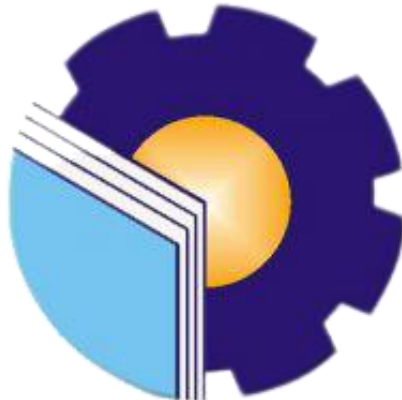


**APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER (PT.RAPP)
UNIGRAHA HOTEL
PANGKALAN KERINCI-RIAU**

DINDA LEONITA RIZKY
5203201126



**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

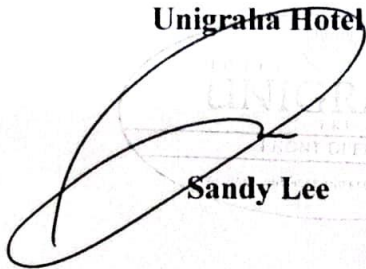
**APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER (PT.RAPP)
UNIGRAHA HOTEL**

Written as one of the conditions for completing Apprenticeship

Dinda Leonita Rizky
5203201126

Pangkalan Kerinci, May 15th, 2023

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ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **DINDA LEONITA RIZKY** Reg. Number **5203201126** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in Unigraha Hotel started from January 17th- May 16th 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Bengkalis, June 26th, 2023

Accepted by:

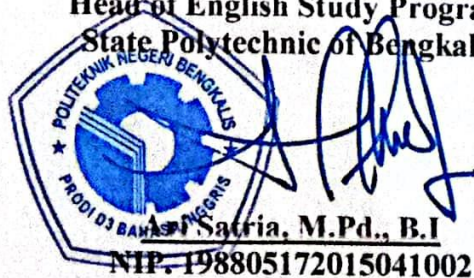
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Bengkalis, June 26th, 2023

Author



Dinda Leonita Rizky
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CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a training program that takes place within a specific business or government organization. This program gives students the opportunity to learn new skills while integrating classroom instruction to produce skilled and capable workers. Additionally, this program has benefits that can develop and foster professional mindsets and attitudes in preparation for the workplace. This program aims to give participants practical experience to enhance their knowledge and skills acquired during college.

State Polytechnic of Bengkalis is a vocational higher education institution and the only state polytechnic in Riau, which was founded in 2001. State Polytechnic of Bengkalis has eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. With a curriculum that is composed of 40% theory and 60% practice and an actual number of study hours of 22 to 32, State Polytechnic of Bengkalis is designed to fulfill the requirements of a workforce that is ready for use. There are two mandatory graduation requirements for students at State Polytechnic of Bengkalis, namely Final Report and Apprenticeship.

Apprenticeship is carried out in places that are compatible with students' backgrounds. Language Department consists of two study programs, namely DIV English for Professional Business Communication and DIII English. An apprenticeship program must be completed as one of the requirements for graduation. As a result, State Polytechnic of Bengkalis offers opportunities for students to learn on the job and obtain training through this program in order to help them build professional skills in the scientific and technological domains. This program can also make sure that students are responsible, have a strong work ethic, and have the ability to adapt, especially in the business industry.

The author chose the opportunity to complete an apprenticeship at PT. Riau Andalan Pulp and Paper because this company is one of the biggest companies in Indonesia and has many partnerships with foreign companies. Most of the foreign staff stayed at PT. RAPP's business unit, Unigraha Hotel, where the author was placed. This can help the author implement the knowledge and theoretical concepts that were learned in classes into practice in the workplace and in line with areas of expertise such as English, etiquette, and hospitality.

From January 17th to May 16th, 2023, the author completed 4-months apprenticeship program. During the period, the author was placed in the Front Office, Health Club, and Human Resources.

1.2 Purpose of Apprenticeship

1. To find out the kinds of jobs done in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper
2. To find out the documents used for activities while doing the apprenticeship program in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper.
3. To find out working procedures done in Unigraha Hotel, at PT Riau Andalan Pulp and Paper.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Through this program, apprentice can put all of the knowledge they learned in classes into practice according to their areas of specialization and learn new things, especially how to implement English in the business and hospitality industries.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing quality of graduates' and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

1.3.3 Significance for the Company

Apprenticeship program allows PT. RAPP to find and hire skilled, experienced, and dedicated candidates while also enhancing its brand and image.

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 APRIL (Asia Pacific Resources International Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL), is a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 60,000 people, with assets totaling more than US\$25 billion and worldwide sales reach.

An advocate of a responsible corporate citizenship, APRIL and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C's: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environmental and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981, implements this vision.

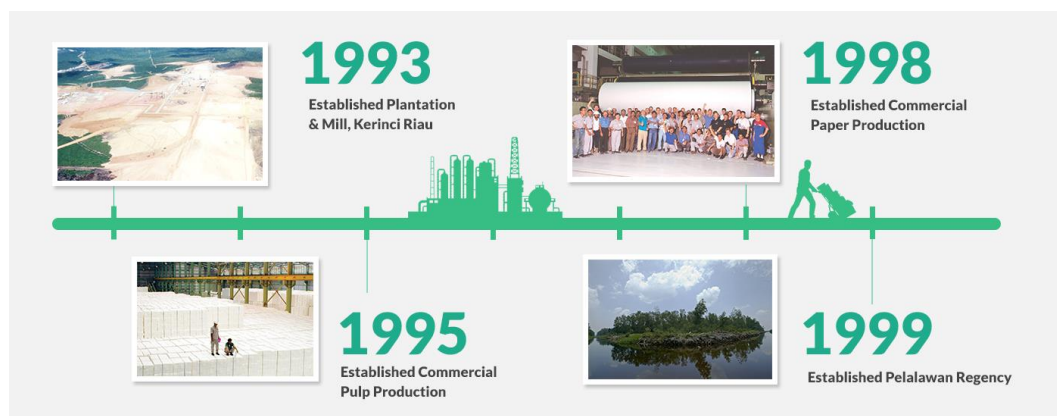


Figure 2.1 A Path To Prosperity

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200

households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%

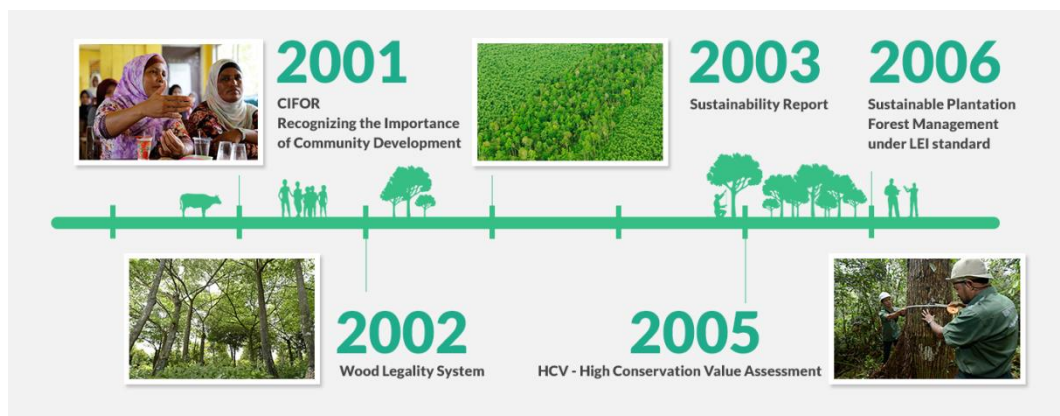


Figure 2.2 Sowing The Seeds Of Sustainable Forestry

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fibre plantation through

to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fibre estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



Figure 2.3 Growth And Recognition

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM)

under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

2.1.2 Unigraha Hotel

Unigraha Hotel is a Malay Riau nuance Hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, it was built to meet the needs of business guests in order to stay closer to the project site and serves as a meeting or event venue for the Riau Complex residence. The hotel was built from 1995 to 1996, with a preopening in July 1996. Prior to its construction, visitors, vendors, and management from out of town and abroad stayed at Guest House 2 and hotels in Pekanbaru (Mutiarra Merdeka and Dyan Graha). Short Circle caused the fire that damaged the hotel in August 1996, and it wasn't put back in service until November of that same year. At that time, the electricity and water supply for Unigraha Hotel were obtained from the mill (RPE) and backup generator.

The hotel has a three-star hotel concept and has six meeting rooms, including the Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room, which are appropriate for MICE activities. Unigraha Hotel operates non-smoking room and has a total of 108 rooms with 3 different room types, namely Deluxe Room, Junior Suite, and Executive with Mill and Pool as a view. Unigraha Hotel also provides other facilities, such as Restaurant, Lounge, Delicatessen, Kaktus Bar, Meeting Room, Health Club, Sauna, Swimming Pool, Laundry, and Business Center.

The details of the room layout changes at Unigraha Hotel since 1996:

1. Unigraha Hotel 1st Floor

- a. Lobby (1996-now)
- b. Toilet (1966-now)
- c. Pastry Shop (1966-2013) → Taxi Office (2013-2015) → Delicatessen (2018-now)
- d. Drug Store (1996-2007) → Wine Room (2007-now)
- e. Drug Store (1996-2002) → Salon (2002) → Games Room (2007) → Delima Lounge (2013-now)
- f. Room number 131 (1996-2007) → Games Room (2007) → Delima Lounge (2013-now)
- g. Palm Restaurant (1996-now)
- h. Kaktus Bar (1996-now)
- i. Front Office (1996-now)
- j. Kitchen (1996 - pastry kitchen and butchery room expansion 2018 – now)

2. Unigraha Hotel 2nd Floor

- a. Lobby (1996-now)
- b. Toilet (1996-now)
- c. Business Centre (1996-2016) → Thin Client Room (2017-now)
- d. FBM Office (1996-2007) → GM Office (2007-2010) → HRD Office (2010-2012) → Design and Marketing (2014-2019) → Cost Control (2019-now)

- e. Meeting Room (Batam, Bintan, Bengkalis, Singkep, Sebangka, Bakung (1996-now)
- f. Bintan Room (1996-2003) → VIP Dinning Room (2003-now)
- g. Deck Lobby Entrance (1996-2003) VIP Lounge (2003-now)
- h. Room number 201 (1996-2003) → Entry point to VIP Lounge (2003-now)

3. Unigraha Hotel Left Wing Basement

Inside Building

- a. Laundry (1996-now)
- b. Changing room employee (1996-now)
- c. House Keeping Office (1996-2000) → Employee's Mushola (2000-now)
- d. HRD Office (1996-1997) → Main store (1997-now)
- e. Engineering Office (1996-2016) → House Keeping Office (2018-now)

Outside Building

- a. Engineering workshop → Parking area for employee (2005-now)
- b. EDR (2002-now)

4. Unigraha Hotel Right Wing Basement

Inside Building

- a. GM Office & HRD Office (1996-2000) → Fitness Center expansion (2000-2012) → Massage Room (2012-2014) → Salon (2016) → Engineering Office (2016-now)
- b. Accounting Office (1996-2000) → Fitness Center expansion 2000-now)
- c. Fitness Center (1996-now)
- d. Sauna & Public Toilet (1996-now)

Outside Building

- a. Deck Pump & Generator room (1996-2012) → Outside Gym (2012-now)
- b. Tennis Court (1996-2019) Futsal court (2019-now)

- c. Pool side area (1996-now)

5. Unigraha Hotel Left Wing 1st Floor

- a. Room number 131-157 (Bath Room renovation 2015&2016)
- b. Room number 132 (1996-2008) → Purchasing Office (2008-2010)
→ Room 132 (2010-now)

6. Unigraha Hotel Right Wing 1st Floor

- a. Room number 101-128 (1996-Bath Room renovation 2015)

7. Unigraha Hotel Left Wing 2nd Floor

- a. Room number 235-263 (1996-Bath Room renovation 2010
remaining 13 rooms yet to be renovated)

8. Unigraha Hotel Right Wing 2nd Floor

- a. Room number 201-233 (1996-now)
- b. Room number 233 (1996-2000) → Accounting Office (2000-2002) → Room number 233 (2002-now)

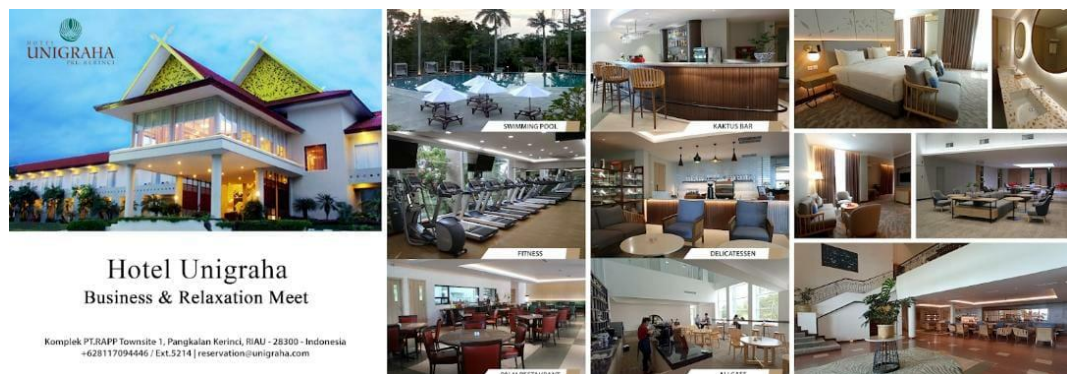


Figure 2.4 Unigraha Hotel

Source : Unigraha Hotel-PT RAPP

2.2 Vision and Mission

2.2.1 Vision

The vision of Unigraha Hotel refers to the vision of RGE which is the holding company, namely “To be one of the largest, best-managed and sustainable resource-based groups, creating value for the community, country, climate, customer and company.”

