

**AN APPRENTICESHIP REPORT
AT RIAU SEMESTA BIOMASSA
COMPANY**

*In Partial Fulfillment of the Requirement for Three-Year Diploma of
English Study Program of State Polytechnic of Bengkalis*



**RAIMUND DANTES
Reg. Number: 5203191114**

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2022**

APPROVAL SHEET

APPROVAL SHEET STATE POLYTECHNIC OF BENGKALIS

This apprenticeship report written by **Raimund Dantes** Reg. Number 5203191114 who had done the apprenticeship at The Office of Riau Semesta Biomassa Company started from 09 Mei 2022 to 15 July 2022 and has been approved by the following advisors:

Siak, 15th July, 2022

Advisor Apprenticeship

Riau Semesta Biomassa Company



Firman Setiawan
NIK: 20-01-359-3272

Advisor

English Study Program





Rjonaldy, M.Pd
NIP: 198402122014041001

Approved by:

Head of English Study Program

State Polytechnic of Bengkalis

Ari Satria, M.Pd.B.I
NIP: 198805172015041002

ACCEPTENCE SHEET

ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of **Raimund Dantes. Reg. Number 5203191114** who has done the apprenticeship at PT Riau Semesta Biomassa started from May 9th to July 15th, 2022. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, August 12th, 2022

Accepted by:

Advisor



Rionaldi, M.Pd
NIP.198402122014041001

Approved by:

**Head of English Study Program
State Polytechnic of Bengkalis**



Ari Satria, M.Pd, Ph.D
NIP. 198805172015041002

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Praise and gratitude submitted to the God who always gives blessing that helped me complete and finish this apprenticeship report at PT. Riau Semesta Biomassa. The writer would like to deliver this thanks to:

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2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M. Pd, B.I as the Head of English Study Program
4. Fanalisa Elfa, M.Pd as a Coordinator of Apprenticeship
5. Rionaldi, M.Pd as the Advisor of the Apprenticeship Report
6. All lecturers of Language Department
7. Firman Setiawan as the Supervisor for Apprenticeship at PT Riau Semesta Biomassa.
8. Mahyudin and Suarni as my parents dan my family who gave their support, prayer and motivation in writing this apprenticeship report can finish timely.
9. All friends of English Study Program, especially for the sixth semester students of English Study Program.

Although the writer has given the best efforts in order to minimize the errors, this apprenticeship is still imperfect and it needs more revisions. Therefore, any kind of advice, critics, and comments are gladly accepted so that the next writing will be better. Finally, the writer hopes that this report can be useful for readers and students.

Bengkalis, August 12th, 2022

Best Regards



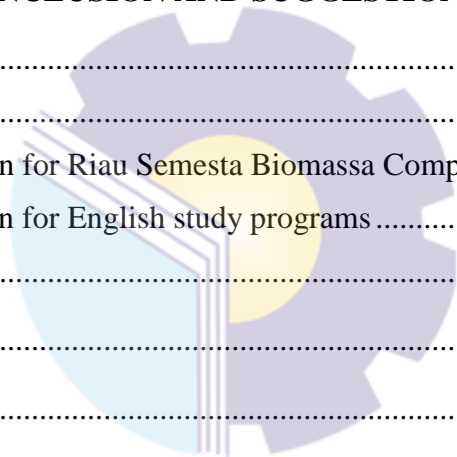
Raimund Dantes

Reg. Number: 5203191114

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

State Polytechnic of Bengkalis is a vocational college in Riau. As a vocational college, it focuses on practical work to support the skill on a specific study program. In this institution, students of diploma program learn many things to assist their knowledge of a specific skill and to get a chance to do training job in an industry on a professional job.

English is one of study programs in State Polytechnic of Bengkalis that also has this training job program for their students. Training Job or apprenticeship is one of real effort program from this study to sharpen the students English skill. An apprentice will do training job for a couple of months and be expect to adapt in work environment, to implement their knowledge to their daily jobs especially to the job related to administrative, language, international relations, tourism and services.

Riau Semesta Biomassa Company was chosen for the place apprenticeship program and expected to be a good company to let students gain valuable experience in their apprenticeship time. The reasons are this company run on domestic market, export trading and has a good administrative activity. This company has been facilitated the apprentice to be able to work in a disciplined manner, independently, professionally, and safely. This apprenticeship program had been done for 3 months, from 9 Mei 2022 to 15 July 2022

1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship as follows:

1. To know kinds of jobs done at PT Riau Semesta Biomassa
2. To know working procedures applied at PT Riau Semesta Biomassa
3. To know documents used at PT Riau Semesta Biomassa

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Apprenticeship gives a chance for the apprentice to put the knowledge they have acquired in college into practice and can apply it in the world of work. With this internship, students can increase their knowledge and increase their creativity in facing the competition in the world of work in the future.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship helps Polytechnic to prepare and generate skillful students that are ready to work field once they finish their study. Therefore, the apprenticeship helps Polytechnic to apply and design its curriculum.

1.3.3 Significance for the Company

Apprenticeship gives PT Riau Semesta Biomassa chance to help and sharpen students' skills. In addition, it is easy for PT Riau Semesta Biomassa to find and hire experienced employees because the practical students have had experience working in the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Riau Semesta Biomassa or better known as PT. RSB is a company with a fairly young age. The history of this company was founded on April 1, 2018 and has now been counted for 4 years. PT. RSB has its main activity, namely trading in palm oil shells, as well as acting as a distributor/distributor/exporter.

To support domestic and export trade activities, this company built a warehouse to store this palm shell product, which is located on the industrial street of Buton, Mengkapan Village, Sungai Apit Subdistrict, Siak Regency or is about 129 KM for 3 hours' drive from the Capital of Riau Province Pekanbaru City. This company already has a construction permit according to the location with an area of 3.5 Ha, the utilization of which is as follows:

- a. The warehousing is fortunate to accommodate the transportation of oil palm shells from Siak Regency and its surroundings with a stockpile capacity of 40,000-50,000 MT and daily hauling of 35 dump trucks, each with a load of 20-30 tons.
- b. The wharf for export transportation whose shipments are by sea using the port of the Tanjung Buton industrial area belonging to the Regency Government Siak with a large capacity of 10,000 MT per ship (Mother Vessel).

2.1.1 Company Profile

Name : PT. Riau Semesta Biomassa

Location : Proyek Street, Mengkapan Village.

Head Office : H.R. Rasuna Said Street No. 02 RT.02/RW.05 Karet Kuningan, Setiabudi Subdistrict South Jakarta City, Special Capital Region of Jakarta.

Area : 3.5 Ha

Status : Private

Type of Activity : Domestic trade and export of oil palm shells.



Figure 2. 1

Riau Semesta Biomassa Company

2.1.2 Company Logo



Figure 2. 2

Company Logo

2.2 Vision and Mission

2.2.1 Vision

Prosperous with stakeholders in a responsible and sustainable way.

2.2.2 Mission

The missions of Riau Semesta Biomassa are as follow:

1. Providing the highest quality products and services
2. Empowering people and communities, while ensuring environmental sustainability.
3. and provide added value for all stakeholders.

2.3 Kinds Of Business

PT. Riau Semesta Biomassa is a company engaging in the trading business of plantation products, namely the sale of the production of palm kernel shells that have been processed clean of waste.

