

APPRENTICESHIP REPORT

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
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APPRENTICESHIP REPORT

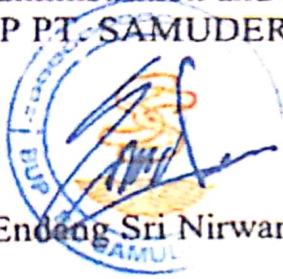
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Written as one of the conditions for completing Apprenticeship

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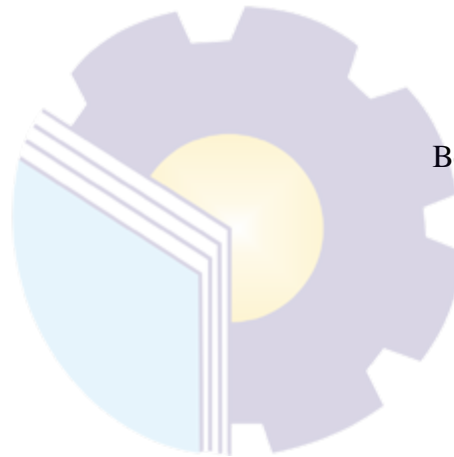
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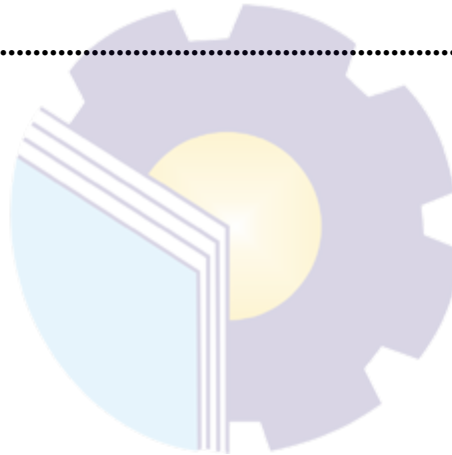
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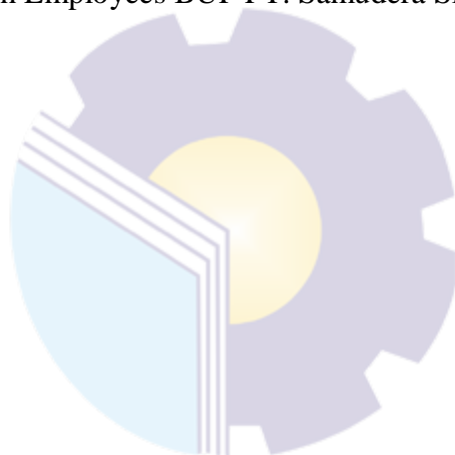
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete and compete in various sectors, especially in the industrial sector, these demands arise because as college graduates must be able to become a problem solver of all problems that arise. appear.

In order to meet these demands and to achieve complete educational goals in higher education, it is felt less if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been gained so that students can practice the aspects needed to enter the industrial world which they will be involved in directly. In line with this, the university requires its students to take practical work courses that conducted in odd semesters.

Practical Work (KP) is an Intra-Curricular Activity that is part of the State and Community Life (MBB) subject group, in all majors at the Bengkalis State Polytechnic. various activities in industry and offices.

After implementing the KP in particular, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. With this capability, graduates of the Applied Bachelor of International Business Administration at the Bengkalis State Polytechnic are expected to be able to apply the skills and knowledge possessed by the Bengkalis State Polytechnic. and has a Link and Match between the world of industry and the world of education that is well implemented.

Practical work is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work that is in their respective fields, so that each student is expected to be able to directly apply the

knowledge that has been learned on campus. In addition, with practical work students can increase their knowledge, skills, and experience in work which can later be applied in the real world of work.

Especially in the disciplines that have been studied during lectures. In the world of education, the relationship between theory and practice is important to compare and prove something that has been learned in theory with the actual situation in the field.

The port is a sea transportation node that becomes a connecting facility with other regions to carry out trading activities. Ports have an important role in the country's economy to create its economic growth. According to Article 1 point 1 Government Regulation no. 69 of 2001 concerning Ports, a port is a place consisting of land and surrounding waters with certain limits as a place for government activities and economic activities that are used as a place for ships to dock, dock, up and down passengers and or loading and unloading of goods equipped with shipping safety facilities. and port support activities as well as a place for intra and inter-mode transportation. In order to facilitate the flow of goods and services in order to uphold trade activities in ports, it is necessary to have adequate transportation facilities, namely transportation by sea.

Transportation comes from the word "transport" which means lifting or carrying, loading, and sending. Abdulkadir Muhammad defines transportation as the process of moving passengers and/or goods from one place to another using various types of mechanical transportation equipment that are recognized and regulated by law in accordance with the field of transportation and technological advances. According to H.M.N Purwosutjipto, transportation is a person who binds himself to carry out the transportation of goods and or people from one place to a certain destination safely.

Based on Article 31 of Law Number 17 of 2008 concerning Shipping, there are several service business activities at ports to support sea transportation activities, one of which is loading and unloading of goods. According to Article 1 paragraph 14 of

Government Regulation no. 20 of 2010 concerning Transportation in Waters, loading and unloading of goods is a business activity engaged in loading and unloading of goods from and to ships in ports which includes stevedoring, cargo handling, and receiving/delivery activities. This loading and unloading activity is one of the links in the activity of transporting goods by sea, where the goods to be transported to the ship require unloading to be moved either from this warehouse or directly from the means of transportation. Likewise, the goods to be unloaded from the ship also require dismantling and transfer to this warehouse or directly to the next means of transportation.

Every business must have risks and responsibilities in its implementation, as well as the loading and unloading of sea transportation goods which have a high risk in carrying out their activities. In practice in the field, damage to goods in the process of loading and unloading of goods still often occurs and causes significant losses. The owner of the goods who do not want to accept the incident makes a claim and asks for compensation for the damage to the goods.

Since the existence of Law Number 17 of 2008 concerning Shipping until now, problems regarding the implementation of sea transportation activities, especially in the business activities of loading and unloading goods, have always been disharmonious between the various parties involved in the port, including the Association of Indonesian Loading and Unloading Companies (APBMI), Unloading Workers (TKBM), PT. Pelabuhan Indonesia (Persero) which is a State-Owned Enterprise as the manager of most of the terminals in ports in Indonesia, as well as the government in this case the Ministry of Transportation.

Practical Work Conducted at BUP PT. SamuderaSiak for 4 months from March 2, 2022 to June 26, 2022. Located at JL. Raya Kecik, KP. Rempak, Kec. Siak, Siak Regency, Riau 28773. In a short time students must be more serious in carrying out practical work, because they have to get something that makes them disciplined, increases creativity and critical attitude and is responsible for the tasks given. After the practical work is completed, students must report their activities as long as they

carry out practical work in the office or company of their choice.

It is hoped that later reports from this practical work can be an important and useful lesson to increase the knowledge of writers and readers about the things discussed in this practical work. Besides that, it can also be useful later for all readers as an additional insight and can be used as reference material later.

1.2 Purpose of the Apprenticeship

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

1. Provide opportunities for students to apply scientific theories/concepts according to their study programs that have been studied in college at an organization/company.
2. Provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Provide opportunities for students to analyze, examine theories/concepts with the reality of applying knowledge and skills in an organization/company.
4. Testing the ability of Bengkalis Polytechnic students (according to the related study program) in knowledge, skills and abilities in the application of knowledge and student attitudes/behaviors at work.
5. Get feedback from the business world regarding student abilities and the needs of the business world for curriculum development.

1.3 Significances of the Apprenticeship

The significance of implementing internships for State Polytechnic of Bengkalis students are as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.

2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work in accordance with their study program.
4. State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work 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 Company Profile

Profile of BUP PT. Samudera Siak which was located at Jl. Raja Kecil - Rempak Village - Siak Sub District can be seen in the Figure 2.1 below:



Figure 2.1 BUP Office PT. Samudera Siak

Source: Processed Data, 2022

PT. Samudera Siak was established based on Notarial Deed of Melly Trie Yenny Alidin, SH Number 53 of 2012 dated October 19, 2012, Decree of the Minister of Law & Human Rights no. AHU. 59868.AH.01.01/2012 dated November 26, 2012 and the Deed of Amendment No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification of Menkumham No. YEAR.0011152.AH.01.02.2018 dated 21 May 2018.

Based on the Decree of the Minister of Transportation No.KP.548 of 2013 dated May 21, 2013, PT. Samudera Siak is legalized as a Port Business Entity (BUP). The purpose of establishing PT. Samudera Siak is to build and develop and manage the Tanjung Buton Port Area, with an area of 295 hectares in the form of HPL certificates from the Siak Regency Government and 53,334 hectares of which are HGB certified. The land is planned to be built several port facilities in the form of warehouses. Stacking Fields and other port support facilities to support the development of Tanjung Buton Port and serve as a port area.

Based on the Decree of the Minister of Transportation, since July 1, 2013 PT. Samudera Siak has been authorized as the manager of the Tanjung Buton port based on a management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak PR number. 805/1/1/KSOP-SPK-2017 and Number 11/SS.OPS/KSP/III/2017 dated 23 March 2017 as well as a management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak Number HK. 201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated October 14, 2019.

BUP PT. Samudera Siak until 2019 showed a significant increase. In 2017 the number of ship visits was 73 calls, increasing to 130 calls in 2018 and 169 calls in 2019. In 2018 BUP PT. Samudera Siak has obtained the International Ship and Port Facility Security Code (ISPS Code) certificate issued by the Director General of Sea Transportation Number: 02-0458-DN on August 21, 2018.

BUP PT. Samudera Siak in managing the Tanjung Buton port has also collaborated with domestic and foreign investors, both to develop and construct port facilities as well as to increase port throughput, including Business Cooperation with PT. Bosowa Cement and Belt Conveyor for loading kernel shells (Palm Shells), Cooperation with PT. Palma Biomass Indonesia is building a Stockpile for the stacking of Palm Oil Shells and a Cooperation / Joint Venture with a Malaysian investor, BGMC LEGACY SDN BHD which will build/extend the wharf, stacking yard, container terminal and warehouse facilities.