By having a core value called T.O.P.I.C.C. which includes the follows:

1. We are aligned by our common purpose and work together as a **complementary team.**

2. We take **ownership** to achieve outstanding results and seek value at all times.
3. We develop our **people** to grow with us.
4. We act with **integrity** at all times.
5. We understand our **customers** and deliver best value to them.
6. We act with zero complacency and always strive for **continuous improvement**.

2.2.2 Mission

1. Created and extended a regional business group led by International Corporation with highly qualified personnel.
2. Long-term expansion and dominance in every market sector and industry.
3. Improving associated parties' business performance by participating and contributing to regional and national socio-economic development.

2.3 Kind of Business

PT. Riau Andalan Pulp and Paper currently sells their products to more than 70 different countries. BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's primary products, which range in weight from 55 to 150 gsm and are extensively used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP (Bright White Multi-Purpose Office). PaperOne™ products are superior at PT. Riau Andalan Pulp and Paper.



Figure 2.5 PT. RAPP Featured Products
Source : PT. RAPP

PT. RAPP is divided into several business units (BU) where these BUs are members of the APRIL Group, namely:

- a. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
- b. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, roll and folio sheet.
- d. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
- e. Share Services

Shared services is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

In addition, PT. RAPP also has another business unit, Unigraha Hotel, which functions as a place to stay for business guests and PT. RAPP employees.

2.4 Organization Structure

Organizational structure is a system or network of tasks, reporting, and communication mechanisms that connects both individual and group work. The structure is designed with the intention of ensuring that the organization is designed in the best way to achieve its goals and objectives. The activities of the company will not operate smoothly without a good organizational structure because it is unclear who should complete a task. It is obvious that the organizational structure can set clear boundaries while also being responsible for the work.

The author completed 4 months of practical work at PT Riau Andalan Pulp & Paper, in Unigraha Hotel Business Unit as an apprentice, from January 17th to

May 16th, 2023. The Apprenticeship was done in the Front Office Department for 4 weeks, Health Club for 2 months and 3 weeks, and Human Resources Department for 1 week. The organizational structure of Unigraha Hotel can be seen below:

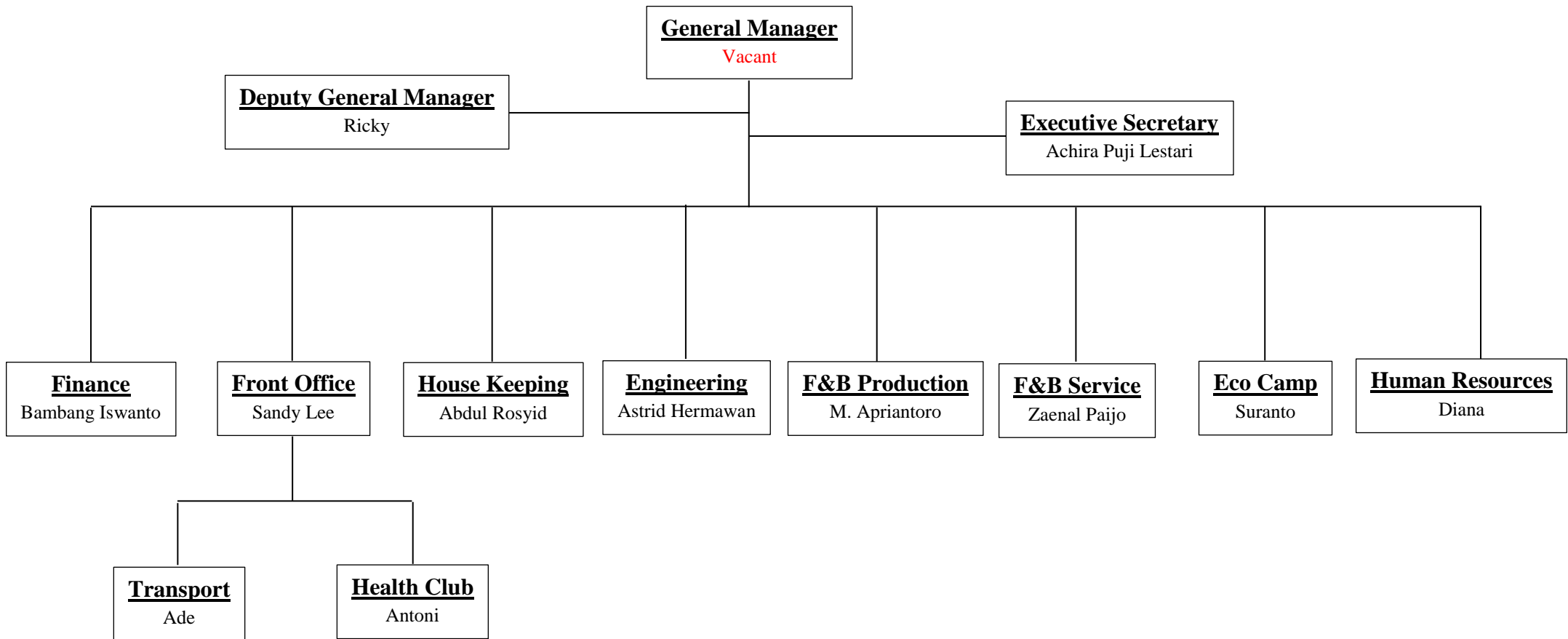


Figure 2.6 Unigraha Hotel Organizational Structure
 Source : Unigraha Hotel-PT RAPP

Unigraha Hotel offers in lodging services, providing food and beverages and other services. This hotel has eight departments which each department has different tasks. In practical work the author was placed in the Front Office department, Health Club, and Human Resources department. The duties and responsibilities of each of these organizational structures are as follows:

1. Finance

Finance Department is one of the departments of hotel management that functions to organize everything related to the hotel's finances. Every company including hotels has different policies in terms of their financial arrangements. Here are the responsibilities of the Finance Department:

- a. Supervising the flow of money in the hotel
- b. Supervising or control the revenue and expenditure section of the hotel
- c. Making bookkeeping for all transactions of purchasing goods at the hotel
- d. Making hotel financial reports both income and expenses

2. Front Office

Front office is a department used in hotels to cover the many parts which deal with reservations, room allocation, reception, billing, and payments. The hotel's phone is the first point of contact for guests. The telephone first puts the guests through to reservations staffs, who take their booking and deal with any subsequent correspondence such as confirmations, amendments, or cancellations. The receptionist may help the guest register and get their room key when they arrive. The information contained in a guest's registration must be kept for a specific period of time and may be used for a range of follow-up communications aimed at persuading them to return at another time. The duties and responsibilities of each section under Front Office department are:

- a. Reservation: The main task of reservation staff is to accurately entering and processing all room reservations into the system while promoting hotel products and services and establishing and maintaining a positive hotel image by offering the highest level of customer care. Responsible for handling booking requests for rooms, selling rooms to prospective

guests who make direct reservations via phone or email, according to the type of room they need, and at prices that are consistent with the normal rates offered by management.

- b. Reception: The duties and responsibilities of a receptionist are to providing information, room booking, check-in, payment, room transfer, check-out, and handling customer complaints. A receptionist must provide quick, precise, and friendly service so that guests can feel the comfort they want.
- c. Bell Boy: Responsible for handling guest luggage at Check-in and Check-Out, guest luggage storage, transportation booking for guest, delivering urgent letters or messages to guest rooms, and making Welcome Drink transfer forms to the F&B service department.

Front Office department also consists of 2 sections, namely Transport and Health Club. Here is a brief explanation of these sections:

- a. Transport: Functioned as a provider of transportation for guests staying at the hotel. There must be a driver in charge of taking guests or staff who will be going on office business and who is responsible for checking operational vehicles for proper use. There will be an additional charge for guests to use this facility.
- b. Health Club: is part of the Front Office department which functions as a facility provider in the form of a sports center located at Unigraha Hotel. The entire facility is free for guests staying at the hotel, while guests not staying at the hotel are charged and directed to make payments at the receptionist. It has several facilities such as Cardio Room, Lifting Room, Swimming Pool, and Sauna. The names of the equipment at the Health Club are as follows:

No	Room	Equipment
1	Lifting Room	Bench Press
		Smith Machine
		Chest Press
		Leg Press

		Leg Extention
		Lat Pull Down
		Cable Cross Over
		Circuit Training
		Leg Curl
		Abdominal Press
		Tricep Press
		Bicep Press
		Pulley Push Down
		Sit Up Bench
		Incline Bench
		Plate
		Dumblle
2	Cardio Room	Treadmill
		Bike
		Cross Training
		Ball Fitness

Table 2.1 Equipment in Health Club

3. House Keeping

House Keeping is a part of the hotel department that is responsible for cleanliness, neatness, and completeness both in the room and all areas of the hotel, with good service quality to guests staying at the hotel. To maintain the smooth running of daily operations and in order to cover all areas of its duties, Housekeeping is divided into several sections namely Gardener, Laundry, Public Area, and Room attendant.

4. Engineering

This department is responsible for evaluating and inspecting machine and workspace damage. All physical structures' maintenance, including plumbing, heating, ventilation, air conditioning, and electricity, is under the purview of engineering.

5. F&B Product

F&B product is one of departments in the hotel that is responsible for processing food from raw to ready-to-eat.

6.F&B Service

This department is responsible for providing food and beverages to each guest and providing service. A staff member must be able to arrange, decorate, and serve the meal using the appropriate tools and give services. This department additionally handles the Palm Restaurant, Delicatessen, and Kaktus Bar that still in areas of Unigraha Hotel.

7. Eco Camp

Eco camp is a resort located in Teluk Meranti District, Pelalawan Regency, and is a business unit of Unigraha Hotel.

8. Human Resources

HR or Human Resources is one of department of the company whose the main task is manage human resources in the hotel. The responsibilities of HRD at the Hotel are:

- a. Responsible for managing and developing human resources. This includes planning, implementing and supervising human resources and developing the quality of human resources.
- b. Creating an effective and efficient HR system, for example by creating SOP, job descriptions, and training.
- c. Responsible for the employee recruitment process, starting from searching for prospective employees, interviewing to selection.
- d. Choosing employees for promotion, transfer, and demotion as deemed necessary.
- e. Conduct coaching, training and other activities related to the development of employees' abilities, potential, mentality, skills and knowledge in accordance with hotel standards.
- f. Responsible for all aspects related to employee attendance, calculation of salaries, bonuses and allowances.
- g. Creating employee contracts of employment and renew the contracts' validity periods.
- h. Taking disciplinary action against employees who violate hotel rules or policies

2.5 Document Used for Activity

There were several documents used for activity while doing Apprenticeship, as follows:

2.5.1 Hardcopy Documents

1. Guest Folio: is a folio or room account intended for guests staying at the hotel.
2. Guarantee Letter: is a letter of guarantee that informs the Hotel that payment will be made by the guarantor of funds on behalf of the guest.
3. Laundry Price List: is a price list for the use of laundry facilities at Unigraha Hotel.
4. Bill: is a receipt as proof of transaction between the hotel and the guest, and can be used as an investigation tool in case of future problems. Bill such as Health Club, Restaurant, and Transportation Bill.
5. Inter Department Transfer: is a form used to transfer items between departments and aim to fulfill the needs of goods needed by a department.
6. Card Member Health Club: It is a card that certifies a verified Health Club membership and has a validity period.
7. Leave Form: A leave form is a letter requesting permission not to come to work for certain reasons to the company.
8. Over Time Work Order (SPKL Form): Is a letter of command made by an employee's superior that contains an order to do overtime work in order to complete certain work outside of working hours.
9. Over Time Form: is evidence of mutual agreement and approval between employee's superior and the employee.
10. Store Request: is a document for internal hotel, which functions to record requests for picking goods to store man.
11. Purchase Request: is a document for internal hotel, which functions to record requests for purchasing goods to the Purchasing division.