2.4 Organizational Structure

The following is the organizational structure of this company, including:

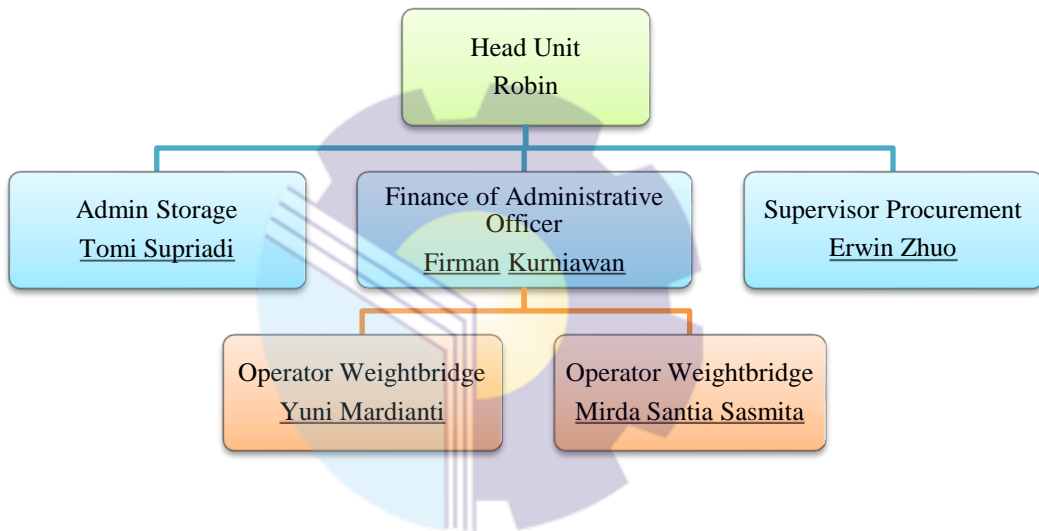


Figure 2. 3
Organizational Structure

2.5 Working Process



Figure 2. 4

Working Process

2.6 Document use for activity

To managing the activities, there are several documents used in Administrative Assistant:

1. Delivery Order Document
2. Shopping Note / Receipt
3. Quality Control Form of the Product
4. Tally Loading Form to the vessel / Ship Hatch
5. Overtime Form
6. Weighbridge Ticket
7. Solar Form (Oil For Transportation)

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

Apprenticeship began from May 9th, 2022 to July 15th, 2022 at Riau Semesta Biomassa Company. The working hours are divided into two shifts. Morning shift starts at 07.00 am until 11.45 pm and Afternoon shift starts at 13.30 pm until 16.00 pm.

There were kinds of main jobs during the apprenticeship which are as follows:

1. Labor officer

Labor officer is the activity of processing and checking the condition of the product. This activity can be done indoors or outdoors with the support of special tools. The purpose of this inspection is to check the moisture of the oil palm shell products that will enter the shelter in accordance with the minimum requirements, as well as to directly review the condition of the product so as to prevent the entry of products that are mixed with mud or contain water.

2. Office Administration

Office administration is work related to all office interests in the form of data processing in the company environment such as correspondence, data input, archives or the creation of special documents.

3. Weighing admin

The task of the Weighing admin is to enter data from each vehicle that will enter or leave the stockpile. Important information that must be entered into company data such as vehicle weight information (gross, tare, and net), the company from which the cargo is carried, information on the driver's name and vehicle plate, as well as the time of entering and leaving the vehicle. Usually the driver of the vehicle will bring a document about the initial information on the

cargo from the originating company and to confirm it, a re-weighing is carried out.

3.2 Working Procedure

1. Taking a sample of Palm Shell Moisture

Sampling is done by taking a handful of palm kernel shells on a pile of shells, after that it is checked in the laboratory using an analytical tool.

There are several procedures such as:

- Press the power button.
- Set on the menu screen (select) Kett pm with a choice of no 43 soybean (if not already set).
- Wait until there is a small sound (alarm/beep) on the device.
- Press the mean button.
- Wait a few moments, a menu screen will appear with an image indicating to pour the material to be measured.
- Prepare the sample into the measuring cup that has been provided until the measuring cup is full. Only using a measuring cup that has been provided by Kett pm650.
- Pour the sample into the analysis container in which there is a small sensor.
- Ensure that the sample must touch the sensor.
- Wait about 10 seconds and the measurement results will appear.
- Record the tm result shown on the screen.
- Turn off the analyzer by pressing the power button.
- Clean the container around the sensor housing using a brush and tissue.
- Then the kett pm-650 is ready to be used again.



Figure 2. 5

Kett pm-650

Work instructions for using the TM Analysis tool (METTLER TOLEDO HE73)

a. The procedure

Temperature: 160 degrees Celsius

Program : standard

Soc : 10 minutes

Standard mode : unit % MC

- Preparing a sample of 10-20 grams.
- Puree the sample with a grinding miller, 30-60 seconds.
- Perform screening (screening) of the results of the mashed sample.
- Press the $\Rightarrow 0 / \Leftarrow$ button on the analyzer unit.
- After the sample has been screened, open the top cover of the cup on the Mettler Toledo.
- Put the sample into aluminum pans (cup) using a small spoon or spatula weighing 10-15 grams (the initial weight must be recorded).
- Flatten the sample on the surface of the cup, do not let the sample spill or accumulate on one side.
- After the sample is inserted, close the top of the cup cover on the mettle toledo.

- Then press the start button.
- Wait until the burning process with a predetermined time
- After finishing the combustion process, immediately record the results of the moisture content (TM=total moisture) which is printed on the screen.
- Press the stop button.
- Note the final weight.
- Let stand for a while, so that the aluminum pans can be taken and held to dispose of samples of combustion residues.
- Clean the cup (aluminum pans) using a tissue and a brush.
- Close the top cover on the mettler Toledo He73.



Figure 2. 6

Mettler Toledo

2. Office Administration

Office administration is work related to all office interests in the form of data processing in the company environment such as correspondence, data input, archives or the creation of special documents.



Figure 2.7
Office Administration

3. Exit Scales

The Procedures:

- The vehicle climbs the scale, input the vehicle plate number and the driver's name according to the table that has been stored in the previous weighing.
- Click weigh and save data. Then the vehicle is invited to leave.

This applies to reciprocity for vehicles leaving or entering By carrying a load.



Figure 2.7
Exit Scales

3.3 Kind and Description of the activity

The daily activities at Riau Semesta Biomassa Company can be seen in the tables below:

Table 3.1
Agenda of Activities of the First Week of May
(May 9th - 15th, 2022)

No	Day/ Date	Activity	Place
1	Monday May 9 th , 2022	Having introduced to office staff and company employees	Administration Room
2	Tuesday May 10 th , 2022	Having Introduction to the company environment and field of work in each post	The Company
3	Wednesday May 11 th , 2022	Making observation in the office administration section and understand the focus of work in the administration section	Administration Room
4	Thursday May 12 th , 2022	Making observations in the company lab about product sampling	Laboratory Room
5	Friday, May 13 th , 2022	Making observations in the company lab about product sampling	Laboratory Room
6	Saturday May 14 th , 2022	Learning about work safety systems in production companies	Administration Room
7	Sunday May 15 th , 2022	OFF	OFF

Table 3.2
Agenda of Activities of the Second Week of May
(May 16th - 22th, 2022)

No	Day/ Date	Activity	Place
1	Monday May 16 th , 2022	OFF	OFF
2	Tuesday May 17 th , 2022	Conducting field observations on the types of large vehicles carrying palm shells entering the company	The company
3	Wednesday May 18 th , 2022	Observing work and learning how to work on the scales	Weighbridge post
4	Thursday May 19 th , 2022	Visiting the industrial port of Tanjung Buton and observed the process of loading oil palm shells into the ship	Tanjung Buton Harbor
5	Friday, May 20 th , 2022	Calculating the total shells and collecting data on vehicles during the process of loading palm shells onto ships	Tanjung Buton harbor
6	Saturday May 21 th , 2022	Checking the moisture of palm shell products on the field following standard of the company	The Company
7	Sunday May 22 th , 2022	OFF	OFF

Table 3.3
Agenda of Activities of the Third Week of May
(May 23th – 29th, 2022)

No	Day/ Date	Activity	Place
1	Monday May 23 th , 2022	Taking the task of checking the moisture level of shell products in the laboratory	Laboratory room
2	Tuesday May 24 th , 2022	Recording the total weight of truck load	Weighbridge post
3	Wednesday May 25 th , 2022	Entering data overtime and employee salaries for one month	Administration room
4	Thursday May 26 th , 2022	OFF	OFF
5	Friday, May 27 th , 2022	Preparing a product humidity status form document for the laboratory section	Laboratory room
6	Saturday May 28 th , 2022	Managing expenditure memorandum documents as archives and recapitulation of office financial expenditures	Administration room
7	Sunday May 29 th , 2022	OFF	OFF

