

**AN APPRENTICESHIP REPORT
AT PT. NUSA PRIMA MANUNGAL**

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



BENI SITUMORANG

Reg. Number 5203201128

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTEMENT
STATE POLYTECHNIC OF BENGKALIS**

2023

**AN APPRENTICESHIP REPORT
AT PT. NUSA PRIMA MANUNGGAL**

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



BENI SITUMORANG

Reg. Number 5203201128

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

APPROVAL SHEET

This Apprenticeship Report written by **Beni Situmorang**. Reg. Number **5203201128** who had done the apprenticeship at **PT. Nusa Prima Manunggal Rukan Akasia Blok 1 No 12 Jl. Raya Lintas Timur, Kelurahan Pangkalan Kerinci, Kecamatan Pangkalan Kerinci, Kabupaten Pelalawan, Provinsi Riau, Indonesia**. Started from January 16th to May 12th, 2023 by the following advisor:


Pangkalan Kerinci, May 12th, 2023

Advisor I



Jordy Alexander
SAP. 20008215

Advisor II



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

Approved by:

Head of English Study Program
State Polytechnic of Bengkalis



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

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **BENI SITUMORANG** Reg. Number **5203201128** who has done the apprenticeship at PT. Nusa Prima Manunggal start from January 16th – May 12th 2023. This report is used for partial fulfilment 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 6th, 2023

Accepted by:

Advisor



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

Approved by:

Head of English Study Program
State Polytechnic of Bengkalis



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

ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at Social Department PT. NPM timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

1. Johny Custer, ST.,MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Ari Satria, M.Pd. B.I as the Head of D-III English Study Program and also my advisor
4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. Agnes Arum Budiana, S.Pd., M.Pd. as the Coordinator of Apprenticeship.
6. Tengku Kespandiar as Manager of Campus Relation
7. Robert Siahaan as a commissioner of PT. Nusa Prima Manunggal company
8. Rino Ardiyan as a director of PT. Nusa Prima Manunggal
9. Jordy Alexander as a supervisor for this apprenticeship.
10. Mr. Ilham , Mr. Aldryandes, Mr. Rihard, Mr. Febri, Ms. Iineirene and all staff and employees at PT. Nusa Prima Manunggal.
11. All Lectures of Language Department in State Polytechnic of Bengkalis
12. All family members who gave never ending contributions in material and moral.
13. All friends of English Study Program, especially for the sixth semester students of English Study Program.

There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are very important in making this report

Bengkalis, June 6th, 2023

Writer

BENI SITUMORANG
Reg. Number: 5203201128

TABLE OF CONTENTS

COVER	
TITLE PAGE	i
APPROVAL SHEET	ii
ACCEPTANCE SHEET.....	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vi
LIST OF TABLES	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION.....	1
1.2 Background of Apprenticeship	1
1.2 Purpose of Apprenticeship	2
1.3 Significance of the Apprenticeship	2
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	4
2.1 History of Company.....	4
2.2 Vision and Mission	8
2.3 Kinds of Business	8
2.4 Structure of Organization.....	9
2.5 Document Used for Activities.....	13
CHAPTER III SCOPE OF APPRENTICESHIP	15
a. Job Description	15
b. Working Procedure	15
c. Place of Apprenticeship	18
d. Kind and Description of Activity.....	19
CHAPTER IV CONCLUSION AND SUGGESTION	38
4.1 Conclusion	38
4.2 Suggestion.....	38

LIST OF FIGURES

Figure 2.1 Figure of a Path to Prosperity	4
Figure 2.2 Figure of Showing the Seeds of Sustainable Forestry	5
Figure 2.3 Figure of Growth and Recognition	6
Figure 2.4 Figure of Logo of the PT. Nusa Prima Manunggal	9
Figure 2.5 Figure of Structure of the PT. Nusa Prima Manunggal	10
Figure 3.1 The Steps of Scoring the Proposal.....	15
Figure 3.2 The Steps of Handling Documentations of Payments	16
Figure 3.3 The Steps of Handling Advance Requisition Form.....	17
Figure 3.4 The Steps of Recapping SKT/SKGR/SHM Document	17
Figure 3.5 The Steps of Creating Warning Letter.....	18

LIST OF TABLES

Table 3.1 Agenda of the First Week Activities.....	19
Table 3.2 Agenda of the Second Week Activities	20
Table 3.3 Agenda of the Third Week Activities	21
Table 3.4 Agenda of the Fourth Week Activities	22
Table 3.5 Agenda of the Fifth Week Activities	23
Table 3.6 Agenda of the Sixth Week Activities.....	24
Table 3.7 Agenda of the Seventh Week Activities	25
Table 3.8 Agenda of Eighth Week Activities	26
Table 3.9 Agenda of Ninth Week Activities.....	27
Table 3.10 Agenda of Tenth Week Activities.....	28
Table 3.11 Agenda of Eleventh Week Activities.....	29
Table 3.12 Agenda of Twelfth Week Activities	30
Table 3.13 Agenda of Thirteenth Week Activities	31
Table 3.14 Agenda of Fourteenth Week Activities.....	32
Table 3.15 Agenda of Fifteenth Week Activities.....	33
Table 3.16 Agenda of Sixteenth Week Activities.....	34
Table 3.17 Agenda of Seventeenth Week Activities	35

LIST OF APPENDICES

Appendix A Daily Activity of Apprenticeship	37
Appendix B Form of Scoring Proposal	129
Appendix C Recapitulation of Donation.....	130
Appendix D Advance Requisition Form.....	131
Appendix E BAP Form	132
Appendix F Certificated of Internship	133
Appendix G Certificated of Internship from Company	134
Appendix H Evaluation Form	135
Appendix I Attendant List of Internship	136
Appendix J Revision List	141
Appendix K Presentation of Internship Report at PT. Nusa Prima Manunggal ..	142
Appendix L Apprenticeship Seminar at State Polytechnic of Bengkalis.....	143

CHAPTER I

INTRODUCTION

1.2 Background of Apprenticeship

The student interested in a company or profession, an apprenticeship is a program that combines classroom instruction with reading and on-the-job training. Moreover, apprenticeship can aid student in obtaining a license to work in a regulated industry. The student can acquire useful skills and credentials through an apprenticeship program. A skilled and competent worker is produced through the curriculum, which blends classroom instruction with on-the-job training. There are three levels of apprenticeship: entry level, supervisory level, and management level. Apprentices are trained by professionals at every level, and the time needed is based on the competency and capacity of the trainees. The students will have a lot of success in the workplace if the apprenticeship is a success.

State Polytechnic of Bengkalis comprises eight departments, including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. At State Polytechnic of Bengkalis, completing an internship and a final project are both necessary steps toward graduating. In accordance with the student's background, apprenticeship is meant to take place in certain organizations. The students in this curriculum are also guaranteed to be adaptable, to have a strong work ethic, and to be responsible, particularly in the commercial sector. Apprenticeship also provide student with a wealth of information and experience.

One of the study options provided by the Language Department at the State Polytechnic of Bengkalis is the English study program. The completion of an internship program is one of the criteria for graduation. As a consequence, State Polytechnic of Bengkalis offers all students a learning opportunity and training through this program in order to help them build professional abilities in business and technology. Also, this school makes sure that students are responsible, adaptable, and have a good work ethic, especially in the business to

industry, where there is a lot of space for its graduates to grow greatly. As a result, the author decided to become an apprentice at *PT. Nusa Prima Manunggal* and was given the opportunity. From January 16th to May 12th, 2023, an apprentice worked as social staff at *PT. Nusa Prima Manunggal*.

There are some purpose of this Apprenticeship namely: Provide opportunities for students to apply scientific theory/concept according to the study program that has been studied in college at PT. Nusa Prima Manunggal, Provide opportunities for students to acquire practical experience in accordance with the knowledge and skill of the study program, Provide opportunities for students to analyse, examine theories/concept with the reality of implementation activities knowledge and skills at PT. Nusa Prima Manunggal, Testing the abilities of State Polytechnic Students (according to related study program) in knowledge, skills, deep ability and attitude at work, and get feedback from the business world about capabilities students and the need of the business world for development curriculum and learning process for the State Polytechnic of Bengkalis

1.2 Purpose of Apprenticeship

The purpose of the apprenticeship as follows:

1. To find out kinds of jobs done in Social Staff at *PT. Nusa Prima Manunggal*.
2. To find out working procedures and business processes applied in Social Staff at *PT. Nusa Prima Manunggal*.
3. To find out what documents used for activities while doing apprenticeship program in Social Staff at *PT. Nusa Prima Manunggal*.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Apprenticeship allows the apprentice to put what they have learned thus far into practice while also learning new things, particularly in the areas of English and business. The apprentice understands how to speak in public and attract people's attention.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing skilled alumni who are ready to work in the sector once they have completed their studies. As a result, the apprenticeship assists the polytechnic in developing and implementing its curriculum.

1.3.3 Significance for the Company

Apprenticeship allows PT. NPM to improve its image and branding by promoting its image. Furthermore, because the practical students have worked in the industry, it is simple for PT. NPM to discover and hire exchange students and experienced personnel.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 History of Company

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.



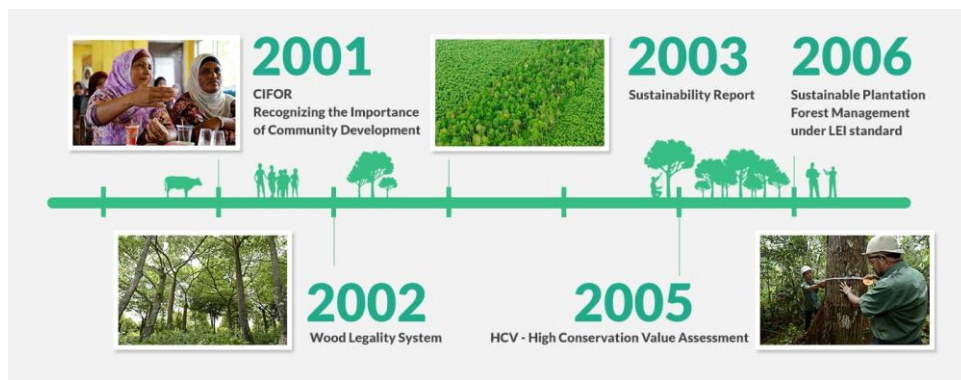
Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

Figure 2.1 Figure of 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.

Commercials 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%.



Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

Figure 2.2 Figure of 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.



Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

Figure 2.3 Figure of 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 TM 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.

In addition, PT NPM is still partners of the APRIL Group. PT. Nusa Prima Manunggal was founded and ratified on February 6th, 1997 in accordance with the company's founding deed No. 30 with the Notary Deed by Linda Herawaty, SH.

PT. Nusa Prima Manunggal (PT. NPM) is a company whose type of activity is the business of exploiting cultivated timber forests (Planted Forests) located on Jalan Rukan Akasia Block 1 Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau Province and is also one of the partner company to PT Riau Andalan Pulp and Paper.

As the company developed, in 2018 the Minister of Environment and Forestry issued a statement regarding the determination of work areas as evidenced by the SK Number. 463/Menlhk/Secretary General/PLA.2/11/2018. Then in 2021 the Minister of Environment and Forestry will also provide a statement regarding the Forest Utilization Business Permit (PBPH) as evidenced by the SK number. 1126/MENLHK/SETJEN/HPL.0/11/2021

PT Nusa Prima Manunggal has a work area managed by the company of around 4,289 hectares and the working area of the forest management unit (KPH) is in KPH Sorek, Pelalawan.

2.2 Vision and Mission

Every company certainly wants to be better in the future. The following is the vision and mission of *PT. Nusa Prima Manunggal*.

2.2.1 Vision

To become the best plantation forest management company with partnerships that are of interest to the community by striving for forest sustainability for production, environmental and social functions in a balanced way for shared prosperity in a sustainable manner.

2.2.2 Mission

To become a company that produces the best plant wood fiber, is in demand by customers and contributes to the local community by taking into account environmental management standards.

2.3 Kinds of Business

PT. Nusa Prima Manunggal is a company whose type of activity is the business of exploiting timber forest products for cultivation of plants (Planted Forests) which is a form of cooperation in managing private forest land and community land with the company. In this land cooperation, the company manages the community's land to plant acacia plants and then the community gets a wage from the harvest of the acacia plants. The wages are given at the time after the harvest is done. The length of time for land cooperation carried out is usually within 5 cycles. One cycle has a period of 5 years where in five one cycle is the age of acacia plants ready for harvest. This form of cooperation is called a concession.

In carrying out concessions, of course there are procedures starting from the process of approaching the community, collecting files or documents for

legality to the process of agreeing between the land owner and the company. Usually the community will join a farmer group to facilitate the collaboration process.

2.4 Structure of Organization

PT. Nusa Prima Manunggal has a logo that contains two colors that are blue and green and the symbol of shake hands. The logo has the meaning that the company has a good cooperative relationship with the community which is carried out with the agreement process of both parties. Also, the blue color means energy efficiently and green color means renewable resources.



Source: *PT. Nusa Prima Manunggal Company*

Figure 2.4 Logo of the PT. NPM

PT NPM is a company that has a social relations department to reach wider stakeholders consisting of several departments including the Planning and Licensing, Operations, Personnel, Administration and General Affairs Sections, and the Finance Sections. Some of these departments still have other special departments which will be explained in the following organizational structure table.

