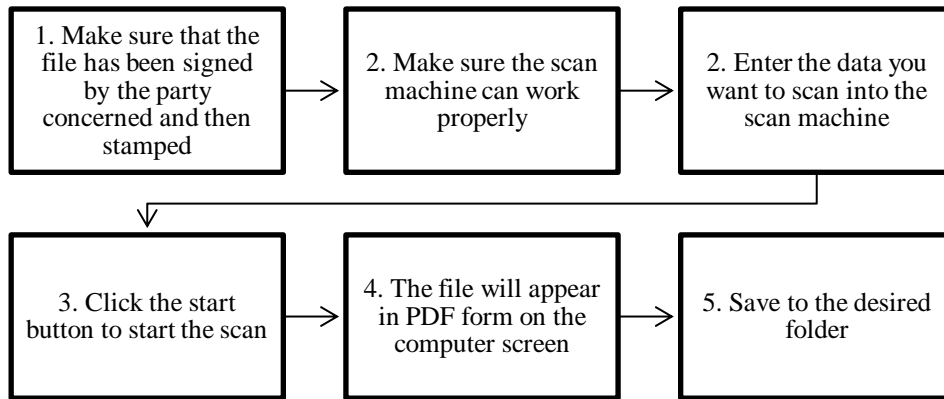


Figure 3.5 Scan of work permit

Source: Processed Data, 2022

6. Fill out the Official Report (BA) sheet for PLN customers

Minutes (BA) was an important document or letter that can be used as legal evidence of something that happened. After The Author inputs the Customer ID/NIK data that has been inputted via Microsoft Excel, The Author will write it on the Minutes sheet.

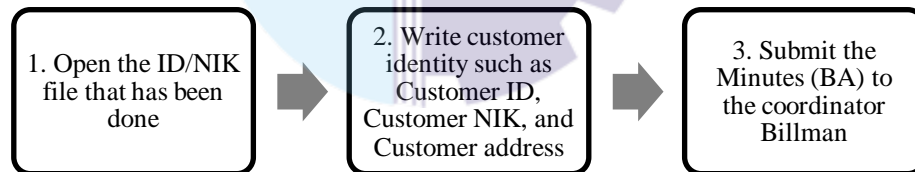


Figure 3.6 Official Report (BA) sheet

Source: Processed Data, 2022

7. Entering data and coordinates through the Inspecta

In this activity, The Author was tasked with uploading photos of disturbances near the network such as tree branches and then determining the coordinates of the disturbance. When accepted, The Author is first allowed to log in to Inspecta with PLN's SSO.