Table 3.4
Agenda of Activities of the Fourth Week of June
(May 30th – 5th June, 2022)

No	Day/ Date	Activity	Place
1	Monday May 30 th , 2022	Scanning document for proof of office financial expenses as a report	Administration room
2	Tuesday May 31 th , 2022	Entering the data weighing the number of vehicle loads into an excel document as a report	Weighbridge post
3	Wednesday June 1 th , 2022	OFF	OFF
4	Thursday June 2 th , 2022	Making vehicle data enter and exit during the loading process	Weighbridge post
5	Friday, June 3 th , 2022	Making vehicle data enter and exit during the loading process	Weighbridge post
6	Saturday June 4 th , 2022	Printing truck queue number for loading shells to ship	Administration room
7	Sunday June 5 th , 2022	OFF	OFF

Table 3.5
Agenda of Activities of the Fifth Week of June
(June 6th – 12th, 2022)

No	Day/ Date	Activity	Place
1	Monday June 6 th , 2022	Preparing a form to take a product moisture sample	Administration room
2	Tuesday June 7 th , 2022	Arranging product samples that have been tested in the laboratory	Laboratory room
3	Wednesday June 8 th , 2022	Arranging solar forms in archive books	Administration room
4	Thursday June 9 th , 2022	Arranging the company shopping receipt on archive books company	Administration room
5	Friday, June 10 th , 2022	Printing copies of company documents	Administration room
6	Saturday June 11 th , 2022	Arranging company document archives	Administration room
7	Sunday June 12 th , 2022	OFF	OFF

Table 3.6
Agenda of Activities of the Sixth Week of June
(June 13th – 19th, 2022)

No	Day/ Date	Activity	Place
1	Monday June 13 th , 2022	Making observations on trucks that will carry shells	The Company
2	Tuesday June 14 th , 2022	Archiving data on vehicle oil usage on company heavy equipment	Administration room
3	Wednesday June 15 th , 2022	Preparing queuing sheets for trucks that will load palm oil shells	Administration room
4	Thursday June 16 th , 2022	Entering employee overtime data on company documents	Administration room
5	Friday, June 17 th , 2022	Copying the solar usage data from excel to archive document	Administration room
6	Saturday June 18 th , 2022	Printing the letter of loading and unloading of palm oil shells that have been completed	Administration room
7	Sunday June 19 th , 2022	OFF	OFF

Table 3.7
Agenda of Activities of the Seventh Week of June
(June 20th – 26th, 2022)

No	Day/ Date	Activity	Place
1	Monday June 20 th , 2022	Taking a sample of palm kernel shells from a truck for moisture checking.	Laboratory room
2	Tuesday June 21 th , 2022	Entering data on the use of diesel oil to be stored or archived in company data	Administration room
3	Wednesday June 22 th , 2022	Transferring diesel oil usage data from excel program to company archive notes	Administration room
4	Thursday June 23 th , 2022	Participating in loading oil palm shells on ships	Tanjung Buton harbor
5	Friday, June 24 th , 2022	Entering driver data and the number of palm kernel shells transported	Weighbridge post
6	Saturday June 25 th , 2022	Preparing an official letter that will be used in the process of loading oil palm shells on ships	Administration room
7	Sunday June 26 th , 2022	OFF	OFF

Table 3.8
Agenda of Activities of the Eighth Week of July
(June 27th – 3th July , 2022)

No	Day/ Date	Activity	Place
1	Monday June 27 th , 2022	Blending oil palm shells for further sampling	Laboratory room
2	Tuesday June 28 th , 2022	Preparing a room for company guests who will collaborate	Meeting room
3	Wednesday June 29 th , 2022	Entering data on palm kernel shell scales whose data will be sent to a central company located in Jakarta City	Weighbridge post
4	Thursday June 30 th , 2022	Entering employee overtime data on company documents	Administration room
5	Friday, July 1 th , 2022	Participating in loading oil palm shells on ships	Tanjung Buton harbor
6	Saturday July 2 th , 2022	Making observations at the company heavy equipment workshop	Area service
7	Sunday July 3 th , 2022	OFF	OFF

Table 3.9
Agenda of Activities of the Ninth Week of July
(July 4th – 10th, 2022)

No	Day/ Date	Activity	Place
1	Monday July 4 th , 2022	Taking Moisture sampling of oil palm shells to be taken to the laboratory	Parking area
2	Tuesday July 5 th , 2022	Preparing the paper used as a result of the moisture of palm oil shells	Administration room
3	Wednesday July 6 th , 2022	Entering data on the result of weighing palm shells to be loaded into the company warehouse	Weighbridge post
4	Thursday July 7 th , 2022	Entering the company shopping receipt in the company document archive	Administration room
5	Friday, July 8 th , 2022	Taking a sampling oil palm shells on a truck	Parking area
6	Saturday July 9 th , 2022	OFF	OFF
7	Sunday July 10 th , 2022	OFF	OFF

Table 3.10
Agenda of Activities of the Tenth Week of July
(July 11th – 15th, 2022)

No	Day/ Date	Activity	Place
1	Monday July 11 th , 2022	Preparing paper to check product moisture	Administration room
2	Tuesday July 12 th , 2022	Arranging company shopping receipts on document archives	Administration room
3	Wednesday July 13 th , 2022	Entering the result of product moisture on the quality ananalysis form	Laboratory room
4	Thursday July 14 th , 2022	Helping Making official letters regarding product payment to other companies	Administration room
5	Friday, July 15 th , 2022	Entering recap data on the use of diesel oil for company heavy equipment	Administration room

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing apprenticeship at Riau Semesta Biomassa, there are some conclusions as follow:

1. There are several jobs in this company such as administrative officer, finance officer, laboratory staff for product quality control, Tally, and weighbridge operator.
2. Due to working procedure, the company operation time is from Monday to Saturday at 07 o'clock in the morning until 03.00 o'clock in the afternoon. The workers should wear full safety equipment base on their work place and their job.
3. The documents used for the activity are delivery order document, note/shopping note/receipt, quality control form of the product, tally loading form to the vessel/ship hatch, overtime form, and weighbridge ticket.
4. This company works on trading of palm oil shells both domestically and for export, where this product can be use as alternative energy materials such as coal fuel. Especially by companies engaged in production with relatively high energy used.
5. The main activity in this company every month is to receive the proceeds from the purchase of palm oil shells from companies that process palm oil, and then accommodated to produce clean palm shells by sieving.
6. At least once a month there is a distribution of clean palm kernel shells from the shelter or stockpile area to the port and loaded onto ships. There is "loading *cangkang*" or an activity of loading the shells into the ship to be export.

4.2 Suggestion

4.2.1. Suggestion for the apprentice

- a. Be brave to ask for explanation to the employee to get information.
- b. Do observation and try to find out about a problem independently before making confirmation to the advisor, in order to sharpen information analysis skill.
- c. Get used to the workplace environment or try to adapt to other the office by greeting or make a small talk.
- d. Learn by seeing and listening effectively.
- e. Use a free time to make apprenticeship report.

4.2.2. Suggestion for the company

There are several suggestions that this company can use as references to develop the company from the apprentice perspective:

- a. Planning social activity for the villagers to create a better relation and implementation the government mission of take care the nature by teaching a good knowledge.
- b. Creating other social media besides facebook such as instagram, twitter, tiktok, or website to support communication needs, to be promotion media, and to create good image (branding).
- c. Managing the social media and actively to give update and follow the newest information. The alternative activity to realize it is by making posters and sharing information.

4.2.3. Suggestion for the State Polytechnic of Bengkalis

- a. Give more real practical job condition and try variety job desk to let students aware of the opportunities available.
- b. English study program should be sharpen the translation skill and interpreter skill of the student to help them being a professional employee.
- c. Communication soft skill training will be great in order to help apprentice to adapt in workplace environment.



