

APPRENTICESHIP REPORT

PT. PLN (PERSERO)

ULP BENGKALIS

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM**

**BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

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2022

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Written as one of the conditions for completing Apprenticeship

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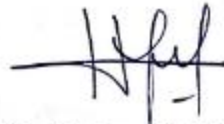
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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

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

In this program, specifically for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 3 (three) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship places to students. Then, from some of these options The author is interested in carrying out apprenticeship in the business sector, namely PT. PLN (Persero) ULP Bengkalis.

PT. PLN (Persero) is a State-Owned Enterprise (BUMN) which takes care of all matters relating to electricity in Indonesia, from production to distribution and

management of almost all parts of Indonesia. For the Bengkalis area, PT. PLN (Persero) ULP Bengkalis is located at Jl. Antara, Bengkalis, Riau Indonesia.

PT. PLN (Persero) has approximately 35 (Thirty Five) ULP and 3 (Three) UP2K spread across several areas, especially Riau Province and Riau Islands. The author does apprenticeship in one of the office networks, namely PT. PLN (Persero) ULP Bengkalis.

1.2. Purposes of the Apprenticeship

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

1. To describe job descriptions during apprenticeship.
2. To know the place and time of apprenticeship.
3. To explain apprenticeshipplace systems and procedures.
4. 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 the Company

PT. PLN (Persero) or the State Electricity Company is a State-Owned Enterprise (BUMN) which is in charge of all aspects of electricity in Indonesia and as a provider of electricity throughout Indonesia. The history of PT. PLN (Persero) began at the end of the 19th century, the sugar factory and electricity factory sector in Indonesia began to be improved when several Dutch companies engaged in sugar factories and tea factories set up electric power plants for their own needs. Between 1942-1945 there was a shift in the management of these Dutch companies by the Japanese, after the Dutch surrendered to Japanese troops at the start of World War II.



Figure 2.1 PLN Head Office
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 youth and electricity workers through the delegation of Electricity and Gas Workers/Employees who together with the Head of the Central Indonesian National Committee (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) state companies namely the State Electricity Company (PLN) as the manager of state-owned electricity and the State Gas Company (PGN) as the gas manager.

In 1972, in accordance with Government Regulation no. 18, the status of the State Electricity Company (PLN) is determined as a State Electricity Public Company within the Ministry of Mines and Energy and as the Holder of the Electricity Business Authority (PKUK) with the task of regulating, fostering, supervising and providing electricity for the public interest in addition to their duties as a company. In line with the Government's policy that provides opportunities for the private sector to engage in the electricity supply business, based on PP No.23 of 1994, the status of PLN changed from a Public Company to a Limited Liability Company (Persero) and also as a PKUK in providing electricity for the public interest. With 13 being transferred, it is hoped that PLN can carry out its business activities optimally.

2.1.1 PT. PLN (Persero) Logo



Figure 2.2 Logo of PT. PLN (Persero)

Source: Processed Data, 2022

Figure 2.2 is the logo of PT. PLN (Persero) as for the color inspiration for the logo of PT. PLN (Persero) are as follows:

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) Logo

The PLN logo consists of Square, 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.
2. Lightning
Lightning, red, thick top shape, pointed bottom shape, and cuts/pierces three waves. 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.
3. Three Waves (Top of Waves Face Down)
Three Waves, colored blue, sinusoidal-shaped ($2\frac{1}{2}$ 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.

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). The following is the vision and mission of PT. PLN (Persero):

1. Vision

Vision is a distant view or goal of a company regarding what must be done to achieve goals in the future. The vision of PT. PLN (Persero) is "To be the Leading Electricity Company in Southeast Asia and #1 Customer Choice for Energy Solutions".

2. Mission

Mission is a statement of what the company should do. In an effort to realize the vision and mission, the objectives and reasons why the company was founded were also set. Following is the mission of PT. PLN (Persero).

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

2.3 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's 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 apprenticeship 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.

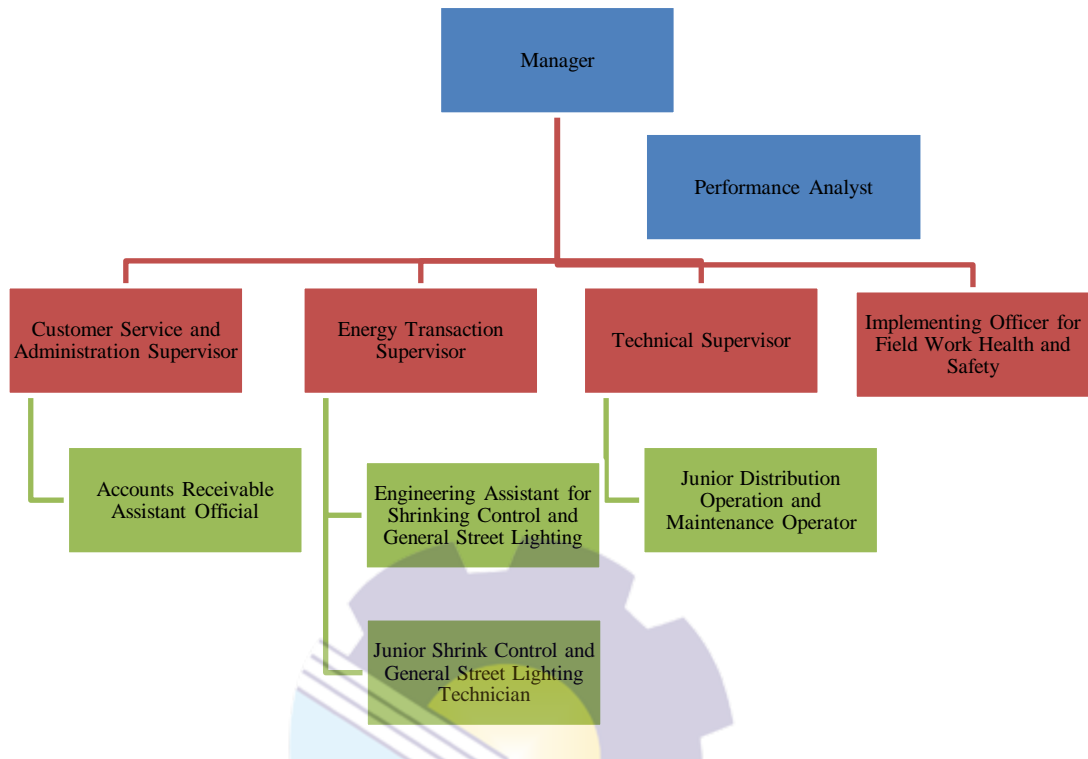


Figure 2.3 Organizational Structure of PT. PLN (Persero) ULP Bengkalis

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

PT. PLN (Persero) ULP Bengkalis, there are three (3) apprenticeship students, The author also does the same task as other apprenticeship students, The author does work in the Customer Service Section (CS), but was also asked to do some work in the Energy Transaction Section, Engineering Section, and Occupational Health and Safety Section. The Customer Service Section was a function that carried out services and provides information on procedures, cost calculations, requirements, and other information related to electricity.