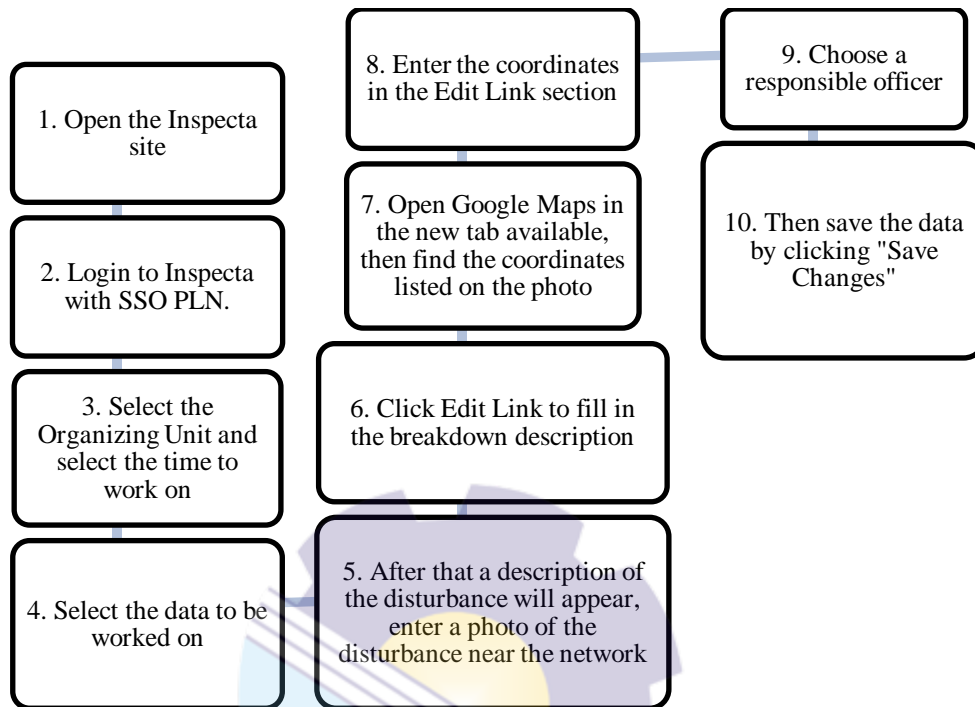


Figure 3.7 Inspecta
Source: Processed Data, 2022

8. Equate Customer's NIK and NPWP data

In this activity, The Author has the task of equating customer ID and NIK of customers. When accepted, The Author first enters AP2T (Centralized Customer Service Application).

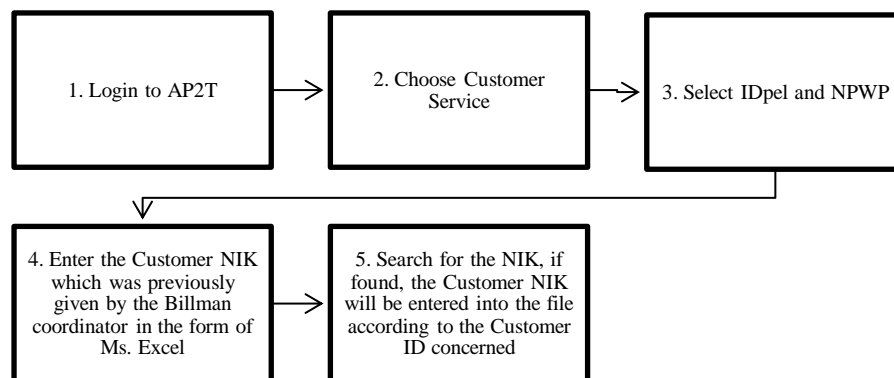


Figure 3.8 Customer's NIK and NPWP data
Source: Processed Data, 2022

9. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3 Phase Electrical Installation/Connection

When The Author joined P2TL to checked the KWH and checked the transformer network, The Author was given the task of filled out an official report consisting of the identity of the examiner and the identity of the customer.

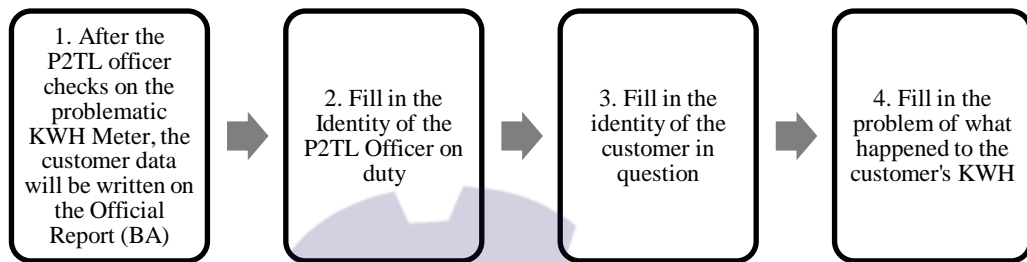


Figure 3.9 Writing Minutes of Inspection Results
Source: Processed Data, 2022

3.4 Obstacle and Solution

The obstacle that The Author get while did the apprenticeship on PT. PLN (Persero) ULP Bengkalis a workspace. The PLN ULP Bengkalis office does not have a separate room for PKL students, so during the PKL period students use the meeting room, sometimes when it was being held, students are forced to go out and find their own table that can be used for a while.