**APPENDIX A
CERTIFICATE**



APPENDIX B ATTENDANCE LIST

Hari dan Tanggal	Senin	Selasa	Rabu	Kamis	Jumat	Sabtu	Minggu
Mei	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Juni	30	31	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
Juli	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	-	-

Keterangan :

- Hadir
- Tanggal merah
- Tidak hadir

PEMBIMBING LAPANGAN

















FIRMAN SETIAWAN
NIK: 20-01-359-3272















PEMBIMBING KP
















RIONALDI. M.Pd
NIP. 198402122014041001







APPENDIX C

Absensi Harian

NO	TANGGAL	KETERANGAN	PARAF	
1	9 Mei 2022	Hadir	1.	2.
2	10 Mei 2022	Hadir		
3	11 Mei 2022	Hadir	3.	4.
4	12 Mei 2022	Hadir		
5	13 Mei 2022	Hadir	5.	6.
6	14 Mei 2022	Hadir		
7	15 Mei 2022	Libur hari minggu/Off	7	8
8	16 Mei 2022	Hari Raya Waisak		
9	17 Mei 2022	Hadir	9.	10.
10	18 Mei 2022	Hadir		
11	19 Mei 2022	Hadir	11.	12.
12	20 Mei 2022	Hadir		
13	21 Mei 2022	Hadir	13.	14
14	22 Mei 2022	Libur hari minggu/Off		
15	23 Mei 2022	Hadir	15.	16.
16	24 Mei 2022	Hadir		
17	25 Mei 2022	Hadir	17.	18
18	26 Mei 2022	Kenaikan Isa Al Masih		

NO	TANGGAL	KETERANGAN	PARAF	
19	27 Mei 2022	Hadir	19.	20.
20	28 Mei 2022	Hadir		
21	29 Mei 2022	Libur hari minggu/Off	21.	22.
22	30 Mei 2022	Hadir		
23	31 Mei 2022	Hadir	23.	24.
24	1 June 2022	HARI LAHIR PANCASILA		
25	2 June 2022	Hadir	25.	26.
26	3 June 2022	Hadir		
27	4 June 2022	Hadir	27.	28.
28	5 June 2022	Libur hari minggu/Off		
29	6 June 2022	Hadir	29.	30.
30	7 June 2022	Hadir		
31	8 June 2022	Hadir	31.	32.
32	9 June 2022	Hadir		
33	10 June 2022	Hadir	33.	34.
34	11 June 2022	Hadir		
35	12 June 2022	Libur hari minggu/Off	35.	36.
36	13 June 2022	Hadir		
37	14 June 2022	Hadir	37.	38.

NO	TANGGAL	KETERANGAN	PARAF	
38	15 June 2022	Hadir		
39	16 June 2022	Hadir	39.	40.
40	17 June 2022	Hadir		
41	18 June 2022	Hadir	41.	42.
42	19 June 2022	Libur hari minggu/Off		
43	20 June 2022	Hadir	43.	44.
44	21 June 2022	Hadir		
45	22 June 2022	Hadir	45.	46.
46	23 June 2022	Hadir		
47	24 June 2022	Hadir	47.	48.
48	25 June 2022	Hadir		
49	26 June 2022	Libur hari minggu/Off	49.	50.
50	27 June 2022	Hadir		
51	28 June 2022	Hadir	51.	52.
52	29 June 2022	Hadir		
53	30 June 2022	Hadir	53.	54.
54	1 Juli 2022	Hadir		
55	2 Juli 2022	Hadir	55.	56.
56	3 Juli 2022	Libur hari minggu/Off		

NO	TANGGAL	KETERANGAN	PARAF	
57	4 Juli 2022	Hadir	57.	58.
58	5 Juli 2022	Hadir		
59	6 Juli 2022	Hadir	59.	60.
60	7 Juli 2022	Hadir		
61	8 Juli 2022	Hadir	61.	62.
62	9 Juli 2022	Hadir		

Paraf Pembimbing Lapangan




Firman Setiawan
NIK: 20-01-359-3272

**APPENDIX C
DAILY ACTIVITY**

Appendix 3-1

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : May, 9nd 2022


No	Job Description	Supervisor	Signature
1.	Having introduced to office staff and company employees	Firman Setiawan	
	Note: Enjoy		

Picture	Information
	The company

Appendix 3-2

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : May, 10nd 2022


No	Job Description	Supervisor	Signature
1.	Having Introduction to the company environment and field of work in each post	Firman Setiawan	
	Note: Enjoy		

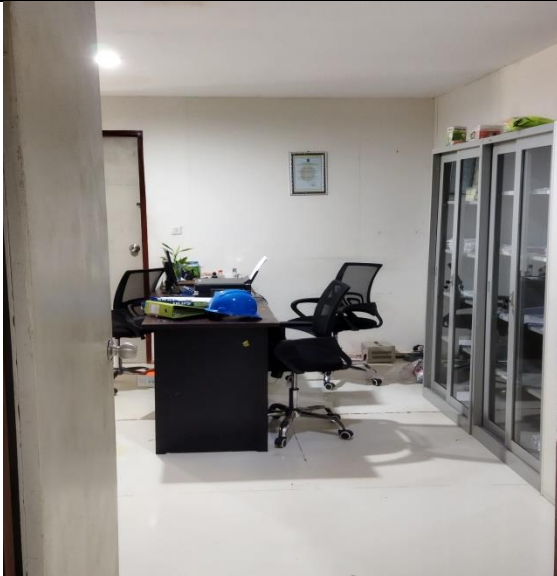
Picture	Information
	Introduction to the company environment

Appendix 3-3

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : May, 11nd 2022


No	Job Description	Supervisor	Signature
1.	Making observation in the office administration section and understand the focus of work in the administration section	Firman Setiawan	
	Note: Great		


Picture	Information
	Making observation in the office administration

Appendix 3-4

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Thursday
Date : May, 12nd 2022


No	Job Description	Supervisor	Signature
1.	Making observations in the company lab about product sampling	Firman Setiawan	
	Note: Nice lab		


Picture	Information
	Laboratory room

Appendix 3-5

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : May, 13nd 2022


No	Job Description	Supervisor	Signature
1.	Making observations in the company lab about product sampling	Firman Setiawan	
	Note: Try again		

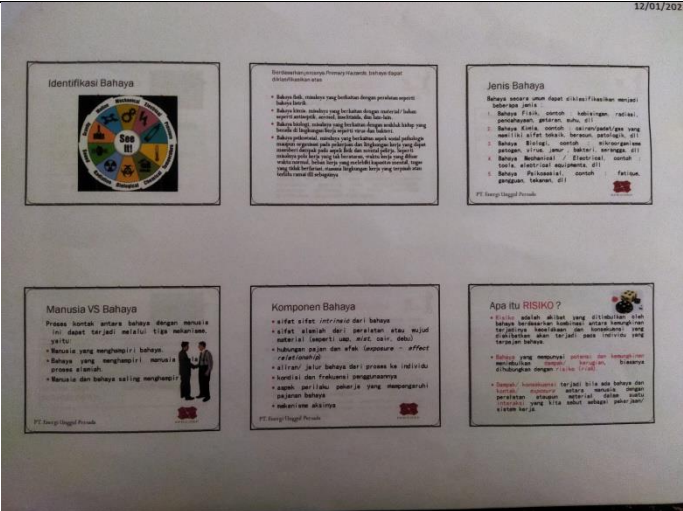
Picture	Information
	Laboratory Room

Appendix 3-6

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : May, 14nd 2022


No	Job Description	Supervisor	Signature
1.	Learning about the work safety systems in production companies	Firman Setiawan	
	Note: Learning about the safety systems		


Picture	Information
	Safety systems

Appendix 3-7

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : May, 17nd 2022


No	Job Description	Supervisor	Signature
1.	Conducting field observations on the types of large vehicles carrying palm shells entering the company	Firman Setiawan	
	Note: Observations		


Picture	Information
	The vehicle entering the company

Appendix 3-8

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : May, 18nd 2022


No	Job Description	Supervisor	Signature
1.	Observing work and learning how to work on the scales	Firman Setiawan	
	Note: Learning		