3.2 Place of Apprenticeship

Apprenticeship was carried out after students occupy semester VIII, while Apprenticeship activities last for approximately 4 (four) months, starting from 07 March 2022 to 07 June 2022 on PT. PLN (Persero) ULP Bengkalis which was located on Jl. Antara, Bengkalis District, Bengkalis Regency, Riau Province. With entry conditions starting on 07.30 to 16.30 WIB for Monday-Thursday and from 07.30 to 17.00 WIB for Friday.

Table 3.1 Daily Activities 07 March 2022 to 11 March 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 07 March 2022	- Introduction to the Office Environment - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday, 08 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday, 09 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
4	Thursday, 10 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi

5	Friday, 11 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Recording of Power Purchase Agreement Letter	Mirza Agustian Rezi
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Source: Processed Data, 2022

Table 3.1 is 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. To input 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 IDPEL.

Table 3.2 Daily Activities 14 March 2022 to 18 March 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 14 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
2	Tuesday, 15 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
3	Wednesday, 16 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Visit to the Diesel Power Generation Service Unit (PUSLIS) Bagan Besar	Firrizqi Pratama
4	Thursday, 17 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday, 18 March 2022	- Briefing (direction) - 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 21 March 2022 to 25 March 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 21 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Serving customers who complain about disturbances in the electricity network (PT Adra Gemilang)	Mirza Agustian Rezi

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

Source: Processed Data, 2022

Table 3.3 the third week of March The author did the same thing with the activities of the second week, but this week there was an additional lesson, namely The author was invited to PT. Adra Gemilang to help serve customer complaints whose KWH meter was problematic, as well as participating in checking the KWH meter on shrimp ponds in Ketam Putih with P2T and recapitulation of Customer ID/NIK data.

Table 3.4 Daily Activities 28 March 2022 to 25 March 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 28 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Recap the customer's ID/NIK Data	Zulwendri Harahap
2	Tuesday, 29 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Activity to Hold Equipment & Troops for Yantek ULP Bengkalis (Ramadan and Eid Al-Fitr 1443 H Alert)	Firrizqi Pratama
3	Wednesday, 30 March 2022	- Briefing (pengarahan) - Input Id Pelanggan pada Aplikasi PLN Mobile	Mirza Agustian Rezi
4	Thursday, 31 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Installing the Modem in Pangkalan Batang with P2TL - Replacing the KWH meter at the customer's	Ridho Marwan

		house with P2TL	
5	Friday, 01 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT (Key Change Token) data	Zulwendri Harahap
		- 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 (Ramadhan and Eid 1443 H) which was held at PT. PLN (Persero) Bengkulu, Installing Modem in Pangkalan Batang with P2TL and Replacing KWH meters at customers' homes with P2TL, as well as checking the transformer network on Jl. Ahmad Yani.

Table 3.5 Daily Activities 04 April 2022 to 08 April 2022

No	Date and Time	Description of Activities	Assignor
1	Monday, 04 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
3	Tuesday, 05 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Separation of KCT Address	Zulwendri Harahap
		- Recap the customer's ID/NIK Data	
4	Wednesday, 06 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
		- Visit to PLTD Pangkalan Batang	Firrizqi Pratama
5	Thursday, 07 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
6	Friday, 08 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.5 was 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 11 April 2022 to 15 April 2022

No	Date and Time	Description	Assignor
1	Monday, 11 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
		-Checking the Selat Baru Substation (GH) -Inspection of network (tissue comb) of Selat Baru shrimp ponds	Firrizqi Pratama
2	Tuesday, 12 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
3	Wednesday, 13 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
4	Thursday, 14 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
5	Friday, 15 April 2022	Isa Almasih's Death Holiday	

Source: Processed Data, 2022

Table 3.6 was 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 18 April 2022 to 22 April 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 18 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
2	Tuesday, 19 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap

		- Checking the network on Polbeng transformers with P2TL - Checking KWH Meters at selling stalls on Selat Baru Beach with P2TL	Ridho Marwan
3	Wednesday, 20 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
4	Thursday, 21 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
5	Friday, 22 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.7 was the third week of April, The author does the same thing as the previous activity, other activities carried out by The author are 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.

Table 3.8 Daily Activities 25 April 2022 to 29 April 2022

No	Date and Time	Description of activities	Assignior
1	Monday, 25 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Recap the customer's ID/NIK Data	Zulwendri Harahap
2	Tuesday, 26 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Visit to PLTD Pangkalan Batang	Firrizqi Pratama
3	Wednesday, 27 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Recaping Pictures of 450 VA Power Customers' Houses	Zulwendri Harahap
4	Thursday 28 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Recap the customer's ID/NIK Data	Zulwendri Harahap
5	Friday, 29 April 2022	Holidays with Eid Al-Fitr	

Source: Processed Data, 2022

Table 3.8 was 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.

Table 3.9 Daily Activities 09 May 2022 to 13 May 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 09 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
2	Tuesday, 10 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
3	Wednesday, 11 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
4	Thursday, 12 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Photocopy of Minutes of Update on customer data completeness - Recap the customer's ID/NIK Data	Zulwendri Harahap
		- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
5	Friday, 13 May 2022	- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
		- 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 16 May 2022 to 20 May 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 16 May 2022	Vesak Day Holiday	
2	Tuesday, 17 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
3	Wednesday, 18 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Completing the Minutes of Updates on the completeness of PLN Customer Data	Zulwendri Harahap

		- Recap the customer's ID/NIK Data	
4	Thursday, 19 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
5	Friday, 20 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
		- 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 23 May 2022 to 27 May 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 23 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
2	Tuesday, 24 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
3	Wednesday, 25 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap
		- Checking the network on the Meskom transformer - Visit to PLTD Pangkalan Batang	Rahmad Febrianto
4	Thursday, 26 May 2022	Isa Messiah Ascension Holiday	
5	Friday, 27 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.11 in 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 30 May 2022 to 31 May 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 30 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
2	Thursday, 31 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
		- Checking the KWH meter for Tameran shrimp ponds with P2TL.	Ridho Marwan

Source: Processed Data, 2022

Table 3.12 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.