2.2 Foundation of PT. Samudera Siak

Several regulations that underlie the establishment of PT. Samudera Siak, are as follows:

1. Siak Regency Government Regional Regulation No. 8 of 2004, as amended by the Regional Regulation of the Siak Regency Government No. 5 of 2016 dated 22 September 2016.
2. Decree of the President of the Republic of Indonesia No. 58 of 2017 Establishing Tanjung Buton Industrial Estate as one of the National Strategic Projects.
3. Letter of the Regent of Siak No. 551.43/EK/289 Dated 12-09-2006 and Governor of Riau Letter No. 050/Bappeda/44.27 Recommend the integration of the Tanjung Buton Port Master Plan with the Riau Province RT-RW.
4. Siak Regent's Letter No. 550/DPI-S/2016/670 Date 14-09-2016 Propose Port Management by BUP PT. Siak Ocean.
5. Riau Governor's Letter No. 552/DPHB/337 Date 14-05-2019 Regarding Support to BUP PT. Samudera Siak to Manage and Develop Ports.
6. Decree of the Minister of Law & Human Rights no. AHU.59868.AH.01.01/2012 dated November 26, 2012 and the Deed of Amendment No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification of Menkumham No. AHU.0011152.AH.01.02.2018 dated 21 May 2018.
7. Decree of the Minister of Transportation No.KP.548 of 2013 dated May 21, 2013 was ratified as a Port Business Entity (BUP).
8. Management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak PR number. 805/1/1/KSOP-SPK-2017 and Number 11/SS.OPS/KSP/III/2017 dated March 23, 2017.
9. Management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak Number HK.201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated October 14, 2019.

10. Certificate of International Ship and Port Facility Security Code (ISPS Code) issued by the Director General of Sea Transportation Number: 02-0458-DN dated August 21, 2018.

2.3 Capital Ownership Structure of PT. Samudera Siak

PT. Samudera Siak (SS) is a limited company owned by PT. Siak Development Facilities (SPS) and PT. Siak Mining Energy (SPE) which is a Regional Owned Enterprise (BUMD) of Siak Regency. Established based on the Decree of the Minister of Human Rights & Human Rights no. AHU. 59868.AH.01.01/2012 dated November 26, 2012 and the Deed of Amendment No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification of Menkumham No. AHU.0011152.AH.01.02. Year 2018 dated May 21, 2018. Based on the Deed of Establishment of the Company, the ownership of PT. Siak Ocean is ruled by:

1. PT. Sarana Pembangunan Siak (SPS) with a total share of 70%,
2. PT. Siak Mining Energy (SPE) with a total share of 30%.

The two shareholders of PT. Samudera Siak is a company in the form of a Regional Owned Enterprise (BUMD).

2.4 Company Management

In running the company, the Company's Management bases its legality on Law Number 40 of 2012 concerning Limited Liability Companies and the company's Articles of Association and Bylaws (AD/ART) as stated in the company deed issued by Notary MELLY TRIE YENNY ALIDIN, SH Number 53 of 2012 dated 19 October 2016, ratification of the Minister of Law and Human Rights Number AHU 59868.AH.01.01/2012 dated 26 November 2012, and with the Amendment Deed issued through Notary ARLISA MARTINI, SH, Mkn Number 02 dated 21 May 2018 Number AHU.001.52 .AH.00111 Year 2018 dated May 21, 2018.

Meanwhile, in its operational activities, BUP PT.Samudera Siak adheres to the

Decree of the Minister of Transportation Number 458 of 2013 dated May 21, 2013 regarding the stipulation of BUP PT.Samudera Siak as a Port Business Entity and the Memorandum of Cooperation for Management and Port Services between the Head of Harbormaster Office, Class III River Port Authority Pakning with the Director of BUP PT.Samudera Siak, based on the agreement Number PR.805/1/1/KSOP-SPK-2017 and Number 11/SS.OPS/III/2017 dated 23 March 2017 and the management cooperation agreement between the Head of KSOP Class II Tanjung Buton with BUP PT. Samudera Siak Number HK. 201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated October 14, 2019.

2.5 Port Location

Tanjung Buton - Siak Port is an Ocean Port located in Kel. Sungai Apit, Sungai Apit District, Siak Regency, Riau Province. Tanjung Buton Port is also located in the Tanjung Buton Industrial Estate (KITB) which was officially designated as one of the National Strategic Areas (KSN) with an area of 600 hectares.

This area has been acquired by the government and certified through the Decree of the Head of the National Land Agency of the Republic of Indonesia No. 5/HPL/BPN/RI/2011. Tanjung Buton Port in Geo Spatial position is 0054'12" N, 102012'20". The harbor waters are located in the Lalang Strait which is surrounded by the Long Strait, Asam Strait, Bengkalis Strait and Padang Strait. Therefore these waters are protected from waves and supported naturally with good depth. Tanjung Buton Port is also included in the three port clusters in Riau Province based on the Tatravil document. The three port clusters are:

1. Dumai Port,
2. Tanjung Buton Port,
3. Kuala Enok Port

2.6 Port Development Plan

The development of the Tanjung Buton Industrial Estate (KITB) is directed at

the basic stage development, where this development prioritizes the development of a port with an available land area of 300 Ha, a power plant with an available land of 10 Ha, clean water facilities with an available land of 34 Ha, and supporting industries. oil and gas with an available land of 285.90 hectares, as well as 92 hectares of palm oil processing industry.

Meanwhile, the development of the Tanjung Buton - Siak Port is directed at efforts to fulfill the growing industrial needs in Siak Regency in particular and Riau Province in general. With an area of 300 hectares which has been prepared by the Siak Regency Government for the port area, the existence of the Tanjung Buton - Siak Port will be very strategic and vital in the future. Port development carried out includes development;

1. Pier for mooring
2. Docks for loading and unloading of goods and containers,
3. warehouse where goods are stored,
4. Loading and unloading tools, and
5. Port equipment, as well as
6. Container terminal, liquid bulk and dry bulk

The names of companies that cooperate with PT. Ocean Siak are as follows:

1. Samudera Putra Buton
2. Buton Kerja Mandiri
3. Baruna Siak Perkasa
4. Anak Bangsa Cekatan
5. Sufie Bahtera Lines
6. Rizkia Armada Nusantara
7. Harsansacaya Abadi
8. Bahari Sandi Pratama
9. Bahari Samudera Siak Lines
10. Pelayaran Nasional Fajar Marindo Raya

11. Aldino shipping Lines
12. Gemalindo Andalan Prima
13. Segara Mitra Abadi
14. Mitra Selaksa Lumbang
15. Cahaya Glen Sukses Samudra
16. Pelayaran Nusantara Abadi
17. Pasific Samudera Sentosa
18. Pelayaran Sri Indrapura
19. Samudra Sarana Kurnia

2.7 Vision and Mission of the BUP PT. Samudera Siak

2.7.1 Vision

The vision of BUP PT. Samudera Siak is assisting the Siak Regency Government in empowering regional potential through Port Services to achieve regional economic independence.

2.7.2 Mission

Missions are steps that need to be taken to improve the achievements written in the main mission. While the mission of BUP PT. Samudera Siak are as follows:

1. Making the port business entity BUP PT. Samudera Siak as one of the spearheads of BUMD in developing the economy and strategy to control the regional economy.
2. To make Tanjung Buton Port as one of the gateways for economic activities and a sea transportation network node in Central Riau Province.
3. Making Tanjung Buton Port a supporter of Tanjung Buton Industrial Estate activities and hinterland areas that have natural resources and produce various commodities for both export and domestic needs.

2.8 Kind of Business

Business is an activity carried out by individuals or organizations that involve

production, sales, purchase, or exchange of goods/services, with the aim of making a profit or profit. The word "business" can be used depending on the group. There are 3 (three) ways to use the word business, namely:

1. Business Entity, which is a technical, juridical, and economic unit for profit.
2. Certain Market Sectors, such as the capital market.
3. All activities in the community of producers or producers of goods or services.

Business has many types, such as Agriculture Business, Raw Materials Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, Big/Small Trading Business, and Financial Business. In practical work activities carried out by the author, the type of business BUP PT. Samudera Siak is a Business Entity in the Port sector. Port Business Entity is a business entity whose business activities are specialized in the exploitation of terminals and other port facilities. This port provides services in the field of services, namely:

1. Mooring Services are services provided for ships moored at moorings and technically in safe conditions, to be able to carry out loading and unloading smoothly and safely.
2. Goods Service is a service for handling goods at the dock which aims to regulate the smooth flow of goods at the dock.
3. Stacking Service is a service for the accumulation of goods in the warehouse until they are removed from the stacking place to be loaded or handed over to the owner with the aim of:
 - a. Determine the storage space.
 - b. Regulate the use and order of the storage space.
 - c. Examining the correctness of the number of collies of size, condition of packaging and types of goods that go out/into and from the stacking place as well as the size of the goods being unloaded and unloaded.
 - d. Collecting and receiving stacking rentals and dock fees in accordance

with applicable regulations.

4. Scouting service is the service of guiding the ship when entering the shipping lane to the pier or harbor pool for anchoring. The purpose of this scout service is to maintain the safety of ships, passengers and their cargo when entering the port channel.