Picture	Information
	Observing work and learning how to work on the scales

Appendix 3-9

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : May, 19nd 2022


No	Job Description	Supervisor	Signature
1.	Visiting the industrial port of tanjung buton and observed the process of loading oil palm shells into the ship	Firman Setiawan	
	Note: Observation		


Picture	Information
	Visiting the Tanjung Buton harbor

Appendix 3-10

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday
Date : May, 20nd 2022


No	Job Description	Supervisor	Signature
1.	Calculating the total sheels and collecting data on vehicles during the process of loading palm shells onto ships	Firman Setiawan	
	Note: Calculating		


Picture	Information
	Calculating the total sheels and collecting data

Appendix 3-11

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : May, 21nd 2022


No	Job Description	Supervisor	Signature
1.	Checking the moisture of palm shell products on the field following standard of the company	Firman Setiawan	
	Note: Be careful		

Picture	Information
	Checking the moisture element of palm shell products

Appendix 3-12

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Monday
Date : May, 23nd 2022


No	Job Description	Supervisor	Signature
1.	Taking the task of checking the humidity level of shell products in the laboratory	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Checking the humidity level of shell

Appendix 3-13

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : May, 24nd 2022


No	Job Description	Supervisor	Signature
1.	Recording the total weight of truck load	Firman Setiawan	
	Note: Great		

Picture	Information
	Recording the total weight of truck load

Appendix 3-14

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : May, 25nd 2022


No	Job Description	Supervisor	Signature
1.	Entering data overtime and employee salaries for one month	Firman Setiawan	
	Note: Good job		


Picture	Information
	Entering data overtime

Appendix 3-15

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday
Date : May, 27nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing a product moisture status form document for the laboratory section	Firman Setiawan	
	Note: Good		


Picture	Information
	Preparing form document

Appendix 3-16

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : May, 28nd 2022


No	Job Description	Supervisor	Signature
1.	Managing expenditure memorandum documents as archives and recapitulation of office financial expenditures	Firman Setiawan	
	Note: Teamwork		


Picture	Information
	Writing the archives document

Appendix 3-17

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : May, 30nd 2022


No	Job Description	Supervisor	Signature
1.	Scanning document for proof of office financial expenses as a report	Firman Setiawan	
	Note: Great		

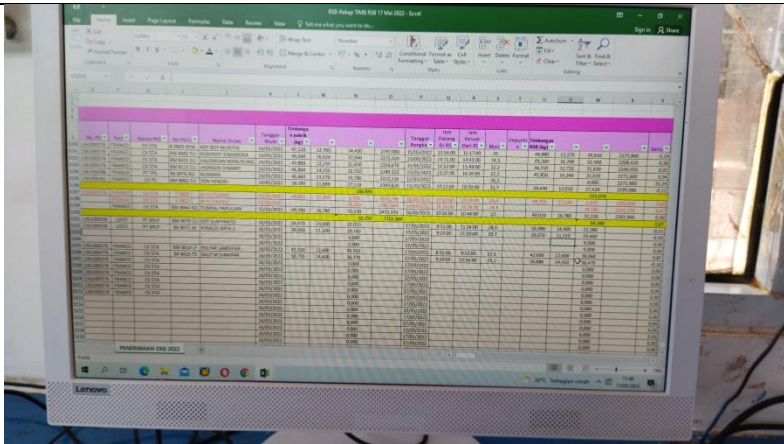
Picture	Information
	Scanning the Document

Appendix 3-18

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : May, 31nd 2022


No	Job Description	Supervisor	Signature
1.	Entering the data weighing the number of vehicle loads into an excel document as a report	Firman Setiawan	
	Note: Good job		


Picture	Information
	Entering the data weighing

Appendix 3-19

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Thursday
Date : June, 2nd 2022


No	Job Description	Supervisor	Signature
1.	Making vehicle data enter and exit during the loading process	Firman Setiawan	
	Note: Careful		

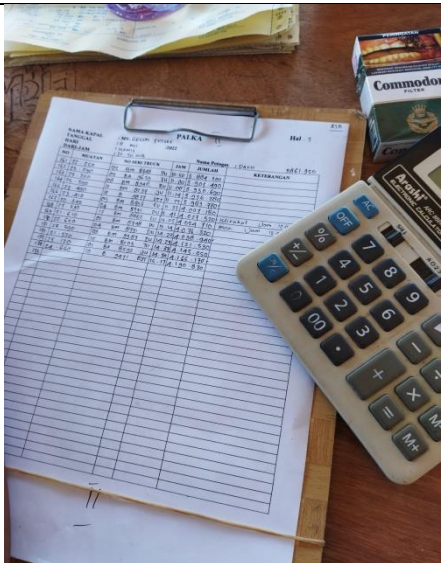
Picture	Information
	<p>The making vehicle data enter and exit</p>

Appendix 3-20

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : June, 3rd 2022


No	Job Description	Supervisor	Signature
1.	Making vehicle data enter and exit during the loading process	Firman Setiawan	
	Note: Careful		


Picture	Information
	<p>The making vehicle data enter and exit</p>

Appendix 3-21

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : June, 4nd 2022


No	Job Description	Supervisor	Signature
1.	Printing truck queue number for loading shells to ship	Firman Setiawan	
	Note: Be careful		

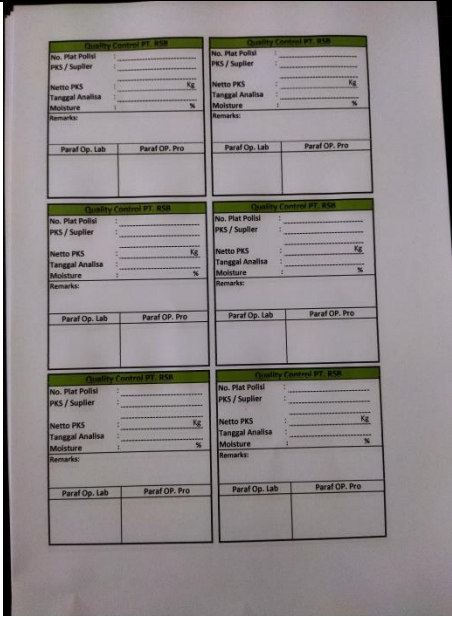
Picture	Information
	Printing Truck number

Appendix 3-22

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Monday
Date : June, 6nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing a form to take a product moisture sample	Firman Setiawan	
	Note: Good		


Picture	Information
	<p>Preparing form a product</p>

Appendix 3-23

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : June, 7nd 2022


No	Job Description	Supervisor	Signature
1.	Arranging product samples that have been tested in the laboratory	Firman Setiawan	
	Note: Good job		

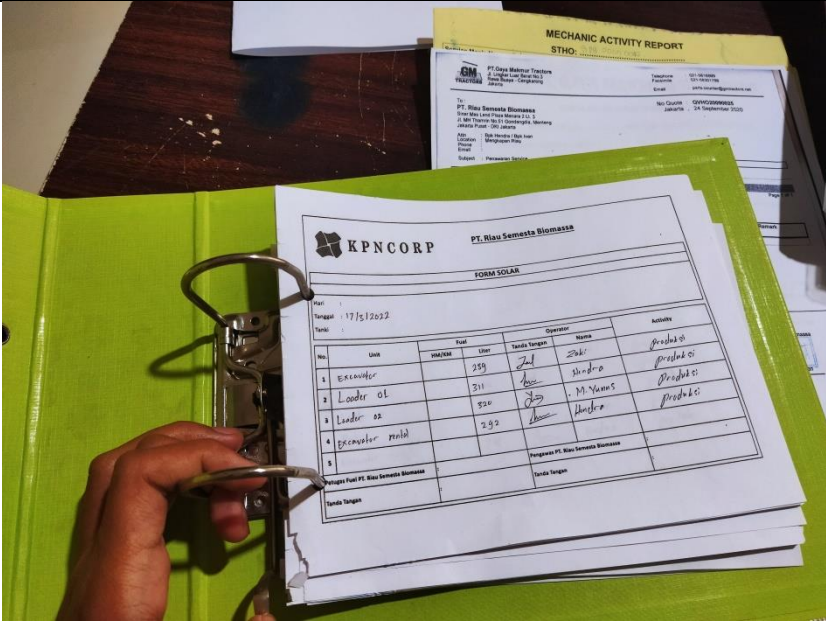
Picture	Information
	Arranging the product samples