Table 3.13 Daily Activities 01 June 2022 to 03 June 2022

No	Date and Time	Description of activities	Assignor
1	Wednesday, 01 June 2022	Pancasila Birthday Holiday	
2	Thursday, 02 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
3	Friday, 03 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Writing Doubtful Accounts Payable Receipt (PRR)	Mirza Agustian Rezi
		- Recapping Pictures of 450 VA Power Customers' Houses - Retrieve KCT Data (Key Change Token)	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.13 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.

Table 3.14 Daily Activities 06 June 2022 to 10 June 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 06 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile	Mirza Agustian Rezi

		Application - Recaping drawing of a 450 VA power customer's house - Retrieve KCT Data (Key Change Token)	Zulwendri Harahap
2	Thursday, 07 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Separation of KCT Per address -Recaping drawing of a 450 VA power customer's house	Zulwendri Harahap
3	Wednesday, 08 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Retrieve KCT Data (Key Change Token)	Mirza Agustian Rezi Zulwendri Harahap
4	Thursday, 09 June 2022	- Briefing (Direction) - Retrieve KCT Data (Key Change Token) -Recaping house picture's power customer 450 VA - Network Inspection (Network Comb) in the Selat Baru Area	Zulwendri Harahap Rahmad Febrianto
5	Friday, 10 June 2022	- Briefing (direction) -Retrieve KCT Data (Key Change Token) -Enter customer KCT data	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.14 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.

Table 3.15 Daily Activities 13 June 2022 to 17 June 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 13 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Input KCT Customer data	Zulwendri Harahap
2	Tuesday, 14 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Creating Visual Chart of ULP Bengkalis Management	Zulwendri Harahap Firrizqi Pratama
3	Wednesday, 15 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Create Billing Management (ManBill) - Input address KCT data	Zulwendri Harahap
4	Thursday, 16 June 2022	- Briefing (Direction) - Retrieve KCT Data (Key Change Token) - Network Inspection (Network Comb) in the Selat Baru Area	Zulwendri Harahap Firrizqi Pratama
5	Friday, 17 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Input Inspector data	Zulwendri Harahap Firrizqi Pratama

Source: Processed Data, 2022

Table 3.15 was the third week of June, The authors still carry out the same activities as the previous week's activities, additional activities, namely The author makes billing management (Billman) and inputs inspection data in the form of evident.

Table 3.16 Daily Activities 20 June 2022 to 24 June 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 20 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - TTD, Stamp and Scan File Management Billing (Manbill)	Zulwendri Harahap
		- TTD, Cap and Scan Working Permit (Work Permit)	Firrizqi Pratama
2	Thursday, 21 June 2022	- Briefing (direction) - Collecting KCT Data (Key Change Token) - Upload NIK and NPWP data	Zulwendri Harahap
3	Wednesday, 22 June 2022	- Briefing (direction) - Upload evident Inspector	Rahmad Febrianto
		- Installing a network modem on the Selat Baru International Port Meter with P2TL - Checking the KWH Meter for shrimp ponds in the village of Kembung Luar with P2TL - Checking the Tameran village PJU network with P2TL	Ridho Marwan
4	Thursday, 23 June 2022	- Briefing (Direction) - Input Evidence Inspector	Rahmad Febrianto
		- Upload NIK and NPWP data	Zulwendri Harahap
5	Friday, 24 June 2022	- Briefing (direction) - Upload NIK and NPWP data	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.16 was the third week of June, The authors still carry out the same activities as the previous week's activities, additional activities, namely The author makes billing management (Billman) and inputs inspection data in the form of evident.

Table 3.17 Daily Activities 27 June 2022 to 01 July 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 27 June 2022	- Briefing (Direction) - Checking the Work Implementation Procedure Document Form	Firrizqi Pratama
2	Tuesday, 28 June 2022	- Briefing (Direction) - Recap the Customer's Meter Number	Zulwendi Harahap
3	Wednesday, 29 June 2022	- Briefing (Direction) - Conducting socialization of electrical hazards	Firrizqi Pratama

4	Thursday, 30 June 2022	- Briefing (Direction) - Firefighter Simulation - Input Inspector Data	Firrizqi Pratama
5	Friday, 01 July 2022	- Briefing (direction) - Input Inspector Data	Firrizqi Pratama

Source: Processed Data, 2022

Table 3.17 explains that The authors are still carrying out the same activities as the previous week's activities, additional activities, namely The authors carry out Electrical Hazard Socialization activities in Penebal Village and carry out Fire Extinguishing Simulation activities, this activity was carried out with the K3 team.

Table 3.18 Daily Activities 04 July 2022 to 07 July 2022

No	Date and Time	Description of activities	Assignor
1	Monday, 04 July 2022	- Briefing (Direction) - Check the K3L Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022	Firrizqi Pratama
2	Tuesday, 05 July 2022	- Briefing (Direction) - Make minutes (BA) of customer NIK data	Zulwendi Harahap
3	Wednesday, 06 July 2022	- Briefing (Direction) - Make minutes (BA) of customer NIK data	Firrizqi Pratama
4	Thursday, 07 July 2022	- Briefing (Direction) - Activities of equipment and troops Yantek ULP Bengkalis (Hari Raya Alert Idul Adha 1443 H)	Firrizqi Pratama
		- Inputting data on Gempur activities with LPB UP3 Dumai Inspection	Zulwendri Harahap

Source: Processed Data, 2022

Table 3.18 was the first week of July, and the last week The author carries out apprenticeship. The activities carried out by The author are still the same as the usual activities, additional activities, namely The author checks the K3L Inspection Form (P3K Box, Light Fire Extinguisher, PPE Inspection and Monthly Accident Report Installation, participates in carrying out the activities of the ULP Bengkalis Yantek Equipment and Troops (Siaga Day). Eid al-Adha 1443 H), as well as inputting data on the activities of Gempur with the Inspection of LPB UP3 Dumai.