2.9 Organizational structure

The complete organizational structure and company management personnel are presented below:

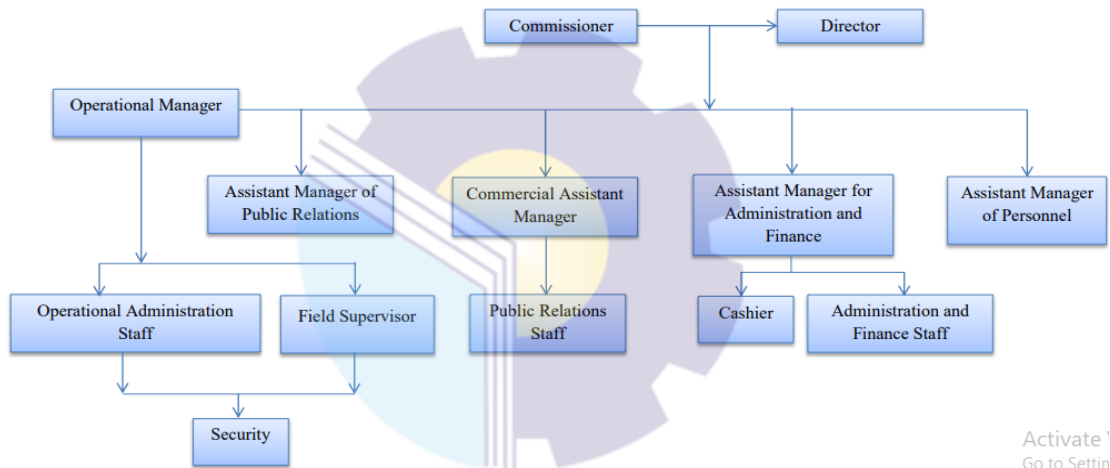


Figure 2.2 Organizational structure

Source : Data Processed, 2022

The organizational structure of the company is an arrangement that contains the division of roles and duties of each person based on the position he holds in the company. Generally, the company structure is arranged in the form of a chart with a hierarchical line that contains a description of each component of the company. The organizational structure in the company BUP PT. The Siak Ocean consists of:

1. The commissioner is an organ in charge of conducting general and or specific supervision in accordance with the articles of association and providing advice to the Board of Directors. The Board of Commissioners has a fiduciary duty to

act in the best interest of the company and to avoid all forms of personal conflict of interest.

2. Director is someone from a group of managers who lead or oversee certain areas of a company.
3. Operations manager is a position or position in a company that is responsible for efforts to improve organizational performance and manage potential risks so that they can be suppressed and do not occur. Operations Manager staff consists of:
 - a. Operational staff is an employee or worker who has the task or responsibility to manage all forms of activities that take place within the company.
 - b. This Field Supervisory Staff position is responsible for managing and supervising the ongoing progress of the project from a financial, time and planning perspective.
 - c. Security is a Security Unit or often also abbreviated as Satpam, is a group of officers formed by agencies/projects/business entities to carry out physical security in the context of implementing independent security in their work environment.
4. Public Relations Manager plans public relations programs to create or maintain a company's image in the public eye to benefit clients and company management. Assistant Public Relations Manager consists of: Public Relations staff is part of a company or organization whose job is to bridge the relationship between the company and the public. Not only that, but public relations also regularly maintains the quality of the relationship between the company and the public.
5. Assistant Commercial Manager is the part that directly interacts with port service users in various matters, such as cooperation, or in handling complaints from service users.
6. The Assistant Manager of Administration and Finance is in charge of assisting the

work of the Finance manager who is in charge of preparing the work plan and budget of the Regional Office in accordance with the guidelines for preparing the budget for the implementation of tasks at the Pawnshop. Assistant Manager of Administration and Finance consist of:

- a. The cashier is the person in charge of serving payments made by consumers and putting money into the cash register. This payment can be in the form of cash and non-cash payments.
 - b. Administrative and Finance staff directs the preparation of financial reports, summarizes, and estimates the financial position of the organization. Provide financial information and conclude the impact on business performance and funding needs. Process sales invoices. Prepare monthly accounting reconciliations.
7. The Assistant Manager of Personnel is responsible for employee data, payroll, and other benefit payments. Managing employee attendance and attendance lists, employee loans, recording leave, and filing documents. Conduct outreach and coordination. Prepare employment agreements with new employees.

2.10 The Working Process

In this report, the author will explain how the work process of BUP PT. Samudera Siak, is a company engaged in the port sector, the port is located in the port of Tanjung Buton. In figure 2.3, the workflow of the port process of BUP PT. Samudera Siak is as follows:

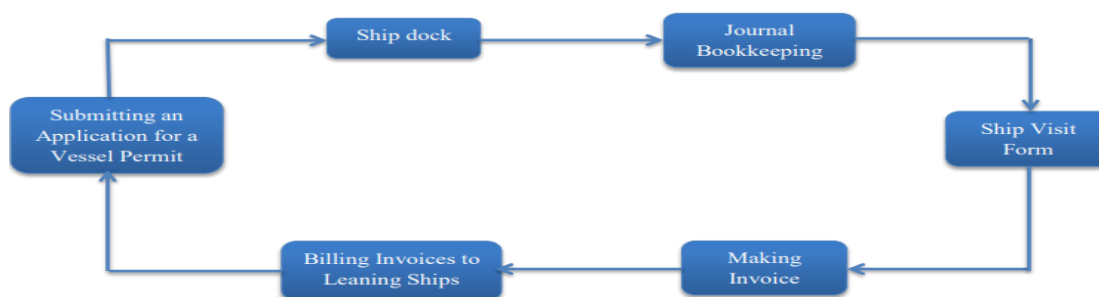


Figure 2.3 Work Process BUP. PT Samudera Siak

Source : Data Processed, 2022

The work process is the steps taken in an activity carried out by a person or group of people to achieve certain goals. In Figure 2.3 above can be explained the working process of the port of BUP PT. Samudera Siak, namely:

1. If any Unloading Company wants to carry out activities at the port, they must apply for a ship docking permit first. If the administration and other requirements are complete or have met, then the ship is welcome to dock.
2. During the process the ship will lean on the Moring team, the Field Supervisory Team, and Security carry out their duties and obligations such as:
 - a. The Moring team helps lean and tie the ship's rope at the port to lean on
 - b. The field supervisory team conducts supervision in the form of checking the goods from the leaning ship (what type of goods are carried), how much the goods weigh (Tonnage or GT), how long the ship is (LOA), how many days it rests (Etmal), and others.
 - c. The Security Team performs their duties, namely checking security at the port, such as the safety of the goods being carried, and others.
3. After all teams have finished checking, the next step is to keep journal entries.
4. Then if you have obtained data from the field person or the supervisory team, the operational administration team makes a ship visit.
5. Furthermore, after the ship visit data is complete, an invoice is issued which is made by the Administration and Finance team/division.
6. After the invoice is received, it is accrued by the Finance Manager and Director, followed by billing invoices in the form of payments from ships leaning at the port.

2.11 Document Used For Activity

In carrying out practical work, there are several documents needed to complete the work given. These documents are as follows:

1. List of Ship Visits

List of Ship Visits which is a data or report on ships that dock at the port of

Tanjung Buton. The list of ship visits is used to fill out ship visit reports and invoices, which can be seen in Figure 2.4 below:

BADAN USAHA PELABUHAN (BUP) PT. SAMUDERA SIAK
DAFTAR KUNJUNGAN KAPAL DI PELABUHAN TANJUNG BUTON KABUPATEN SIAK
BULAN JUNI 2022

NO	NAMA KAPAL	BENDERA	TISI KOTOR GT	PANJANG LOA (M)	DATANG		BERANGKAT		TAMBAT D/H/M/S	ETMAL	BONGKAR TON	MUAT TON	JENIS BARANG	KEAGENAN	PBM	SHIPPER CONSIGNEE	
					DARI	TGL/ JAM	TUJUAN	TGL/JAM									
1	MV. IGINTO	PHILIPPINES	9.731	120,00	Kuantan	5/30/22 17.50	Japan	6/3/22 18.20	2.8.30.00	2,25		10.501	CANGKANG	PT. SMA	PT. ABC	PT. JSE	
2	MV. CRYSTAL WAVE	PANAMA	13.093	139,99	Singapore	6/1/22 19.20	Japan	6/4/22 15.20	2.20.00.00	3,00		10.001	CANGKANG	PT. SMA	PT. SPB	PT. KSB	
3	MV. TSC PROME	PANAMA	24.020	183,00	India	6/4/22 18.06	Turkey	6/10/22 17.50	5.23.44.00	6,00		13.247	ROOL PAPER	PT. SMA	PT. HSL	PT. DDP	
4	KH. SUMBER MALU/ TK. ADITYA KENCANA	IDN	06/208	14,00/33,65	Karau	6/12/22 16.30	Tg. Buton	6/12/22 17.30	0.1.00.00	0,25		10	CHEMICAL	PT. ASL	PT. BKH	PT. BEP	
5	MV. BARI SILVER	PANAMA	9.976	127,67	Jakarta	6/10/22 18.30	Japan	6/13/22 14.00	2.19.30.00	3,00		9.801	CANGKANG	PT. KSL	PT. SPB	PT. KSB	
6	TS. BUANA POWEN/ TNG. SCL 1803	IDN	65/963		Selat Pangajene	6/11/22 18.20	Selat Pangajene	6/14/22 9.35	2.15.15.00	2,75			EQUIPMENT	PT. CGES	PT. SL	PT. APS	
7																	
8																	
9																	
J U M L A H																	
											CANGKANG						
											ROLL PAPER						
											SATUR						
											KURAU						

DI KETAHUI OLEH, DI SETUJUI OLEH,

MUHAMMAD RAIS **JUPRIZAL S. T. L. M. H.**
 MANAJER OPERASIONAL DIREKTUR

Siau Sri Indraguna, 14 Juni 2022
 DI BUAT OLEH,

IRAWADI USKA
 ADM OPERASIONAL

Figure 2.4List Of Ship Visit
 Source: Processed Data, 2022

2. Sheets for filling in Ship Visits

If there is a ship that is docked and the list of names of the ships is known, then fill in the ship's visit on the sheet can be seen at the Figure 2.5 below:

LAPORAN HARIAN KUNJUNGAN KAPAL DI PELABUHAN TANJUNG BUTON

No.	NAMA KAPAL	BENDERA	ISI KOTOR GT	ETMAL	BONGKAR TON	MUAT TON	JENIS BARANG	KEAGENAN	PBM
No.	KEDATANGAN (TIME)		LEPAS SANDAR (TIME)		KETERANGAN				
	HARI / TGL / BULAN / TAHUN / JAM		HARI / TGL / BULAN / TAHUN / JAM		DRAF AWAL	DRAF ISI	DRAF AKHIR	TRUCKING	PANDU / TIDAK PANDU

MELAPORKAN PENGEWAS LAPANGAN
 MANAJER OPERASIONAL

MUHAMMAD RAIS ()

NB : LAPORAN HARIAN KAPAL INI HARUS DISERAHKAN KE BAGIAN KEUANGAN SETIAP KAPAL LEPAS SANDAR UNTUK PENERBITAN INVOICE.