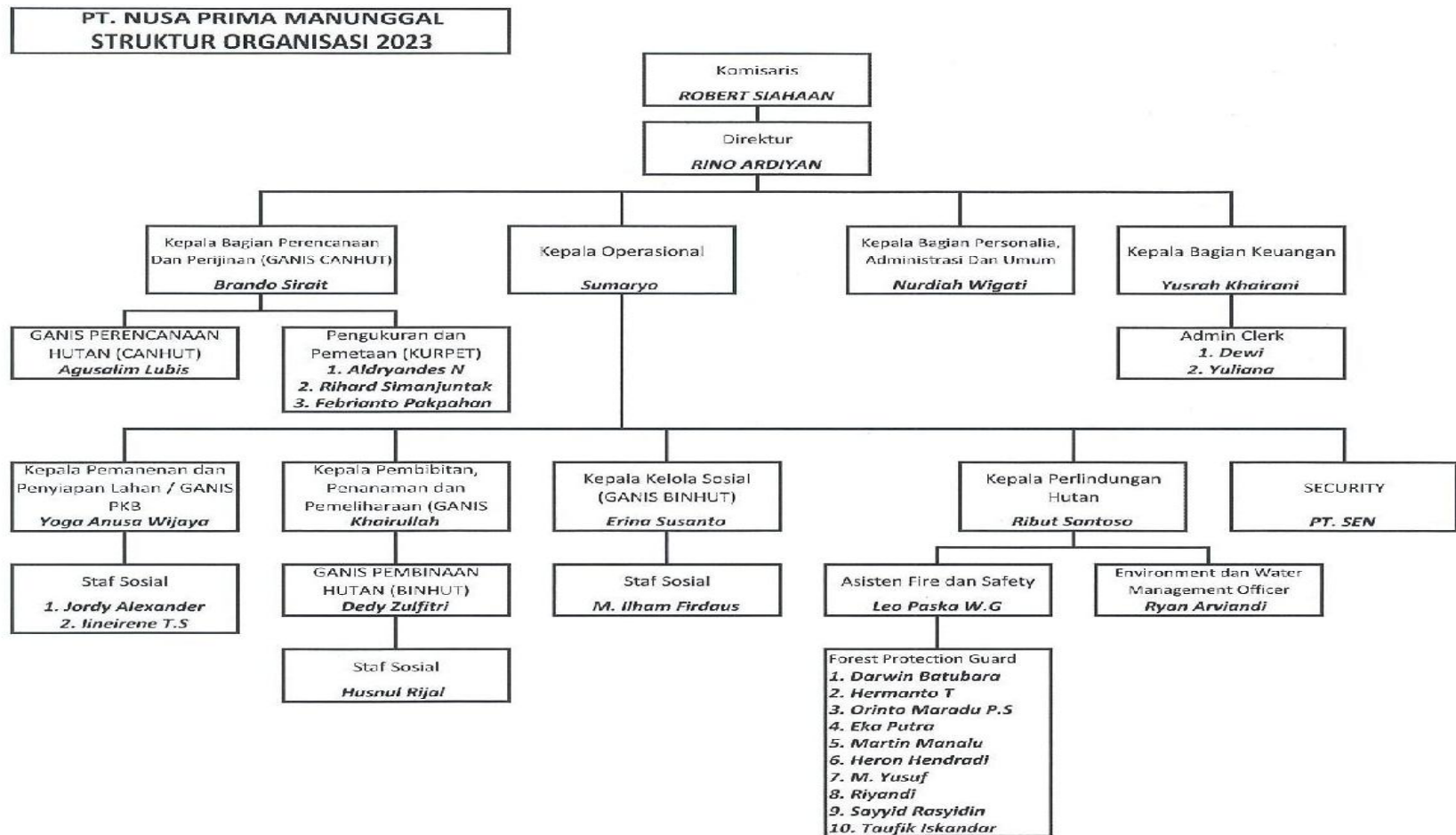


Figure 2.5 Structure Organization of PT. Nusa Prima Manunggal

The duties and responsibilities of each of the organizational structures are as follows:

1. Commissioner

As a company commissioner, your main role and responsibility is to protect the interests of the company's shareholders and ensure that the company operates in accordance with laws, regulations and the principles of good corporate governance. Following are some of the duties and responsibilities that are generally related to the position of Company Commissioner: Supervision and Strategic Decision Making, Risk Assessment and Monitoring, Implementation of Good Corporate Governance and Selection and Evaluation of the Board of Director.

2. Director

As a director of a company, you must have primary responsibility for managing the company's daily operations and achieving the company's short and long term goals. Following are some of the duties and responsibilities generally associated with the position of Director of the Company: Team and Resource Management Planning and Strategy, Operational Oversight, Product and Service Development, Financial Management, Communication and External Relations, Legal and Regulatory Compliance and Innovation and Change.

3. Head of Planning and Licensing

As the Head of the Planning and Licensing Section, has the responsibility to involve coordinating and overseeing all activities related to planning and licensing in a company or government agency. The following are some of the duties you might undertake in the role: Strategic Planning, Spatial Planning, Licensing and Regulation, Internal Coordination, Risk Analysis, External Cooperation, Monitoring of Legal Developments. In addition to these duties, you will also lead planning and permitting teams, provide direction to staff, and ensure effective performance. It is important to have a good understanding of laws, regulations and procedures related to planning and permitting as well as strong leadership skills.

4. Head of Personnel, Administration, and General affairs

As the Head of Personnel, Administration and General Affairs, has responsibility for managing functions related to human resources, administration and general operations of the company. Duties and responsibilities in this role generally include: Human Resources (HR) Management, Administrative Management, Legal and Regulatory Compliance, Company Policies and Procedures, Employee Relations and Internal Communications and Employee Development.

5. Operational department

The Operational department has the function of coordinating HTI operational activities including securing assets in the field (Camp) in order to achieve production results harvesting, transporting timber to factories, planting and maintaining plants in accordance with the Annual Work Plan (RKT) which is approved by the authorized agency with due regard to social aspects , occupational health and safety and the environment.

6. Harvesting and Land Preparation Department

The main function of the harvesting and land preparation department is to carry out measurements and tests for harvested logs, to produce a Production Report (LHP) document and to legalize it and to prepare a Log Transport Invoice (FAKB) document to transport the produce to the factory according to the method required.

7. Seeding, Planting and Maintenance Department

The main function of this department is to coordinate, control planting and plant maintenance activities which include pre-planting planning such as area, seed requirements, fertilizer, weed poison and planting equipment, to optimize plant growth until harvest age.

8. Department of Social Management

The main function of the social management department is to foster a harmonious relationship with the community around the Forest so that any conflicts can be resolved as much as possible through deliberations assisted by social staff.

9. Finance department

The main function of the finance department is to plan for optimizing company profits, look for deviations that occur, and implement action plans, implement them, monitor and control financial information, including recording company cash in and out, sources of funding and calculating corporate, employee and work partner taxes.

The finance department has one sub-department, namely Admin Clerk. Admin Clerk has the main function of assisting the Head of Operations to prepare Partner work results documents, record the number of partner employees and administration of field operational activities for reporting to the Head office.

2.5 Document Used for Activities

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

1. Donation Proposal Evaluation Sheet

The sheet used to assess incoming proposals is based on the assessment that has been provided and is an early stage before the proposal is processed further. This form contains the applicant's data, activities, benefit for the company. In this form, scoring is also done in the assessment of the proposal.

2. Donation Recapitulation

Donation recapitulation is a sheet that must be filled out after the donation proposal evaluation sheet because it contains the signature of each district HR, manager, and Social Capital Director. This sheet contains the purpose of the activity, the number of scoring and the total requested donation proposal.

3. Advance Requisition Form

Advance Requisition Form is a sheet that must be filled in when you want to make a formal request for goods or services stated in nominal terms. The company uses these documents to conduct procurement and find out

any goods obtained by the company accompanied by detailed attachments of the goods or services required.

The Advance Requisition Form that is made will be checked and signed by the Administration staff then checked again by the accounting staff.

4. Contact Review and Approval

Contract Review and Approval is a contract approval document that involves reviewing the contract to see if all parties have reviewed it and which departments or stakeholders still need to approve it. The company will issue a Contract Review and Approval when it has entered into a contractual agreement with the customer.

5. BAP Form

BAP Form (Meeting Minutes) is a record of the results of meetings or agreements that have been made by the company with the client. This form consists of Subject, Day/date, Time, place, and list of attendees. The results of the meeting will be written on this form accompanied by several initials or signatures by several interested parties.

CHAPTER III SCOPE OF APPRENTICESHIP

a. Job Description

The apprenticeship program had been done at Social Staff at *PT. Nusa Prima Manunggal* (PT.NPM) started from January 16th to May 12th 2023. Working hours are from 08.00 to 17.00 with lunch break from 12.00 to 13.30 except on Sundays and in a month there are two days off on Saturday. On Saturdays, working hours are until 12.00.

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

1. Scoring the proposal
2. Handling documentation of payment
3. Handling Advance Requisition Form of Proposal donation
4. Recapping SKPT/SHM/SKRPT documents
5. Creating a warning letter

b. Working Procedure

The working procedures done at Social Relation Department which are follows:

1. Scoring the Proposal

The evaluation of proposals is a proposal that is submitted to the Operational department, especially in the social, which is received by the each district. The proposals are added up to find the value so that they can be registered, whether the submitted proposals can be assisted or not. This data proposal is taken from the social department. The following is the procedure for scoring proposals:

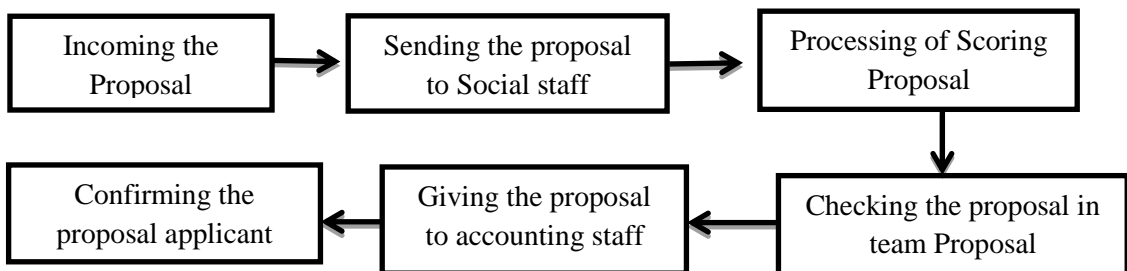


Figure 3.1 The Steps of Scoring the Proposal

2. Handling Documentation of Payment

Proof of transaction is written evidence that records or records all transaction activities that occur at the company. Proof of transaction has an important role to prevent financial problems from arising in the future. To fulfill the completeness of a document that is a transaction in nature, the document must be accompanied by a photo of payment documentation as clear evidence that there is a payment transaction activity. The following is the procedure for handling documentation of payment:

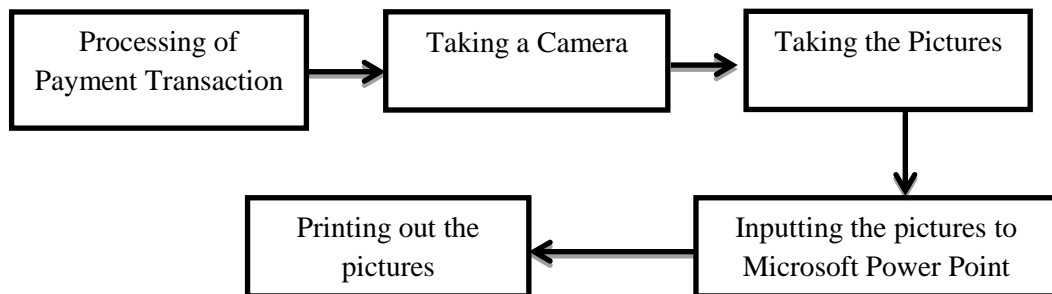


Figure 3.2 The Steps of Handling Documentation of Payments

3. Handling Advance Requisition Form

Advance Requisition Form is a sheet that must be filled in when you want to make a formal request for goods or services stated in nominal terms. The company uses these documents to conduct procurement and find out any goods obtained by the company accompanied by detailed attachments of the goods or services required. The Advance Requisition Form that is made will be checked and signed by the Administration staff then checked again by the accounting staff. The following is the procedure for handling Advance Requisition Form of Proposal Donation:

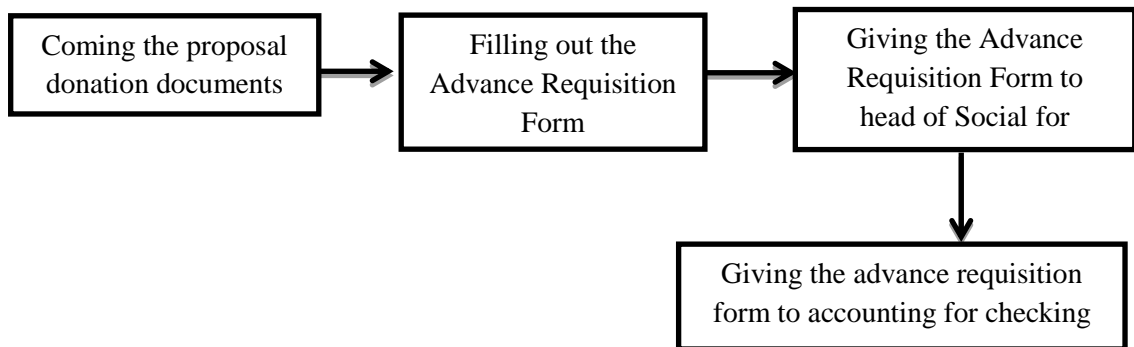


Figure 3.3 The Steps of Handling Advance Requisition Form

4. Recapping SKT/SKGR/SHM Documents.

Recap is a verb activity in the form of classifying, sorting, tidying up, summing up the data that is already available. The SKPT/SHM/SKRPT document is an important document that must be properly recapitulated according to the order of the number and name of the owner of the document. In recapitulating documents, it aims to make it easier to find out the number and location listed on the document. The following is the procedure for Recapping SKT/SHM/SKGR/SKRPT:

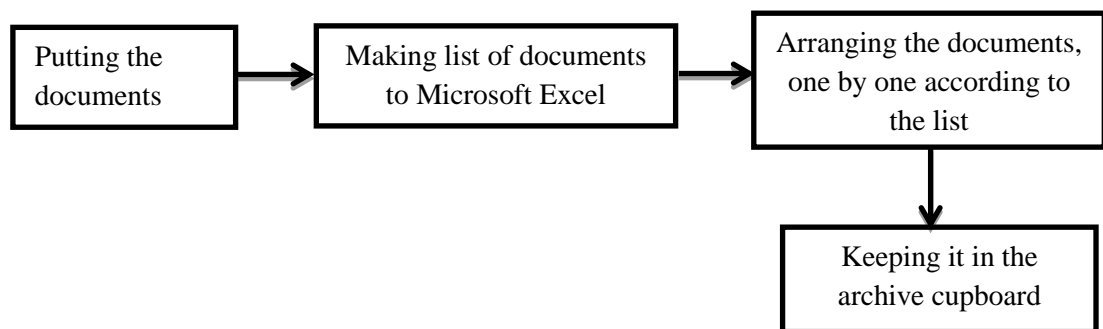


Figure 3.4 The Steps of Recapping SKT/SKGR/SHM/ Documents

5. Creating Warning Letter

A warning letter is a form of firmness and corporate discipline. Giving a warning letter aims as self-awareness for all employees when working. In addition, the warning letter serves to provide a good explanation why the letter must be given.