2.5.2 Electronic Documents

1. Health Club member attendance: is a daily attendance of Health Club members which is used to know the daily number of members who come per day.
2. Health Club and Recreation Membership Registration Form: This document is used to check the expired membership.
3. E-Data Best Health Club 2023: This document is used to recap all health club member data and check expired memberships.
4. Daily Revenue Health Club 2023: Used to measure the revenue generated by the Health Club in a daily period.
5. Size Gym Sales Record Summary: This is a document used to measure the Health Club's revenue in a monthly period.
6. Report Health Club: is a summary of the Health Club's activities during a particular month and is usually prepared at the end of each month. The content of this report generally consists of; recent achievements, productivity levels, task progress, and various important things that have happened in the past month.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there were several descriptions of activities while carrying out apprenticeship. Apprenticeship was carried out for 4 months, starting from March 17th, January, to May 16th, 2023, at the PT. RAPP in the Unigraha Hotel Business Unit. During apprenticeship at the hotel, the author was placed in the Front Office Department for 1 month, in the Health Club for 2 months and 3 weeks, and the Human Resources Department for 1 week.

During the implementation of the apprenticeship, there were many opportunities given by each department to the author to be able to complete the task. As well as a lot of new knowledge and experience that can be taken in the world of work. To make it clearer and easier to report the activities that have been carried out, here are some descriptions of weekly activities, so that any work done can be reported clearly in detail.

3.1.1 Front Office Department

There were several jobs given in the Front Office Department, namely:

1. Welcoming guests
2. Answering phone calls
3. Serving guests and Posting payments
4. Filing document
5. Completing the foreigner registration form
6. Helping closing cashier

3.1.2 Health Club

There were several jobs given in Health Club, namely:

1. Inputting summary of Size Gym Sales records
2. Inputting registration member form and member data in e-data best
3. Making Health Club Membership card
4. Handling Store Request and Purchase Request

5. Handling Overtime Work Order (SPKL) and Overtime form
6. Making English materials for internal training
7. Inputting member attendance list
8. Inputting Bill
9. Sending daily report to email
10. Filing document
11. Revising the Health Club SOP
12. Helping to make monthly report
13. Handling form inter department transfer
14. Handling leave form

3.1.3 Human Resources Department

There were several jobs given in the Human Resources Department which are follows:

1. Filing Document
2. Accompanying Visitors

3.2 System and Procedure

3.2.1 Front Office Department

The working procedures done at Front Office Department which are follows:

1. Welcoming Guests

Welcoming guests in a hotel is needed to improve the quality and satisfaction of customers or clients. This activity aims to ensure guests have an excellent first impression of the hotel. Important things to consider when greeting guests include:

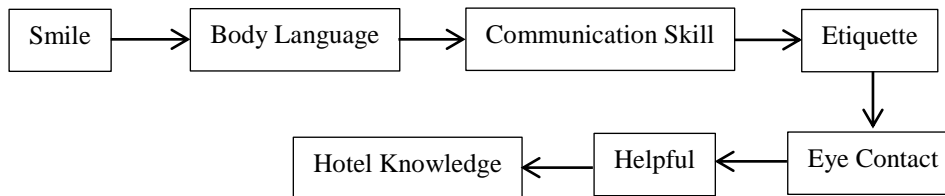


Figure 3.1 Working procedures of welcoming guests

2. Answering Phone Calls

This activity aims to provide services to guests and ensure that all guest needs and requests can be met before their stay, upon arrival, during their stay, and after they leave the hotel. The following are the procedures:

- a. Picking up incoming calls promptly, not to exceed 3 rings.
- b. Answering call from internal and external also saying the appropriate standard greeting.
- c. Asking about the caller's purpose or subject.
- d. Providing clear information about what the caller is asking and Front Office connecting to the unit concerned with the intention of the caller.
- e. When finished, give a thank you or closing greetings.

3. Serving Guests Payment and Posting Payments

All payment activities carried out by guests will be posted into system, so Finance Department can record them. These payments include room payments, transportation, health club facilities, laundry, and so on. Here are some of the procedures:

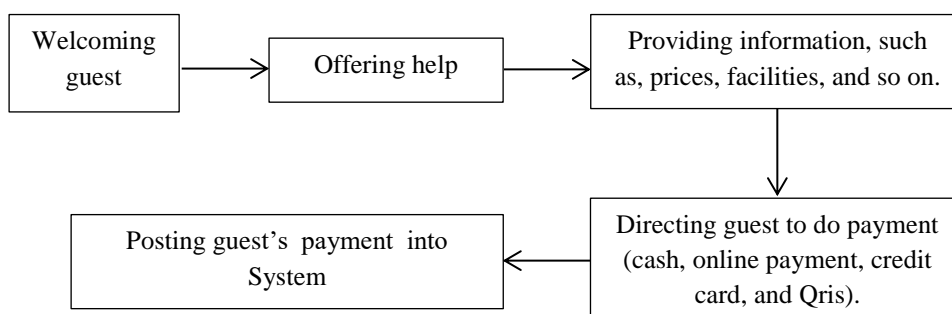


Figure 3.2 Working procedures of posting payments

4. Filing Document

Filing is a process of organizing archives document using a certain system, so the document can be found again easily and quickly if needed at any time. This activity include Filing out the Guest Folio, Bill, Guarantee Letter and putting into file cabinet. The following are the working procedures:

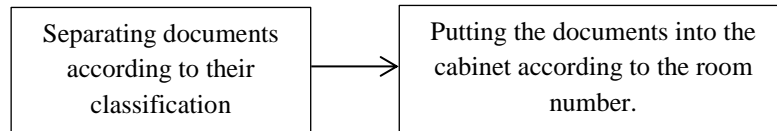


Figure 3.3 Working procedures of filing document

5. Completing Foreigner Registration Form

Completing the contents of Foreigner Registration Form in the form of the guest's country of origin and passport number. Here are the working procedures:

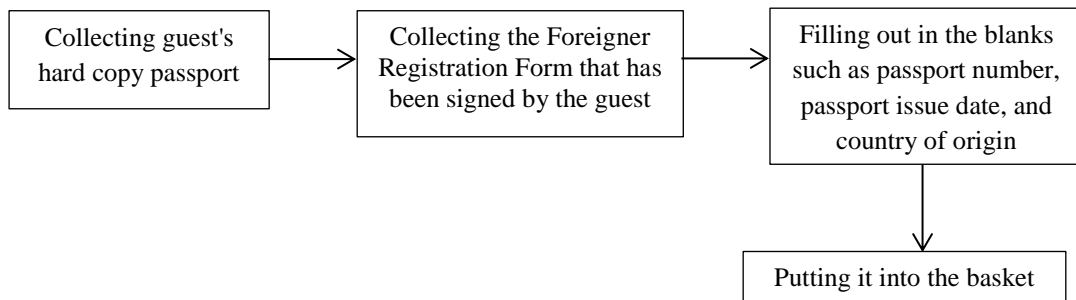


Figure 3.4 Working procedures of completing foreigner registration form

6. Helping Closing Cashier

Closing Cashier is carried out by staff when switching shifts with other staff. This activity include helping staff to organize Guest Folio according to the type of payment made. The following are the working procedures:

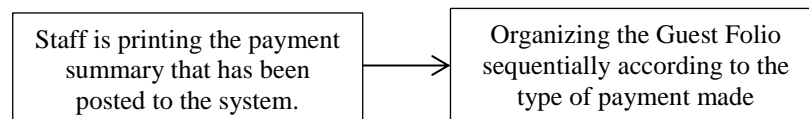


Figure 3.5 Working procedures of helping closing cashier

3.2.2 Health Club

The working procedures done at Health Club which are follows:

1. Inputting Summary of Size Gym Sales records

This activity aims to input the total daily revenue within a period of one month, to see if there is an increase or decrease in Health Club revenue per month. Every day, morning staff will be inputting the data into computer.

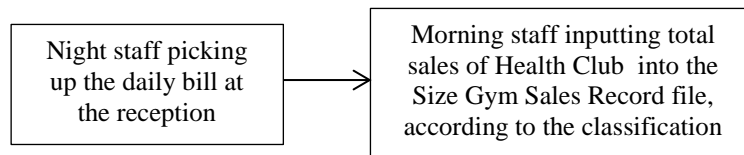


Figure 3.6 Working procedures of inputting Size Gym Sales Records

2. Inputting Registration Member Form and Member Data in E-Data Best

This activity aims to facilitate staff in checking the expiration time of Health Club members and recap all health club member data.

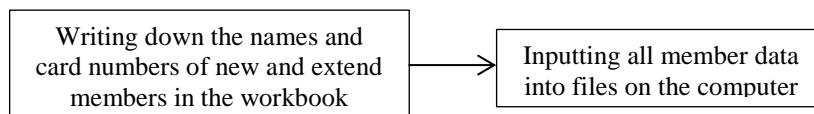


Figure 3.7 Working procedures inputting member data

3. Making Health Club Membership Card

It is a card that certifies a verified Health Club membership and has a validity period. This card is made every day, and will be given to the member the next day. The following are the procedures for making Health Club membership card:

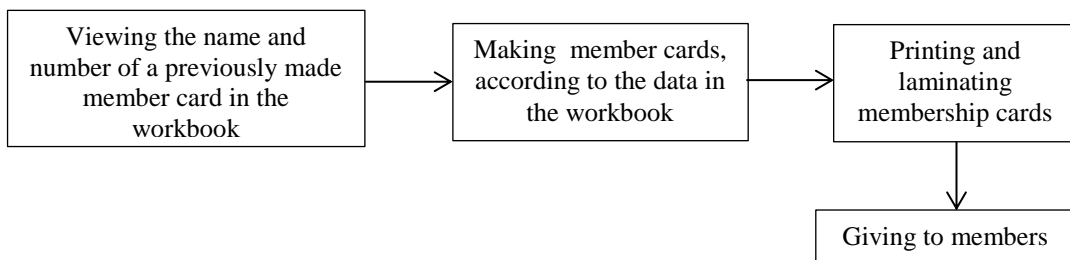


Figure 3. 8 Working procedures making Health Club membership card

4. Handling Store Request and Purchase Request

This activity aims to provide all the needs needed by the Health Club, for operational purposes in order to run smoothly. Here are some procedures:

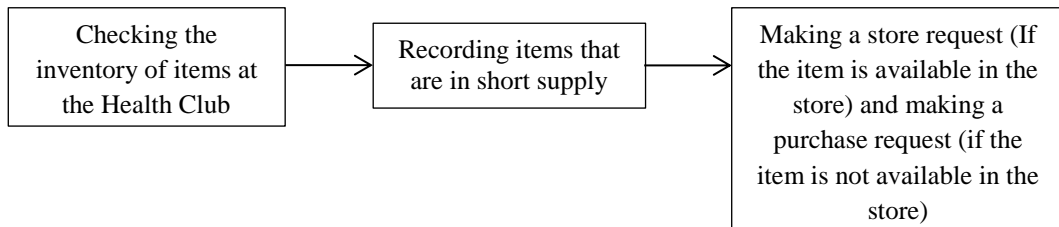


Figure 3.9 Working procedures of handling store request and purchase request

5. Handling Overtime Work Order (SPKL) and Overtime form (OT)

The overtime form is a form used to apply for additional employee working time. This form is also written evidence for an agreement to do overtime work between the employee and the hotel. The results of employee overtime must be recorded in the overtime report to assist HR in calculating employee salary.

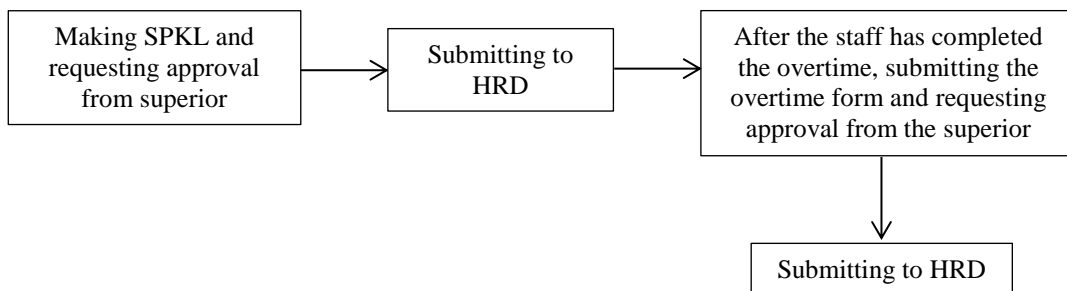


Figure 3.10 Working procedures handling SPKL and OT form

6. Making English Materials for Internal Training

This activity aims to help Health Club's staff to improve their English skills. The material only covers English conversations that may occur between staff and members of the Health Club, as well as vocabulary words related to the Gym.