Figure 2.5Sheets for filling in Ship Visits
 Source: Processed Data, 2022

3. BPJS Health Billing Sheet

The BPJS Health billing sheet which is used to pay bills for the company and can be made through a bank can be seen in Figure 2.6 below:

Nomor Virtual Account Virtual Account Number		Jumlah yang Harus Dibayarkan Amount Due To be Paid	Jumlah Pegawai Number of Employees	Jumlah Tanggungan Number of Dependent	Tanggal Cetak Statement Date	Tanggal Jatuh Tempo Payment Due Date
BNI :8888890000610309 BRI :8888890000610309 MDR :8888890000610309 BTN :8888890000610309		Rp. 2.868.832	18	25	30/05/2022	10/06/2022

Tanggal Transaksi Transaction date	Keterangan Transaksi Transaction Description	Jumlah Amount
	Saldo Awal Tagihan Previous Balance	Rp. 2.868.832
18/05/2022	Pembayaran Previous Payment	Rp. 2.868.832 CR
Jun 2022	Premi/luran Contribution	Rp. 2.868.832
	Total Tagihan Total Balance	Rp. 2.868.832

Kolektibilitas Lancar
Collectibility Current

Syarat dan Ketentuan

- Pembayaran dapat dilakukan melalui Bank BNI, BRI, Mandiri, atau BTN dengan mencantumkan Nomor Virtual Account sebagaimana tertera di atas.
- Pembayaran dapat dilakukan melalui Bank lain (Kliring/RTGS) dengan mencantumkan Nomor Virtual Account sebagaimana tertera di atas diikuti nama Badan Usaha (besar biaya ditetapkan oleh masing-masing Bank).
- Pembayaran paling lambat diterima oleh BPJS Kesehatan pada tanggal jatuh tempo yaitu tanggal 10 setiap bulannya.
- Pembayaran melalui bank lain akan efektif diterima BPJS Kesehatan 2 s.d. 3 hari kerja setelah pembayaran dilakukan.
- Untuk menghindari keterlambatan, silahkan lakukan pembayaran 2 s.d. 3 hari kerja sebelum tanggal jatuh tempo.
- Apabila terjadi perbedaan total tagihan, mohon menghubungi Kantor Cabang BPJS Kesehatan untuk melakukan rekonsiliasi sebelum tanggal 20 bulan berjalan. Kelebihan/kekurangan dari hasil rekonsiliasi akan diperhitungkan pada tagihan bulan berikutnya.
- Dalam hal terdapat keterlambatan pembayaran iuran lebih dari 1 (satu) bulan, penjaminan peserta diberhentikan sementara.
- Apabila dalam waktu 45 (empat puluh lima) hari sejak status kepesertaan aktif kembali, Badan Usaha wajib membayar denda kepada BPJS Kesehatan untuk setiap pelayanan kesehatan rawat inap yang diperolehnya sebesar 5% dari biaya pelayanan kesehatan untuk setiap bulan tertunda.

Figure 2.6 BPJS Health Billing Sheet

Source: Processed Data, 2022

4. BPJS Employment Billing Sheet

BPJS Employment billing sheet which is used to pay bills for the company and can be made through a bank can be seen in Figure 2.7 below:

Baca sebelum pembayaran! Pembayaran dapat dilakukan di Bank atau merchant yang bekerja sama dengan BPJS Ketenagakerjaan, silahkan lihat di metode pembayaran untuk lebih detail informasinya.

KODE PEMBAYARAN
2203 0564 2957

JUMLAH BAYAR
Rp. 4.860.240,00

Nama Perusahaan	: SAMUDERA SIAK
Total Tenaga Kerja	: 22
Bulan iuran	: 03-2022

Program	Total
JHT Jaminan Hari Tua	Rp. 2.998.200,00
JKK Jaminan Kecelakaan Kerja	Rp. 126.240,00
JKM Jaminan Kematian	Rp. 157.800,00
JP Jaminan Pensiun	Rp. 1.578.000,00

Figure 2.7 BPJS Employment Billing Sheet

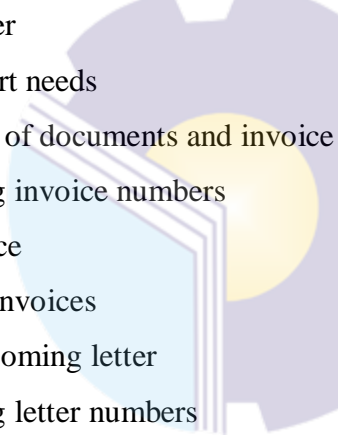
Source: Processed Data, 2022

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

At BUP PT. Samudera Siak the author is placed in the Administrative and Financial Staff section, where the author is assigned to assist employees in this section. But the author was also asked to help the cashier and Administrative Operations Staff. In the Administrative and Financial Staff, the author is given some authority and responsibility for the following tasks:

1. Archive the letter
 2. Help prepare port needs
 3. Help photocopy of documents and invoice
 4. Assist in making invoice numbers
 5. Stamp the invoice
 6. Help archiving invoices
 7. Help receive incoming letter
 8. Assist in making letter numbers
 9. Help envelope the letter
 10. Help archive tax invoice
- 

In the cashier, the author is given several authorities and responsibilities as follows:

1. Help pay BPJS health
2. Help pay BPJS employment
3. Help pay for the hello card

In the Administrative Operations Staff, the author is given several authorities and responsibilities as follows:

1. Help write the ship's journal
2. Fill out the ship visit report form at the port of Tanjung Buton
3. Archive reports of ship visits at the port of Tanjung Buton
4. Scan and PDF reports of ship visits at the port of Tanjung Buton

3.2 Report on the Daily Work Practice Agenda

Report on the agenda of activities or work that has been carried out by the author during the implementation of Job Training at BUP PT. Samudera Siak on March 1 to June 24, 2022 can be seen in full in the table below :

Table 3.2 Daily Activities March 1, 2022 to March 4th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Tuesday, 1 March 2022	Introduction stage to employees BUP PT. Samudera Siak.	Endang Sri Nirwana, SE
2.	Wednesday, 2 March 2022	Make a list of attendance for practical work	Endang Sri Nirwana, SE
3.	Thursday, 3 March 2022	a. File mail b. Help prepare port needs	Endang Sri Nirwana, SE
4.	Friday, 4 March 2022	a. Archive the letter. b. Help photocopy documents.	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.2 is the first week of March the activities carried out were still in the early stages of introduction at the BUP office of PT. Samudera Siak, as for the activities given in the form of assisting in preparing needs at the port, helping to photocopy documents and filing letters.

Table 3.3 Daily Activities March 7, 2022 to March 11th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 7 March 2022	a. Archive the letter b. Help archive tax invoice	Endang Sri Nirwana, SE
2.	Tuesday, 8 March 2022	a. Fill out the ship visit report form at the port of Tanjung Buton	Endang Sri Nirwana, SE
3.	Wednesday, 8 March	b. Help pay BPJS health c. Help pay BPJS employment	Endang Sri Nirwana, SE

2022			
4.	Thursday, 9 March 2022	a. Assist in making invoice numbers b. Help archiving invoices	Endang Sri Nirwana, SE
5.	Friday, 11 March 2022	a. Archive the letter b. Help receive incoming letter	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.3 is the In second week of March the author was given the task of helping to provide numbers on invoice reports, stamping invoice reports, filing invoice reports, filing invoice tax factors to help pay for Health and Manpower BJPS, filing letters, and making reports on ship visits to Tanjung Buton port.

Table 3.4 Daily Activities March 14, 2022 to March 18th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 14 March 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
2.	Tuesday, 15 March 2022	a. Assist in making invoice numbers b. Stamp the invoice c. Help archiving invoices	Endang Sri Nirwana, SE
3.	Wednesday, 16 March 2022	a. Help receive incoming letter b. Assist in making invoice numbers c. Stamp the invoice d. Help archiving invoices	Endang Sri Nirwana, SE
4.	Thursday, 17 March 2022	a. Archive the letter b. Help prepare port needs	Endang Sri Nirwana, SE
5.	Friday, 18 March 2022	a. Help archive tax invoice b. Help photocopy documents	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.4 is the third week of March the author carried out activities to fill out the ship visit report form at the Tanjung Buton port, archive the ship visit report at the Tanjung Buton port, help number the invoice report and provide a stamp on the invoice report and archive invoice reports, archive letters, prepare for port needs.

Table 3.5 Daily Activities March 21, 2022 to March 25th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 21 March 2022	a. Help archiving invoices b. Help photocopy invoices	Endang Sri Nirwana, SE

2.	Tuesday, 22 March 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
3.	Wednesday, 23 March 2022	a. Help pay BPJS health b. Help pay BPJS employment	Endang Sri Nirwana, SE
4.	Thursday, 24 March 2022	a. Stamp the invoice b. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
5.	Friday, 25 March 2022	Help prepare port needs	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.5 is the fourth week of March, the activities carried out were to help archive invoices, help photocopy invoices, fill out ship visit report forms at the port of Tanjung Buton, archive reports on ship visits at the port of Tanjung Buton, help pay BPJS health, help pay BPJS employment, stamp invoices, and report PDF of ship visits at Tanjung Buton port, helping to prepare port needs.

Table 3.6 Daily Activities March 28, 2022 to March 31th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 28 March 2022	a. Help write the ship's journal b. Help archiving invoices c. Help photocopy invoices	Endang Sri Nirwana, SE
2.	Tuesday, 29 March 2022	a. Assist in making letter numbers b. Help envelope the letter	Endang Sri Nirwana, SE
3.	Wednesday, 30 March 2022	Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
4.	Thursday, 31 March 2022	a. Archive the letter b. Help photocopy documents	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.6 is the six week of March the activities carried out were helping to write ship journals, helping to archive invoices, helping to photocopy invoices, helping in making letters, helping to envelop letters, Scan and PDF reports on ship visits at Tanjung Buton port, Archive letters, help photocopy documents.