3.3 Systems and Procedures

Systems and procedures that The author did while carrying out apprenticeship activities on 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.

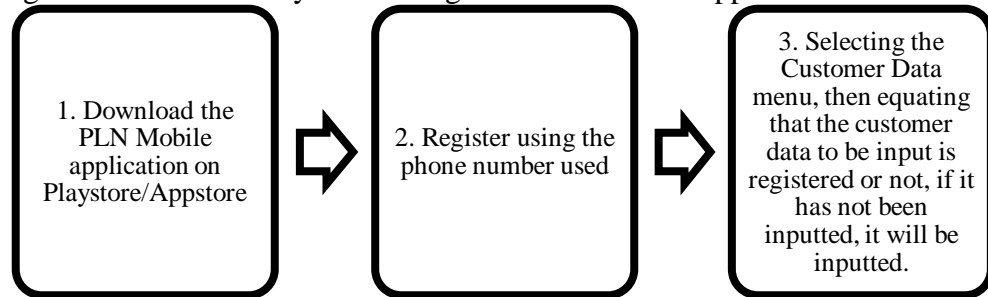


Figure 3.1 Input customer id through the PLN Mobile Application

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.

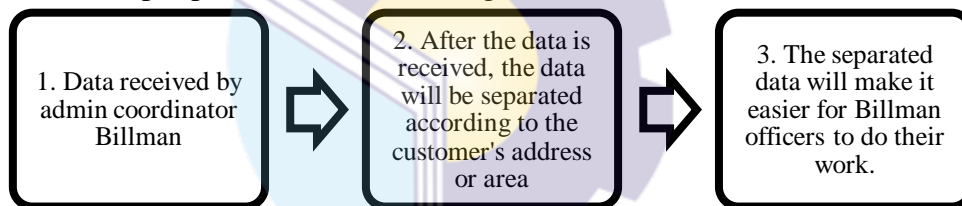


Figure 3.2 KCT

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.

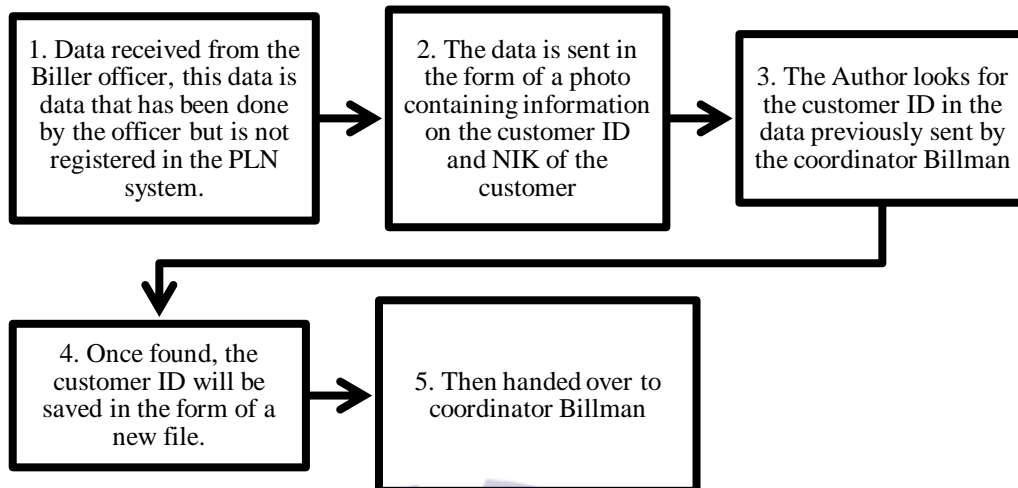


Figure 3.3 Recap ID/NIK data
Source: Processed Data, 2022

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.

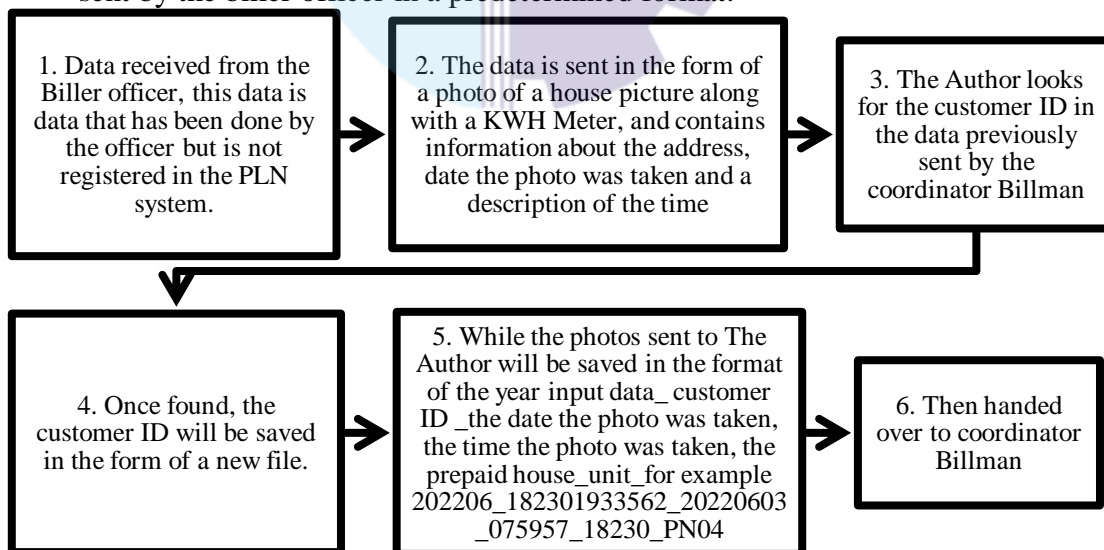


Figure 3.4 Recap picture's 450 VA
Source: Processed Data, 2022

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 Bengkulu, Energy Transaction Supervisor PT. PLN ULP (Persero) Bengkulu, Work Supervisor PT. Thoyibatul Rizki and Manager of PT. PLN (Persero) ULP Bengkulu. after all signed, The author will provide a stamp / stamp PT. PLN (Perser) ULP Bengkulu.