The following is the procedure for creating a warning letter:

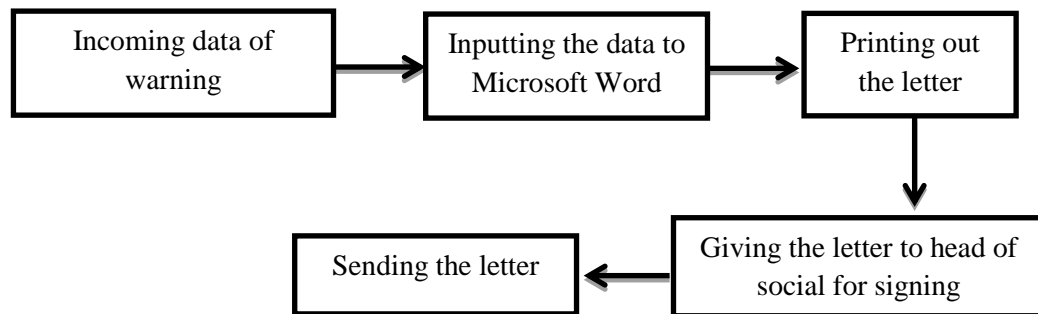


Figure 3.5 The Steps of Creating a Warning Letter

c. Place of Apprenticeship

The apprenticeship was started from January 16th 2023 until May 12th 2023. It was done at PT. Nusa Prima Manunggal, Rukan Akasia Blok 1 No. 12 Jalan Lintas Timur Pangkalan Kerinci Kabupaten Pelalawan, Riau.

d. Kind and Description of Activity

The daily activities in Social at PT. Nusa Prima Manunggal can be seen in the tables below:

**Table 3.1
Agenda of First Week Activities**

No.	Day/Date	Activity	Place
1	Monday, January 16 th 2023	1. Placement of location of the internship 2. Introducing myself to all company staff	PT. NPM Office
2	Tuesday, January 17 th 2023	Briefing with mentor regarding the overview of the Company	PT. NPM Office
3	Wednesday, January 18 th 2023	Monitoring and checking documents for IFCC Surveillance I Audit of PT. NPM	PT. NPM Office
4	Thursday, January 19 th 2023	Archipping documents of the <i>Sagu Hati</i> and Konsesi PT. NPM to Pangkalan Gondai Village	PT. NPM Office
5	Friday, January 20 th 2023	Filling out of survey <i>Kegiatan Operational Hutan Industri Kerjasama KUD Karya Cipta Bersama PT. NPM di Desa Pangkalan Gondai</i>	PT. NPM Office
6	Saturday, January 21 st 2023	Filling out of social survey of <i>Kegiatan Operasional Hutan Rakyat Kerjasama Kelompok Tani Parit Limbah</i> with company.	PT. NPM Office
7	Sunday, January 22 nd 2023	OFF	OFF

Table 3.2
Agenda of Second Week Activities

No.	Day/Date	Activity	Place
1	Monday, January 23 rd 2023	Filling out of social survey of Kegiatan Operasional Hutan Rakyat kerjasama Kelompok Tani Parit Limbah dengan Perusahaan	PT. NPM Office
2	Tuesday, January 24 th 2023	Filling out of social survey of Kegiatan Operasional Hutan Rakyat kerjasama Kelompok Tani Parit Limbah dengan Perusahaan	PT. NPM Office
3	Wednesday, January 25 th 2023	Checking documents of Pangkalan Gondai Village	PT. NPM Office
4	Thursday, January 26 th 2023	Editing of company logo in the Paint Application	Online
5	Friday, January 27 th 2023	Editing of company logo in the Paint Application	PT. NPM Office
6	Saturday, January 28 th 2023	Sending Email to Pangkalan Gondai Village	Online
7	Sunday, January 29 th 2023	OFF	OFF

Table 3.3
Agenda of Third Week Activities

No.	Day/Date	Activity	Place
1	Monday, January 30 th 2023	Helping for prepare documents of Audit	PT. NPM Office
2	Tuesday, January 31 st 2023	Reviewing the documents list of item for Kampung Hijau/ Proklam 2022 Agribusiness Program	PT. NPM Office
3	Wednesday, February 1 st 2023	Creating of labels in the 2022 documents archive	PT. NPM Office
4	Thursday, February 2 nd 2023	Recapping of KTP and KK data to Excel	PT. NPM Office
5	Friday, February 3 rd 2023	Recapping of SHM/SKRPT/SKRPPPT Kuantas Singingi Data to Excel	PT. NPM Office
6	Saturday, February 4 th 2023	1. Helping of company staff of prepare documents for Audit Closing 2. Handling of Land Claim Progress document	PT. NPM Office
7	Sunday, February 5 th 2023	OFF	OFF

Table 3.4
Agenda of Fourth Week Activities

No.	Day/Date	Activity	Place
1	Monday, February 6 th 2023	1. Meeting 2. Checking and review the land map in the email	PT. NPM Office
2	Tuesday, February 7 th 2023	1. Visiting Desa Pangkalan Gondai 2. Measuring land in Desa Pangkalan Gondai	Pangkalan Gondai Village
3	Wednesday, February 8 th 2023	Scoring Donation Proposal of Langgam	PT. NPM Office
4	Thursday, February 9 th 2023	Recapping Document of SKT documents	PT. NPM Office
5	Friday, February 10 th 2023	Handling the recapitulation of CD realization in 2022	PT. NPM Office
6	Saturday, February 11 th 2023	Making photo documentation of BAP	PT. NPM Office
7	Sunday, February 12 th 2023	OFF	OFF

Table 3.5
Agenda of Fifth Week Activities

No.	Day/Date	Activity	Place
1	Monday, February 13 th 2023	1. Meeting 2. Copying documents and scan documents	PT NPM Office
2	Tuesday, February 14 th 2023	Copying documents and scanning documents	PT NPM Office
3	Wednesday, February 15 th 2023	Handling of Advance Requisition Form	PT NPM Office
4	Thursday, February 16 th 2023	Archiving of SHM/SKRPT/SKRPPPT Desa Pusaka Siak Documents	PT NPM Office
5	Friday, February 17 th 2023	Handling documentation of payment	Online
6	Saturday, February 18 th 2023	Ascension Day of Prophet Muhammad	OFF
7	Sunday, February 19 th 2023	OFF	OFF

Table 3.6
Agenda of Sixth Week Activities

No.	Day/Date	Activity	Place
1	Monday, February 20 th 2023	Copying documents and scanning documnets	PT NPM Office
2	Tuesday, February 21 st 2023	Copying document of Alas Hak and SKT Documents	PT NPM Office
3	Wednesday, February 22 nd 2023	Copying documents of Alas Hak and SKT Documents	PT NPM Office
4	Thursday, February 23 rd 2023	Archiving documents of Alas Hak and SKT Documents Visiting Corporate Office (Legal Office)	CO Office
5	Friday, February 24 th 2023	Recapping of the coordinate of the land of Desa Pangkalan Gondai	PT NPM Office
6	Saturday, February 25 th 2023	Handling of document BAP	PT NPM Office
7	Sunday, February 26 th 2023	OFF	OFF

Table 3.7
Agenda of Seventh Week Activities

No.	Day/Date	Activity	Place
1	Monday, February 27 th 2023	Handling social survey of Industrial plantation forest operational activities in collaboration with Koptan HR Badagu Langgam and PT.NPM	PT NPM Office
2	Tuesday, February 28 th 2023	1. Helping employee for prepare document audit 2. Visiting SHR PT RAPP 3. Joining meeting of last presentation of another interpreneurship.	PT NPM Office
3	Wednesday. March 1 st 2023	Scanning document	PT NPM Office
4	Thursday, March 2 nd 2023	Following the opening of the meeting of Audit Surveilance Koptan Hutan Parit Limbah	PT NPM Office
5	Friday, March 3 rd 2023	Visit RTC	RTC Office
6	Saturday, March 4 th 2023	Copying, scanning and recapping document	PT NPM Office
7	Sunday, March 5 th 2023	OFF	OFF

Table 3.8
Agenda of Eighth Week Activities

No.	Day/Date	Activity	Place
1	Monday, March 6 th 2023	Recapping document	PT NPM Office
2	Tuesday, March 7 th 2023	Scanning and copying documents	PT NPM Office
3	Wednesday, March 8 th 2023	Handling BAP	PT NPM Office
4	Thursday, March 9 th 2023	Archiving documents	PT NPM Office
5	Friday, March 10 th 2023	1. Scoring donation proposal 2. Handling Advance donation proposal	PT NPM Office
6	Saturday, March 11 th 2023	Scanning document and copying documents	PT NPM Office
7	Sunday, March 12 th 2023	OFF	OFF

Table 3.9
Agenda of Ninth Week Activities

No.	Day/Date	Activity	Place
1	Monday, March 13 th 2023	1. Making a warming letter 2. Checking land code data	PT NPM Office
2	Tuesday, March 14 th 2023	Checking land code map of redistribution activity location	PT NPM Office
3	Wednesday, March 15 th 2023	Making a warming letter 1 for protected area	PT NPM Office
4	Thursday, March 16 th 2023	Handling BAP aid	PT NPM Office
5	Friday, March 17 th 2023	Scanning doucment	PT NPM Office
6	Saturday, March 18 th 2023	Scanning document	PT NPM Office
7	Sunday, March 19 th 2023	OFF	OFF

Table 3.10
Agenda of Tenth Week Activities

No.	Day/Date	Activity	Place
1	Monday, March 20 th 2023	1. Handling Advance of Eid al-Fitr drink aid costs in 2023 2. Family Gathering	PT NPM Office
2	Tuesday, March 21 st 2023	Handling Advance form and Expenses claim	PT NPM Office
3	Wednesday, March 22 nd 2023	Hindu Day of Silence	OFF
4	Thursday, March 23 rd 2023	Attaching proof of payment	PT NPM Office
5	Friday, March 24 th 2023	Scanning and copying documents	PT NPM Office
6	Saturday, March 25 th 2023	Recapping documents	PT NPM Office
7	Sunday, March 26 th 2023	OFF	OFF

Table 3.11
Agenda of Eleventh Week Activities

No.	Day/Date	Activity	Place
1	Monday, March 27 th 2023	1. Scoring donation proposal 2. Handling Advance of proposal	PT NPM Office
2	Tuesday, March 28 th 2023	Recapping documents	PT NPM Office
3	Wednesday, March 29 th 2023	Sending email to Pangkalan Gondai village	Online
4	Thursday, March 30 th 2023	Sorting document of Koptan Swadaya Mandiri Jaya	PT NPM Office
5	Friday, March 31 st 2023	Scoring donation proposal	PT NPM Office
6	Saturday, April 1 st 2023	Handling BAP	PT NPM Office
7	Sunday, April 2 nd 2023	OFF	OFF

Table 3.12
Agenda of Twelfth Week Activities

No.	Day/Date	Activity	Place
1	Monday, April 3 rd 2023	Scanning Documents and Copying documents	PT NPM Office
2	Tuesday, April 4 th 2023	1. Scanning and copying documents 2. Handling SK Garapan 3. Scoring proposal donation	PT NPM Office
3	Wednesday, April 5 th 2023	1. Scoring proposal 2. Scanning documents	PT NPM Office
4	Thursday, April 6 th 2023	Copying Documents	PT NPM Office
5	Friday, April 7 th 2023	Good Friday	OFF
6	Saturday, April 8 th 2023	OFF	OFF
7	Sunday, April 9 th 2023	OFF	OFF

Table 3.13
Agenda of Thirteenth Week Activities

No.	Day/Date	Activity	Place
1	Monday, April 10 th 2023	Handling SKPT Documents	PT NPM Office
2	Tuesday, April 11 th 2023	Copying SKPT Documents	PT NPM Office
3	Wednesday. April 12 th 2023	Copying SKPT Documents	PT NPM Office
4	Thursday. April 13 th 2023	Copying SKPT Documents	PT NPM Office
5	Friday, April 14 th 2023	Copying SKPT Documents	PT NPM Office
6	Saturday, April 15 th 2023	Scanning documents and archiving	PT NPM Office
7	Sunday, April 16 th 2023	OFF	OFF