So, for a solution we hope in the next period. If there are new students who will do practical work at PT. PLN (Persero) ULP Bengkalis. They will provide separate and spacious rooms for students to more easily do their work.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1. Conclusions

Based on the explanation in the previous chapter, the author draws conclusions in several ways, namely as follows:

1. The author is given assignments in 3 (three) fields, namely Customer Service, Energy Transactions and K3L. The Engineering section is also taught, such as when taken to the field to visit PLTD to find out how PLN's business processes are the power plants that we now use. When following the officers conducting network inspections/network combs the author to see the lines of the electricity network in the surrounding villages and when doing this network inspection the author is also taught to see how the condition of the electricity poles is good, to see any disturbances around the network that can harm the surrounding community.
2. In the implementation of this Internship, the author performs Internship in one of the state-owned companies, namely PT. PLN (Persero) ULP Bengkalis which lasts for 4 (four) months, starting from 7 March 2022 to 7 July 2022.
3. Then in this Apprenticeship the author also understands how the systems and procedures that take place at ULP Bengkalis.
4. Constraints that the authors get while doing apprenticeship at PT. PLN (Persero) ULP Bengkalis is a workspace. The PLN ULP Bengkalis office does not have a separate room for apprenticeship students, so during the apprenticeship students use the meeting room, sometimes when it's being held students are forced to go out and find their own desk that can be used for a while. So, for the solution we hope in the next period. If there are new students who will do apprenticeship at PT. PLN (Persero) ULP Bengkalis. They will

provide a separate and spacious room to make it easier for students to do their work.

4.2. Suggestion

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings who will do apprenticeship in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

Suggestions for authors are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. College student

Author also provide suggestions that may be useful for students who will carry out apprenticeship activities for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability, thinking before taking action, always being patient and obedient and must learn to manage everything assigned job.

3. Company

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

4. State Polytechnic of Bengkalis

The suggestion for the State Polytechnic of Bengkalis campus is to hold This apprenticeship can be used as an evaluation, and should be provided to students before carrying out the Apprenticeship in accordance with the field or course material in accordance with the apprenticeship company. And the person concerned will deliver students who will do apprenticeship on the 47 first day

of entry, and pick them back up when students have finished doing apprenticeship.



APPENDICES

Appendix 1 : Apprenticeship Statement Letter

Surat Keterangan

001.SKt/SDM.12.06/010010300/2022

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Cici Amandarhizka
Nim : 5404181169
Universitas : Politeknik Negeri Bengkalis
Jurusan : Administrasi Niaga
Prodi : D-IV Administrasi Bisnis Internasional
Tempat/Tgl. Lahir : Bengkalis, 29 April 2000

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

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

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



Andiko Bestari

Appendix 2 : Apprenticeship Certificate



Appendix 3 : Company Appraisal Sheet

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

Name : Cici Amandarhizka
 Student's Identity No : 5404181169
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkalis

No	Assessment Aspect	Percentage	Scores
1	Discipline	20%	93
2	Responsibility	25%	94
3	Adjustment/Adaptation	10%	91
4	Work Result	30%	98
5	Behavior in General	15%	92
Total (1+2+3+4+5)		100%	468

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

Notes

Mahasiswa yang bersangkutan selama mengikuti Praktek Kerja Lapangan memberikan hasil yang baik terhadap tugas - tugas serta praktek yang diberikan perusahaan kepada mahasiswa.