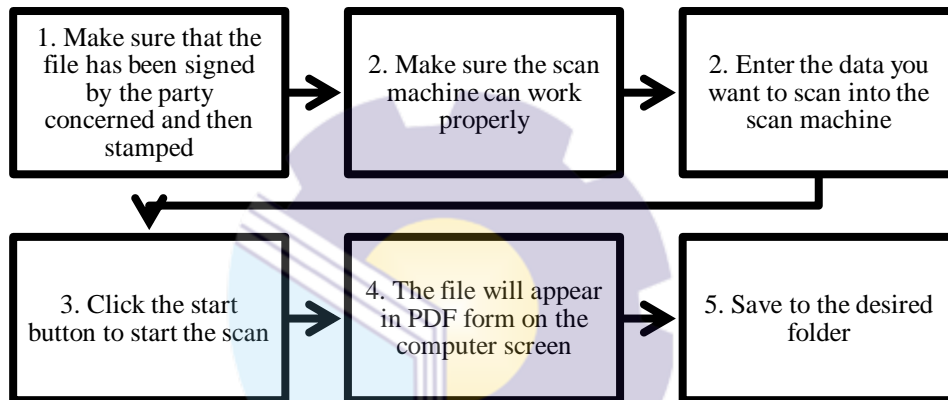


Figure 3.5 Scan of work permit
Source: *Processed Data, 2022*

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.

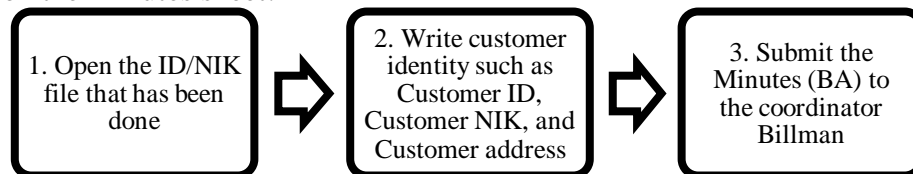


Figure 3.6 Fill out the Official Report (BA)
Source: *Processed Data, 2022*

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.

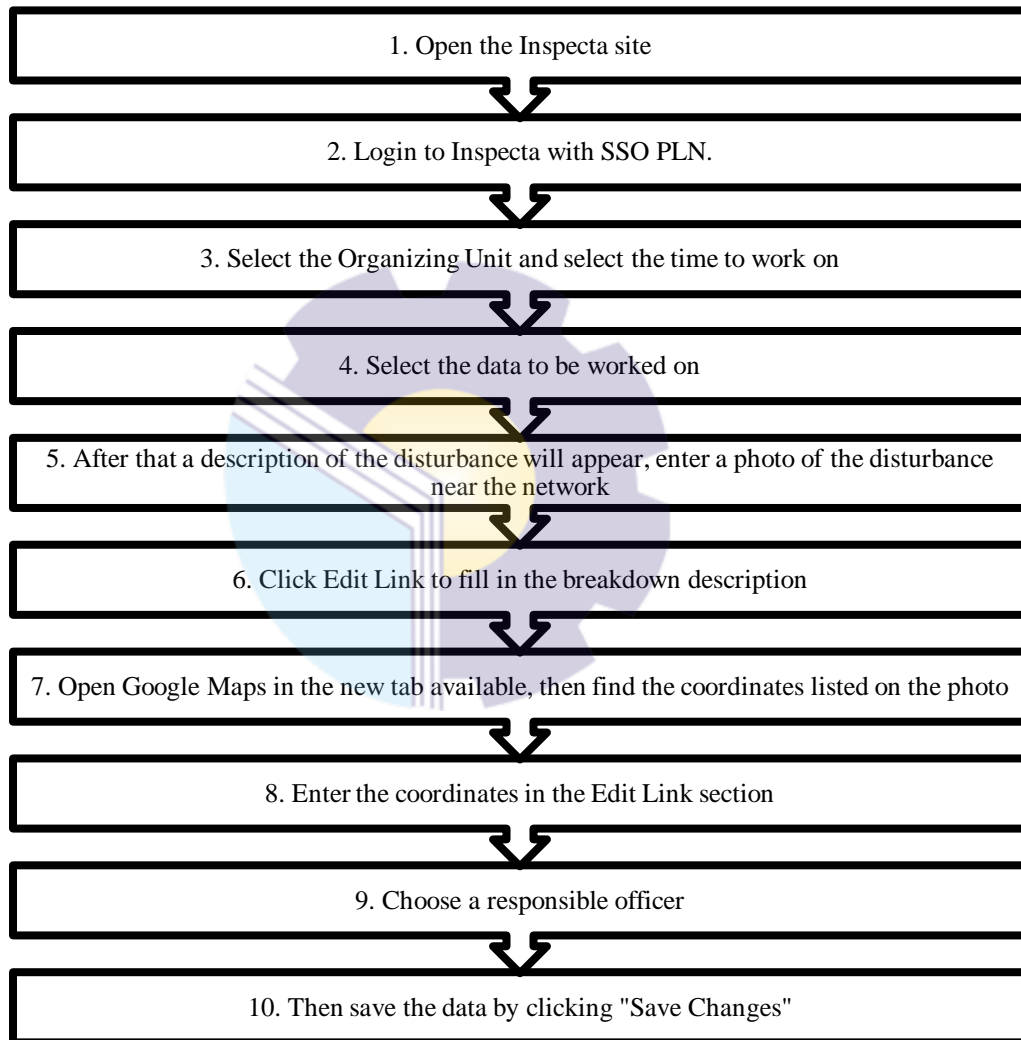


Figure 3.7 inspecta
Source: Processed Data, 2022

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)