Table 3.14
Agenda of Fourteenth Week Activities

No.	Day/Date	Activity	Place
1	Monday, April 17 th 2023	1. Recapping SKPT Koptan Badagu 2. Scoring Proposal of PMI Kegiatan pelantikan pengurus	PT NPM Office
2	Tuesday, April 18 th 2023	Scoring Proposal	PT NPM Office
3	Wednesday, April 19 th 2023	Scanning and copying documents	PT NPM Office
4	Thursday, April 20 th 2023	Handling BAP	PT NPM Office
5	Friday, April 21 st 2023	Recapping Documents	PT NPM Office
6	Saturday, April 22 nd 2023	Eid Al-Fitr	OFF
7	Sunday, April 23 rd 2023	OFF	OFF

Table 3.15
Agenda of Fifth Week Activities

No.	Day/Date	Activity	Place
1	Monday, April 24 th 2023	Scoring proposal	PT NPM Office
2	Tuesday, April 25 th 2023	Copying and scanning documents	PT NPM Office
3	Wednesday, April 26 th 2023	Checking the completeness of the SKT Documents	PT NPM Office
4	Thursday, April 27 th 2023	Scanning and Copying SKT documents	PT NPM Office
5	Friday, April 28 th 2023	Scoring Proposal	PT NPM Office
6	Saturday, April 29 th 2023	OFF	OFF
7	Sunday, April 30 th 2023	OFF	OFF

Table 3.16
Agenda of Sixteenth Week Activities

No.	Day/Date	Activity	Place
1	Monday, May 1 st 2023	International labor day	OFF
2	Tuesday, May 2 nd 2023	Making an internship report	PT NPM Office
3	Wednesday, May 3 rd 2023	Making an internship report Recapping documents	PT NPM Office
4	Thursday, May 4 th 2023	Visit the CO to check the completeness of the documents	CO Office
5	Friday, May 5 th 2023	1. Delivering SKT Documents to the CO 2. Creating a poster of the BAP Payments 3. Making a documentation of BAP Payments	CO Office and PT NPM Office
6	Saturday, May 6 th 2023	Copying and printing the documents	PT NPM Office
7	Sunday, May 7 th 2023	OFF	OFF

Table 3.17
Agenda of Seventeenth Week Activities

No.	Day/Date	Activity	Place
1	Monday, May 8 th 2023	Scanning and copying documents	PT NPM Office
2	Tuesday, May 9 th 2023	Scoring proposal donation Filling out the recapitulation of proposal	PT NPM Office
3	Wednesday, May 10 th 2023	Scanning document Making internship report	PT NPM Office
4	Thursday, May 11 th 2023	Scanning documents	PT NPM Office
5	Friday, May 12 th 2023	Presentating of Apprenticeship Report	PT.NPM Office
6	Saturday, May 13 th 2023	OFF	OFF
7	Sunday, May 14 th 2023	OFF	OFF

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program in Social Department in *PT. Nusa Prima Manunggal* some conclusion as follow:

1. There are some kinds of job done during the apprenticeship; Scoring the donation proposals, Recapping and Archiving Documents, Handling Advance Requisition Form of Donation Proposal, and creating warning letter
2. The working procedures are based on Standart Opreating Procedure (SOP) of social department in *PT. Nusa Prima Manunggal*. There were several documents used for activity while doing apprenticeship program; donation proposal evaluation sheet, donation recapitulation, Advance requisition form, Contract review and approval and BAP form.
3. After doing the apprenticeship program at *PT. Nusa Prima Manunggal* several subject materials acquired in campus such as; Business Writing, Business Communication, Office management, Reading, Speaking, Etika Profesi were applied in real practice such as in practice speaking with other employees, handling document, and replying an business letter.

4.2 Suggestion

It is suggested to the *PT. Nusa Prima Manunggal* to provide a social media or company websites so the wider community cat get information about the company for example job vacancies, company daily activities and news to build a good image in the social environment.

APPENDICES

APPENDIX A


Daily Activity of Internship


DAILY ACTIVITY 1

APPRENTICESHIP

Day : Monday

Date : January 16th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the placement of location of Internship	Jordy Alexander	
2.	Introducing of myself to all company staff		
NOTE: Good			

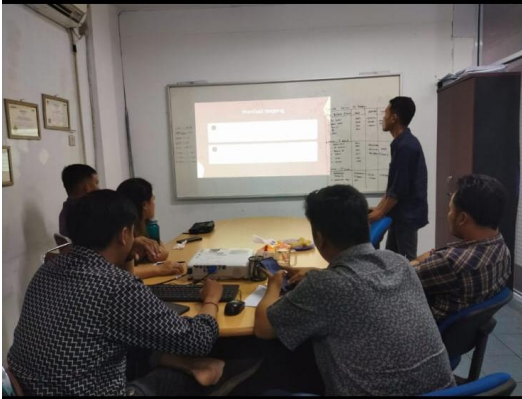
NO	THE PICTURE OF ACTIVITY	INFORMATION
		The location of the internship placement is the initial stage when starting an internship according to the department determined by the Campus Relations Manager

DAILY ACTIVITY 2
APPRENTICESHIP

Day : Tuesday

Date : January 17th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Briefing with mentor regarding of the overview of company	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The mentor explain overview of the PT. Nusa Prima Manunggal that the company is engaged in the management of cultivated forest plantations such as acacia</p>

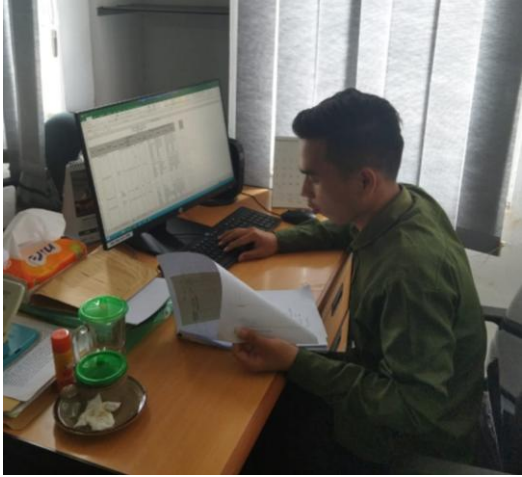
DAILY ACTIVITY 3

APPRENTICESHIP

Day : Wednesday

Date : January 18th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Monitoring and checking document for IFCC Surveillance I Audit of PT.NPM	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		IFCC Surveillance I Audit of PT.NPM is a list of files required in the audit activity.

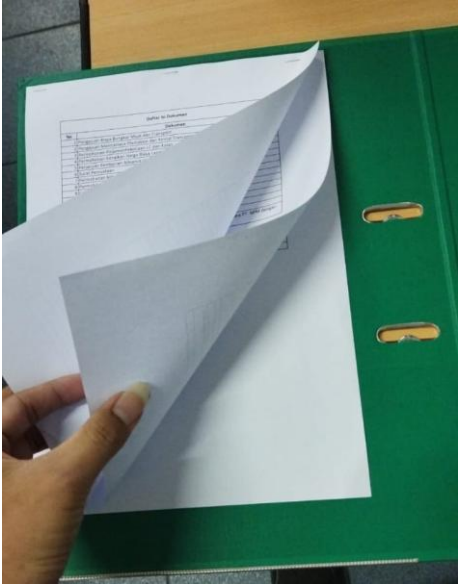
DAILY ACTIVITY 4

APPRENTICESHIP

Day : Thursday

Date : January 19th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Archiving documents of the Sagu Hati and Konsesi PT. NPM to Pangkalan Gondai Village	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The Sagu Hati and Concession Documents are important documents that must be kept properly. This document contains a list of attendees, BAP, and proof of contract payment receipts.

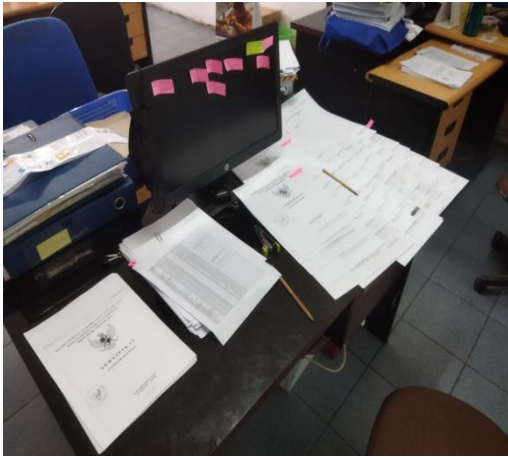
DAILY ACTIVITY 5

APPRENTICESHIP

Day : Friday

Date : January 20th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling out of survey <i>Kegiatan Operasional Hutan Industri Kerjasama KUD Karya Cipta Bersama PT. NPM</i> at Pangkalan Gondai Village	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This survey activity aims to collect important information related to the company's operational activities in the KUD Karya Cipta area of Pangkalan Gondai village.

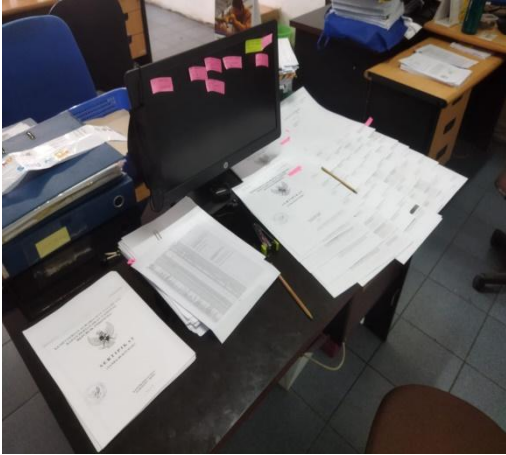
DAILY ACTIVITY 6

APPRENTICESHIP

Day : Saturday

Date : January 21st, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling out of survey <i>Kegiatan Operasional Hutan Industri Kerjasama Kelompok Tani Parit Limbah dengan PT. NPM</i>	Jordy Alexander	
NOTE: Good			

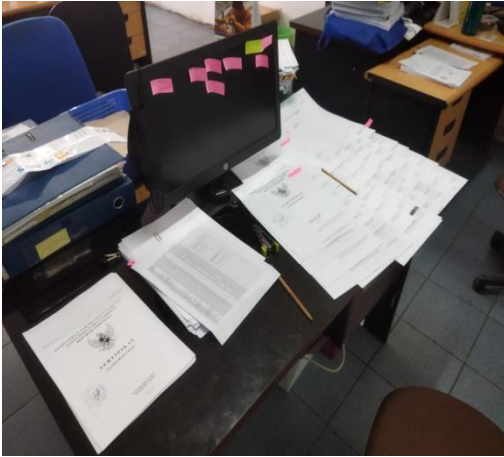
NO	THE PICTURE OF ACTIVITY	INFORMATION
		This survey activity aims to collect important information related to the company's operational activities in the Waste Ditch Farmers Group area.

DAILY ACTIVITY 7
APPRENTICESHIP

Day : Monday


Date : January 23rd, 2023

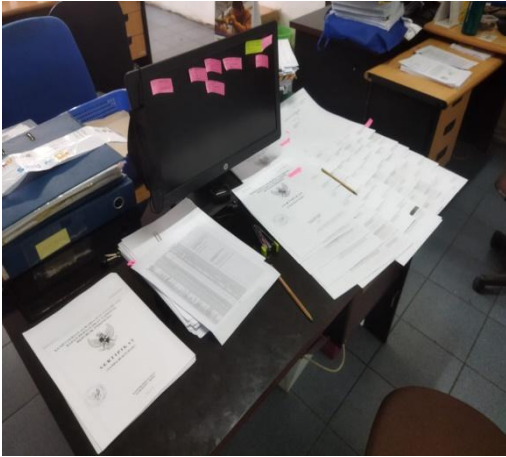
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling out of social survey of Operational activities of the community forest in collaboration with the Parit Limbah farmer group and the Company	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This survey activity aims to collect important information related to the company's operational activities in the Parit Limbah Farmers Group area.</p>

DAILY ACTIVITY 8
APPRENTICESHIP

Day : Tuesday
Date : January 24th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Filling out of social survey of Operational activities of the community forest in collaboration with the Parit Limbah farmer group and the Company	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This survey activity aims to collect important information related to the company's operational activities in the Parit Limbah Farmers Group area.</p>


DAILY ACTIVITY 9

APPRENTICESHIP

Day : Wednesday

Date : January 25th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Checking documents of Pangkalan Gondai village	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Pangkalan Gondai Village Documents are in the form of land ownership letters which are checked again whether the data matches the identification card

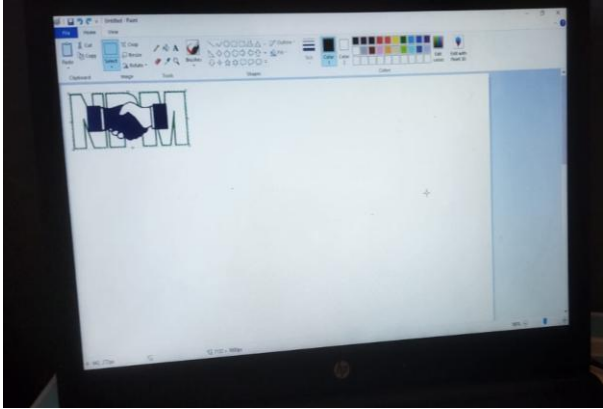
DAILY ACTIVITY 10

APPRENTICESHIP

Day : Thursday


Date : January 26th, 2023

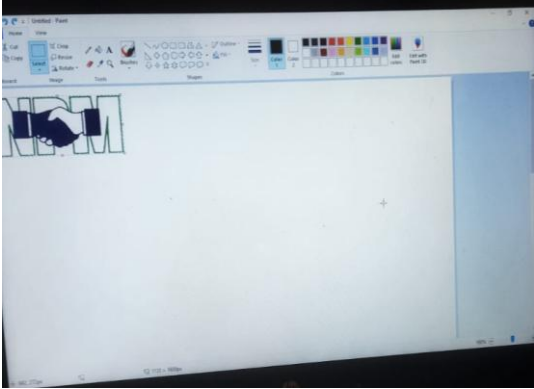
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Editing of company logo in the Paint Application	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		In this edit, the aim is to replace the existing logo in the document from the PT. RAPP company with the PT. NPM logo to be sent back to the sector.