Appendix 3-24

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : June, 8nd 2022


No	Job Description	Supervisor	Signature
1.	Arranging solar forms in archive books	Firman Setiawan	
	Note: Great		

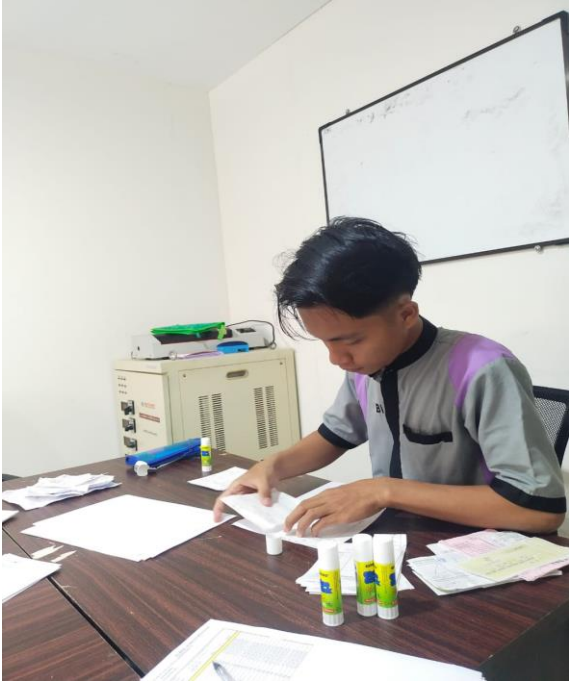
Picture	Information
	<p>Arranging a solar form</p>

Appendix 3-25

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : June, 9nd 2022

No	Job Description	Supervisor	Signature
1.	Arranging the company shopping receipt on archive books company	Firman Setiawan	
	Note: Good		


Picture	Information
	Arranging the company shopping receipt


Appendix 3-26

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday

Date : June, 10nd 2022


No	Job Description	Supervisor	Signature
1.	Printing copies of company documents	Firman Setiawan	
	Note: Good		


Picture	Information
	Printing documents

Appendix 3-27

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Saturday
Date : June, 11nd 2022


No	Job Description	Supervisor	Signature
1.	Arranging company document archives	Firman Setiawan	
	Note: Great		

Picture	Information
	<p>Arranging Company document</p>

Appendix 3-28

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : June, 13nd 2022


No	Job Description	Supervisor	Signature
1.	Making observations on trucks that will carry shells	Firman Setiawan	
	Note: Be careful		

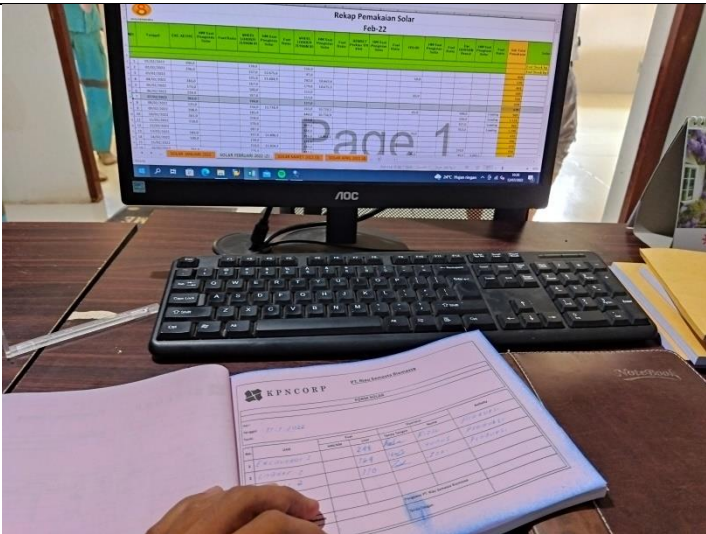
Picture	Information
	<p>Making Observation on trucks</p>

Appendix 3-29

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : June, 14nd 2022


No	Job Description	Supervisor	Signature
1.	Archiving data on vehicle oil usage on company heavy equipment	Firman Setiawan	
	Note: Good job		


Picture	Information
	Archiving data oil usage on company heavy equipment

Appendix 3-30

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : June, 15nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing queuing sheets for trucks that will load palm oil shells	Firman Setiawan	
	Note: Good job		


Picture	Information
	Preparing queuing sheets

Appendix 3-31

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : June, 16nd 2022

No	Job Description	Supervisor	Signature
1.	Entering employee overtime data on company documents	Firman Setiawan	
	Note: Good		


Picture	Information
	Entering employee overtime data


Appendix 3-32

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday

Date : June, 17nd 2022


No	Job Description	Supervisor	Signature
1.	Copying the solar usage data from excel to archive document	Firman Setiawan	
Note: Great			

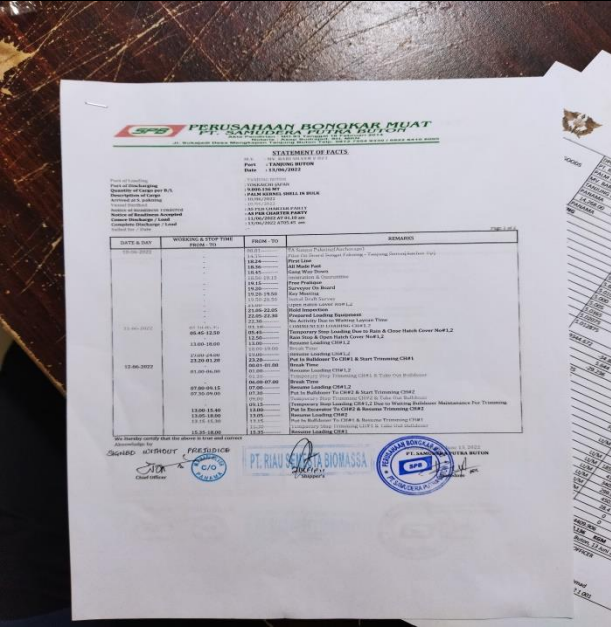
Picture	Information
	<p>Copying the solar usage</p>

Appendix 3-33

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : June, 18nd 2022


No	Job Description	Supervisor	Signature
1.	Printing the letter of loading and unloading of palm oil shells that have been completed	Firman Setiawan	
	Note: Good		


Picture	Information
	<p>Printing the letter</p>

Appendix 3-34

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : June, 20nd 2022


No	Job Description	Supervisor	Signature
1.	Taking a sample of palm kernel shells from a truck for moisture checking	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Taking a sample of palm kernel shells

Appendix 3-35

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : June, 21nd 2022


No	Job Description	Supervisor	Signature
1.	Entering data on the use of diesel oil to be stored or archived in company data	Firman Setiawan	
	Note: Great		

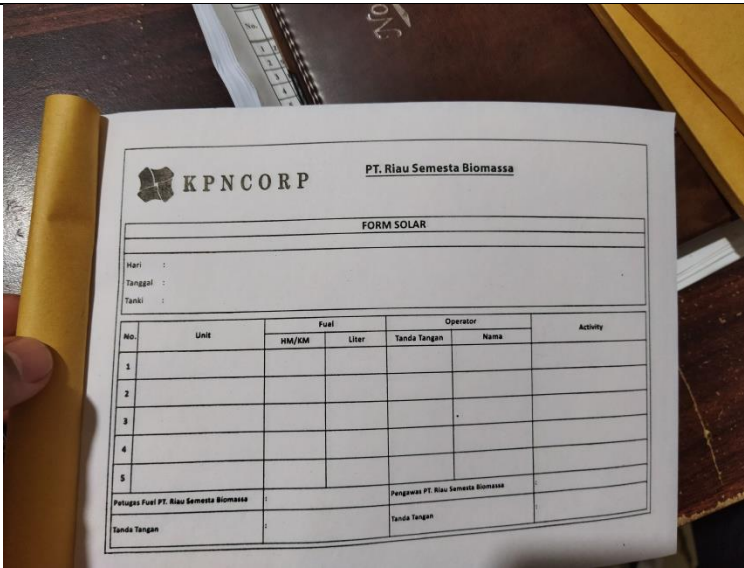
Picture	Information
	Entering the diesel oil data