Table 3.7 Daily Activities April 1th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Friday, 1 April 2022	a. Assist in making invoice numbers b. Stamp the invoice c. Help archiving invoices	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.7 in April, the first week of activities carried out by the author, namely Assist in making invoice numbers, stamp the invoice, help archiving invoices.

Table 3.8 Daily Activities April 3, 2022 to April 8th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 3 April 2022	a. Archive the letter b. Help archive tax invoice	Endang Sri Nirwana, SE
2.	Tuesday, 5 April 2022	Fill out the ship visit report form at the port of Tanjung Buton	Endang Sri Nirwana, SE
3.	Wednesday, 6 April 2022	a. Help pay BPJS health b. Help pay BPJS employment	Endang Sri Nirwana, SE
4.	Thursday, 7 April 2022	a. Assist in making invoice numbers b. Help archiving invoices	Endang Sri Nirwana, SE
5.	Friday, 8 April 2022	a. Archive the letter b. Help receive incoming letter	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.8 is the second week of April the activities carried out are Archiving letters, Helping filing tax invoices, Filling out ship visit report forms at Tanjung Buton port, Helping to pay for BPJS health, Helping to pay BPJS employment, Assisting in making invoice numbers, Helping filing invoices, Helping receiving incoming letters.

Table 3.9 Daily Activities April 11, 2022 to April 15th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 11 April 2022	a. Assist in making invoice numbers b. Stamp the invoice	Endang Sri Nirwana, SE
2.	Tuesday, 12 April 2022	a. Help archiving invoices b. Help photocopy invoices	Endang Sri Nirwana, SE

3.	Wednesday, 13 April 2022	a. Archive reports of ship visits at the port of Tanjung Buton b. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
4.	Thursday, 14 April 2022	a. Help receive incoming letter b. Assist in making letter numbers	Endang Sri Nirwana, SE
5.	Friday 15 April 2022	The day of the death of Isa Al Masih	-

Source: Processed Data, 2022

Table 3.9 is the third week of April the activities carried out Assist in making invoice numbers, invoice stamps, assisting invoice archiving, assisting in photocopying invoices, archiving reports of ship visits at the port of Tanjung Buton, scanning and pdf reports of ship visits at the port of Tanjung Buton, helping to receive incoming letters, assisting in making letter numbers.

Table 3.10 Daily Activities April 18, 2022 to April 22th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 18 April 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive the letter c. Help pay for the hello card	Endang Sri Nirwana, SE
2.	Tuesday, 19 April 2022	a. Help receive incoming letter b. Help photocopy documents	Endang Sri Nirwana, SE
3.	Wednesday, 20 April 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton c. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
4.	Thursday, 21 April 2022	a. Help write the ship's journal b. Fill out the ship visit report form at the port of Tanjung Buton c. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
5.	Friday, 22 April 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.10 is the fourth week of april, the author filled out the ship visit report form at Tanjung Buton port, scanned and PDF of the ship visit report at Tanjung Buton port, archived letters, helped pay for hello cards, helped photocopy documents.

Table 3.11 Daily Activities April 25, 2022 to April 29th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 25 April 2022	Assist in making invoice numbers	Endang Sri Nirwana, SE
2.	Tuesday, 26 April 2022	a. Archive the letter b. Help photocopy invoices	Endang Sri Nirwana, SE
3.	Wednesday, 27 April 2022	Fill out the ship visit report form at the port of Tanjung Buton	Endang Sri Nirwana, SE
4.	Thursday, 28 April 2022	a. Help pay BPJS health b. Help pay BPJS employment	Endang Sri Nirwana, SE
5.	Friday 29 April 2022	Leave with Eid Al-Fitr	-

Source: Processed Data, 2022

Table 3.11 is the fourth week of april the author helps in making invoice numbers, filing letters, helping to photocopy invoices, filling out ship visit forms at Tanjung Buton port, helping to pay BPJS Health and Employment.

Table 3.12 Daily Activities May 9, 2022 to May 13th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 9 May 2022	a. Membuat daftar hadir kerja praktek b. Archive the letter	Endang Sri Nirwana, SE
2.	Tuesday, 10 May 2022	a. Assist in making invoice numbers b. Stamp the invoice c. Help archiving invoices	Endang Sri Nirwana, SE
3.	Wednesday, 11 May 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
4.	Thursday, 12 May 2022	a. Help receive incoming letter b. Help photocopy documents c. Help archive tax invoice	Endang Sri Nirwana, SE
5.	Friday, 13 May 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.12 is the first week of may, the author carried out activities, namely

making a list of practical work attendance, filing letters, making numbers and stamping invoices, filing invoice reports, filling out ship visit report forms at Tanjung Buton port and filing ship visit reports at Tanjung Buton port.

Table 3.13 Daily Activities May 16, 2022 to May 20th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday 16 May 2022	Waisak Holiday	-
2.	Tuesday 17 May 2022	a. Help photocopy invoices b. Help write the ship's journal	Endang Sri Nirwana, SE
3.	Wednesday, 18 May 2022	a. Visit to the port of Tanjung Buton b. Seeing the activities of the ship docking and loading and unloading of goods on board c. Help write the ship's journal	Endang Sri Nirwana, SE
4.	Thursday, 19 May 2022	a. Help pay BPJS health b. Help pay BPJS employment	Endang Sri Nirwana, SE
5.	Friday, 20 May 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton c. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.13 is the second week of april the writer was invited to visit the Tanjung Buton port, see the activities of the docking and loading vessels, help write the ship's journal, the author also assisted in the payment of BPJS for health and employment, filled out forms, archived, scanned and PDF of the visit repor boat.

Table 3.14 Daily Activities May 23, 2022 to May 27th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 23 May 2022	a. Assist in making invoice numbers b. Stamp the invoice	Endang Sri Nirwana, SE
2.	Tuesday, 24 May 2022	a. Help write the ship's journal b. Help prepare port needs	Endang Sri Nirwana, SE
3.	Wednesday, 25 May 2022	a. Help pay for the hello card b. Assist in making letter numbers c. Fill out the ship visit report form at the port of Tanjung Buton d. Archive reports of ship visits at the	Endang Sri Nirwana, SE

		port of Tanjung Buton	
4.	Thursday, 26 May 2022	Day of Kenaikan Isa Al Masih	-
5.	Friday, 27 May 2022	Help archiving invoices	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.14 is the third week of the writer carried out the same activities as the eighth week of april, and the writer also helped in paying for the halo card.

Table 3.15 Daily Activities May 30. 31 , 2022 to June, 1,2,3th 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 30 May 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton c. Scan and PDF reports of ship visits at the port of Tanjung Buton.	Endang Sri Nirwana, SE
2.	Tuesday 31 May 2022	a. Help pay BPJS health b. Help pay BPJS employment	Endang Sri Nirwana, SE
3.	Wednesday 1 June 2022	Pancasila Birthday	-
4.	Thursday, 2 June 2022	Fill out the ship visit report form at the port of Tanjung Buton	Endang Sri Nirwana, SE
5.	Friday, 3 June 2022	a. Assist in making letter numbers b. Archive the letter	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.15 is the fourth week of june, the author fills out the ship visit report form, archives, scans and PDF the ship visit report to Tanjung Buton port, assists in numbering letters and letters archive.

Table 3.16 Daily Activities June 6, 2022 to June 10th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 6 June 2022	a. Archive the letter b. Help write the ship's journal	Endang Sri Nirwana, SE
2.	Tuesday, 7 June 2022	a. Assist in making letter numbers b. Help envelope the letter	Endang Sri Nirwana, SE
3.	Wednesday, 8 June 2022	a. Stamp the invoice b. Help archiving invoices	Endang Sri Nirwana, SE

		c. Help photocopy invoices	
4.	Thursday, 9 June 2022	Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
5.	Friday, 10 June 2022	Help photocopy documents	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.16 is the fourteenth week of June, the activities carried out are Archiving letters, Helping write ship journals, Helping make letter numbering, Helping letter envelopes, invoice stamps, Helping filing invoices, Helping photocopying invoices, Scanning and PDF reports of ship visits at Tanjung Buton port, Helping photocopying documents.

Table 3.17 Daily Activities June 13, 2022 to June 17th, 2022

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 13 June 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
2.	Tuesday, 14 June 2022	a. Fill out the ship visit report form at the port of Tanjung Buton b. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE
3.	Wednesday, 15 June 2022	a. Help receive incoming letter b. Help photocopy documents c. Help prepare port needs	Endang Sri Nirwana, SE
4.	Thursday, 16 June 2022	Sick	Endang Sri Nirwana, SE
5.	Friday, 17 June 2022	Sick	Endang Sri Nirwana, SE

Source: Processed Data, 2022

Table 3.17 is the second week of June the author carried out activities, namely filling out forms and filing reports of ship visits at the Tanjung Buton port, receiving incoming letters, filing letters, preparing port requirements, photocopying documents, making numbering and stamping invoices.

3.3 System and Procedures

Systems and procedures that the author uses in performing the tasks assigned to the BUP PT. Samudera Siak are as follows:

1. Archive the letter

Archiving is the process of storing and managing archival documents according to a certain archiving system, with the aim that mail archives are well maintained, organized and safe, if needed can be found quickly and accurately.

2. Help prepare port needs

Port Business Entity from PT. Samudera Siak is located in Tanjung Buton and has a very far distance from the crowds, its location is so far away that it is difficult for employees at the port to get basic food items. Therefore, once a week or two the office always prepares basic food items to be brought to the port.

3. Help photocopy of documents and invoices

Photocopying is a method of making copies or copies of documents on paper using the irradiation process.

4. Assist in making invoice numbers

One of the important elements on an invoice is the invoice number, the invoice number is an important aspect when creating an invoice. The purpose of having an invoice number is to ensure that business income is properly stored for tax and accounting purposes.

5. Stamp the invoice

Stamp is a tool that can help our needs in ratification, the main function of the stamp is to ratify documents, both when completing sales transactions and contract agreements. The stamp is also a complement to ratification after the head of the institution, company, or institution puts a signature. After the invoice is made to ratify it, it is given a stamp and signature from the head of the office.