DAILY ACTIVITY 11
APPRENTICESHIP


Day : Friday
Date : January 27th, 2023

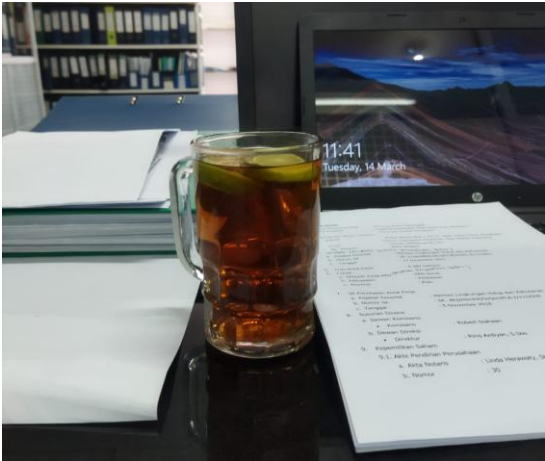
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Editing of company logo in the Paint Application	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this edit, the aim is to replace the existing logo with a circular letter from the PT RAPP company, replaced with the PT NPM logo and then sent to the Penarikan village.</p>

DAILY ACTIVITY 12
APPRENTICESHIP


Day : Saturday
Date : January 28th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Sending E-mail to Pangkalan Gondai village	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this picture I am instructed to forward an email message from the environmental and social head to Pangkalan Gondai Village. The e-mail is in the form of a map and a notification letter.</p>

DAILY ACTIVITY 13
APPRENTICESHIP

Day : Monday
Date : January 30th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Helping mentor for prepare document for audit	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this picture, the mentor and other employees ordered me to complete the documents according to the list that had been provided. The audit will be carried out in February.</p>

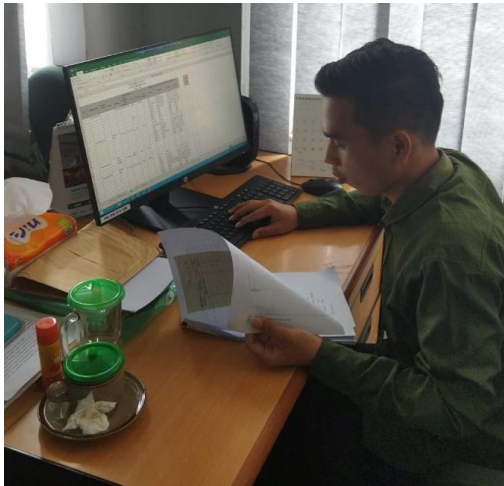
DAILY ACTIVITY 14

APPRENTICESHIP

Day : Tuesday

Date : January 31st, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Reviewing the documents list of item Kampung Hijau/ Proklam 2022 Agribusiness Program	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		In this review process, the aim is to re-examine the list of goods and prices of goods to be sent to Kampung Hijau. These items are basic food items, banners and furniture for agriculture.

DAILY ACTIVITY15


APPRENTICESHIP

Day : Wednesday

Date : February 1st, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Creating labels in the 2022 documents archive	Jordy Alexander	

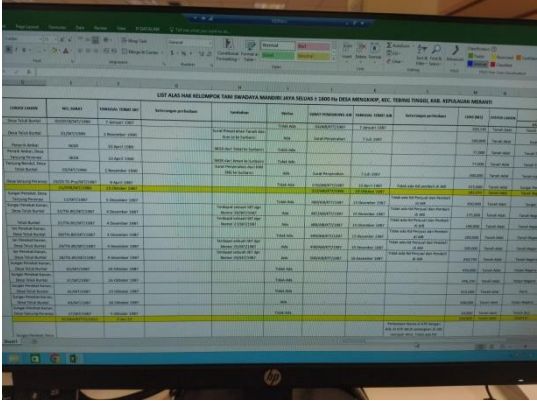
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Making the label serves to mark the document to be stored in the filing cabinet. The label is in the form of the date, month and year of the document. The purpose is to make it easier to find documents when needed someday.</p>

DAILY ACTIVITY 16
APPRENTICESHIP

Day : Thursday
Date : February 2nd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping of KTP and KK data to Microsoft Excel	Jordy Alexander	
NOTE: Good			

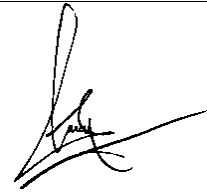
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Recapitulation of KTP and KK data from the people of Kuanta Singingi to find out the amount of data received and how much data is lacking.

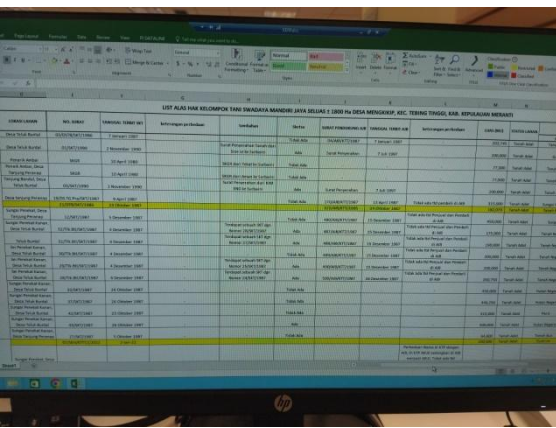
DAILY ACTIVITY 17

APPRENTICESHIP

Day : Friday

Date : February 3rd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping of SHM/SKRPT/SKRPPT Kuantas Singingi to Microsoft Excel	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The data recap aims to check the suitability of the name of the land owner with the land ownership certificate. Documents that do not comply will be marked to notify again later to the owner of the name to correct the data discrepancy.</p>


DAILY ACTIVITY 18

APPRENTICESHIP

Day : Saturday


Date : February 4th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling of Land Claim Progress document	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Land Claim Progress is a document in the form of a map that will be carried out in the process of cooperation (Sagu Hati) and Contracts (Concession).

DAILY ACTIVITY 19
APPRENTICESHIP


Day : Monday
Date : February 6th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Checking and review the land map in the Email	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The check process is carried out to ensure the map sent matches the location you want in Sagu Hati.</p>

DAILY ACTIVITY 20
APPRENTICESHIP

Day : Tuesday
Date : February 7th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Visiting Pangkalan Gondai village and Measuring land in Pangkalan Gondai village	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This picture Mr. Ilham Firdaus, Ms. Ineirene and I went to Pangkalan Gondai Village to measure the area of community land on behalf of Jamaris. This measurement aims to ensure the accuracy of the land area with the land certificate.</p>

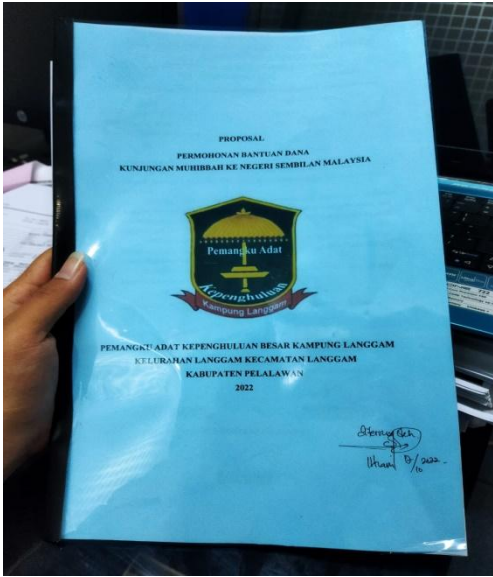
DAILY ACTIVITY 21

APPRENTICESHIP

Day : Wednesday

Date : February 8th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring donation proposal of Pangkalan Gondai village	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Langgam.

DAILY ACTIVITY 22

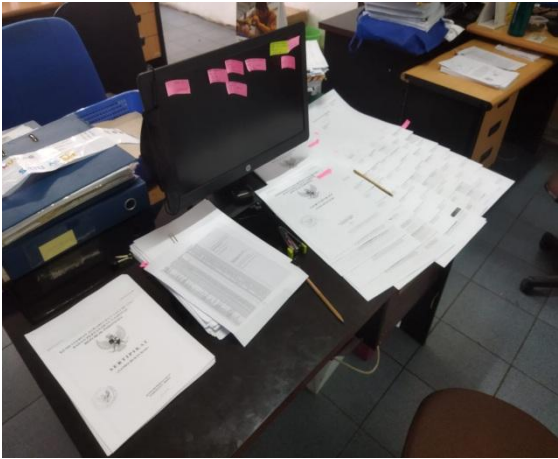
APPRENTICESHIP

Day : Thursday

Date : February 9th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping SKT documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>SKT (Land Ownership Letter) is a land certificate from the land owner which is used to enter into a land cooperation contract between the company and the land owner. The SKT will be recapitulated and checked for the correctness of the documents received whether they match the original data.</p>

DAILY ACTIVITY 23

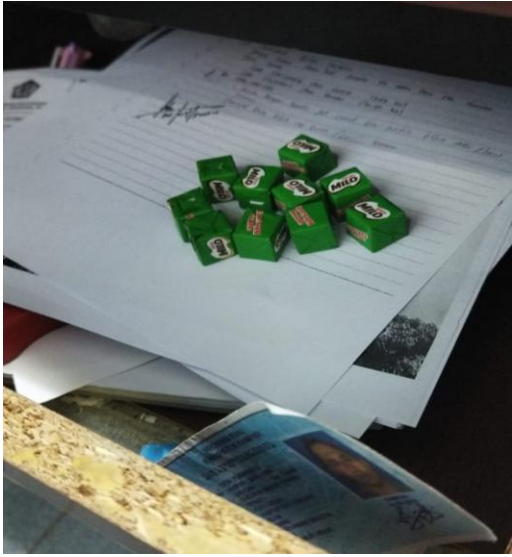
APPRENTICESHIP

Day : Friday

Date : February 10th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling the recapitulation of CD realization in 2022	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		CD Realization is recorded realization data which will then be recapitulated to find out the amount of funds used in 2022.

DAILY ACTIVITY 24


APPRENTICESHIP

Day : Saturday

Date : February 11th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making photo documentation of BAP	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documentation carried out is intended as evidence that a transaction has occurred between the company and the land owner. The transaction was witnessed directly by the head of accounting, the head of environment and social affairs, as well as several people from the farmer groups.</p>

DAILY ACTIVITY 25


APPRENTICESHIP

Day : Monday

Date : February 13th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2.	Meeting Copying and scanning documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Usually the documents that are copied and scanned are documents of power of attorney, land certificates and other letters that are important to be duplicated as residence in the office.


DAILY ACTIVITY 26

APPRENTICESHIP

Day : Tuesday

Date : February 14th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying and scanning document	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The copy and scan of the document this time is in the form of a community fee payment file, namely the Minutes and BAP

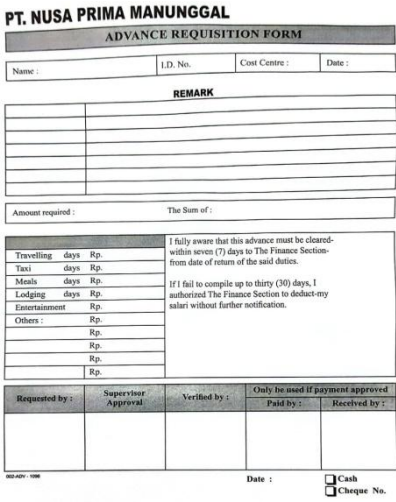
DAILY ACTIVITY 27

APPRENTICESHIP

Day : Wednesday

Date : February 15th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling Advance Requisition Form	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Advance Requisition Form is a form used to request the disbursement of funds or requests for goods needed for the company's operations. The Advance Requisition Form is usually approved by the head of the department for each field. This time the Advance Requisition Form asks for the disbursement of funds for the aid funds in the activity proposal.</p>


DAILY ACTIVITY 28

APPRENTICESHIP

Day : Thursday

Date : February 16th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Archiving of SHM/SKRPT/SKRPT documents of Desa Pusaka Siak	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		SHM/SKRPT/SKRPT is a type of land ownership document. This document was requested by the company as one of the requirements for the legality of land cooperation contracts to be carried out. Archiving activities aim to check and ensure the requested documents are complete and ready to continue the next process.


DAILY ACTIVITY 29

APPRENTICESHIP

Day : Friday

Date : February 17th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling documentation of payment transaction	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The documentation carried out is intended as evidence that a transaction has occurred between the company and the land owner. The transaction was witnessed directly by the head of accounting, the head of environment and social affairs, as well as several people from the farmer groups.

DAILY ACTIVITY 30


APPRENTICESHIP

Day : Monday

Date : February 20th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying and scanning documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The document that was copied and scanned this time is a map of the location of the concession made by the company. Scanned documents will be sent to the director via email.


DAILY ACTIVITY 31

APPRENTICESHIP

Day : Tuesday

Date : February 21st, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying Hak Alas and SKT dokument	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Hak Alas and SKT documents are the same type of document, but they differ in form. Hak Alas and SKT are land ownership certificate documents. In this session I was ordered to copy the document because I wanted to check the location of the concession which would be implemented later.