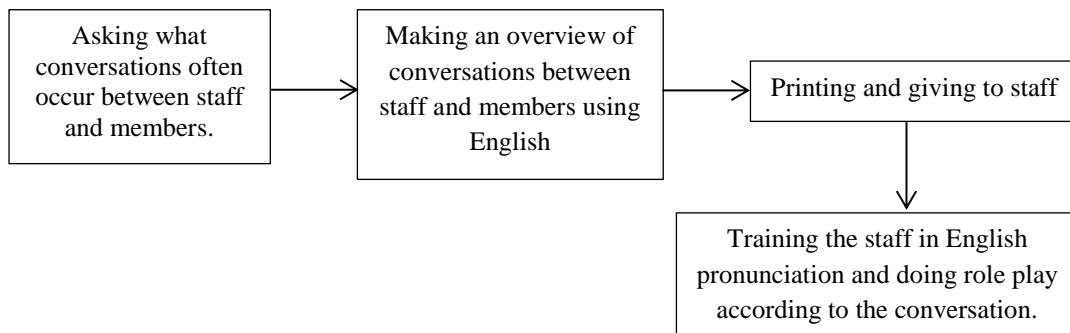


Figure 3.11 Working procedures of making English materials

7. Inputting Member Attendance List

This activity aims to measure the total number of members who come to workouts each day.

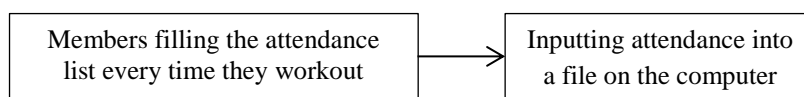


Figure 3.12 Inputting member attendance list

8. Inputting Bill

This activity aims to synchronize the report in the system and the report from the Health Club.

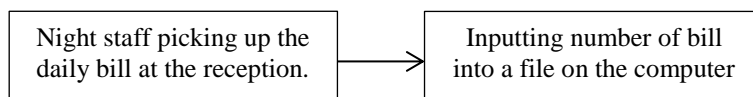


Figure 3.13 Working procedures of inputting bill

9. Sending Daily Report to Email

Sending daily report aims to report the activities carried out at the Health Club in detail relating to daily activities and the progress made on that day. This report is sent daily to the superiors, attaching certain files.



Figure 3.14 Working procedures of sending daily report to email

10. Filing document

This activity is carried out at the beginning of each month which aims to archive bills and Health Club member registrations from the previous month.

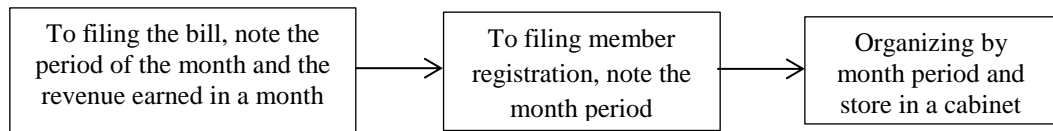


Figure 3.15 Working procedures of filing document

11. Revising the Health Club SOP

This activity is carried out to make changes in a document that has previously been reviewed. This SOP aims as a reference material for the application of steps in carrying out all activities at the Health Club and can assist staff in carrying out complex routine operations.

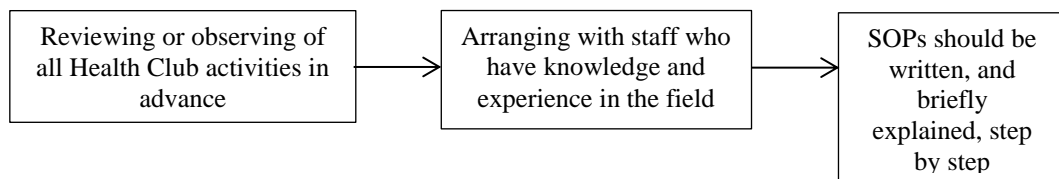


Figure 3.16 Working procedures of revising the Health Club's SOP

12. Helping to Make Monthly Report

Monthly report is a summary of business activities during a particular month, which includes information about the Health Club's revenue for one month and the work review of the health club staff, etc.

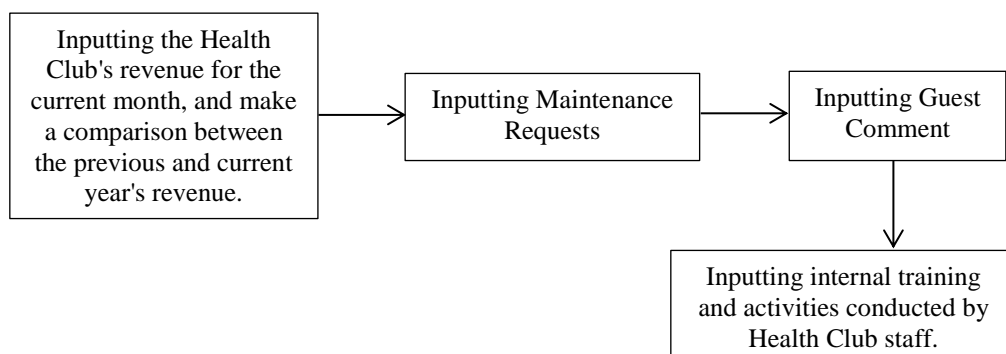


Figure 3.17 Working procedures of helping to make monthly report

13. Handling Inter Department Transfer

Is a form used to transfer items between departments and aims to fulfill the needs of items needed by department. Usually the items transferred come from House Keeping department. This activity is carried out when only a few items are needed and cannot make a purchase request and the item is not available in the store.

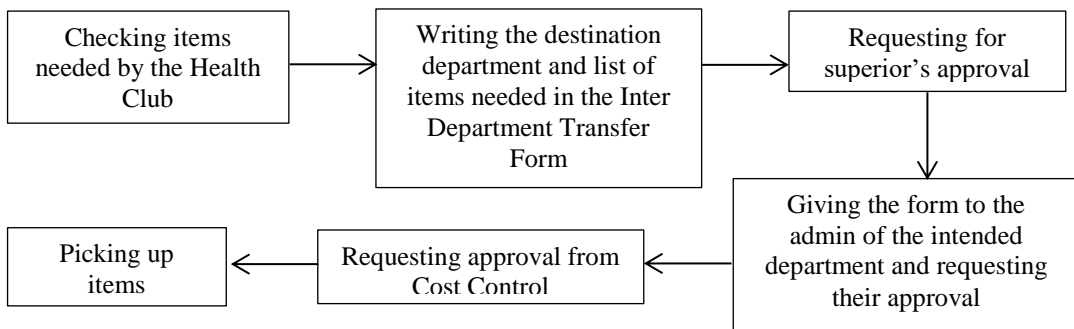


Figure 3.18 Working procedures of handling Inter Department Transfer

14. Handling Leave Form

A leave form is a letter requesting permission not to come to work for certain reasons to the hotel. Here are the procedures:

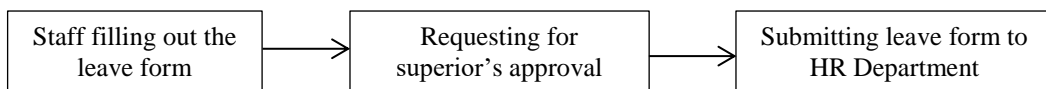


Figure 3. 19 Working procedures of handling leave form

3.2.3 Human Resources Department

The working procedures done at Human Resources Department which are follows:

1. Filing Document

Filing out documents in the form of separating personal documents of employees in Unigraha Hotel.

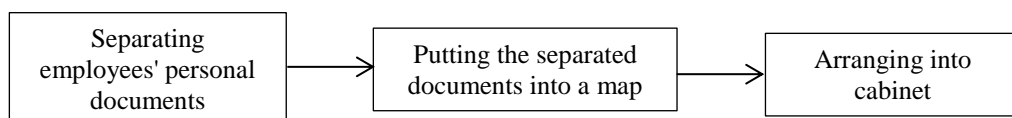


Figure 3.20 Working procedures of filing document

2. Accompanying Visitors

Helping to accompany and guide a visit from Asian Agri to Unigraha Hotel, the visitors were directed to several places and departments in the hotel to provide more information.

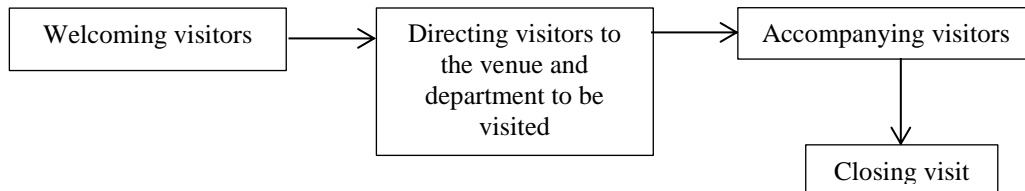


Figure 3.21 Working procedures of accompanying visitors

3.3 Place of Apprenticeship

The apprenticeship was started from 17th January 2023 until May 16th 2023. It was done at PT. Riau Andalan Pulp And Paper, in Unigraha Hotel Business Unit, Jl. Lintas Timur, Komp. PT RAPP, Townsite 1, Pangkalan Kerinci, Riau.

3.4 Kind and Description of the Activity

The daily activities at PT Riau Andalan Pulp and Paper, in Unigraha Hotel Business Unit can be seen in the tables below :

Table 3.1 Daily Activities of January 13th 2023 to January 21st 2023

No	Day/Date	Activity	Place
1	Friday, January 13 th 2023	Safety Campus	Safety Campus
2	Tuesday, January 17 th 2023	Visiting Unigraha Hotel	Unigraha Hotel
3	Wednesday, January 18 th 2023	Filing document	Front Office Department
4	Thursday, January 19 th 2023	Filing document	Front Office Department
5	Friday, January 20 th 2023	Filing document	Front Office Department
6	Saturday, January 21 st 2023	Filing document	Front Office Department

Table 3.2 Daily Activities of January 23rd 2023 to January 28th 2023

No	Day/Date	Activity	Place
1	Monday, January 23 rd 2023	Filing document	Front Office Department
2	Tuesday, January 24 th 2023	Filing document	Front Office Department
3	Wednesday, January 25 th 2023	Filing document	Front Office Department
4	Thursday, January 26 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Filing document 5. Completing the foreigner registration form 	Front Office Department
5	Friday, January 27 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
6	Saturday, January 28 th 2023	Off	

Table 3.3 Daily Activities of January 30th 2023 to February 4th 2023

No	Day/Date	Activity	Place
1	Monday, January 30 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
2	Tuesday, January 31 st 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Filing document 	Front Office Department
3	Wednesday, February 1 st 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
4	Thursday, February 2 nd 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department

		5. Helping closing cashier	
5	Friday, February 3 rd 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Helping closing cashier 	Front Office Department
6	Saturday, February 4 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department

Table 3.4 Daily Activities of February 6th 2023 to February 11th 2023

No	Day/Date	Activity	Place
1	Monday, February 6 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Helping closing cashier 	Front Office Department
2	Tuesday, February 7 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
3	Wednesday, February 8 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Filing document 	Front Office Department
4	Thursday, February 9 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Helping closing cashier 	Front Office Department
5	Friday, February 10 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Helping closing cashier 	Front Office Department
6	Saturday, February	Off	

	11 th 2023	
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Table 3.5 Daily Activities of February 13th 2023 to February 18th 2023

No	Day/Date	Activity	Place
1	Monday, February 13 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
2	Tuesday, February 14 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Helping closing cashier 	Front Office Department
3	Wednesday, February 15 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
4	Thursday, February 16 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 5. Helping closing cashier 	Front Office Department
5	Friday, February 17 th 2023	<ol style="list-style-type: none"> 1. Welcoming guests 2. Answering phone calls 3. Serving guests payment and posting payments 4. Completing the foreigner registration form 	Front Office Department
6	Saturday, February 18 th 2023	Public Holiday Isra Miraj Nabi Muhammad	

Table 3.6 Daily Activities of February 20th 2023 to February 25th 2023

No	Day/Date	Activity	Place
1	Monday, February 20 th 2023	Inputting summary of Size Gym Sales records	Health Club Counter
2	Tuesday, February 21 st 2023	Making Health Club membership card	Health Club Counter
3	Wednesday, February 22 nd 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Making Health Club membership card 	Health Club Counter