6. Help archiving invoices

Invoice archiving is carried out in order to neatly organize data or invoice reports every day, month and year. This archive is carried out so that it can be neatly organized and makes it easier to find the invoice report again.

7. Help receive incoming letter

Incoming letters are all types of letters received from other agencies or individuals, both those received by post and those received by courier.

8. Assist in making letter numbers

The letter number is the identity of the letter containing the composition of the letter code. Where each of these codes has its own meaning. The letter number consists of the serial number of the letter, the type of letter, the time of making the letter and the agency that issued the letter.

9. Help envelope the letter

A letter that will be sent by post or other courier is first given an envelope to make it look neat and polite. An envelope is usually made of paper that is cut into a rhombus and folded in such a way.

10. Help archive tax invoice

Tax invoices are archived together with invoices, arranged according to the order of the day, date, month and year of payment of the invoice tax.

In the cashier the author is given several authorities and responsibilities as follows:

1. Help pay BPJS health

BPJS Health is a public legal entity formed to administer the health insurance program.

2. Help pay BPJS employment

BPJS Employment is a legal entity provided for the community with the aim of providing social protection to all workers in Indonesia from certain socio-economic risks.

3. Help pay for the hello card

The hello card is a card given by the company to its employees, the hello card is a card that doesn't have to bother buying credit. It's just that we have to pay the bill once a month and payments can be made by the bank.

In the Administrative Operations Staff, the author is given several authorities and responsibilities as follows:

1. Help write the ship's journal

The ship journal is a report that is recorded such as the name of the ship, flag, gross contents, arrival, departure, unloading, loading, and types of goods.

2. Fill out the ship visit report form at the port of Tanjung Buton

Tanjung Buton port is a port where many ships will come to rest with many types of goods to be unloaded or loaded. Every ship that comes and goes from the port will be recorded in the ship visit report.

3. Archive reports of ship visits at the port of Tanjung Buton

Archives of ship visit reports are carried out in order to neatly organize visit reports from ships that dock at the port of PT. Siak Ocean in Tanjung Buton.

4. Scan and PDF reports of ship visits at the port of Tanjung Buton

Scan is the process of scanning a document object which will later be converted into a digital file that can be stored on the device in the form of a PDF file, the scan can be done using a scanner application. The results of the scan that have been converted into a PDF file will later be reported to the field leadership.

3.4 Obstacles and solutions faced

Constraints that the author got while doing an internship at BUP PT. Samudera Siak is a non-existent room for student interns. The room provided is a room that is used as a meeting or meeting with guests from outside the office, so that if the writer is working on the given activities and suddenly there are guests who come it will interfere with the writer's activities.

So, for the solution we hope in the period to come. If there are new students who will do an internship at BUP PT. Samudera Siak, they can be given a separate room to focus more on the tasks assigned by office employees.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the implementation of Practical Work (KP) activities at BUP PT. Ocean Siak, the following conclusions can be drawn:

1. Practical work is a learning process by knowing firsthand the scope of the real world of work, through practical work students have the opportunity to apply theoretical knowledge/concepts in the real world of work. The author's practical work is carried out for 4 (four) months starting from March 1 to June 24, 2022.
2. BUP office of PT. Samudera Siak is a technical implementing unit within the ministry of transportation which is under and responsible to the director. PT. Samudera Siak (SS) is a limited company owned by PT. Siak Development Facilities (SPS) and PT. Siak Mining Energy (SPE) which is a Regional Owned Enterprise (BUMD) of Siak Regency.
3. Types of work carried out during practical work at BUP PT. Samudera Siak is archiving letters, helping to prepare port requirements, helping to photocopy documents, helping in making invoice numbers, stamping invoice reports, helping to archive invoices, helping to photocopy invoices, helping to archive tax invoices, helping write journals ships, help pay for BPJS health, help pay BPJS for labor, fill out the ship visit report form at the port of Tanjung Buton, archive reports on ship visits at the port of Tanjung Buton, scan and PDF reports of ship visits at the port of Tanjung Buton, help receive incoming letters, assisting in making letter numbers, helping to envelope letters, helping to pay for hello cards.

4.2 Suggestion

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

1. Author

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

2. Company

After the author runs an Internship at BUP PT. Samudera Siak. 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.

3. Bengkalis State Polytechnic

The suggestion for the Bengkalis State Polytechnic is that the party concerned will take students who will do practical work on the first day of admission, and pick them back up when students have finished doing practical work.

REFERENCES

BUP PT. Samudera Siak Profile., www.bup-samuderasiak.co.id ., accessed on June 24th, 2022.



APPENDICES

Appendix 1: Student Apprenticeship Acceptance Letter



BADAN USAHA PELABUHAN (BUP)
PT. SAMUDERA SIAK
PELABUHAN TANJUNG BUTON
JASA : Dermaga, Gudang, Lapangan Penumpukan
Peti Kemas, Curah Cair dan Curah Kering

Nomor : 07/PT.SS/III/2022

Siak Sri Indrapura, 14 Maret 2022

Perihal : Izin Kerja Praktek (KP)

Kepada Yth.
Pimpinan Politeknik Negeri Bengkalis
di -

Tempat

Sehubungan surat dari Pimpinan Politeknik Negeri Bengkalis Nomor : 0680/PL31/TU/2022 hal : Permohonan Kerja Praktek guna meningkatkan pengetahuan dan pengenalan Mahasiswa dari Politeknik Negeri Bengkalis D4 Administrasi Bisnis Internasional, kami dari BUP PT. Samudera Siak menyambut baik permohonan Bapak/Ibu Politeknik Negeri Bengkalis guna memberikan ruang pembelajaran terhadap Mahasiswi tersebut dibawah ini :

No.	Nama	NIM	Prodi
1.	Tia Alpina Damayanti	5404181160	D4 - Administrasi Bisnis Internasional
2.	Putri Wahyuni	5404181178	D4 - Administrasi Bisnis Internasional

Demikian disampaikan, atas perhatiannya diucapkan terimakasih.



Hormat Kami,

Iprizal S. TH. LMH
Direktur

Appendix 2 : Apprenticeship Statement Letter



BADAN USAHA PELABUHAN (BUP)

PT. SAMUDERA SIAK

PELABUHAN TANJUNG BUTON

*JASA : Dermaga, Gudang, Lapangan Penumpukan
Peti Kemas, Curah Cair dan Curah Kering*

SURAT KETERANGAN

No. 029/PT.SS-Adm/VI/2022

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Putri Wahyuni
Nim : 5404181178
Prodi : Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politeknik Negeri Bengkalis

Bahwa nama tersebut telah melaksanakan Kerja Praktek (KP) di Badan Usaha Pelabuhan PT. Samudera Siak sejak tanggal 01 Maret sampai dengan 24 Juni 2022 **dengan baik dan sungguh-sungguh.**

Demikian surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya

Siak, 24 Juni 2022
BUP PT. Samudera Siak


Endang Sri Nirwana, SE
Asistan Manager Administrasi dan
Keuangan

Appendix 3: Apprenticeship Certificate



SERTIFIKAT

Diberikan kepada :

PUTRI WAHYUNI

5404181178

Yang telah melaksanakan Kerja Praktek (KP) di
Badan Usaha Pelabuhan PT. Samudera Siak.

Pada tanggal 1 Maret sampai 24 Juni 2022

Dengan nilai tertera :
"Istimewa"



Asisten Manager Adm dan Keuangan

Appendix 4: Apprenticeship Assesment Sheet

EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
BUP PT. SAMUDERA SIAK

Name : Putri Wahyuni
 Student's Identity No. : 5404181178
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	92
2.	Responsibility	25%	85
3.	Adjustment/Adaptation	10%	85
4.	Work Result	30%	84
5.	Behavior in General	15%	85
	Total (1+2+3+4+5)	100%	431

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

Notes :

.....

Siak Sri Indrapura, June 24th 2022



Assistant Manager Administration and Finance

Appendix 5 : List of Apprenticeship Attendance Sheet

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 1

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin 28-Februari	Selasa 1-Maret	Rabu 2-Maret	Kamis 3-Maret	Jumat 4-Maret
1.	Tia Alpina Damayanti	5404181160	ABI	Libur				
2.	Putri Wahyuni	5404181178	ABI	Libur				
Paraf Koordinator BUP PT. SAMUDERA SIAK								

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 Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 2

Nama PT : BUP PT. SAMUDERA SIAK
 Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin 7-Maret	Selasa 8-Maret	Rabu 9-Maret	Kamis 10-Maret	Jumat 11-Maret
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 3

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				14-Maret	15-Maret	16-Maret	17-Maret	18-Maret
1.	Tia Alpina Damayanti	5404181160	ABI					
2.	Putri Wahyuni	5404181178	ABI		S			
Paraf Koordinator BUP PT. SAMUDERA SIAK				El	El	El	El	El

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 Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 4

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				21-Maret	22-Maret	23-Maret	24-Maret	25-Maret
1.	Tia Alpina Damayanti	5404181160	ABI					
2.	Putri Wahyuni	5404181178	ABI					
Paraf Koordinator BUP PT. SAMUDERA SIAK								

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Endang Sri Nirwana, SE

Asisten Manager Adm dan Keuangan

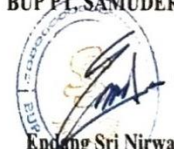
DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 5

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				28-Maret	29-Maret	30-Maret	31-Maret	1-April
1.	Tia Alpina Damayanti	5404181160	ABI					
2.	Putri Wahyuni	5404181178	ABI					
Paraf Koordinator BUP PT. SAMUDERA SIAK								

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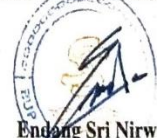
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Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 6

Nama PT : BUP PT. SAMUDERA SIAK
 Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				4-April	5-April	6-April	7-April	8-April
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 7

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				11-April	12-April	13-April	14-April	15-April
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 8

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				18-April	19-April	20-April	21-April	22-April
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 9

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				25-April	26-April	27-April	28-April	29-April
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 10