DAILY ACTIVITY 32

APPRENTICESHIP

Day : Wednesday

Date : February 22nd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying Hak Alas and SKT dokument	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Hak Alas and SKT documents are the same type of document, but they differ in form. Hak Alas and SKT are land ownership certificate documents. In this session I was ordered to copy the document because I wanted to check the location of the concession which would be implemented later.


DAILY ACTIVITY 33

APPRENTICESHIP

Day : Thursday


Date : February 23rd, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Archiving of Hak Alas and SKT Documents	Jordy Alexander	
2.	Visiting Corporate Office (Legal Office)		
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Hak Alas and SKT is a type of land ownership document. This document was requested by the company as one of the requirements for the legality of land cooperation contracts to be carried out. Archiving activities aim to check and ensure the requested documents are complete and ready to continue the next process.

DAILY ACTIVITY 34
APPRENTICESHIP


Day : Friday
Date : February 24th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping of the coordinate of land of Pangkalan Gondai village	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this activity, I was ordered by the social and environmental head to recapitulate the coordinate points of the land in Pangkalan Gondai Village.</p>

DAILY ACTIVITY 35
APPRENTICESHIP


Day : Saturday
Date : February 25th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling BAP document	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>BAP (Report of payment) is a document used when making a transaction. The contents of the document are the amount of cash value and the agreement between the company and the community which is signed and fingerprinted as proof of a valid transaction.</p>

DAILY ACTIVITY 36
APPRENTICESHIP

Day : Monday
Date : February 27th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling social survey of industrial plantation forest operational activities in collaboration with KOPTAN HR Badagu Langgam and Company	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This social survey aims to find out the public's opinion of the company's operational activities at the Badagu Langgam location and to complete audit documents in the coming month


DAILY ACTIVITY 37

APPRENTICESHIP

Day : Tuesday

Date : February 28th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2. 3.	Helping employee for prepare document audit Visiting Stakeholder PT.RAPP Joining meeting of last presentation of internship	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Visit HHR PT.RAPP to deliver and return documents to be completed. The document is in the form of Advance and BAP</p>

DAILY ACTIVITY 38

APPRENTICESHIP

Day : Wednesday

Date : March 1st, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning document	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This scanned document is a letter of agreement


DAILY ACTIVITY 39

APPRENTICESHIP

Day : Thursday

Date : March 2nd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Following the opening of the meeting of Audit Surveillance KOPTAN Hutan Parit Limbah	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The audit aims to certify the acacia wood that has been harvested at the Waste Ditch Forest location.


DAILY ACTIVITY 40

APPRENTICESHIP

Day : Wednesday

Date : March 3rd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Visiting RTC	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This visit was in order to introduce APRIL Group from history to the company's development process. This visit was attended by all interns from the State Polytechnic of Bengkalis.


DAILY ACTIVITY 41

APPRENTICESHIP

Day : Saturday

Date : March 5th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying, scanning and recapping documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The document that was copied and scanned this time is a map of the location of the concession made by the company. Scanned documents will be sent to the director via email.

DAILY ACTIVITY 42


APPRENTICESHIP

Day : Monday

Date : March 6th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The document that was recapitulated this time was the agreement document between the farmer group and the company</p>

DAILY ACTIVITY 43


APPRENTICESHIP

Day : Tuesday

Date : March 7th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		This scanned document contains the Minutes of public fee payment


DAILY ACTIVITY 44

APPRENTICESHIP

Day : Wednesday

Date : March 8th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling BAP	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		BAP (Report of payment) is a document used when making a transaction. The contents of the document are the amount of cash value and the agreement between the company and the community which is signed and fingerprinted as proof of a valid transaction.

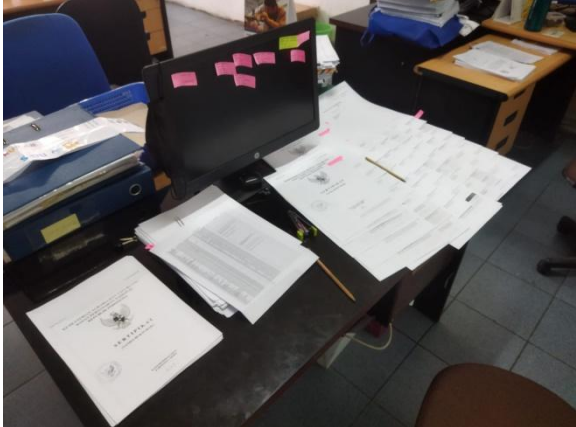
DAILY ACTIVITY 45

APPRENTICESHIP

Day : Tuesday


Date : March 9th, 2023

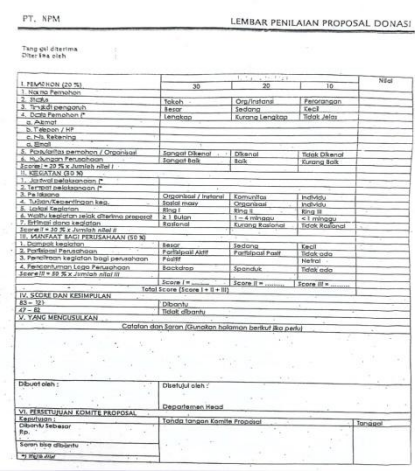
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Archiving documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Hak Alas and SKT is a type of land ownership document. This document was requested by the company as one of the requirements for the legality of land cooperation contracts to be carried out. Archiving activities aim to check and ensure the requested documents are complete and ready to continue the next process.</p>

DAILY ACTIVITY 46
APPRENTICESHIP


Day : Friday
Date : March 10th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring Proposal donation	Jordy Alexander	
2.	Handling Advance Proposal		
NOTE: Good			

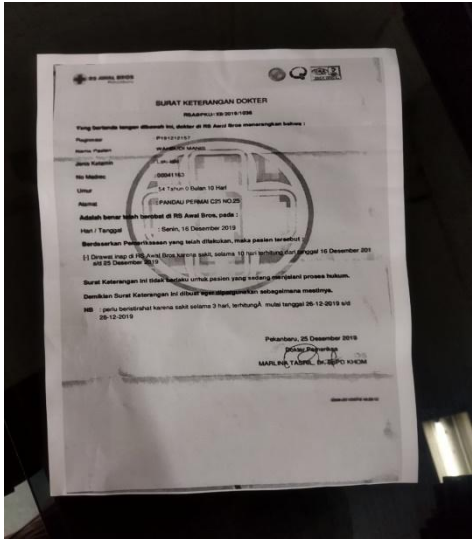
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and the benefit for the company. After write the data, we count final score, if the score is high, the proposal will process in accounting staff.</p> <p>The applicant for this proposal is Palang Merah Pelawan.</p>

DAILY ACTIVITY 47
APPRENTICESHIP

Day : Saturday
Date : March 11th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	

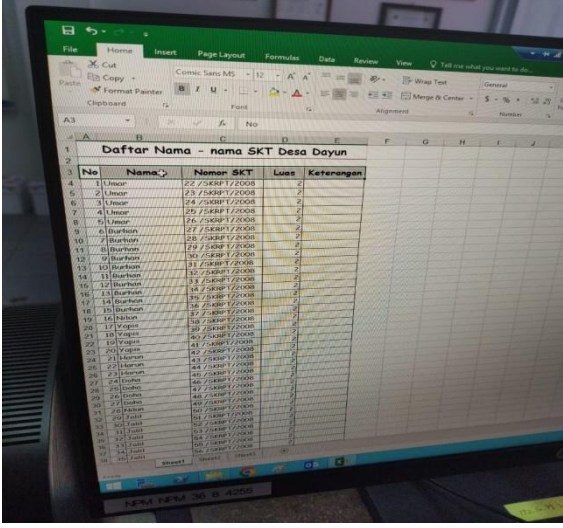
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents that were scanned and copied were letters of agreement and some maps</p>

DAILY ACTIVITY 48
APPRENTICESHIP

Day : Monday
Date : March 13th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making a warning letter	Jordy Alexander	
2.	Checking land code data		
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This warning letter is a letter to notify the public not to carry out any activity on the land which has become the authority of the company. The letter is given according to the coordinates that have been provided.

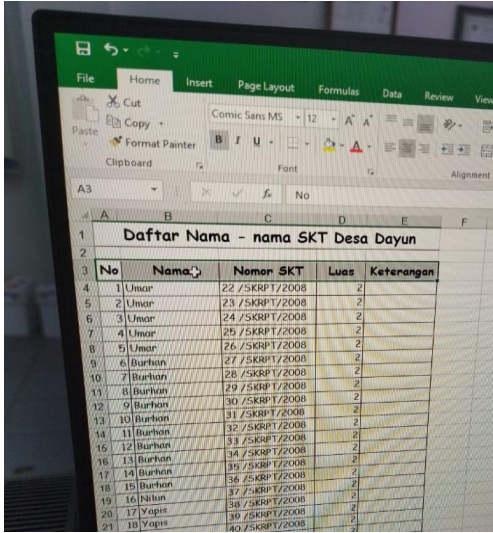
DAILY ACTIVITY 49

APPRENTICESHIP

Day : Tuesday
Date : March 14th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Checking land code map of redistribution activity location	Jordy Alexander	


NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Checking the location of coordinate points that are still carrying out redistribution in the company area. The aim is to make the first warning letter for people who still violate the agreed regulations.</p>

DAILY ACTIVITY 50
APPRENTICESHIP


Day : Wednesday
Date : March 15th, 2023

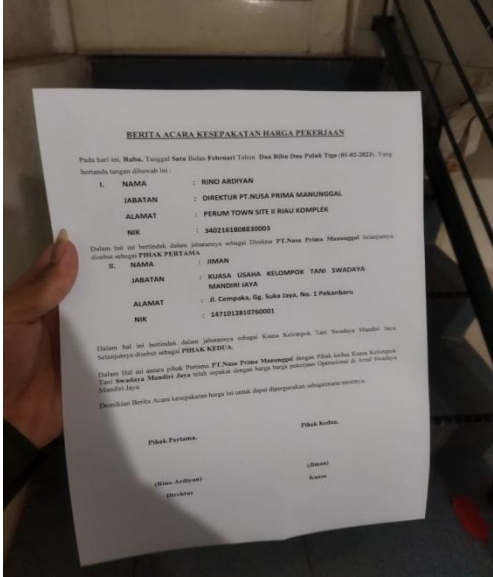
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making a warning letter 1 for protected area	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Warning letter 1 is given to the community according to the coordinates to stay away from protected areas.

DAILY ACTIVITY 51
APPRENTICESHIP


Day : Thursday
Date : March 16th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling BAP	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		BAP is the minutes of payment for a procurement of goods and services or company operational activities. This time, when he was ordered to make a BAP for payments, from making an advance to asking for a signature.

DAILY ACTIVITY 52
APPRENTICESHIP


Day : Friday
Date : March 17th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This time I was ordered to scan pictures of the documentation results of fee payment transactions to the public</p>

DAILY ACTIVITY 53
APPRENTICESHIP

Day : Saturday
Date : March 18th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning document	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This time I was ordered to scan pictures of the documentation results of fee payment transactions to the public</p>

DAILY ACTIVITY 54

APPRENTICESHIP


Day : Monday
 Date : March 20th, 2023

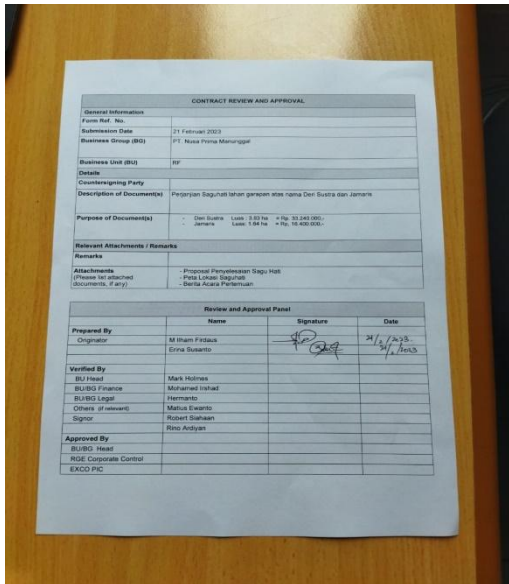
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling Advance of Eid al-Fitr drink aid costs in 2023	Jordy Alexander	
32.	Family Gatrhering		
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Family gathering is the company's annual routine activity where all company staff and employees are invited to gather together to enjoy togetherness. This time the Family Gathering was held at a cafe called Kampoeng Kopi</p>

DAILY ACTIVITY 55
APPRENTICESHIP


Day : Tuesday
Date : March 21st, 2023

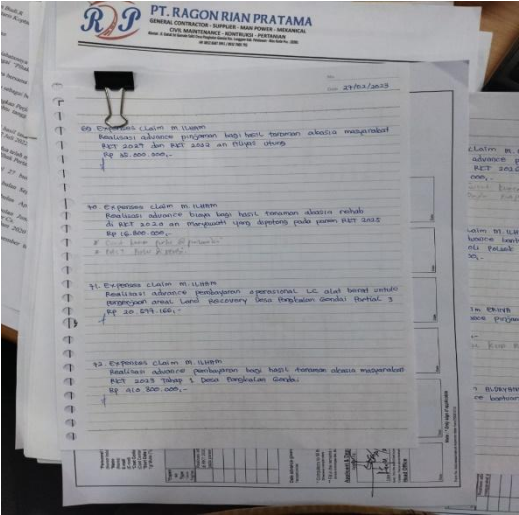
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling Advance form and expenses claim	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Expenses Claim is a form that contains a list of company expenses that will be requested for the disbursement process to the accounting department.