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



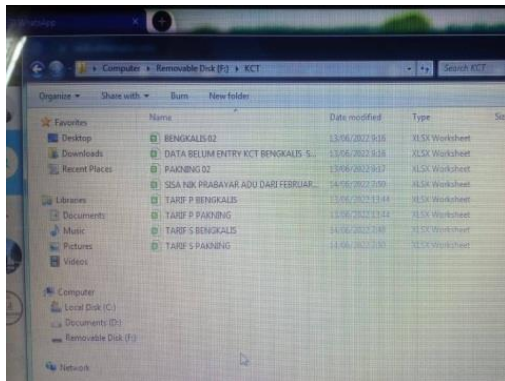
Andiko bestari

Appendix 4 : Figure Of Job Description

1. Input CUSTOMER ID through the PLN Mobile Application



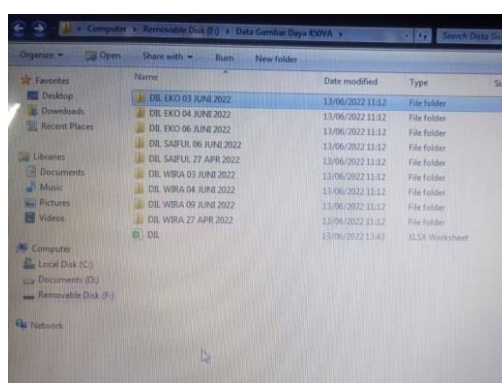
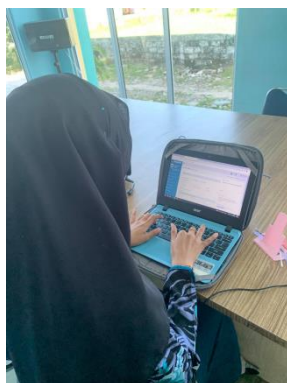
2. Doing address separation/KCT (Key Change Token)



3. Recap the Customer ID/NIK data



4. Recaping house picture's power customer 450 VA



5. Scan of work permit



6. Fill out the Official Report (BA) sheet for PLN customers



7. Entering data and coordinates through the Inspecta



8. Equate Customer's NIK and NPWP data



9. Writing Minutes of Inspection Results of Controlling the Use of Electricity (P2TL) 3
Phase Electrical Installation/Connection



Appendix 5 : List of Attendance

List of Attendees

No	NIM	NAME	MARCH																													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	5404181168	Karela																														
2	5404181100	Cici Amanda Rizka						✓	✓	✓	✓			✓	✓	✓	✓					✓	✓	✓	✓				✓	✓	✓	
3	5404181186	Dina Dwi Anwarani																														

Bengkalis, 31 March 2022
Coordinator



Mirza Agustian Rizki

List of Attendees

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

15 April : Wafat Isa Almah

Bengkalis, 30 April 2022
 Koordinator



Mirza Agustian Rezi

List of Attendees

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

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

Bengkalis, 31 May 2022
 Koordinator


 Mirza Agustin Rezi

List of Attendees

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

1 Juni Hari Lahir Pancasila

Bengkalis, 30 June 2022
Coordinator



Mirza Agustian Rezi

List of Attendees

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

9 Juli Hari Raya Idul Adha 1443
30 Juli Tahun Baru Hijriyah 1444

Bengkalis, 31 July 2022
Coordinator




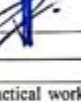
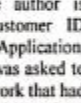


Mirza Agustian Rizki

Appendix 6 : Daily Activities

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 07 March 2022	1. Introduction to the Office Environment 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Tuesday, 08 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Wednesday, 09 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Thursday, 10 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Friday, 11 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

No	WORKING	EXPLANATION
		The author's first week practical work activities. This week the author is taught how to input Customer ID through the PLN Mobile Application. After studying, the writer was asked to immediately continue the work that had been taught. The inputted ID is a form of adding a Customer ID that goes directly into the PLN system, making it easier to find customer data by only looking for the IDPEL.

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 14 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Tuesday, 15 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Wednesday, 16 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Visit to the Diesel Power Generation Service Unit (PUSLIS) Bagan Besar	Firrizqi Pratama	
Thursday, 16 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Friday, 18 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

No	WORKING	EXPLANATION
		The second week of March the author carried out the same activities as the first week, but this week the author was invited to visit the Big Bagan Diesel Power Generation Service Unit (PUSLIS).

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 21 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Tuesday, 22 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Wednesday, 23 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Separation of KCT Address 4. Recap the customer's ID/NIK Data	Zulwendri Harahap	
	5. Checking the KWH meter in the shrimp ponds of Ketam Putih Village with P2TL	Ridho Marwan	
Thursday, 24 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	1. Separation of KCT Address 2. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Friday, 25 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	

No	WORKING	EXPLANATION
		The third week of March the author does the same thing as the second week of activities, but this week there is an additional lesson, namely checking the KWH meter on the shrimp ponds in the Ketam Putih with P2TL and recapulating Customer ID/NIK data.