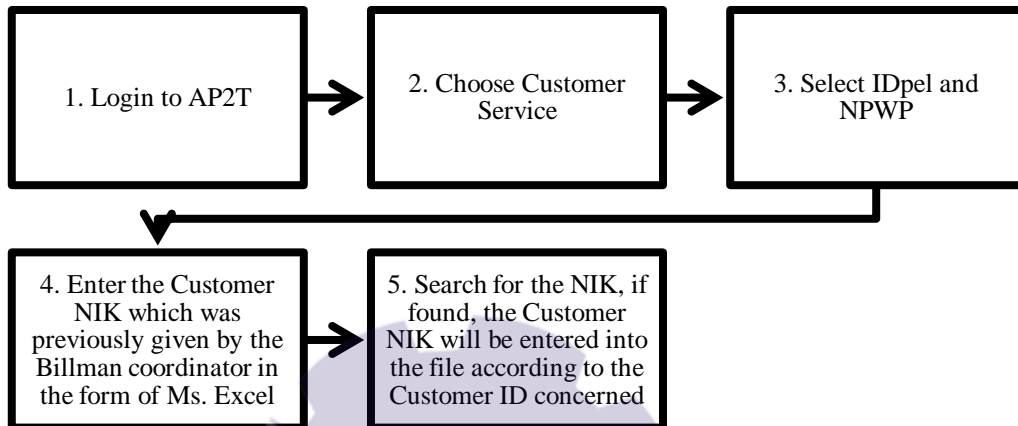


Figure 3.8 NIK/NPWP Data
Source: Processed Data, 2022

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

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

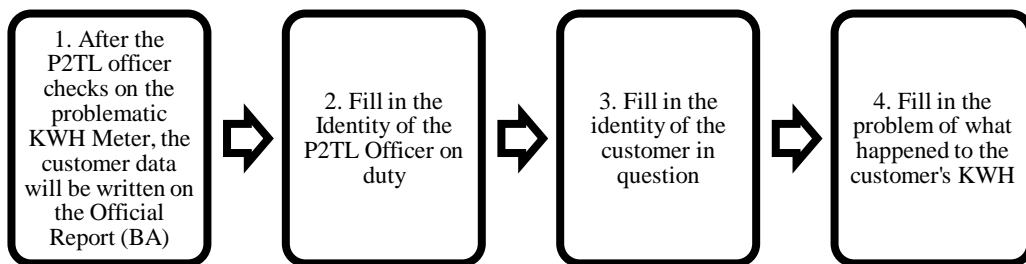


Figure 3.9 P2TL Electrical Installation/Connection
Source: Processed Data, 2022

3.4 Obstacle and Solution

The obstacle that The author get while did the apprenticeship at PT. PLN (Persero) ULP Bengkalis was 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 is 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 apprenticeship at PT. PLN (Persero) ULP Bengkalis. They will provide separate and spacious rooms for students to more easily do their work.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusions

Based on the explanation in the previous chapter, The authors draw conclusions in several ways, namely as follows:

1. The author is given tasks in 4 (four) areas, namely the Customer Service Section to serve customers and registration administration, the Energy Transaction Section for P2TL activities, knowing problematic customers and recording accounts, the Engineering Section to find out how the system works in the field, and the Health Section and Occupational Safety to know what can and cannot be done when doing work in the field, as well as avoiding things that can be dangerous.
2. In the implementation of this Apprenticeship, The authors do Apprenticeship in one of the State-Owned Enterprises in Riau, namely PT. PLN (Persero) ULP Bengkalis which lasts for 4 (four) months starting from 07 March 2022, until 07 June 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 PKL students, so during the PKL 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 Suggestions

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 writers 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 jobs.

3. Company

After The author runs the Apprenticeship activities at PT. PLN (Persero) ULP 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 first day of entry, and pick them back up when students have finished doing apprenticeship.

APPENDICES

Appendix 1 : Apprenticeship Statement Letter

Surat Keterangan

001.SK/SEM.12.06/010010300/2022

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : Dina Dwi Anggraini
Nim : 5404181186
Universitas : Politeknik Negeri Bengkalis
Jurusan : Administrasi Niaga
Prodi : D-IV Administrasi Bisnis Internasional
Tempot/Tgl. Lahir : Bengkalis, 27 Desember 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


Andika Bestari

Appendix 2 : Apprenticeship Certificate



Appendix 3 : Company Appraisal Sheet

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

Name : Dina Dwi Anggraini
 Student's Identity No : 5404181186
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	83
2	Responsibility	25%	84
3	Adjustment/Adaptation	10%	91
4	Work Result	30%	90
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



Andika bestari

Appendix 4 : Figure Of Job Description

1. Input CUSTOMER ID through the PLN Mobile Application



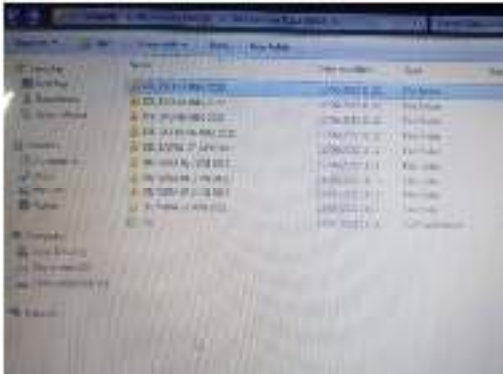
2. Doing address separation/KCT (Key Change Token)



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 Attendance

No.	NEM	NAME	MARCH																																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
1	1804111000	Amarendra																																		
2	1804111000	Amarendra																																		
3	1804111000	Amarendra																																		

Checked by: 
 Date: _____

List of Absences

No	NTM	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	1404181108	Kamila																													
2	1404181109	Chi Ananda Nurika																													
3	1404181110	Chen Chen Anggrani																													

11 April : Wafat Ex Absent

Bengkalis, 30 April 2022

Coordinator



Mira Nurfitriani Resti

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	54041811048	Kantika																																
2	54041811049	Ciri Amandahakaha																																
3	54041811049	Thera Dwi Anggrani				✓	✓	✓		✓	✓	✓	✓					✓	✓	✓	✓				✓	✓	✓	✓						

- 1 Mei Hari Raya Internasional
- 2-3 Mei Hari Raya Idul Fitri
- 16 Mei Hari Raya Waisak 2568
- 26 Mei Kemerdekaan Indonesia

Bengkalis, 31 Mei 2023


 Coordinator

Miss Agustin Fani

List of Appendix

No	NIM	NAME	KIRTI																													
			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	1404181158	Karelita																														
2	1404181169	Cici Annandahika																														
3	1404181186	Dina Dwi Anugrah	✓	✓				✓	✓	✓	✓			✓	✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	

1 Juni Hari Lahir Perseida

Bangka, 30 June 2022

Coordinator



Mirza Agustin Resti

List of Attendees

No	NIM	NAME	DAY																														
			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	54041811001	Karulu																															
2	54041811004	Caro Amansyahhala																															
3	54041811004	Dewa (Dwi) Anggrini	✓			✓	✓	✓	✓																								

© Juli Hari Raya Idul Adha 1443
 50 Juli Tahun Baru Hijriyah 1444

Bengkulu, 31 July 2022

Coordinator








Mirza Nurul Huda

Appendix 6 : Daily Activities

DAILY ACTIVITIES PRACTICAL WORK (KP)