DAILY ACTIVITY 56
APPRENTICESHIP


Day : Thursday
Date : March 23rd, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Attaching proof of payment	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Proof of payment is an important document after a payment transaction process occurs, such as payment of public fees for the ongoing licensing cooperation. This time proof of payment is attached to be processed immediately in the administration section.

DAILY ACTIVITY 57
APPRENTICESHIP

Day : Friday
Date : March 24th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents that were scanned and copied were letters of agreement and some maps.</p>


DAILY ACTIVITY 58

APPRENTICESHIP

Day : Saturday


Date : March 25th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		This time the documents to be recapitulated are the KK and KTP of the Jaya Mandiri farmer group.

DAILY ACTIVITY 59
APPRENTICESHIP


Day : Monday
Date : March 27th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal donation	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Himpunan Pemuda Langgam</p>

DAILY ACTIVITY 60
APPRENTICESHIP

Day : Tuesday
Date : March 28th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>This time the documents to be recapitulated are the KK and KTP of the Jaya Mandiri farmer group.</p>

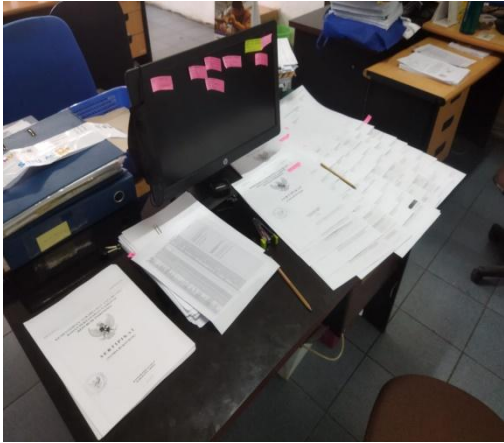
DAILY ACTIVITY 61

APPRENTICESHIP

Day : Thursday


Date : March 30th, 2023

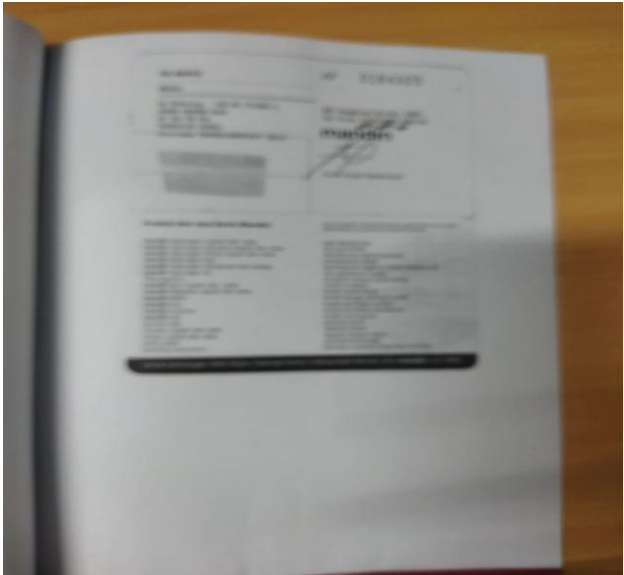
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Shorting Koptan Swadaya Mandiri Jaya documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Swadaya Mandiri Jaya is a farmer group that has worked with the company. The documents that were sorted this time were KTP, KK and land ownership documents so that the data that had been sent to the company was checked one by one.

DAILY ACTIVITY 62
APPRENTICESHIP


Day : Friday
Date : March 31st, 2023

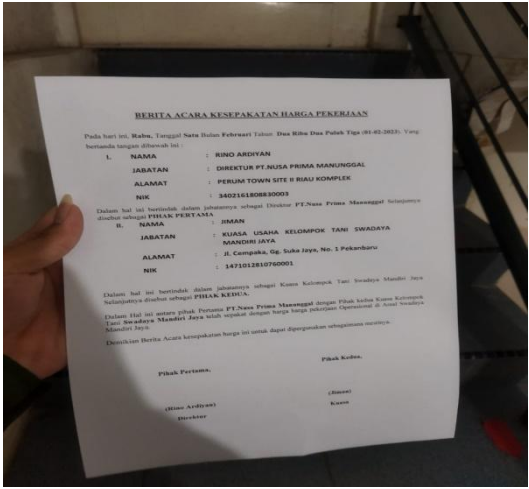
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal donation	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is one of the schools in Siak that requires a laptop and a water tank.</p>

DAILY ACTIVITY 63
APPRENTICESHIP


Day : Saturday
Date : April 1st, 2023

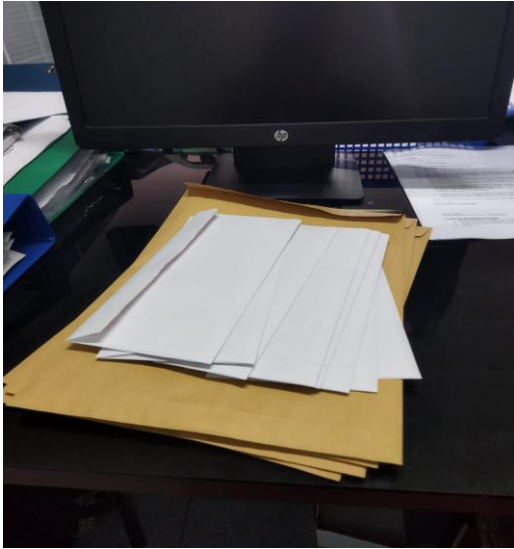
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling BAP	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		In this activity, I was ordered to make a poster for paying the community fee. The poster will be used when you want to take documentation photos.

DAILY ACTIVITY 64
APPRENTICESHIP


Day : Monday
Date : April 3rd, 2023

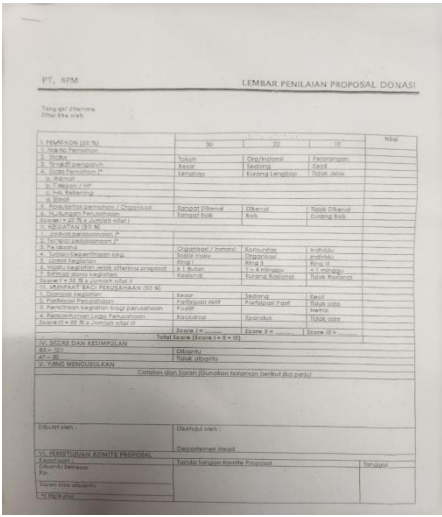
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents that were scanned and copied were letters of agreement and some maps.</p>

DAILY ACTIVITY 65
APPRENTICESHIP

Day : Tuesday
Date : April 4th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2. 3.	Scanning and copying documents Handling SK Garapan Scoring Proposal Donation	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is PMI Pelalawan.

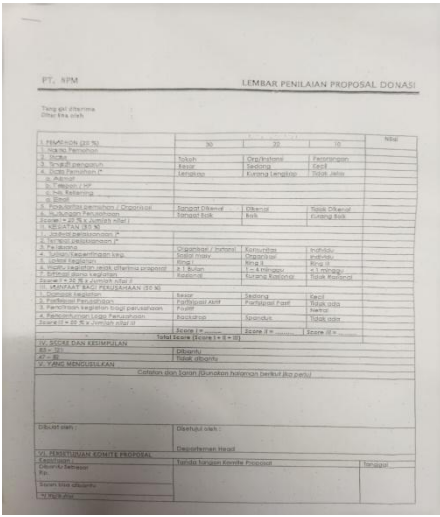
DAILY ACTIVITY 66

APPRENTICESHIP

Day : Wednesday

Date : April 5th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring Proposal Donation	Jordy Alexander	
2.	Scanning documents		
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Ikatan Remaja Masjid Meranti</p>

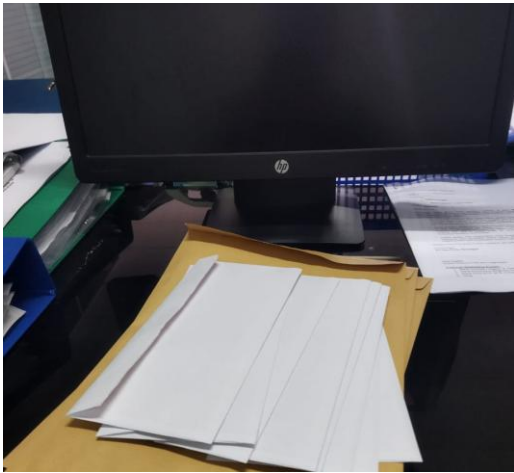
DAILY ACTIVITY 67

APPRENTICESHIP

Day : Thursday


Date : April 6th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		The documents that were scanned and copied were letters of agreement and some maps.

DAILY ACTIVITY 68
APPRENTICESHIP

Day : Monday
Date : April 10th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling SKPT documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>SKPT is a land owner's certificate which is one of the documents attached by the land owner when he wants to enter into a land cooperation contract with the company. Here I was ordered to handle these documents by collecting them in a cupboard.</p>

DAILY ACTIVITY 69


APPRENTICESHIP

Day : Tuesday

Date : April 11th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying SKPT documents	Jordy Alexander	

NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>SKPT that has been collected and sorted by letter number is then copied. I was given a four-day SKPT photocopying project. The number of SKPT that you want to photocopy is 1085 units. With each unit consisting of four sheets</p>

DAILY ACTIVITY 70
APPRENTICESHIP

Day : Wednesday
Date : April 12th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying SKPT documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		Continuing to photocopy the SKPT

DAILY ACTIVITY 71

APPRENTICESHIP

Day : Thursday


Date : April 13th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying SKPT documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Continuing to photocopy the SKPT

DAILY ACTIVITY 72
APPRENTICESHIP

Day : Friday
Date : April 14th. 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying SKPT documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>After all the SKPTs have been photocopied, the documents are recapitulated to take several units of documents to be brought to the location because there is an acacia plant harvest</p>


DAILY ACTIVITY 73

APPRENTICESHIP

Day : Saturday

Date : April 15th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and archiving documents	Jordy Alexander	
NOTE: Good			

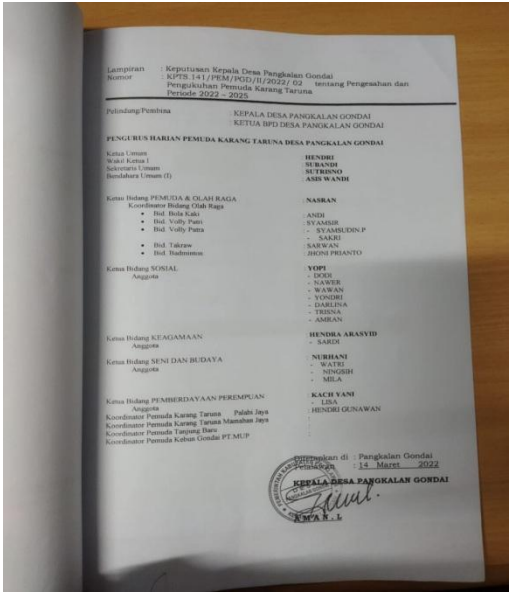
NO	THE PICTURE OF ACTIVITY	INFORMATION
		Archived documents are Advance From and several similar documents.

DAILY ACTIVITY 74

APPRENTICESHIP

Day : Monday
Date : April 17th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping SKPT Koptan Badagu Scoring proposal donation	Jordy Alexander	
NOTE: Good			

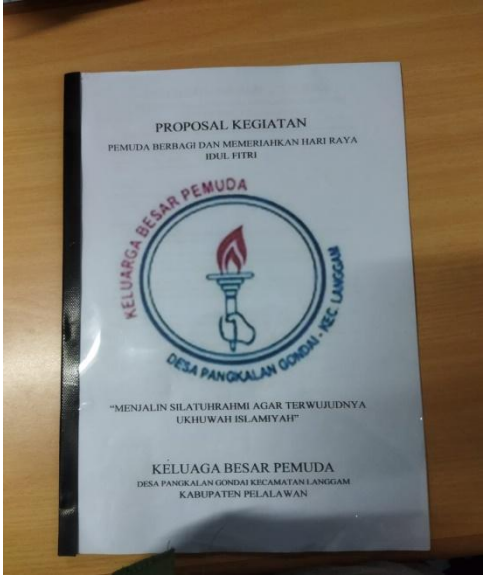
NO	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is PMI appointment of new directors.