		3. Inputting registration member form and member data in e-data best	
4	Thursday, February 23 rd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best	Health Club Counter
5	Friday, February 24 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making store request	Health Club Counter
6	Saturday, February 25 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making English materials for internal training	Health Club Counter

Table 3.7 Daily Activities of February 27th 2023 to March 4th 2023

No	Day/Date	Activity	Place
1	Monday, February 27 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best	Health Club Counter
2	Tuesday, February 28 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter
3	Wednesday, March 1 st 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Filing document	Health Club Counter
4	Thursday, March 2 nd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making English materials for internal training	Health Club Counter
5	Friday, March 3 rd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter
6	Saturday, March 4 th 2023	Day off	

Table 3.8 Daily Activities of March 6th 2023 to March 11th 2023

No	Day/Date	Activity	Place
1	Monday, March 6 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter
2	Tuesday, March 7 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Inputting member attendance list 5. Inputting Bill 6. Sending daily report to email	Health Club Counter
3	Wednesday, March 8 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
4	Thursday, March 9 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
5	Friday, March 10 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
6	Saturday, March 11 th 2023	Extra Day Off	

Table 3.9 Daily Activities of March 13th 2023 to March 18th 2023

No	Day/Date	Activity	Place
1	Monday, March 13 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter
2	Tuesday, March 14 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Handling Overtime Work Order (SPKL) and Overtime form (OT) 4. Revising the Health Club SOP 5. Helping to make monthly report	Health Club Counter

		6. Sending document to email	
3	Wednesday, March 15 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Revising the Health Club SOP	Health Club Counter
4	Thursday, March 16 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter
5	Friday, March 17 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Purchase Request	Health Club Counter
6	Saturday, March 18 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Store Request	Health Club Counter

Table 3.10 Daily Activities of March 20th 2023 to March 25th 2023

No	Day/Date	Activity	Place
1	Monday, March 20 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
2	Tuesday, March 21 st 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
3	Wednesday, March 22 nd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
4	Thursday, March 23 rd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
5	Friday, March 24 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best	Health Club Counter

		3. Making Health Club Membership card	
6	Saturday, March 25 th 2023	Day Off	

Table 3.11 Daily Activities of March 27th 2023 to April 1st 2023

No	Day/Date	Activity	Place
1	Monday, March 27 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
2	Tuesday, March 28 th 2023	Sick Leave	
3	Wednesday, March 29 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Making Store Request	Health Club Counter
4	Thursday, March 30 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Making Purchase Request	Health Club Counter
5	Friday, March 31 st 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
6	Saturday, April 1 st 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Making Store Request 5. Filing document	Health Club Counter

Table 3.12 Daily Activities of April 3rd 2023 to April 8th 2023

No	Day/Date	Activity	Place
1	Monday, April 3 rd 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Helping to make monthly report	Health Club Counter
2	Tuesday, April 4 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best	Health Club Counter

		3. Making Health Club Membership card 4. Making Store Request 5. Handling form transfer	
3	Wednesday, April 5 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Inputting bill 5. Inputting member attendance list 6. Sending daily report to email	Health Club Counter
4	Thursday, April 6 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Handling leave form	Health Club Counter
5	Friday, April 7 th 2023	Public Holiday (Good Friday)	
6	Saturday, April 8 th 2023	Day off	

Table 3.13 Daily Activities of April 10th 2023 to April 15th 2023

No	Day/Date	Activity	Place
1	Monday, April 10 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Making store request 5. Helping to prepare “Buka Bersama”	Health Club Counter
2	Tuesday, April 11 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Inputting member attendance list 5. Inputting bill 6. Sending daily report to email	Health Club Counter
3	Wednesday, April 12 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
4	Thursday, April 13 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card	Health Club Counter
5	Friday, April 14 th 2023	1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best	Health Club Counter

		<ol style="list-style-type: none"> 3. Making Health Club Membership card 4. Inputting member attendance list 5. Inputting bill 6. Sending daily report to email 	
6	Saturday, April 15 th 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 	Health Club Counter

Table 3.14 Daily Activities of April 17th 2023 to April 29th 2023

No	Day/Date	Activity
1	April 17 th - 20 th , 2023	Leave
2	April 21 st - 22 nd , 2023	Public Holiday (Eid al-Fitr)
3	April 24 th - 29 th , 2023	Leave

Table 3. 15 Daily Activities of May 1st 2023 to May 6th 2023

No	Day/Date	Activity	Place
1	Monday, May 1 st 2023	Public Holiday (May Day)	
2	Tuesday, May 2 nd 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Making Store Request 	Health Club Counter
3	Wednesday, May 3 rd 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Handling Overtime Work Order (SPKL) and Overtime form (OT) 	Health Club Counter
4	Thursday, May 4 th 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 	Health Club Counter
5	Friday, May 5 th 2023	<ol style="list-style-type: none"> 1. Inputting summary of Size Gym Sales records 2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 	Health Club Counter
6	Saturday, May 6 th 2023	Day off	

Table 3.16 Daily Activities of May 8th 2023 to May 15th 2023

No	Day/Date	Activity	Place
1	Monday, May 8 th 2023	1. Inputting summary of Size Gym Sales records	Health Club Counter & HRD

		2. Inputting registration member form and member data in e-data best 3. Making Health Club Membership card 4. Filing document	Office
2	Tuesday, May 9 th 2023	Filing document	HRD Office
3	Wednesday, May 10 th 2023	Filing document	HRD Office
4	Thursday, May 11 th 2023	Filing document	HRD Office
5	Friday, May 12 th 2023	1. Filing document 2. Accompanying Visit from Asian Agri	HRD Office
6	Saturday, May 13 th 2023	Filing document	HRD Office
7	Monday, May 15 th	Presentation	Singkep Room

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in Unigraha Hotel there is some conclusion as follow:

1. There were some kinds of job done during the apprenticeship in Front Office Department; Welcoming guests, Answering phone calls, Serving guests payment and Posting payments, Filing document, Completing the foreigner registration form, and Helping closing cashier. In Health Club; Inputting summary of Size Gym Sales records, Inputting registration member form and member data in e-data best, Making Health Club Membership card, Handling Store Request and Purchase Request, Handling Overtime Work Order (SPKL) and Overtime form, Making English materials for internal training, Inputting member attendance list, Inputting Bill, Sending daily report to email, Filing document, Revising the Health Club SOP, Helping to make monthly report, Handling form inter department transfer, and Handling leave form. In Human resources ; Filing document and Accompanying visit.
2. There were Hard Documents and Electronic Document used for activity while doing apprenticeship program. Hard Document such as: Guest Folio, Guarantee Letter, Laundry Price List, Bill, Inter Department Transfer, Card Member Health Club, Leave Form, Over Time Work Order (SPKL Form), Over Time Form, Store Request, and Purchase Request. Electronic Document such as : Health Club and Recreation Membership Form, E-Data Best Health Club 2023, Daily Revenue Health Club 2023, Size Gym Sales Record Summary, Report Health Club.
3. All working procedures carried out during the apprenticeship at Unigraha Hotel are carried out in accordance with the provisions of the SOP that apply in the Unigraha Hotel.

4.2 Suggestion

The most important aspects is focus when carrying out the activities assigned and be responsible and honest.

APPENDICES


APPENDIX A

Daily Activities of Internship

DAILY ACTIVITY APPRENTICESHIP

Day : Friday

Date : January 13rd, 2023


No	Job Description	Supervisor	Signature
1	Going to Safety Induction	Tengku Kespandiar	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Safety Induction is about K3 when doing a work in the office

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : January 17th, 2023


No	Job Description	Supervisor	Signature
1	Visiting Unigraha Hotel	Tengku Kespandiar	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Self-introduction as well as providing an overview of some of the departments in the hotel and the placement of the apprenticeship department.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : January 18th, 2023

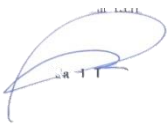
No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing supporting bills such as laundry and restaurant bills, and putting them in the cabinet according to the room number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : January 19th, 2023


No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing supporting bills such as laundry and restaurant bills, and putting them in the cabinet according to the room number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : January 20th, 2023

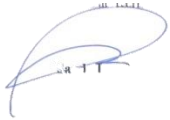
No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing documents and putting them in the appropriate folders.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : January 21st, 2023

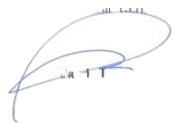
No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing documents and putting them in the appropriate folders.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : January 23rd, 2023

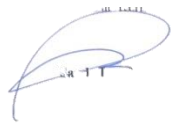
No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing documents and putting them in the appropriate folders.

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : January 24th, 2023


No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Labeling the name of the folder name

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : January 25th, 2023

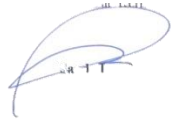
No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Labeling the name of the folder name

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : January 26th, 2023

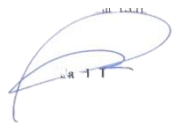
No	Job Description	Supervisor	Signature
1	Welcoming Guest	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Welcoming guests aims to make a good impression on guests. A friendly, empathetic attitude, ready to help and able to communicate with guests is very important for a receptionist.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : January 27th, 2023


No	Job Description	Supervisor	Signature
1	Answering phone calls	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Receptionists must be able to serve any incoming telephone calls, both external and internal, in accordance with the SOPs that apply at the hotel.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : January 30th, 2023


No	Job Description	Supervisor	Signature
1	Serving guests payment and posting payments	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Serving guests who are about to make a payment and after the guest has made a payment, a receptionist must posting the payment into the system. This payment can be in the form of room, restaurant, health club, or laundry payments.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : January 31st, 2023

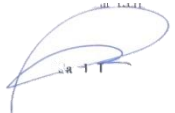
No	Job Description	Supervisor	Signature
1	Completing the foreigner registration form	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Completing the contents of Foreigner Registration Form in the form of the guest's country of origin and passport number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : February 1st, 2023

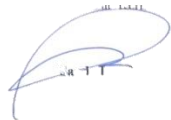
No	Job Description	Supervisor	Signature
1	Answering phone calls	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Receptionists must be able to serve any incoming telephone calls, both external and internal, in accordance with the SOPs that apply at the hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : February 2nd, 2023

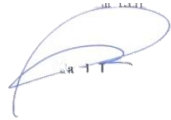
No	Job Description	Supervisor	Signature
1	Helping closing cashier	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		This activity include helping staff to organize Guest Folio according to the type of payment made

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : February 3rd, 2023

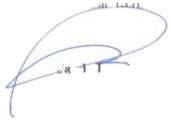
No	Job Description	Supervisor	Signature
1	Welcoming Guest	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Welcoming guests aims to make a good impression on guests. A friendly, empathetic attitude, ready to help and able to communicate with guests is very important for a receptionist.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : February 4th, 2023

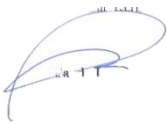
No	Job Description	Supervisor	Signature
1	Answering phone calls	Sandy Lee	
Note :			

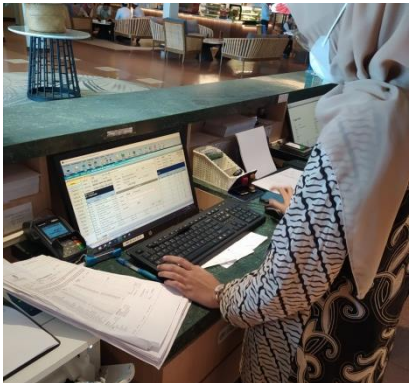
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Receptionists must be able to serve any incoming telephone calls, both external and internal, in accordance with the SOPs that apply at the hotel.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : February 6th, 2023


No	Job Description	Supervisor	Signature
1	Serving guests payment and posting payments	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Serving guests who are about to make a payment and after the guest has made a payment, a receptionist must posting the payment into the system. This payment can be in the form of room, restaurant, health club, or laundry payments.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : February 7th, 2023

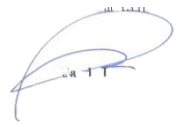
No	Job Description	Supervisor	Signature
1	Completing the foreigner registration form	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Completing the contents of Foreigner Registration Form in the form of the guest's country of origin and passport number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : February 8th, 2023


No	Job Description	Supervisor	Signature
1	Filing Document	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Organize supporting bills such as laundry and restaurant bills, and put them in the cabinet according to the room number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : February 9th, 2023


No	Job Description	Supervisor	Signature
1	Helping closing cashier	Sandy Lee	
Note :			

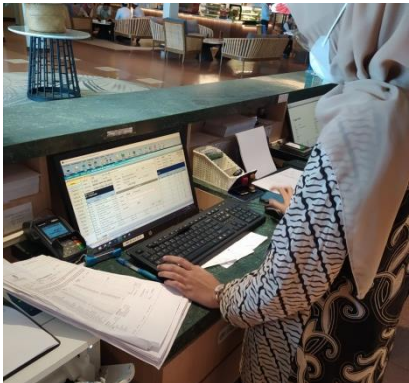
No	THE PICTURE OF ACTIVITY	INFORMATION
		This activity include helping staff to organize Guest Folio according to the type of payment made

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : February 10th, 2023


No	Job Description	Supervisor	Signature
1	Serving guests payment and posting payments	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Serving guests who are about to make a payment and after the guest has made a payment, a receptionist must posting the payment into the system. This payment can be in the form of room, restaurant, health club, or laundry payments.