Appendix 3-36

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : June, 22nd 2022


No	Job Description	Supervisor	Signature
1.	Transferring diesel oil usage data from excel program to company archive notes	Firman Setiawan	
	Note: Good		


Picture	Information
	<p>Writing the archive notes</p>

Appendix 3-37

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Thursday
Date : June, 23nd 2022

No	Job Description	Supervisor	Signature
1.	Participating in loading oil palm shells on ships	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Loading oil palm shells on ships

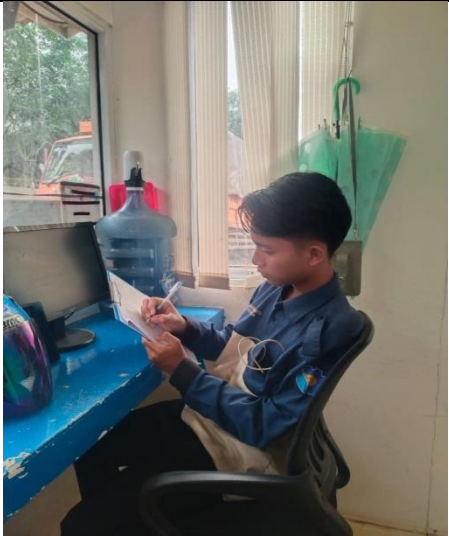
Appendix 3-38

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday

Date : June, 24nd 2022


No	Job Description	Supervisor	Signature
1.	Entering driver data and the number of palm kernel shells transported	Firman Setiawan	
	Note: Great		

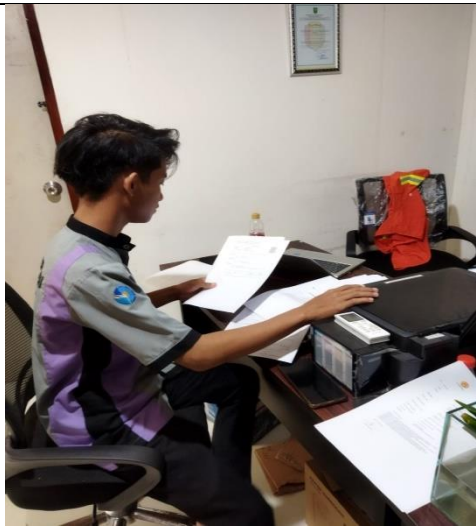
Picture	Information
	Entering driver data and number of palm kernel shells

Appendix 3-39

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Saturday
Date : June, 25nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing an official letter that will be used in the process of loading oil palm shells on ships	Firman Setiawan	
	Note: Good		


Picture	Information
	Preparing an official letter

Appendix 3-40

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Monday
Date : June, 27nd 2022


No	Job Description	Supervisor	Signature
1.	Blending oil palm shells for further sampling	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Blending the product

Appendix 3-41

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : June, 28nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing a room for company guests who will collaborate	Firman Setiawan	
	Note: Thank You		


Picture	Information
	Preparing a room

Appendix 3-42

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : June, 29nd 2022


No	Job Description	Supervisor	Signature
1.	Entering data on palm kernel shell scales whose data will be sent to a central company located in Jakarta City	Firman Setiawan	
	Note: Good		

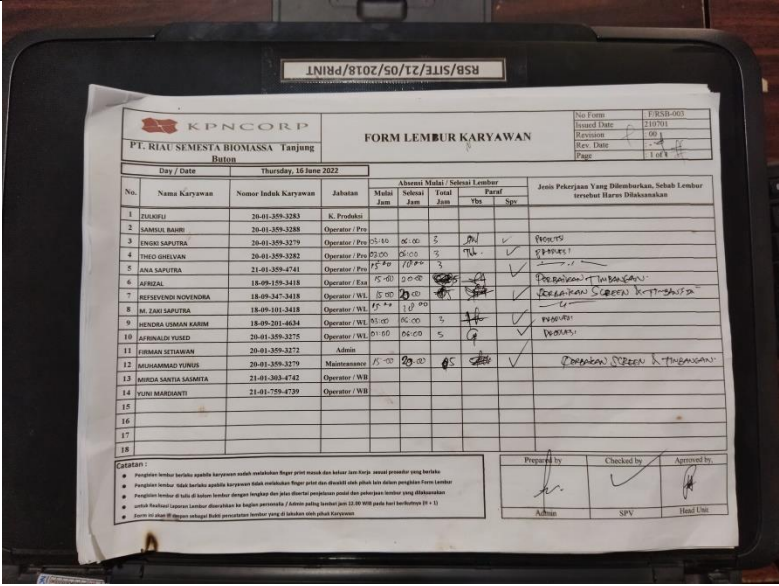
Picture	Information
	Entering data on palm kernel shell scales whose data will be sent to a central company located in Jakarta City

Appendix 3-43

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : June, 30nd 2022


No	Job Description	Supervisor	Signature
1.	Entering employee overtime data on company documents	Firman Setiawan	
Note: Great			


Picture	Information
	<p>Entering employee overtime data</p>

Appendix 3-44

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday
Date : July, 1nd 2022


No	Job Description	Supervisor	Signature
1.	Participating in loading oil palm shells on ships	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Participating in loading oil palm shells

Appendix 3-45

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Saturday
Date : July, 2nd 2022


No	Job Description	Supervisor	Signature
1.	Making observations at the company heavy equipment workshop	Firman Setiawan	
	Note: Good		


Picture	Information
	<p>Making observations at the workshop company</p>

Appendix 3-46

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : July, 4nd 2022


No	Job Description	Supervisor	Signature
1.	Taking Moisture sampling of oil palm shells to be taken to the laboratory	Firman Setiawan	
	Note: Be careful		


Picture	Information
	Taking Moisture sampling of oil palm shells to be taken to the laboratory

Appendix 3-47

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Tuesday
Date : July, 5nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing the paper used as a result of the moisture of palm oil shells	Firman Setiawan	
	Note: Good		

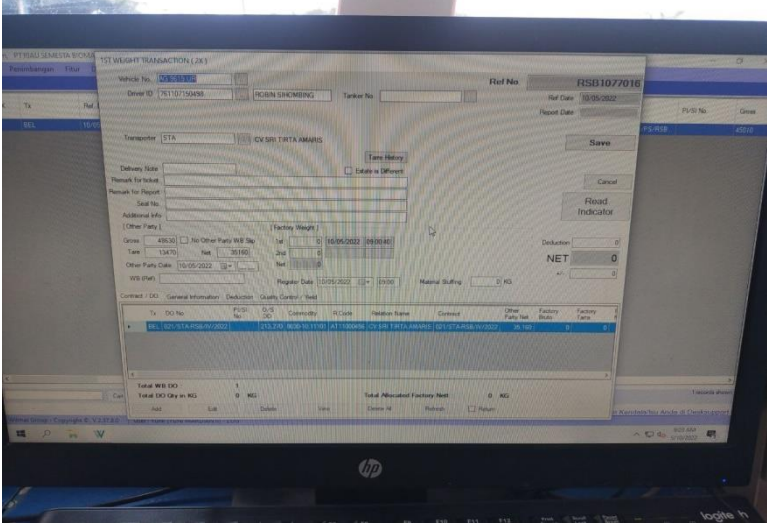
Picture	Information
	Preparing the Moisture paper

Appendix 3-48

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : July, 6nd 2022


No	Job Description	Supervisor	Signature
1.	Entering data on the result of weighing palm shells to be loaded into the company warehouse	Firman Setiawan	
	Note: Good		