DAILY ACTIVITIES OF JOB TRAINING











Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 28 March 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Tuesday, 29 March 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Activity to Hold Equipment and Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitr 1443 H Alert)	Firrizqi Pratama	
Wednesday, 30 March 2022	1. Briefing (pengarahan) 2. Input Id Pelanggan pada Aplikasi PLN Mobile	Mirza Agustian Rezi	
Thursday, 31 March 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	1. Installing the Modem in Pangkalan Batang with P2TL	Ridho Marwan	
	2. Replacing the KWH meter at the customer's house with P2TL		
Friday, 01 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Checking the network on Ahmad Yani's transformer with P2TL	Ridho Marwan	

No	WORKING	EXPLANATION
		The fourth week of March, the author does the same for activities as in the third week of March, but the author carries out the Bengkalis ULP Bengkalis Yantek Equipment and Troops Event (Ramadan and Eid Idul Fitri 1443 H) which was carried out at PT. PLN (Persero) Bengkalis, Installing Modem in Pangkalan Batang with P2TL and Replacing KWH meter at customer's house with P2TL.

DAILY ACTIVITIES OF JOB TRAINING








Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of Activities	Assignor	Signature
Monday, 04 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Tuesday, 05 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Separation of KCT Address	Zulwendri Harahap	
	4. Recap the customer's ID/NIK Data		
Wednesday, 06 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Visit to PLTD Pangkalan Batang	Firrizqi Pratama	
Thursday, 07 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Friday, 08 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	

No	WORKING	EXPLANATION
		The first week of April the author did the same activity with some activities in March. However, there are additional activities, namely checking the network on the transformer on Jl. Ahmad Yani with P2TL and visited PLTD Pangkalan Batang.

DAILY ACTIVITIES OF JOB TRAINING




Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description	Assignor	Signature
Monday, 11 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
	4. Checking the Selat Baru Substation (GH)	Firrizqi Pratama	
	5. Inspection of network (tissue comb) of Selat Baru shrimp ponds		
Tuesday, 12 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application	Zulwendri Harahap	
	3. Recap the customer's ID/NIK Data		
Wednesday, 13 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Thursday, 14 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Friday, 15 April 2022	Isa Almasih's Death Holiday		

No	WORKING	EXPLANATION
		The second week of April the author does the same activity as the activity in the first week, other activities carried out by the author are checking the Gardu Hubung (GH) in the Selat Baru and conducting network inspections (network combs) on shrimp ponds in the Selat Baru.

DAILY ACTIVITIES OF JOB TRAINING









Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 18 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Tuesday, 19 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
	4. Checking the network on Pol/beng transformers with P2TL 5. Checking KWH Meters at selling stalls on Selat Baru Beach with P2TL.	Ridho Marwan	
Wednesday, 20 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Thursday, 21 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Friday, 22 April 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

No	WORKING	EXPLANATION
		The third week of April, the author does the same thing as the previous activity, other activities carried out by the author are stamping and compiling a letter regarding the Mandiri PJU Program, participating in P2TL in checking the network on transformers at the Bengkalis State Polytechnic, and checking the network at a selling stall on the Selat Baru beach.

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignior	Signature
Monday, 25 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Tuesday, 26 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Visit to PLTD Pangkalan Batang	Firrizqi Pratama	
Wednesday, 27 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recaping Pictures of 450 VA Power Customers' Houses	Zulwendri Harahap	
Thursday 28 April 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Friday, 29 April 2022	Holidnys with Eid Al-Fitr		

No	WORKING	EXPLANATION
		The fourth week of April, the authors do the same as the third week activities, namely inputting customer data via PLN Mobile, recapitulating customer data via ID/NIK, and the authors are asked to record the amber of a 450 VA power customer's house.

DAILY ACTIVITIES OF JOB TRAINING








Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 09 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Tuesday, 10 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Wednesday, 11 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Thursday, 12 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Friday, 13 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
	4. Scan Work Permit	Firrizqi Pratama	

No	WORKING	EXPLANATION
		The first week of May, the author does the same thing with the previous week's activities, namely inputting customer data on PLN Mobile and Input Customer Id on the PLN Mobile Application.