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 07 March 2022	- Introduction to the Office Environment - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday, 08 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday, 09 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday, 10 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday, 11 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Recording of Power Purchase Agreement Letter	Mirza Agustian Rezi	

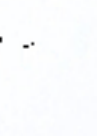
Week 1

Bengkalis, 11 March 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Angraini
NIM: 5404181186

No	Date and Time	Description of activities	Assignar	Signature
1	Monday, 14 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
2	Tuesday, 15 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday, 16 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Visit to the Diesel Power Generation Service Unit (PUSLIS) Bagas Besar	Firizqi Pratama	
4	Thursday, 17 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday, 18 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	

Week 2







Bengkalis, 18 March 2022

Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggenid
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	Signature
1	Monday, 21 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Serving customers who complain about disturbances in the electricity network (PT Adra Gemilang)	Mirza Agustian Rezi	
2	Tuesday, 22 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday, 23 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Separation of KCT Address - Recap the customer's ID/NIK Data	Mirza Agustian Rezi Zulwendi Hamhap	
		- Checking the KWH meter in the shrimp ponds of Ketan Putih Village with P2TL	Ridho Marwan	
4	Thursday, 24 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Separation of KCT Address - Recap the customer's ID/NIK Data	Mirza Agustian Rezi Zulwendi Hamhap	
		- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Recap the customer's ID/NIK Data	Mirza Agustian Rezi Zulwendi Hamhap	









Week 3

Bengkalis, 25 March 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	Signature
1	Monday, 28 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Recap the customer's ID/NIK Data	Zulwendri Harshap	
2	Tuesday, 29 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Activity to Field Equipment & Troops for Yantek ULP Bengkulu (Ramadan and Eid Al-Fitr 1443 H Alert)	Firrazi Pratama	
3	Wednesday, 30 March 2022	- Briefing (pengarahan) - Input Id Pelanggan pada Aplikasi PLN Mobile	Mirza Agustian Rezi	
4	Thursday, 31 March 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Installing the Modern in Pangkalan Batang with P2TL - Replacing the KWH meter at the customer's house with P2TL	Ridho Marwen	
5	Friday, 01 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT (Key Change Token) data - Checking the network on Ahmad Yani's transformer with P2TL	Zulwendri Harshap Ridho Marwen	 












Week 4

Bengkalis, 01 April 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of Activities	Assignor	Signature
1	Monday, 04 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Hanhap	
2	Thursday, 05 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Separation of KCT Address - Recap the customer's ID/NIK Data	Zulwendri Hanhap	
4	Wednesday, 06 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhap	
		- Visit to PLTD Pangkalen Batang	Firinji Pratiwi	
5	Thursday, 07 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Hanhap	
6	Friday, 08 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Hanhap	

Week 5

Bengkalis, 08 April 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description	Assignor	Signature
1	Monday, 11 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwandi Hanhap	
		- Checking the Selat Baru Substation (GBI) - Inspection of network (issue comb) of Selat Baru shrimp ponds	Firrazi Pratama	
2	Tuesday, 12 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwandi Hanhap	
		- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
3	Wednesday, 13 April 2022	- Retrieve KCT Data (Key Change Token)	Zulwandi Hanhap	
		- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
4	Thursday, 14 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwandi Hanhap	
		- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
5	Friday, 15 April 2022	Its Almarah's Death Holiday		

Week 6

Bengkalis, 15 April 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Angraeni
NIM : 5404181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 18 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap	
2	Tuesday, 19 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap	
		- Checking the network on Polbeng transformers with P2TL - Checking KWHL Meters at selling stalls on Selat Baru Beach with P2TL	Ridho Marwan	
3	Wednesday, 20 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap	
4	Thursday, 21 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap	
5	Friday, 22 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Retrieve KCT Data (Key Change Token)	Mirza Agustian Rezi Zulwendri Harahap	 

Week 7

Bengkalis, 22 April 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5401181186

No	Date and Time	Description of activities	Assignee	Signature
1	Monday, 25 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Recap the customer's ID/NIK Data	Zulwendri Harshap	
2	Tuesday, 26 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Visit to PLTD Pangkalan Batang	Fiering Pratama	
3	Wednesday, 27 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Recapping Pictures of 450 VA Power Customer's Houses	Zulwendri Harshap	
4	Thursday 28 April 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Recap the customer's ID/NIK Data	Zulwendri Harshap	
5	Friday, 29 April 2022	Holidays with Eid Al-Fitr		










Week 8

Bengkalis, 29 April 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Angraeni
NIM : 5404181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 09 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhap	
2	Tuesday, 10 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhap	
3	Wednesday, 11 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhap	
4	Thursday, 12 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Photocopy of Minutes of Update on customer data completeness	Zulwendri Hanhap	
		- Recap the customer's ID/NIK Data		
5	Friday, 13 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Hanhap	
		- Scan Work Permit	Firriqul Putera	

Week 9

Bengkalis, 13 May 2022

Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Angraeni
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	Signature
1	Monday, 16 May 2022	Week Day Holiday		
2	Tuesday, 17 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token) - Recap the customer's ID/NIK Data	Zulwendri Harahap	
3	Wednesday, 18 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap	
		- Completing the Minutes of Updates on the completeness of PLN Customer Data - Recap the customer's ID/NIK Data	Zulwendri Harahap	
4	Thursday, 19 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap	
5	Friday, 20 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Harahap	
		- Checking the problematic kWh meter in Air Putih with PPTL	Ridho Marwan	

Week 10

Bengkalis, 20 May 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	
1	Monday, 23 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhahp	
2	Tuesday, 24 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhahp	
3	Wednesday, 25 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhahp	
		- Recap the customer's ID/NIK Data		
		- Checking the network on the Meskon transformer. - Visit to PLTD Pangkalen Beteng	Kahmad Fetriono	
4	Thursday, 26 May 2022	Isa Almasih Ascension Holiday		
5	Friday, 27 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hanhahp	
		- Recap the customer's ID/NIK Data		

Week 11






Bengkalis, 27 May 2022

Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Angrami
NIM : 5494181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 30 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mira Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hamkap	
2	Thursday, 31 May 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mira Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zulwendri Hamkap	
		- Checking the kWh meter for Tameran during ponds with P2TL	Ridho Marwan	