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				2-Mei	3-Mei	4-Mei	5-Mei	6-Mei
1.	Tia Alpina Damayanti	5404181160	ABI	Libur Hari Raya Idul Fitri				
2.	Putri Wahyuni	5404181178	ABI					
Paraf Koordinator BUP PT. SAMUDERA SIAK								

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Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 11

Nama PT : BUP PT. SAMUDERA SIAK
 Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				9-Mei	10-Mei	11-Mei	12-Mei	13-Mei
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 12

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				16-Mei	17-Mei	18-Mei	19-Mei	20-Mei
1.	Tia Alpina Damayanti	5404181160	ABI	Libur	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	Libur	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				El	El	El	El	El

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DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 13

Nama PT : BUP PT. SAMUDERA SIAK
 Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				23-Mei	24-Mei	25-Mei	26-Mei	27-Mei
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Libur	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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Endang Sri Nirwana, SE
 Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 14

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin	Selasa	Rabu	Kamis	Jumat
				30-Mei	31-Mei	1-Juni	2-Juni	3-Juni
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	S	Libur	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	Libur	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				EP	EP	EP	EP	EP

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BUP PT. SAMUDERA SIAK

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Erdang Sri Nirwana, SE

Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 15

Nama PT : BUP PT. SAMUDERA SIAK
 Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin 6-Juni	Selasa 7-Juni	Rabu 8-Juni	Kamis 9-Juni	Jumat 10-Juni
1.	Tia Alpina Damayanti	5404181160	ABI					
2.	Putri Wahyuni	5404181178	ABI					
Paraf Koordinator BUP PT. SAMUDERA SIAK								

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Erdang Sri Nirwana, SE
 Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 16

Nama PT : BUP PT. SAMUDERA SIAK

Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin 13-Juni	Selasa 14-Juni	Rabu 15-Juni	Kamis 16-Juni	Jumat 17-Juni
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	S	S
Paraf Koordinator BUP PT. SAMUDERA SIAK				Ep	Ep	Ep	Ep	Ep

Mengetahui

BUP-PT. SAMUDERA SIAK

[Signature]

Endang Sri Nirwana, SE

Asisten Manager Adm dan Keuangan

DAFTAR HADIR KERJA PRAKTIK (MAGANG) MINGGU KE 17

Nama PT : BUP PT. SAMUDERA SIAK
Lama Waktu Magang : 4 Bulan (Maret-Juni)

No.	Nama	Nim	PRODI	Tanda Tangan				
				Senin 20-Juni	Selasa 21-Juni	Rabu 22-Juni	Kamis 23-Juni	Jumat 24-Juni
1.	Tia Alpina Damayanti	5404181160	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2.	Putri Wahyuni	5404181178	ABI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Paraf Koordinator BUP PT. SAMUDERA SIAK				<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>





Mengetahui
BUP PT. SAMUDERA SIAK

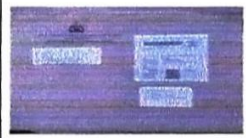

Endang Sri Nirwana, SE
Asisten Manager Adm dan Keuangan

Appendix 6 : Daily Activities

DAILY ACTIVITIES OF THE JOB TRAINING






Month : 1
 Week : 1
 Day : Tuesday - Friday
 Date : March 1 – March 4 2022

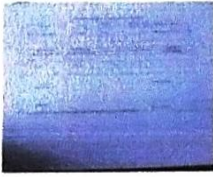
Day/Date	Description of Activities	Task Assignor	Signature
Tuesday, 1 March 2022	1. Introduction stage to employees BUP PT. Samudera Siak.	Endang Sri Nirwana, SE	
Wednesday, 2 March 2022	1. Make a list of attendance for practical work	Endang Sri Nirwana, SE	
Thursday, 3 March 2022	1. File mail 2. Help prepare port needs	Endang Sri Nirwana, SE	
Friday, 4 March 2022	1. Archive the letter. 2. Help photocopy documents.	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The first week of March the activities carried out were still in the early stages of introduction at the BUP office of PT. Samudera Siak, as for the work activities given in the form of assisting in preparing the needs at the port and taking photocopies of documents.

DAILY ACTIVITIES OF THE JOB TRAINING





Month : 1
 Week : 2
 Day : Monday - Friday
 Date : March 7 – March 11 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, 7 March 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help archive tax invoice 	Endang Sri Nirwana, SE	
Tuesday, 8 March 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Wednesday, 8 March 2022	<ol style="list-style-type: none"> 1. Help pay BPJS health 2. Help pay BPJS employment 	Endang Sri Nirwana, SE	
Thursday, 10 March 2022	<ol style="list-style-type: none"> 1. Assist in making invoice numbers 2. Help archiving invoices 	Endang Sri Nirwana, SE	
Friday, 11 March 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help receive incoming letter 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		<p>In the second week of March the author was given the task of helping to provide numbers on invoice reports, stamping invoice reports, filing invoice reports, filing invoice tax factors to help pay for Health and Manpower BJPS, filing letters, and making reports on ship visits to Tanjung Buton port.</p>

DAILY ACTIVITIES OF THE JOB TRAINING






Month : 1
 Week : 3
 Day : Monday - Friday
 Date : March 14 – March 18 2022

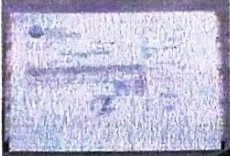

Day/Date	Description of Activities	Task Assignor	Signature
Monday, 14 March 2022	1. Fill out the ship visit report form at the port of Tanjung Buton 2. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE	
Tuesday, 15 March 2022	Sick	-	-
Wednesday, 16 March 2022	1. Help receive incoming letter 2. Assist in making letter Numbers 3. Help archiving invoices 4. Help archive tax invoice	Endang Sri Nirwana, SE	
Thursday, 16 March 2022	1. Archive the letter 2. Help prepare port needs	Endang Sri Nirwana, SE	
Friday, 17 March 2022	1. Help archive tax invoice 2. Help photocopy documents	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		<p>The third week of March the activities carried out Make a report on ship visits at the port of Tanjung Buton, Scan and PDF reports of ship visits at the port of Tanjung Buton, assist in making invoice numbers, Stamping invoices, assisting invoice archiving, helping receive incoming letters, assisting in making letters Numbers, Invoice filing assistance, Tax invoice filing assistance, Mail filing assistance, Port preparation assistance, Tax invoice filing assistance, Invoice photocopying assistance.</p>

DAILY ACTIVITIES OF THE JOB TRAINING





Month : 1
 Week : 4
 Day : Monday - Friday
 Date : March 21 – March 25 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 21 March 2022	<ol style="list-style-type: none"> 1. Help archiving invoices 2. Help photocopy invoices 	Endang Sri Nirwana, SE	
Tuesday, 22 March 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Wednesday, 23 March 2022	<ol style="list-style-type: none"> 1. Help pay BPJS health 2. Help pay BPJS employment 	Endang Sri Nirwana, SE	
Thursday, 24 March 2022	<ol style="list-style-type: none"> 1. Stamp the invoice 2. Scan and PDF reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Friday, 25 March 2022	<ol style="list-style-type: none"> 1. Help prepare port needs 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
	 	<p>The fourth week of March, the activities carried out were to help archive invoices, help photocopy invoices, fill out ship visit report forms at the port of Tanjung Buton, archive reports on ship visits at the port of Tanjung Buton, help pay BPJS health, help pay BPJS employment, stamp invoices, and report PDF of ship visits at Tanjung Buton port, helping to prepare port needs</p>

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 1
 Week : 4
 Day : Monday - Friday
 Date : March 28 – 31, April 1 2022

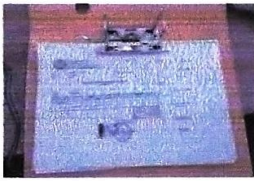
Day/Date	Description of Activities	Task Assignor	Signature
Monday, 28 March 2022	<ol style="list-style-type: none"> 1. Help write the ship's journal 2. Help archiving invoices 3. Help photocopy invoices 	Endang Sri Nirwana, SE	
Tuesday, 29 March 2022	<ol style="list-style-type: none"> 1. Assist in making letter numbers 2. Help envelope the letter 	Endang Sri Nirwana, SE	
Wednesday, 30 March 2022	<ol style="list-style-type: none"> 1. Scan and PDF reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Thursday, 31 March 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help photocopy documents 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The fourth week of March the activities carried out were helping to write ship journals, helping to archive invoices, helping to photocopy invoices, helping in making letters, helping to envelop letters, Scan and PDF reports on ship visits at Tanjung Buton port, Archive letters, help photocopy documents, help receive incoming letters letter.

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 2
 Week : 1
 Day : Monday - Friday
 Date : April 1 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 1 April 2022	1. Assist in making invoice numbers 2. Stamp the invoice 3. Help archiving invoices	Endang Sri Nirwana, SE	


No	Working	EXPLANATION
		In april, the first week of activities carried out by the author, namely Assist in making invoice numbers, stamp the invoice, help archiving invoices

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
 Week : 2
 Day : Monday - Friday
 Date : April 4 – April 8 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, 4 April 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help archive tax invoice 	Endang Sri Nirwana, SE	
Tuesday, 5 April 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Wednesday, 6 April 2022	<ol style="list-style-type: none"> 1. Help pay BPJS health 2. Help pay BPJS employment 	Endang Sri Nirwana, SE	
Thursday, 7 April 2022	<ol style="list-style-type: none"> 1. Assist in making invoice numbers 2. Help archiving invoices 	Endang Sri Nirwana, SE	
Friday, 8 April 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help receive incoming letter 	Endang Sri Nirwana, SE	

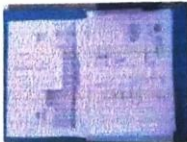
No	Working	EXPLANATION
		The second week of April the activities carried out are Archiving letters, Helping filing tax invoices, Filling out ship visit report forms at Tanjung Buton port, Helping to pay for BPJS health, Helping to pay BPJS employment, Assisting in making invoice numbers, Helping filing invoices, Helping receiving incoming

		letters.
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DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
 Week : 3
 Day : Monday - Friday
 Date : April 11 – April 15 2022