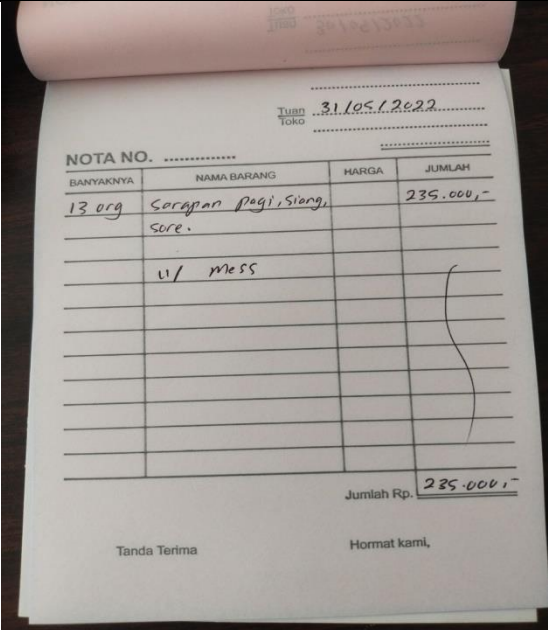
Picture	Information
	<p>Entering data on the result of weighing palm shells</p>

Appendix 3-49

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : July, 7nd 2022


No	Job Description	Supervisor	Signature
1.	Entering the company shopping receipt in the company document archive	Firman Setiawan	
	Note: Great		

Picture	Information
	<p>Writing the company shopping receipt</p>

Appendix 3-50

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Friday
Date : July, 8nd 2022


No	Job Description	Supervisor	Signature
1.	Taking a sampling oil palm shells on a truck	Firman Setiawan	
<p>Note: Be careful</p>			

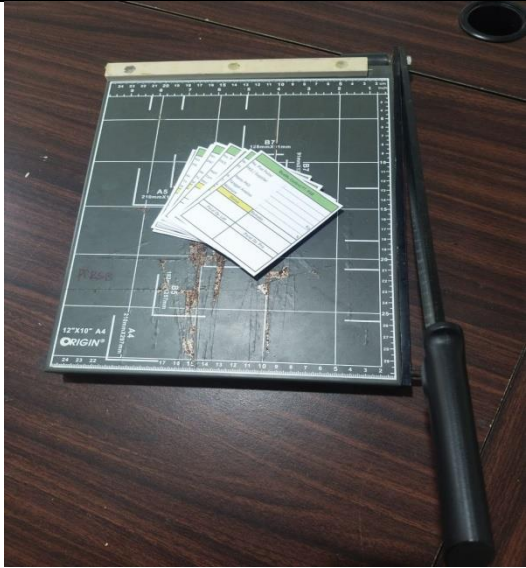
Picture	Information
	<p>Taking a sampling oil palm shells</p>

Appendix 3-51

**DAILY ACTIVITY
ON THE JOB OF TRAINING (OJT)**

Day : Monday
Date : July, 11nd 2022


No	Job Description	Supervisor	Signature
1.	Preparing paper to check product moisture	Firman Setiawan	
	Note: Good		


Picture	Information
	<p>Preparing to check paper</p>

Appendix 3-52

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Tuesday
Date : July, 12nd 2022


No	Job Description	Supervisor	Signature
1.	Arranging company shopping receipts on document archives	Firman Setiawan	
	Note: Good		

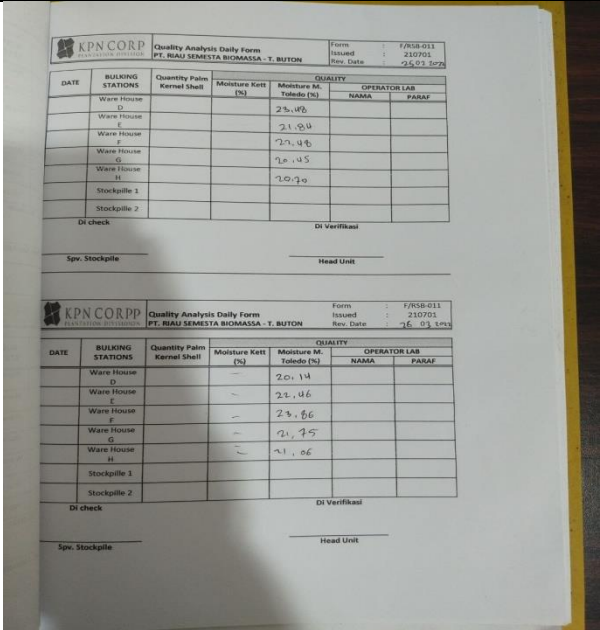
Picture	Information
	<p>Arranging company shopping</p>

Appendix 3-53

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Wednesday
Date : July, 13nd 2022


No	Job Description	Supervisor	Signature
1.	Entering the result of product moisture on the quality analysis form	Firman Setiawan	
	Note: Great		

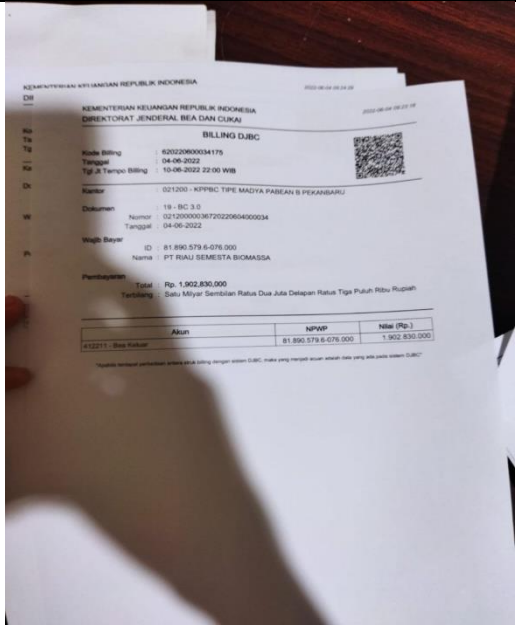
Picture	Information
	<p>Writing the result of product moisture</p>

Appendix 3-54

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Thursday
Date : July, 14nd 2022


No	Job Description	Supervisor	Signature
1.	Helping Making official letters regarding product payment to other companies	Firman Setiawan	
	Note: Good		

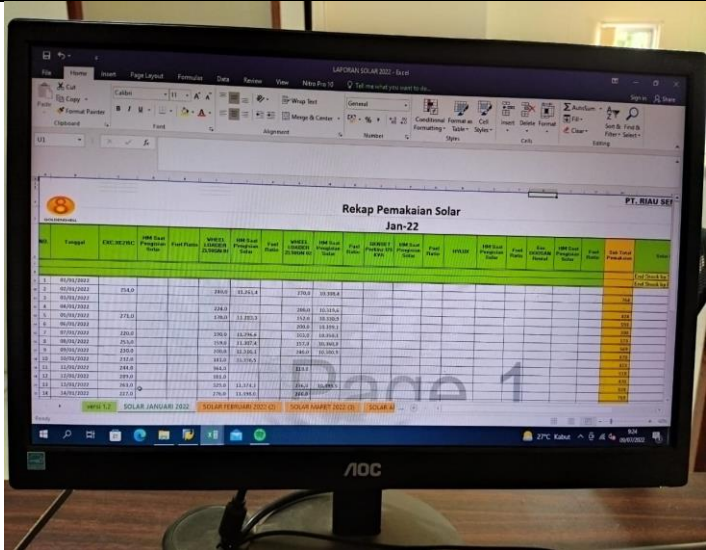
Picture	Information
	<p>Typing The official letter regarding product</p>

Appendix 3-55

DAILY ACTIVITY ON THE JOB OF TRAINING (OJT)

Day : Friday
Date : July, 15nd 2022

No	Job Description	Supervisor	Signature
1.	Entering recap data on the use of diesel oil for company heavy equipment	Firman Setiawan	
	Note: Good		

Picture	Information
	Typing the recap data on the use of diesel oil

CONSULTATION SHEET