Week 12

Bengkalis, 31 May 2022
Coordinator


Mira Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	Signature
1	Wednesday, 01 June 2022	Paseussala Birthday Holiday		
2	Thursday, 02 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application	Mirza Agustian Rezi	
		- Retrieve KCT Data (Key Change Token)	Zalwendi Harshap	
3	Friday, 03 June 2022	- Briefing (direction) - Input Customer Id on the PLN Mobile Application - Writing Doubtful Accounts Payable Receipt (PRR)	Mirza Agustian Rezi	
		- Recording Pictures of 450 VA Power Customers' Houses - Retrieve KCT Data (Key Change Token)	Zalwendi Harshap	

Week 13

Bengkalis, 03 June 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 06 June 2022	<ul style="list-style-type: none"> - Briefing (direction) - Input Customer Id on the PLN Mobile Application 	Mirza Agustian Rezi	
		<ul style="list-style-type: none"> - Recaping drawing of a 450 VA power customer's house - Retrieve KCT Data (Key Change Token) 	Zulwendi Harshap	
2	Tuesday, 07 June 2022	<ul style="list-style-type: none"> - Briefing (direction) - Retrieve KCT Data (Key Change Token) 	Zulwendi Harshap	
		<ul style="list-style-type: none"> - Separation of KCT Per address - Recaping drawing of a 450 VA power customer's house 		
3	Wednesday, 08 June 2022	<ul style="list-style-type: none"> - Briefing (direction) - Input Customer Id on the PLN Mobile Application 	Mirza Agustian Rezi	
		<ul style="list-style-type: none"> - Retrieve KCT Data (Key Change Token) 	Zulwendi Harshap	
4	Thursday, 09 June 2022	<ul style="list-style-type: none"> - Briefing (Direction) - Retrieve KCT Data (Key Change Token) - Recaping house picture's power customer 450 VA 	Zulwendi Harshap	
		<ul style="list-style-type: none"> - Network Inspection (Network Comb) in the Selat Baru Area 	Rahmad Febrianto	
5	Friday, 10 June 2022	<ul style="list-style-type: none"> - Briefing (direction) - Retrieve KCT Data (Key Change Token) - Enter customer KCT data 	Zulwendi Harshap	








Week 14

Bengkalis, 10 June 2022
Coordinator


Mirza Agustian Rezi

DAILY ACTIVITIES PRACTICAL WORK (KP)

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 13 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Input KCT Customer data	Zulwendri Harshap	
2	Tuesday, 14 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token)	Zulwendri Harshap	
		- Creating Visual Chart of ULP Bengkalis Management	Firizqi Pratama	
3	Wednesday, 15 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token) - Create Billing Management (MasBill) - Input address KCT data	Zulwendri Harshap	
4	Thursday, 16 June 2022	- Briefing (Direction) - Retrieve KCT Data (Key Change Token)	Zulwendri Harshap	
		- Network Inspection (Network Comb) in the Selat Baru Area	Firizqi Pratama	
5	Friday, 17 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token)	Zulwendri Harshap	
		- Input Inspector data	Firizqi Pratama	








Week 15

Bengkalis, 17 June 2022
Coordinator


Agusriani Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5401181186

No	Date and Time	Description of activities	Assignor	Signature
1	Monday, 20 June 2022	- Briefing (direction) - Retrieve KCT Data (Key Change Token)	Zulwendri Harshap	
		- TTD, Stamp and Scan File Management Billing (Manhill) - TTD, Cap and Scan Working Permit (Work Permit)	Firinzi Pratama	
2	Thursday, 21 June 2022	- Briefing (direction) - Collecting KCT Data (Key Change Token) - Upload NIK and NPWP data	Zulwendri Harshap	
3	Wednesday, 22 June 2022	- Briefing (direction) - Upload evidence Inspector	Rahmad Febrianto	
		- Installing a network modem on the Selat Bana Internasional Port Meter with P2TL - Checking the KWHE Meter for shrimp ponds in the village of Kembung Luar with P2TL - Checking the Tamans village PHU network with P2TL	Ridho Marwan	
4	Thursday, 23 June 2022	- Briefing (Direction) - Input Evidence Inspector	Rahmad Febrianto	
		- Upload NIK and NPWP data	Zulwendri Harshap	
5	Friday, 24 June 2022	- Briefing (direction) - Upload NIK and NPWP data	Zulwendri Harshap	






Week 16

Bengkalis, 24 June 2022
Coordinator


Mulya Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggraini
NIM : 5404181186

No	Date and Time	Description of activities	Assigner	Signature
1	Monday, 27 June 2022	- Briefing (Direction) - Checking the Work Implementation Procedural Document Form	Firriqi Pratama	
2	Tuesday, 28 June 2022	- Briefing (Direction) - Reply for Customer's Meter Number	Zalwendi Hansap	
3	Wednesday, 29 June 2022	- Briefing (Direction) - Conducting socialization of electrical hazards	Firriqi Pratama	
4	Thursday, 30 June 2022	- Briefing (Direction) - Firefighter Simulation - Input Inspector Data	Firriqi Pratama	
5	Friday, 01 July 2022	- Briefing (direction) - Input Inspector Data	Firriqi Pratama	

Week 17

Bengkalis, 01 July 2022
Coordinator


Mirza Agustian Rezi

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Name : Dina Dwi Anggrini
Number : 5404181186

No	Date and Time	Description of activities	Assessor	Signature
1	Monday, 04 July 2022	- Briefing (Direction) - Check the K3L, Inspection Form (First Aid Box, Light Fire Extinguisher, APD Inspection and Monthly Accident Report Installation for June 2022	Firriqi Pratama	
2	Tuesday, 05 July 2022	- Briefing (Direction) - Make minutes (BA) of customer NIK data	Zulwendri Harshap	
3	Wednesday, 06 July 2022	- Briefing (Direction) - Make minutes (BA) of customer NIK data	Firriqi Pratama	
4	Thursday, 07 July 2022	- Briefing (Direction) - Activities of equipment and troops Yantik ULP Bengkulu (Hari Raya Alert Mul Adha 1443 H)	Firriqi Pratama	
		- Inputting data on Gempur activities with LPS UPJ Dumas Inspection	Zulwendri Harshap	

Week 18

Bengkalis, 07 July 2022
Coordinator


Mirza Christian Rezi