Day/Date	Description of Activities	Task Assignor	Signature
Monday, 11 April 2022	1. Assist in making invoice numbers 2. Stamp the invoice	Endang Sri Nirwana, SE	
Tuesday, 12 April 2022	1. Help archiving invoices 2. Help photocopy invoices	Endang Sri Nirwana, SE	
Wednesday, 13 April 2022	1. Archive reports of ship visits at the port of Tanjung Buton 2. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE	
Thursday, 14 April 2022	1. Help receive incoming letter 2. Assist in making letter numbers	Endang Sri Nirwana, SE	
Friday, 15 April 2022	The day of the death of Isa Al Masih	-	-

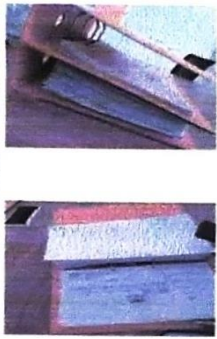
No	Working	EXPLANATION
		The third week of April the activities carried out Assist in making invoice numbers, invoice stamps, assisting invoice archiving, assisting in photocopying invoices, archiving reports of ship visits at the port of Tanjung Buton, scanning and pdf

		reports of ship visits at the port of Tanjung Buton, helping to receive incoming letters, assisting in making letter numbers.
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DAILY ACTIVITIES OF THE JOB TRAINING






Month : 2
 Week : 4
 Day : Monday - Thursday
 Date : April 18 – April 22 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 18 April 2022	1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive the letter 3. Help pay for the hello card Assist in making invoice numbers	Endang Sri Nirwana, SE	
Tuesday, 19 April 2022	1. Help receive incoming letter 2. Help photocopy documents	Endang Sri Nirwana, SE	
Wednesday, 20 April 2022	1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 3. Scan and PDF reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE	
Thursday, 21 April 2022	1. Help write the ship's journal 2. Fill out the ship visit report form at the port of Tanjung Buton 3. Archive reports of ship visits at the port of Tanjung Buton	Endang Sri Nirwana, SE	
Friday, 22 April 2022	1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		<p>The fourth week of april, the author filled out the ship visit report form at Tanjung Buton port, scanned and PDF of the ship visit report at Tanjung Buton port, archived letters, helped pay for hello cards, helped photocopy documents.</p>

DAILY ACTIVITIES OF THE JOB TRAINING





Month : 3
 Week : 1
 Day : Monday - Friday
 Date : May 9 – May 13 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 9 May 2022	<ol style="list-style-type: none"> 1. Make a list of practical work attendance. 2. Archive the letter 	Endang Sri Nirwana, SE	
Tuesday, 10 May 2022	<ol style="list-style-type: none"> 1. Assist in making invoice numbers 2. Stamp the invoice 3. Help archiving invoices 	Endang Sri Nirwana, SE	
Wednesday, 11 May 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Thursday, 12 May 2022	<ol style="list-style-type: none"> 1. Help receive incoming letter 2. Help photocopy documents 3. Help archive tax invoice 	Endang Sri Nirwana, SE	
Friday, 13 May 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The first week of may, the author carried out activities, namely making a list of practical work attendance, filing letters, making numbers and stamping invoices, filing invoice reports, filling out ship visit report forms at Tanjung Buton port and filing ship visit reports at Tanjung Buton port.

DAILY ACTIVITIES OF THE JOB TRAINING





Month : 3
 Week : 2
 Day : Monday - Friday
 Date : May 16 – May 20 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 16 May 2022	Waisak Holiday	-	-
Tuesday, 17 May 2022	<ol style="list-style-type: none"> 1. Help photocopy invoices 2. Help write the ship's journal 	Endang Sri Nirwana, SE	
Wednesday, 18 May 2022	<ol style="list-style-type: none"> 1. Visit to the port of Tanjung Buton 2. Seeing the activities of the ship docking and loading and unloading of goods on board 3. Help write the ship's journal 	Endang Sri Nirwana, SE	
Thursday, 19 May 2022	<ol style="list-style-type: none"> 1. Help pay BPJS health 2. Help pay BPJS employment 	Endang Sri Nirwana, SE	
Friday, 20 May 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 3. Scan and PDF reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		<p>The second week of april the writer was invited to visit the Tanjung Buton port, see the activities of the docking and loading vessels, help write the ship's journal, the author also assisted in the payment of BPJS for health and employment, filled out forms, archived, scanned and PDF of the visit repor boat.</p>

DAILY ACTIVITIES OF THE JOB TRAINING





Month : 3
 Week : 3
 Day : Monday - Friday
 Date : May 23 – May 27 2022

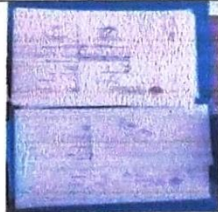
Day/Date	Description of Activities	Task Assignor	Signature
Monday, 23 May 2022	<ol style="list-style-type: none"> 1. Assist in making invoice numbers 2. Stamp the invoice 	Endang Sri Nirwana, SE	
Tuesday, 24 May 2022	<ol style="list-style-type: none"> 1. Help write the ship's journal 2. Help prepare port needs 	Endang Sri Nirwana, SE	
Wednesday, 25 May 2022	<ol style="list-style-type: none"> 1. Help pay for the hello card 2. Assist in making letter numbers 3. Fill out the ship visit report form at the port of Tanjung Buton 4. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Thursday, 26 May 2022	Day of Kenaikan Isa Al Masih	-	-
Friday, 27 May 2022	<ol style="list-style-type: none"> 1. Help archiving invoices 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The third week of the writer carried out the same activities as the eighth week of april, and the writer also helped in paying for the hallo card.

DAILY ACTIVITIES OF THE JOB TRAINING






Month : 3
 Week : 4
 Day : Monday - Friday
 Date : May 30 – May 31, June 1 – June 3 2022

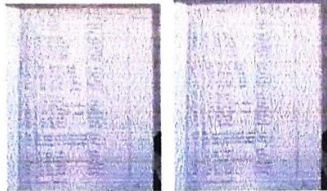
Day/Date	Description of Activities	Task Assignor	Signature
Monday, 30 May 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 3. Scan and PDF reports of ship visits at the port of Tanjung Buton. 	Endang Sri Nirwana, SE	
Tuesday, 31 May 2022	<ol style="list-style-type: none"> 1. Help pay BPJS health 2. Help pay BPJS employment 	Endang Sri Nirwana, SE	
Wednesday, 1 June 2022	Pancasila Birthday	-	-
Thursday, 2 June 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Friday, 3 June 2022	<ol style="list-style-type: none"> 1. Assist in making letter numbers 2. Archive the letter 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The fourth week of June, the author fills out the ship visit report form, archives, scans and PDF the ship visit report to Tanjung Buton port, assists in numbering letters and letters archive.

DAILY ACTIVITIES OF THE JOB TRAINING




Month : 4
 Week : 1
 Day : Monday - Friday
 Date : June 6 – June 10 2022

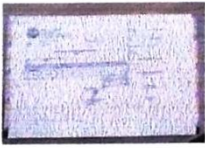
Day/Date	Description of Activities	Task Assignor	Signature
Monday, 6 June 2022	<ol style="list-style-type: none"> 1. Archive the letter 2. Help write the ship's journal 	Endang Sri Nirwana, SE	
Tuesday, 7 June 2022	<ol style="list-style-type: none"> 1. Assist in making letter numbers 2. Help envelope the letter 	Endang Sri Nirwana, SE	
Wednesday, 8 June 2022	<ol style="list-style-type: none"> 1. Stamp the invoice 2. Help archiving invoices 3. Help photocopy invoices 	Endang Sri Nirwana, SE	
Thursday, 9 June 2022	<ol style="list-style-type: none"> 1. Scan and PDF reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Friday, 10 June 2022	<ol style="list-style-type: none"> 1. Help photocopy documents 	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The first week of April the activities carried out are Archiving letters, Helping write ship journals, Helping make letter numbering, Helping letter envelopes, invoice stamps, Helping filing invoices, Helping photocopying invoices, Scanning and PDF reports of ship visits at Tanjung Buton port, Helping photocopying documents.

DAILY ACTIVITIES OF THE JOB TRAINING






Month : 4
 Week : 2
 Day : Monday - Friday
 Date : June 13 – June 17 2022


Day/Date	Description of Activities	Task Assignor	Signature
Monday, 13 June 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Tuesday, 14 June 2022	<ol style="list-style-type: none"> 1. Fill out the ship visit report form at the port of Tanjung Buton 2. Archive reports of ship visits at the port of Tanjung Buton 	Endang Sri Nirwana, SE	
Wednesday, 15 June 2022	<ol style="list-style-type: none"> 1. Help receive incoming letter 2. Help photocopy documents 3. Help prepare port needs 	Endang Sri Nirwana, SE	
Thursday, 16 June 2022	Sick	-	-
Friday, 17 June 2022	Sick	-	-

No	Working	EXPLANATION
		The second week of June, the author carried out activities, namely filling out forms and filing reports of ship visits at the Tanjung Buton port, receiving incoming letters, filing letters, preparing port requirements, photocopying documents, making numbering and stamping invoices.

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4
 Week : 3
 Day : Monday - Friday
 Date : June 20 – June 24 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, 20 June 2022	1. Archive the letter 2. Help write the ship's journal	Endang Sri Nirwana, SE	
Tuesday, 21 June 2022	1. Help prepare port needs 2. Help photocopy invoices 3. Help pay for the hello card	Endang Sri Nirwana, SE	
Wednesday, 22 June 2022	1. Assist in making invoice numbers 2. Stamp the invoice 3. Help archiving invoices	Endang Sri Nirwana, SE	
Thursday, 23 June 2022	1. Assist in making invoice numbers 2. Stamp the invoice	Endang Sri Nirwana, SE	
Friday, 24 June 2022	1. Archive the letter 2. Help write the ship's journal 3. Help photocopy document	Endang Sri Nirwana, SE	

No	Working	EXPLANATION
		The third week of June, the writer carried out the same activities as in the fourteenth week of June, and closed with the release of practical work students (KP).

Appendix 7 : Visit to Port Tanjung Buton





Appendix 8 : Photo with Employees BUP PT. Samudera Siak