DAILY ACTIVITIES OF JOB TRAINING




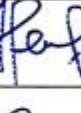
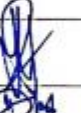
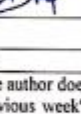
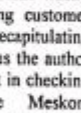
Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 16 May 2022	Vesak Day Holiday		
Tuesday, 17 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
Wednesday, 18 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Completing the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap	
	4. Recap the customer's ID/NIK Data		
Thursday, 19 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Friday, 20 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Checking the problematic KWH meter in Air Putih with P2TL	Ridho Marwan	

No	WORKING	EXPLANATION
		The second week of May the author does the same thing with the previous week's activities, namely inputting customer data on PLN Mobile. The author also gets a new activity, namely filling out the Official Report (BA) for updating the completeness of PLN customer data.

DAILY ACTIVITIES OF JOB TRAINING


Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 23 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Tuesday, 24 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Wednesday, 25 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	
	4. Checking the network on the Meskom transformer 5. Visit to PLTD Pangkalan Batang	Rahmad Febrianto	
Thursday, 26 May 2022	Isa Almasih Ascension Holiday		
Friday, 27 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
	3. Recap the customer's ID/NIK Data	Zulwendri Harahap	

No	WORKING	EXPLANATION
		The third week of May, the author does the same thing as the previous week's activities, namely inputting customer data on PLN Mobile, recapitulating customer ID/NIK data. plus the author got an activity to take part in checking the network on the Meskom transformer, as well as visiting the PLTD Pangkalan Batang.

DAILY ACTIVITIES OF JOB TRAINING


Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 30 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Thursday, 31 May 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application 3. Checking the KWH meter for Tameran shrimp ponds with P2TL.	Mirza Agustian Rezi Ridho Marwan	

No	WORKING	EXPLANATION
		In the last week of May, the author did the same thing as the previous week's activities, namely inputting customer data at PLN Mobile, and participating in checking KWH meters on shrimp ponds in Tameran with P2TL.

DAILY ACTIVITIES OF JOB TRAINING








Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Wednesday, 01 June 2022	Pancasila Birthday Holiday		
Thursday, 02 June 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
Friday, 03 June 2022	1. Briefing (direction) 2. Input Customer Id on the PLN Mobile Application 3. Writing Doubtful Accounts Payable Receipt (PRR) 4. Recapping Pictures of 450 VA Power Customers' Houses	Mirza Agustian Rezi Zulwendri Harahap	

No	WORKING	EXPLANATION
		At the of June, the author did the same thing as the previous week's activity, namely inputting customer data at PLN Mobile, the author also received an activity to write a Receipts Receipts Receipt (PRR) and record a picture of a 450 VA power customer's house.

DAILY ACTIVITIES OF JOB TRAINING

Name : Cici Amandarhizka
 NIM : 5404181169






Date and Time	Description of activities	Assignor	Signature
Monday, 06 June 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
	3. Recaping drawing of a 450 VA power customer's house	Zulwendri Harahap	
Tuesday, 07 June 2022	1. Briefing (direction)	Zulwendri Harahap	
	2. Separation of KCT Per address		
	3. Recaping drawing of a 450 VA power customer's house		
Wednesday, 08 June 2022	1. Briefing (direction)	Mirza Agustian Rezi	
	2. Input Customer Id on the PLN Mobile Application		
Thursday, 09 June 2022	1. Briefing (Direction)	Zulwendri Harahap	
	2. Recaping house picture's power customer 450 VA		
	3. Network Inspection (Network Comb) in the Selat Baru Area	Rahmad Febrianto	
Friday, 10 June 2022	1. Briefing (direction) 2. Enter customer KCT data	Zulwendri Harahap	

No	WORKING	EXPLANATION
		In the second week of June, the author did the same thing as the previous week's activities, namely inputting customer data at PLN Mobile, recaping pictures of 450 VA electricity customers' houses and inputting customer KCT data.