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : February 13th, 2023

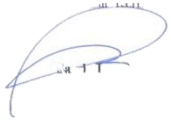
No	Job Description	Supervisor	Signature
1	Welcoming Guest	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Welcoming guests aims to make a good impression on guests. A friendly, empathetic attitude, ready to help and able to communicate with guests is very important for a receptionist.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : February 14th, 2023

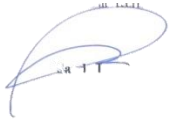
No	Job Description	Supervisor	Signature
1	Answering phone calls	Sandy Lee	
Note :			

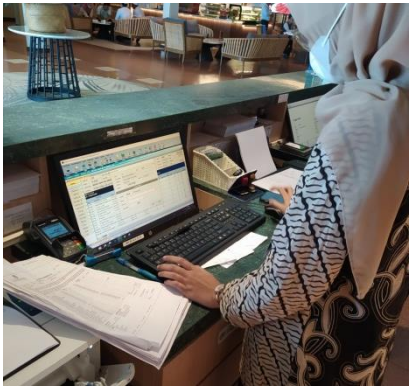
No	THE PICTURE OF ACTIVITY	INFORMATION
		Receptionists must be able to serve any incoming telephone calls, both external and internal, in accordance with the SOPs that apply at the hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : February 15th, 2023


No	Job Description	Supervisor	Signature
1	Serving guests payment and posting payments	Sandy Lee	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Serving guests who are about to make a payment and after the guest has made a payment, a receptionist must posting the payment into the system. This payment can be in the form of room, restaurant, health club, or laundry payments.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : February 16th, 2023

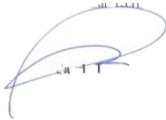
No	Job Description	Supervisor	Signature
1	Completing the foreigner registration form	Sandy Lee	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Completing the contents of Foreigner Registration Form in the form of the guest's country of origin and passport number.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : February 17th, 2023


No	Job Description	Supervisor	Signature
1	Answering phone calls	Sandy Lee	
Note :			

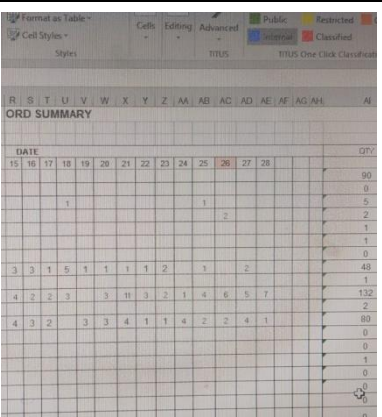
No	THE PICTURE OF ACTIVITY	INFORMATION
		Receptionists must be able to serve any incoming telephone calls, both external and internal, in accordance with the SOPs that apply at the hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : February 20th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : February 21st, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : February 22nd, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			

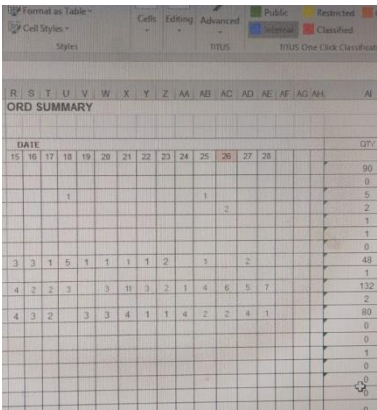
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : February 23rd, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : February 24th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

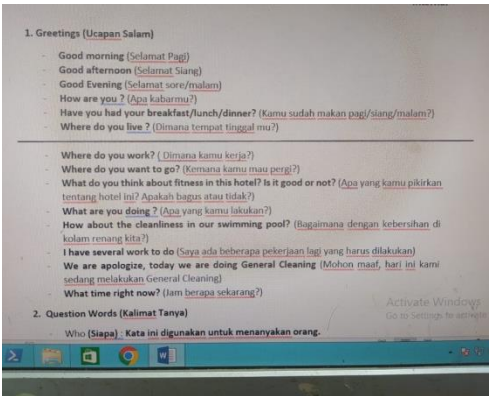
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Saturday

Date : February 25th, 2023


No	Job Description	Supervisor	Signature
1	Making English materials for internal training	Antoni	
Note :			

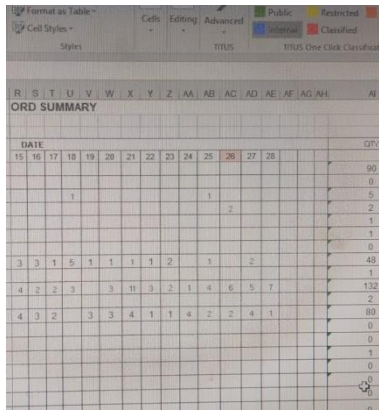
No	THE PICTURE OF ACTIVITY	INFORMATION
		Making English materials to help staff improve their English skills.

DAILY ACTIVITY APPRENTICESHIP

Day : Monday

Date : February 27th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			

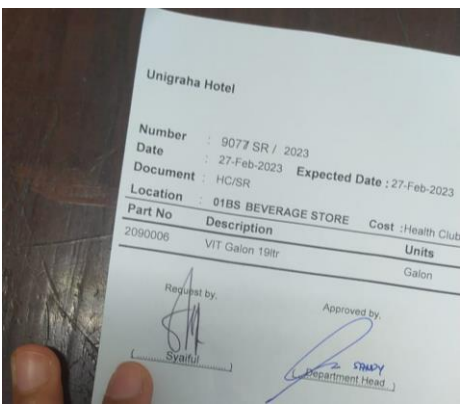
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

DAILY ACTIVITY
APPRENTICESHIP

Day : Tuesday

Date : February 28th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : March 1st, 2023


No	Job Description	Supervisor	Signature
1	Filing document	Antoni	
Note :			

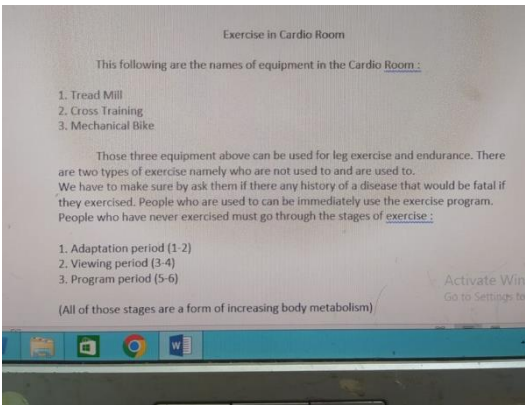
No	THE PICTURE OF ACTIVITY	INFORMATION
		Organizing documents in the form of daily revenue, bills, and member registration forms into cabinets according to the month.

DAILY ACTIVITY
APPRENTICESHIP

Day : Thursday

Date : March 2nd, 2023


No	Job Description	Supervisor	Signature
1	Making English materials for internal training	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
	 <p>The screenshot shows a presentation slide with the following text:</p> <p style="text-align: center;">Exercise in Cardio Room</p> <p style="text-align: center;">This following are the names of equipment in the Cardio Room :</p> <ol style="list-style-type: none"> 1. Tread Mill 2. Cross Training 3. Mechanical Bike <p>Those three equipment above can be used for leg exercise and endurance. There are two types of exercise namely who are not used to and are used to. We have to make sure by ask them if there any history of a disease that would be fatal if they exercised. People who are used to can be immediately use the exercise program. People who have never exercised must go through the stages of <u>exercise</u> :</p> <ol style="list-style-type: none"> 1. Adaptation period (1-2) 2. Viewing period (3-4) 3. Program period (5-6) <p>(All of those stages are a form of increasing body metabolism)</p>	<p>Making English materials to help staff improve their English skills.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Friday

Date : March 3rd, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			

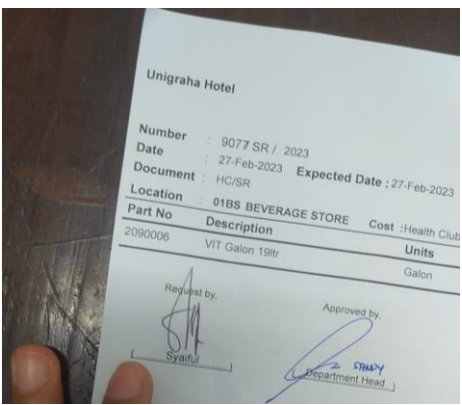
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : March 6th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

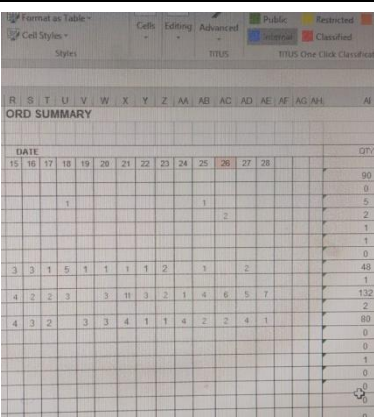
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : March 8th, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

DAILY ACTIVITY
APPRENTICESHIP

Day : Thursday

Date : March 9th, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			

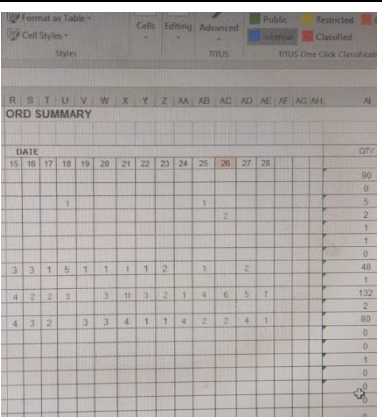
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : March 10th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : March 13th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

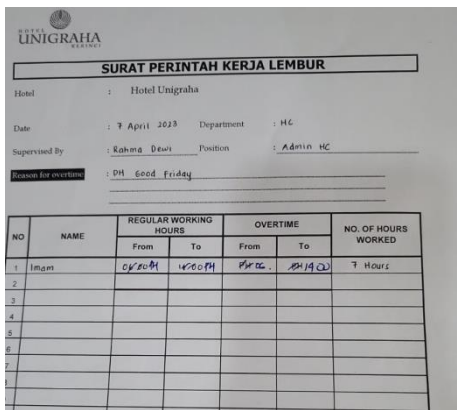
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Tuesday

Date : March 14th, 2023


No	Job Description	Supervisor	Signature
1	Handling Overtime Work Order (SPKL) and Overtime form (OT)	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Handling overtime work order and overtime form from Health Club staff, usually over time on public holidays and will do General Cleaning.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : March 15th, 2023


No	Job Description	Supervisor	Signature
1	Revising the Health Club SOP	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Helping to revise the Health Club SOP with the Health Club Staff to assist the staff in carrying out complex routine operations.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : March 16th, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			

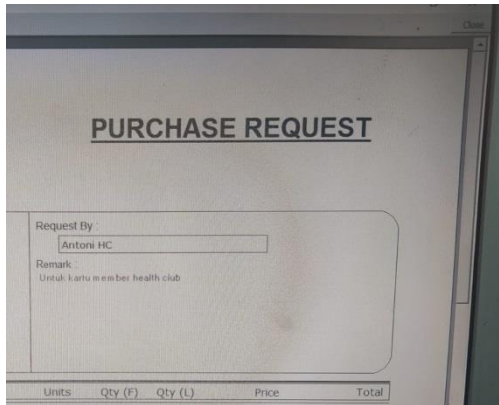
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : March 17th, 2023


No	Job Description	Supervisor	Signature
1	Making purchase request	Antoni	
Note :			

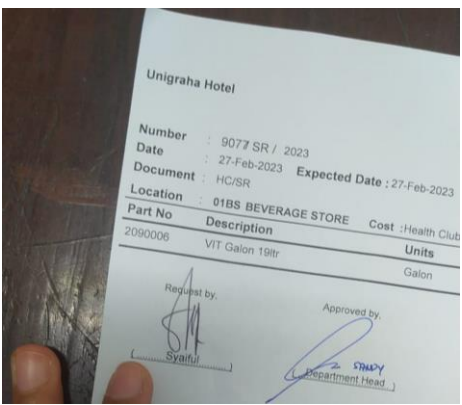
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting the purchase of items to fulfill the needs of the Health Club, a Purchase Request was made because the requested items were not available in the store.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Saturday