DAILY ACTIVITIES OF JOB TRAINING

Name : Cici Amandarhizka








NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 13 June 2022	1. Briefing (direction) 2. Input KCT Customer data	Zulwendri Harahap	
Tuesday, 14 June 2022	1. Briefing (direction) 2. Creating Visual Chart of ULP Bengkalis Management	Firrizqi Pratama	
Wednesday, 15 June 2022	1. Briefing (direction) 2. Create Billing Management (ManBill) 3. Input address KCT data	Zulwendri Harahap	
Thursday, 16 June 2022	1. Briefing (Direction) 2. Network Inspection (Network Comb) in the Selat Baru Area	Firrizqi Pratama	
Friday, 17 June 2022	1. Briefing (direction) 2. Input Inspecta data	Firrizqi Pratama	

No	WORKING	EXPLANATION
		In the third week of June, the author carried out some of the same activities as last week, and additional activities such as Creating Visual Graphics for Bengkalis ULP Management and inputting Inspecta data.

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 20 June 2022	1. Briefing (direction) 2. TTD, Stamp and Scan File Management Billing (Mambill)	Zulwendri Harahap	
	3. TTD, Cap and Scan Working Permit (Work Permit)	Firrizqi Pratama	
Thursday, 21 June 2022	1. Briefing (direction) 2. Upload NIK and NPWP data	Zulwendri Harahap	
Wednesday, 22 June 2022	1. Briefing (direction) 2. Upload evident Inspector	Rahmad Febrianto	
	3. Installing a network modem on the Selat Baru International Port Meter with P2TL. 4. Checking the KWH Meter for shrimp ponds in the village of Kembung Luar with P2TL. 5. Checking the Tameran village PJU network with P2TL.	Ridho Marwan	
Thursday, 23 June 2022	1. Briefing (Direction) 2. Upload NIK and NPWP data	Zulwendri Harahap	
Friday, 24 June 2022	1. Briefing (direction) 2. Upload NIK and NPWP data	Zulwendri Harahap	

No	WORKING	EXPLANATION
		In the fourth week of June, the author carried out activities such as Cap and Scan Working Permit (Work Permit), uploading NIK and NPWP data, as well as participating in installing modems in the New Straits, checking KWH meters on shrimp ponds in the Kembung Luar area and also checking PJU Tameran with P2TL.

DAILY ACTIVITIES OF JOB TRAINING






Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 27 June 2022	1. Briefing (Direction) 2. Checking the Work Implementation Procedure Document Form	Firrizqi Pratama	
Tuesday, 28 June 2022	1. Briefing (Direction) 2. Recap the Customer's Meter Number	Zulwendi Harahap	
Wednesday, 29 June 2022	1. Briefing (Direction) 2. Conducting socialization of electrical hazards	Firrizqi Pratama	
Thursday, 30 June 2022	1. Briefing (Direction) 2. Firefighter Simulation 3. Input Inspecta Data	Firrizqi Pratama	
Friday, 01 July 2022	1. Briefing (direction) 2. Input Inspecta Data	Firrizqi Pratama	

No	WORKING	EXPLANATION
		In the last week of June, the writer did several activities, Input Inspecta Data, Checking the Work Implementation Procedure Document Form, Recap the Customer's Meter Number, Conducting socialization of electrical hazards, Firefighter Simulation.

DAILY ACTIVITIES OF JOB TRAINING

Name : Cici Amandarhizka
 NIM : 5404181169

Date and Time	Description of activities	Assignor	Signature
Monday, 04 July 2022	1. Briefing (Direction) 2. Check the K3L Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022)	Firrizqi Pratama	
Tuesday, 05 July 2022	1. Briefing (Direction) 2. Make minutes (BA) of customer NIK data	Zulwendi Harahap	
Wednesday, 06 July 2022	1. Briefing (Direction) 2. Make minutes (BA) of customer NIK data	Firrizqi Pratama	
Thursday, 07 July 2022	1. Briefing (Direction) 2. Activities of equipment and troops Yantek ULP Bengkulu (Hari Raya Alert Idul Adha 1443 H)	Firrizqi Pratama	
	3. Inputting data on Gempur activities with LPB UP3 Dumai Inspection	Zulwendri Harahap	

No	WORKING	EXPLANATION
		In the last week, the writer did internship, the writer did Check the K3L Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022, make minutes (BA) of customer NIK data, following Activities of equipment and troops Yantek ULP Bengkulu (Hari Raya Alert Idul Adha 1443 H), and Inputting data on Gempur activities with LPB UP3 Dumai Inspection.