Date : March 18th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : March 20th, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			

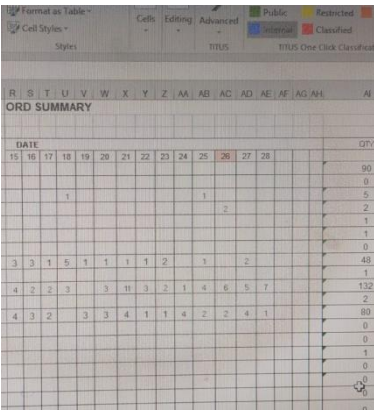
No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : March 21st, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Every day, morning staff inputting the total daily revenue of Health Club.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : March 22nd, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : March 23rd, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			

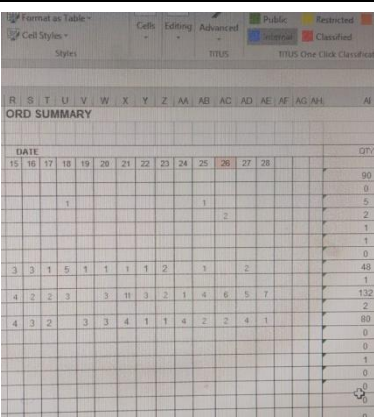
No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : March 24th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : March 27th, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			

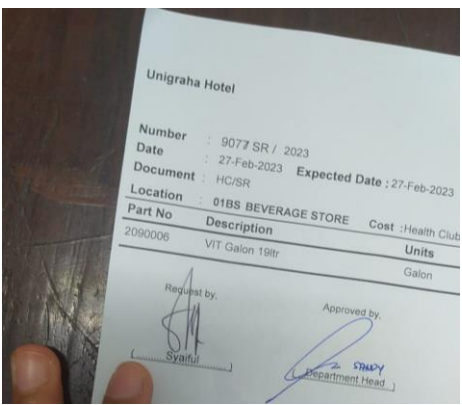
No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : March 29th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

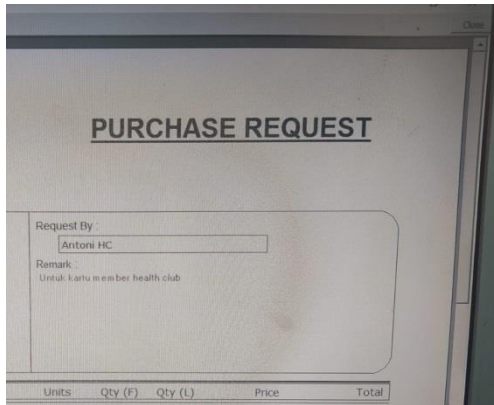
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : March 30th, 2023


No	Job Description	Supervisor	Signature
1	Making purchase request	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting the purchase of items to fulfill the needs of the Health Club, a Purchase Request was made because the requested items were not available in the store.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day :Friday

Date : March 31st, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Saturday

Date : April 1st, 2023


No	Job Description	Supervisor	Signature
1	Filing document	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		At the beginning of each month, organizing documents such as daily revenue, bills, and member registrations into a cabinet.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : April 3rd, 2023


No	Job Description	Supervisor	Signature
1	Helping to make monthly report	Antoni	
Note :			

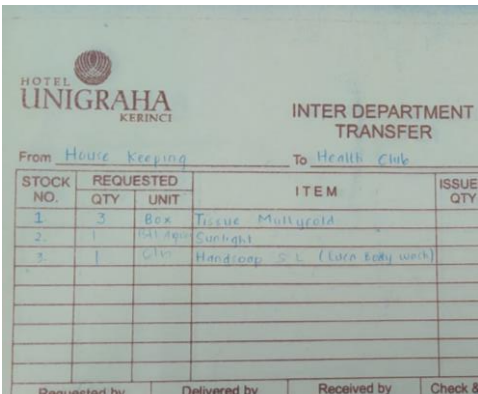
No	THE PICTURE OF ACTIVITY	INFORMATION
		Helping staff to make monthly report, which contain Health Club revenue, Health Club work progress and so on.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : April 4th, 2023


No	Job Description	Supervisor	Signature
1	Handling form inter department transfer	Antoni	
Note :			

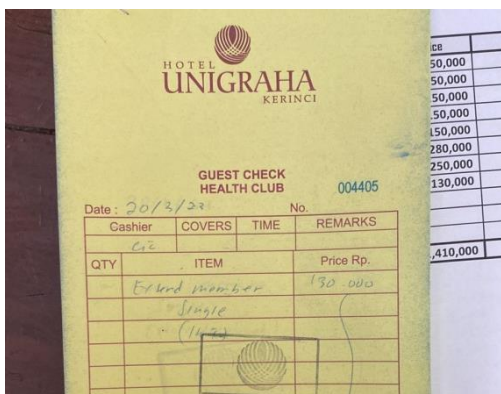
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting the transfer of items from other departments, because the items are not available in the store, only a few items are needed, and if make a Purchase Request, it takes quite a long time.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : April 5th, 2023


No	Job Description	Supervisor	Signature
1	Inputting bill	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Inputting the number of the bill into the computer, to be sent as an attachment to the daily report via email.</p>

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : April 6th, 2023


No	Job Description	Supervisor	Signature
1	Handling leave form	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Assisting staff to complete their leave form, starting from asking for superior approval, and giving to HRD.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Monday

Date : April 10th, 2023


No	Job Description	Supervisor	Signature
1	Helping to prepare “Buka Bersama”	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Assisted the staff to prepare hampers for the orphanage children at the breakfasting event, with all Unigraha Hotel staff.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : April 11th, 2023


No	Job Description	Supervisor	Signature
1	Inputting member attendance list	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Inputting the member attendance list into the computer, to be sent as an attachment to the daily report via email.

DAILY ACTIVITY
APPRENTICESHIP

Day : Wednesday

Date : April 12th, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

DAILY ACTIVITY
APPRENTICESHIP

Day :Thursday

Date : April 13th, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : April 14th, 2023


No	Job Description	Supervisor	Signature
1	Sending daily report to e-mail	Antoni	
Note :			

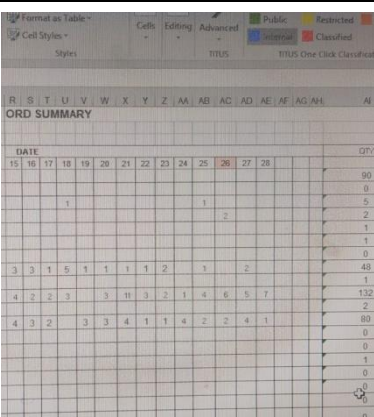
No	THE PICTURE OF ACTIVITY	INFORMATION
		Sending daily report Health Club to superiors by attaching several documents.

DAILY ACTIVITY APPRENTICESHIP

Day : Saturday

Date : April 15th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : May 29th, 2023


No	Job Description	Supervisor	Signature
1	Making store request	Antoni	
Note :			

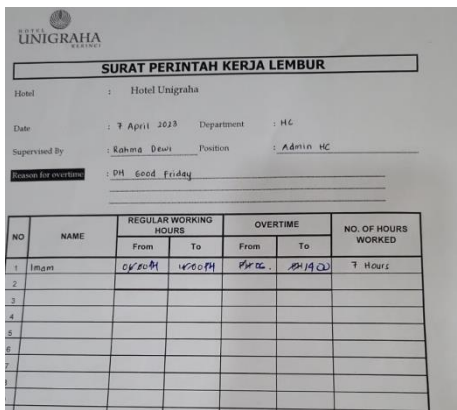
No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Requesting items to the store man to fulfill the needs of Health Club, usually the most frequently requested is gallon water, for the drinking needs of members after workout and Health Club bills.</p>

DAILY ACTIVITY APPRENTICESHIP

Day : Wednesday

Date : May 3rd, 2023


No	Job Description	Supervisor	Signature
1	Handling Overtime Work Order (SPKL) and Overtime form (OT)	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Handling overtime work order and overtime from Health Club staff, usually over time on public holidays and will do General Cleaning.</p>

DAILY ACTIVITY
APPRENTICESHIP

Day : Thursday

Date : May 4th, 2023


No	Job Description	Supervisor	Signature
1	Inputting registration member form and member data in e-data best	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day inputting the data of new members who join the Health Club into the computer.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : April 5th, 2023


No	Job Description	Supervisor	Signature
1	Making Health Club membership card	Antoni	
Note :			

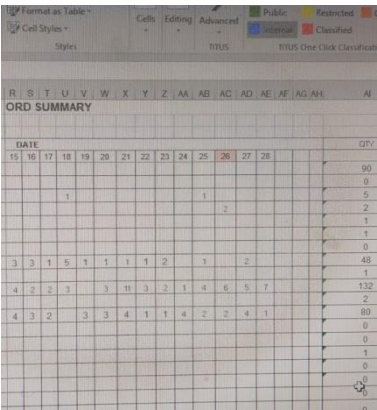
No	THE PICTURE OF ACTIVITY	INFORMATION
		Member cards are made every day by staff, starting from editing, printing, cutting, laminating and giving to member.

DAILY ACTIVITY
APPRENTICESHIP

Day : Monday

Date : May 8th, 2023


No	Job Description	Supervisor	Signature
1	Inputting summary of Size Gym Sales Records	Antoni	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Every day, morning staff inputting the total daily revenue of Health Club.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Tuesday

Date : May 9th, 2023


No	Job Description	Supervisor	Signature
1	Filing document	Diana	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Separating personal documents of each employee at Unigraha Hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Wednesday

Date : May 10th, 2023


No	Job Description	Supervisor	Signature
1	Filing document	Diana	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Separating personal documents of each employee at Unigraha Hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Thursday

Date : May 11th, 2023


No	Job Description	Supervisor	Signature
1	Filing document	Diana	
Note :			


No	THE PICTURE OF ACTIVITY	INFORMATION
		Separating personal documents of each employee at Unigraha Hotel.

**DAILY ACTIVITY
APPRENTICESHIP**

Day : Friday

Date : May 12th, 2023

No	Job Description	Supervisor	Signature
1	Accompanying visitors	Diana	
Note :			

No	THE PICTURE OF ACTIVITY	INFORMATION
		Helping staff to guide and accompany visitor from Asian Agri.

APPENDIX B

Certificated of Internship



APPENDIX C

Apprenticeship Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Tejak Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax : +62 21 3144 654

Mill Office
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax : +62 761 491 846

www.aprilasia.com
www.paperone.com

Nomor : /XII/CR/KP/RAPP/2022
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/
Pelajar sebagai berikut:

NO	Nama	NIP	Jurusan
1	Dinda Leoni Rizky	5203201126	B. Inggris
2	Suci Ramadina	5203201138	B. Inggris
3	Beni Situmorang	5203201128	B. Inggris
4	Winda Fitriyanti	5203191115	B. Inggris

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP periode Januari-Maret 2023. Kepada yang bersangkutan harus mengikuti safety induction terlebih dahulu. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar membawa masing masing.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada Senin (9 Januari 2023) Pukul 09.00 WIB dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 8 Desember 2022


Tengku Kespandjar, ST., MM
Campus Relation Manager

APPENDIX D
Evaluation Form

1. Front Office

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
HOTEL UNIGRAHA**

Nama : Dinda Leonita Rizky
NIM : 5203201126
Program Studi : Bahasa Inggris
Kampus : Politeknik Negeri Bengkalis


No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	90
2	Tanggung-jawab	25%	85
3	Penyesuaian diri	10%	85
4	Hasil kerja	30%	90
5	Perilaku secara umum	15%	90
	Total Jumlah (1+2+3+4+5)	100%	440

Keterangan :
Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup baik
56-60 : Cukup

Catatan :

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.....
.....

Pangkalan Kerinci, 15 Mei 2023


Sandy Lee
FO Managet



2. Health Club

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
HOTEL UNIGRAHA**

Nama : Dinda Leonita Rizky
NIM : 5203201126
Program Studi : Bahasa Inggris
Kampus : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	90
2	Tanggung-jawab	25%	90
3	Penyesuain diri	10%	90
4	Hasil kerja	30%	90
5	Perilaku secara umum	15%	90
Total Jumlah (1+2+3+4+5)		100%	450

Keterangan :
Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup baik
56-60 : Cukup

Catatan :

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.....
.....

Pangkalan Kerinci, 15 Mei 2023


Antoni
Health Club Supervisor



3. Human Resources

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

Nama : Dinda Leonita Rizky
NIM : 5203201126
Program Studi : Bahasa Inggris
Kampus : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	18
2	Tanggung-jawab	25%	23
3	Penyesuain diri	10%	10
4	Hasil kerja	30%	25
5	Perilaku secara umum	15%	14
	Total Jumlah (1+2+3+4+5)	100%	90

Keterangan :
Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup baik
56-60 : Cukup

Catatan :

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Pangkalan Kerinci, 15 Mei 2023



Diana
HR Officer

APPENDIX E

List of Attendance

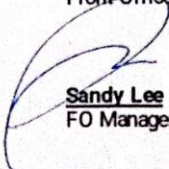
1. Front Office

ABSENSI HARIAN KERJA PRAKTIK (KP) HOTEL UNIGRAHA

Nama : Dinda Leonita Rizky
 Program Studi : Bahasa Inggris
 Dari Kampus : Politeknik Negeri Bengkalis
 Department/Devisi : Front Office
 Waktu Kerja Praktek : 17 Januari 2023 s/d 18 Februari 2023

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Selasa	17/01/2023	07.48	<i>Dinda</i>	17.09	<i>Dinda</i>	Hadir
2	Rabu	18/01/2023	07.49	<i>Dinda</i>	17.22	<i>Dinda</i>	Hadir
3	Kamis	19/01/2023	07.50	<i>Dinda</i>	17.14	<i>Dinda</i>	Hadir
4	Jumat	20/01/2023	07.51	<i>Dinda</i>	17.15	<i>Dinda</i>	Hadir
5	Sabtu	21/01/2023	07.51	<i>Dinda</i>	12.13	<i>Dinda</i>	Hadir
6	Senin	23/01/2023	07.50	<i>Dinda</i>	17.15	<i>Dinda</i>	Hadir
7	Selasa	24/01/2023	07.48	<i>Dinda</i>	17.06	<i>Dinda</i>	Hadir
8	Rabu	25/01/2023	07.55	<i>Dinda</i>	17.08	<i>Dinda</i>	Hadir
9	Kamis	26/01/2023	07.47	<i>Dinda</i>	17.12	<i>Dinda</i>	Hadir
10	Jumat	27/01/2023	07.48	<i>Dinda</i>	17.15	<i>Dinda</i>	Hadir
11	Sabtu	28/01/2023	-		-		DO
12	Senin	30/01/2023	07.48	<i>Dinda</i>	17.10	<i>Dinda</i>	Hadir
13	Selasa	31/01/2023	07.50	<i>Dinda</i>	17.14	<i>Dinda</i>	Hadir
14	Rabu	01/02/2023	07.48	<i>Dinda</i>	17.09	<i>Dinda</i>	Hadir
15	Kamis	02/02/2023	07.50	<i>Dinda</i>	17.22	<i>Dinda</i>	Hadir
16	Jumat	03/02/2023	07.50	<i>Dinda</i>	17.14	<i>Dinda</i>	Hadir
17	Sabtu	04/02/2023	07.50	<i>Dinda</i>	12.10	<i>Dinda</i>	Hadir
18	Senin	06/02/2023	07.51	<i>Dinda</i>	17.11	<i>Dinda</i>	Hadir
19	Selasa	07/02/2023	07.47	<i>Dinda</i>	17.07	<i>Dinda</i>	Hadir
20	Rabu	08/02/2023	07.48	<i>Dinda</i>	17.09	<i>Dinda</i>	Hadir
21	Kamis	09/02/2023	07.52	<i>Dinda</i>	17.11	<i>Dinda</i>	Hadir
22	Jumat	10/02/2023	07.51	<i>Dinda</i>	17.10	<i>Dinda</i>	Hadir
23	Sabtu	11/02/2023	-		-		DO
24	Senin	13/02/2023	07.52	<i>Dinda</i>	17.08	<i>Dinda</i>	Hadir
25	Selasa	14/02/2023	07.56	<i>Dinda</i>	17.13	<i>Dinda</i>	Hadir
26	Rabu	15/02/2023	07.54	<i>Dinda</i>	17.11	<i>Dinda</i>	Hadir
27	Kamis	16/02/2023	07.54	<i>Dinda</i>	17.20	<i>Dinda</i>	Hadir
28	Jumat	17/02/2023	07.46	<i>Dinda</i>	17.14	<i>Dinda</i>	Hadir
29	Sabtu	18/02/2023	-		-		PH

Pangkalan Kerinci, 13 May 2023
 Front-Office Department


Sandy Lee
 FO Manager

2. Health Club

**ABSENSI HARIAN KERJA PRAKTIK (KP)
HOTEL UNIGRAHA**

Nama : Dinda Leonita Rizky
 Program Studi : Bahasa Inggris
 Dari Kampus : Politeknik Negeri Bengkalis
 Department/Devisi : Front Office/Health Club
 Waktu Kerja Praktek : 20 Februari 2023 s/d 08 Mei 2023

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Senin	20/02/2023	07.57	<i>Dij</i>	17.13	<i>Dij</i>	Hadir
2	Selasa	21/02/2023	07.49	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
3	Rabu	22/02/2023	07.51	<i>Dij</i>	17.06	<i>Dij</i>	Hadir
4	Kamis	23/02/2023	08.48	<i>Dij</i>	17.08	<i>Dij</i>	Hadir
5	Jumat	24/02/2023	07.52	<i>Dij</i>	17.12	<i>Dij</i>	Hadir
6	Sabtu	25/02/2023	07.45	<i>Dij</i>	12.12	<i>Dij</i>	Hadir
7	Senin	27/02/2023	07.53	<i>Dij</i>	17.16	<i>Dij</i>	Hadir
8	Selasa	28/01/2023	07.53	<i>Dij</i>	17.07	<i>Dij</i>	Hadir
9	Rabu	01/03/2023	07.51	<i>Dij</i>	17.10	<i>Dij</i>	Hadir
10	Kamis	02/03/2023	07.49	<i>Dij</i>	17.11	<i>Dij</i>	Hadir
11	Jumat	03/03/2023	08.00	<i>Dij</i>	16.17	<i>Dij</i>	Hadir
12	Sabtu	04/03/2023	-		-		DO
13	Senin	06/03/2023	07.58	<i>Dij</i>	17.17	<i>Dij</i>	Hadir
14	Selasa	07/03/2023	07.52	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
15	Rabu	08/03/2023	07.47	<i>Dij</i>	17.09	<i>Dij</i>	Hadir
16	Kamis	09/03/2023	07.51	<i>Dij</i>	17.09	<i>Dij</i>	Hadir
17	Jumat	10/03/2023	07.57	<i>Dij</i>	17.08	<i>Dij</i>	Hadir
18	Sabtu	11/03/2023	-		-		EDO
19	Senin	13/03/2023	07.49	<i>Dij</i>	17.06	<i>Dij</i>	Hadir
20	Selasa	14/03/2023	07.50	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
21	Rabu	15/03/2023	07.51	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
22	Kamis	16/03/2023	07.51	<i>Dij</i>	17.04	<i>Dij</i>	Hadir
23	Jumat	17/03/2023	07.50	<i>Dij</i>	17.07	<i>Dij</i>	Hadir
24	Sabtu	18/03/2023	07.48	<i>Dij</i>	12.06	<i>Dij</i>	Hadir
25	Senin	20/03/2023	07.55	<i>Dij</i>	17.05	<i>Dij</i>	Hadir
26	Selasa	21/03/2023	07.52	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
27	Rabu	22/03/2023	07.54	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
28	Kamis	23/03/2023	07.42	<i>Dij</i>	17.06	<i>Dij</i>	Hadir
29	Jumat	24/03/2023	07.36	<i>Dij</i>	17.06	<i>Dij</i>	Hadir
30	Sabtu	25/03/2023	07.57	<i>Dij</i>	12.10	<i>Dij</i>	Hadir
31	Senin	27/03/2023	07.57	<i>Dij</i>	17.00	<i>Dij</i>	Hadir
32	Selasa	28/03/2023	-		-		Sakit
33	Rabu	29/03/2023	07.55	<i>Dij</i>	17.06	<i>Dij</i>	Hadir
34	Kamis	30/03/2023	07.53	<i>Dij</i>	17.09	<i>Dij</i>	Hadir
35	Jumat	31/03/2023	07.53	<i>Dij</i>	17.09	<i>Dij</i>	Hadir
36	Sabtu	01/04/2023	07.58	<i>Dij</i>	12.08	<i>Dij</i>	Hadir
37	Senin	03/04/2023	07.52	<i>Dij</i>	17.15	<i>Dij</i>	Hadir
38	Selasa	04/04/2023	07.51	<i>Dij</i>	17.09	<i>Dij</i>	Hadir

39	Rabu	05/04/2023	07.54	<i>duj</i>	17.15	<i>duj</i>	Hadir
40	Kamis	06/04/2023	07.54	<i>duj</i>	17.10	<i>duj</i>	Hadir
41	Jumat	07/04/2023	-		-		PH
42	Sabtu	08/04/2023	-		-		DO
43	Senin	10/04/2023	07.51	<i>duj</i>	20.00	<i>duj</i>	Hadir
44	Selasa	11/04/2023	07.51	<i>duj</i>	17.05	<i>duj</i>	Hadir
45	Rabu	12/04/2023	07.48	<i>duj</i>	17.02	<i>duj</i>	Hadir
46	Kamis	13/04/2023	07.53	<i>duj</i>	17.35	<i>duj</i>	Hadir
47	Jumat	14/04/2023	07.40	<i>duj</i>	17.20	<i>duj</i>	Hadir
48	Sabtu	15/04/2023	07.54	<i>duj</i>	11.35	<i>duj</i>	Hadir
49	Senin	17/04/2023	-		-		Izin
50	Selasa	18/04/2023	-		-		Izin
51	Rabu	19/04/2023	-		-		Izin
52	Kamis	20/04/2023	-		-		Izin
53	Jumat	21/04/2023	-		-		PH
54	Sabtu	22/04/2023	-		-		PH
55	Senin	24/04/2023	-		-		Izin
56	Selasa	25/04/2023	-		-		Izin
57	Rabu	26/04/2023	-		-		Izin
58	Kamis	27/04/2023	-		-		Izin
59	Jumat	28/04/2023	-		-		Izin
60	Sabtu	29/04/2023	-		-		Izin
61	Senin	01/05/2023	-		-		PH
62	Selasa	02/05/2023	07.46	<i>duj</i>	17.15	<i>duj</i>	Hadir
63	Rabu	03/05/2023	07.46	<i>duj</i>	17.11	<i>duj</i>	Hadir
64	Kamis	04/05/2023	07.51	<i>duj</i>	17.18	<i>duj</i>	Hadir
65	Jumat	05/05/2023	07.48	<i>duj</i>	17.20	<i>duj</i>	Hadir
66	Sabtu	06/05/2023	-		-		DO
67	Senin	08/05/2023	07.46	<i>duj</i>	17.07	<i>duj</i>	Hadir

Pangkalan Kerinci, 13 May 2023
Health Club

Antoni 13/5-23
Antoni
Health Club Supervisor

3. Human Resources

ABSENSI HARIAN KERJA PRAKTIK (KP) HOTEL UNIGRAHA

Nama : Dinda Leonita Rizky
Program Studi : Bahasa Inggris
Dari Kampus : Politeknik Negeri Bengkalis
Department/Devisi : Human Resources Department
Waktu Kerja Praktek : 9 Mei 2023 s/d 16 Mei 2023

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Selasa	09/05/2023	07.49	<i>Diy</i>	17.07	<i>Diy</i>	Hadir
2	Rabu	10/05/2023	-		-		Sakit
3	Kamis	11/05/2023	07.48	<i>Diy</i>	17.15	<i>Diy</i>	Hadir
4	Jumat	12/05/2023	07.52	<i>Diy</i>	17.10	<i>Diy</i>	Hadir
5	Sabtu	13/05/2023	07.50	<i>Diy</i>	12.00	<i>Diy</i>	Hadir
6	Senin	15/05/2023	07.50	<i>Diy</i>			Hadir

Pangkalan Kerinci, 15 May 2023
Health Club


Diana
HR Officer

APPENDIX F

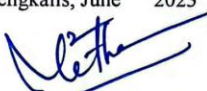
Revision List

REVISION LIST APPRENTICESHIP REPORT

Name : Dinda Leonita Rizky
NIM : 5203201126
Advisor : Diah Paramita Sari, M.Pd.
Location : PT . Riau Andalan Pulp and Paper (PT. RAPP)

No	DAY/DATE	REVISION	ADVISOR
1	May, 22 nd 2023	Consultation cp 1&2	Meth
2	May, 24 th 2023	Consultation cp 3	Meth
3	May, 26 th 2023	Revising the content	Meth
4	May, 29 th 2023	Grammar checking	Meth
5	May, 30 th 2023	Checking all of report	Meth
6.	5/6 - 23	OK for seminar	Meth

Bengkalis, Juneth 2023


Diah Paramita Sari, M.Pd
NIK. 1200106