DAILY ACTIVITY 75

APPRENTICESHIP

Day : Tuesday
Date : April 18th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal donation	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Persatuan Pemuda Langgam

DAILY ACTIVITY 76

APPRENTICESHIP

Day : Wednesday

Date : April 19th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this picture, I ordered them to scan some of the company's important documents to send to legal.</p>

DAILY ACTIVITY 77

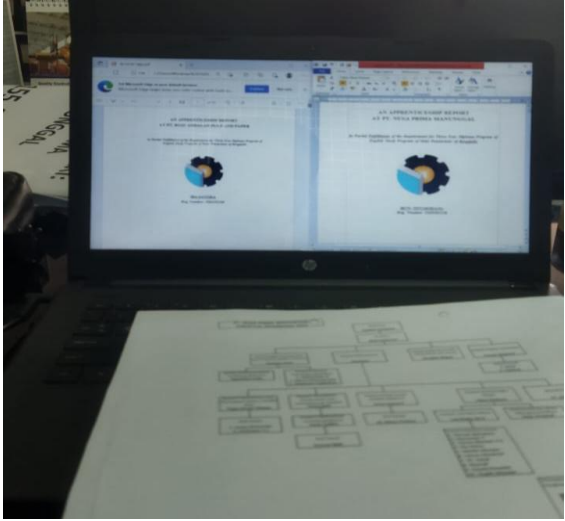
APPRENTICESHIP

Day : Thursday

Date : April 20th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Handling BAP	Jordy Alexander	

NOTE: Good


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>BAP is a payment to the public who have submitted a proposal to the company. Here I was asked to make the BAP and some other documentation.</p>

DAILY ACTIVITY 78

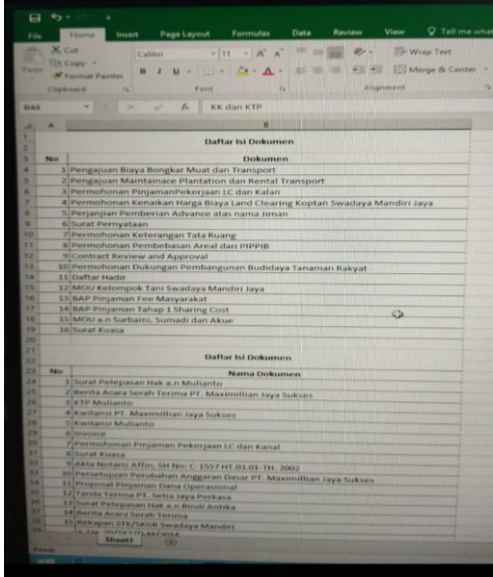
APPRENTICESHIP

Day : Friday

Date : April 21st, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Recapping documents	Jordy Alexander	


NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Several documents were sent via email which were then printed out and recapitulated based on their location.

DAILY ACTIVITY 80
APPRENTICESHIP


Day : Tuesday
Date : April 25th, 2023

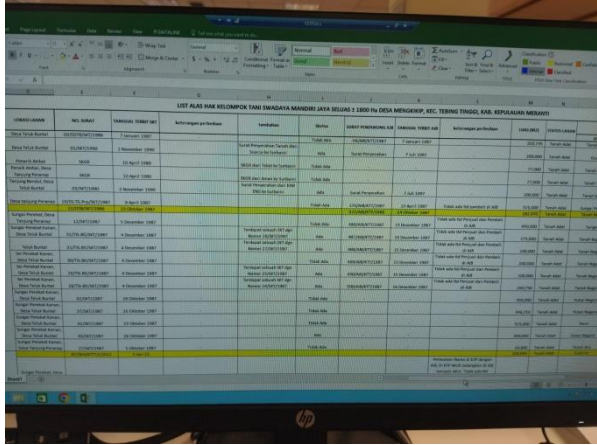
NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Copying and scanning documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Copied documents are complete documents that will be taken to legal</p>

DAILY ACTIVITY 81 APPRENTICESHIP


Day : Thursday
Date : April 26th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Checking the completeness of SKT documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>In this activity, I was taken to legal to check the completeness of the documents that were sent last week. Some of the things that are checked are the conformity of the name and signature of the land owner and some documents that do not yet exist.</p>

DAILY ACTIVITY 82
APPRENTICESHIP

Day : Friday
Date : April 28th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring Proposal donation	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Pangkalan Gondai village</p>

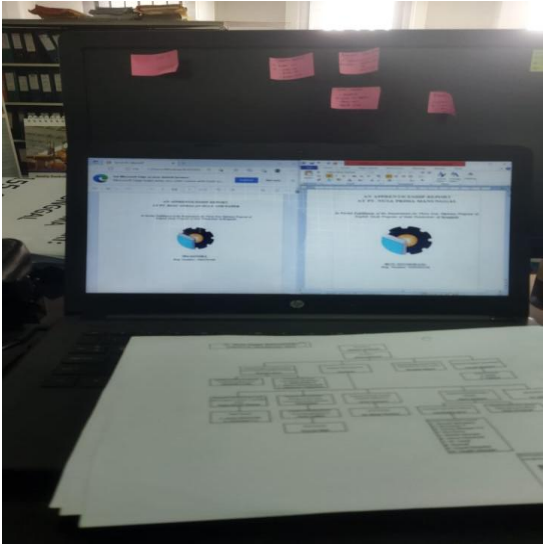
DAILY ACTIVITY 83

APPRENTICESHIP

Day : Tuesday

Date : May 2nd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making an internship report	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The internship report is a report that is made when we finish an internship in the company. On this occasion I was given time to work on my internship report

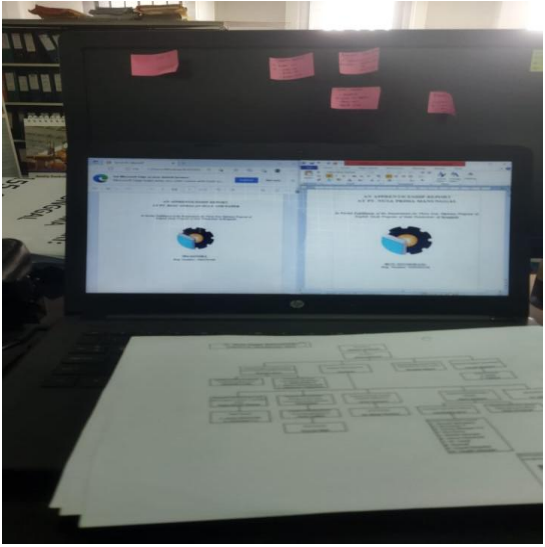
DAILY ACTIVITY 84

APPRENTICESHIP

Day : Wednesday


Date : May 3rd, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Making an internships report	Jordy Alexander	
NOTE: Good			

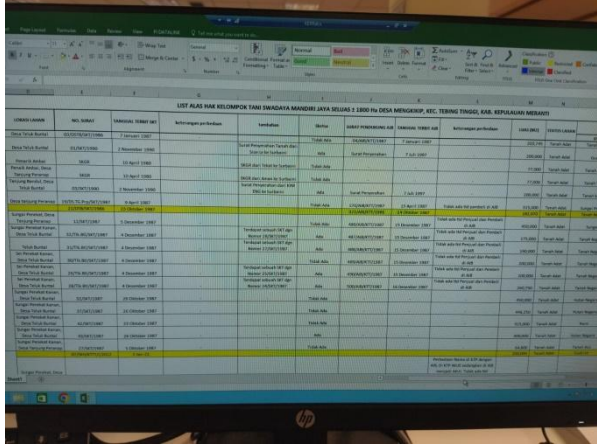
NO	THE PICTURE OF ACTIVITY	INFORMATION
		The internship report is a report that is made when we finish an internship in the company. On this occasion I was given time to work on my internship report

DAILY ACTIVITY 85
APPRENTICESHIP

Day : Thursday
Date : May 4th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Visiting Legal to check the completeness of the documents	Jordy Alexander	

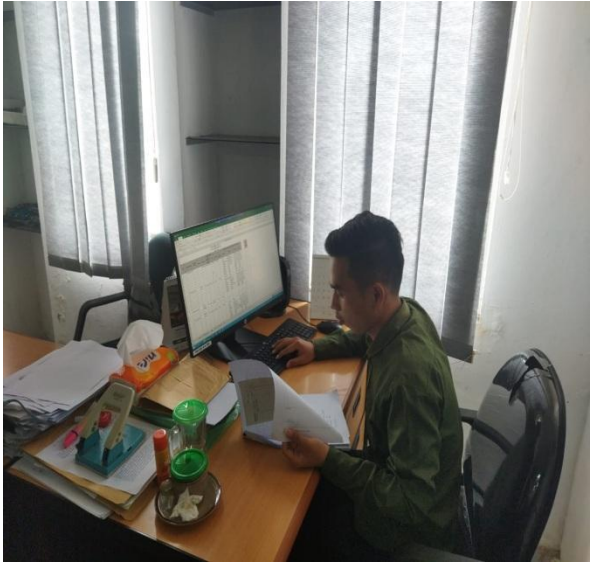
NOTE: Good

NO	THE PICTURE OF ACTIVITY	INFORMATION
		Prior to the contracting process between the company and the community, documents that have been sent to the legal department will be checked again for completeness.

DAILY ACTIVITY 86
APPRENTICESHIP


Day : Friday
Date : May 5th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1. 2. 3.	Delivering SKT documents the legal Creating a poster of the BAP Payments Making documentation of BAP Payment	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		BAP is a payment to the public who have submitted a proposal to the company. Here I was asked to make the BAP and some other documentation.

DAILY ACTIVITY 87
APPRENTICESHIP


Day : Saturday
Date : May 6th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Printing and copying documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The document printed this time lists the names of the people who are members of farmer groups who wish to enter into a cooperation contract with the company</p>

DAILY ACTIVITY 88
APPRENTICESHIP

Day : Monday
Date : May 8th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning and copying documents	Jordy Alexander	
NOTE: Good			

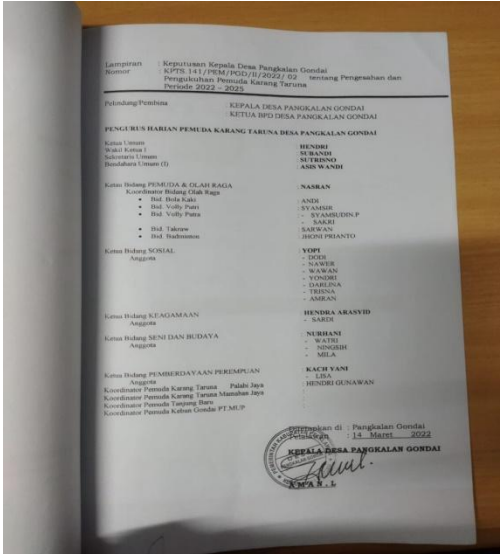
NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents copied were several agreement letters and payment dossier.</p>

DAILY ACTIVITY 89

APPRENTICESHIP

Day : Tuesday
Date : May 9th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scoring proposal donation	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		The scoring is about write the data of applicant such as when the event, what kind of the fund application and benefit for company. After write the data, we count the score is high, the proposal will continue to the account department for the process. The applicant for this proposal is Karang Taruna Pelalawan

DAILY ACTIVITY 90
APPRENTICESHIP

Day : Wednesday


Date : May 10th, 2023


NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning documents	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents copied were several agreement letters and BAP of payment</p>

DAILY ACTIVITY 91
APPRENTICESHIP

Day : Thursday
Date : May 11th, 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Scanning documents	Jordy Alexander	
NOTE: Good			


NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The documents copied were several agreement letters and BAP of payment</p>


DAILY ACTIVITY 92

APPRENTICESHIP

Day : Friday

Date : May 12th 2023

NO	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Presentation of internship report	Jordy Alexander	
NOTE: Good			

NO	THE PICTURE OF ACTIVITY	INFORMATION
		<p>The presentation of the internship report is carried out when the intern has finished doing the internship at the company. The intern will present the results of his internship while at the company and ask for an assessment of his work.</p>

APPENDIX B

Form of Scoring Proposal

Tanggal diterima
Diterima oleh

I. PEMOHON (20 %)				Nilai
	30	20	10	
1. Nama Pemohon				
2. Status	Tokoh	Org/Instansi	Perorangan	
3. Tingkat pengaruh	Besar	Sedang	Kecil	
4. Data Pemohon (*)	Lengkap	Kurang Lengkap	Tidak Jelas	
a. Alamat				
b. Telepon / HP				
c. No. Rekening				
d. Email				
5. Popularitas pemohon / Organisasi	Sangat Dikenal	Dikenal	Tidak Dikenal	
6. Hubungan Perusahaan	Sangat Baik	Baik	Kurang Baik	
Score I = 20 % x Jumlah nilai I				
II. KEGIATAN (30 %)				
1. Jadwal pelaksanaan (*)				
2. Tempat pelaksanaan (*)				
3. Pelaksana	Organisasi / Instansi	Komunitas	Individu	
4. Tujuan/Kepentingan keg.	Sosial masy	Organisasi	Individu	
5. Lokasi Kegiatan	Ring I	Ring II	Ring III	
6. Waktu kegiatan sejak diterima proposal	≥ 1 Bulan	1 - 4 minggu	< 1 minggu	
7. Efisiensi dana kegiatan	Rasional	Kurang Rasional	Tidak Rasional	
Score II = 30 % x Jumlah nilai II				
III. MANFAAT BAGI PERUSAHAAN (50 %)				
1. Dampak kegiatan	Besar	Sedang	Kecil	
2. Partisipasi Perusahaan	Partisipasi Aktif	Partisipasi Pasif	Tidak ada	
3. Pencitraan kegiatan bagi perusahaan	Positif		Netral	
4. Pencantuman Logo Perusahaan	Backdrop	Spanduk	Tidak ada	
Score III = 50 % x Jumlah nilai III				
	Score I =	Score II =	Score III =	
Total Score (Score I + II + III)				
IV. SCORE DAN KESIMPULAN				
83 - 121		Dibantu		
47 - 82		Tidak dibantu		
V. YANG MENGUSULKAN				
Catatan dan Saran (Gunakan halaman berikut jika perlu)				
Dibuat oleh :		Disetujui oleh :		
		Departemen Head		
VI. PERSETUJUAN KOMITE PROPOSAL				
Keputusan :		Tanda tangan Komite Proposal		Tanggal
Dibantu Sebesar Rp.				
Saran bisa dibantu				
*) Wajib diisi				

APPENDIX C

Recapitulation of Donation

PT. NUSA PRIMA MANUNGGAL

ADVANCE REQUISITION FORM

Name :	I.D. No.	Cost Centre :	Date :
--------	----------	---------------	--------

REMARK

Amount required :	The Sum of :
-------------------	--------------

Travelling	days	Rp.	<p>I fully aware that this advance must be cleared- within seven (7) days to The Finance Section- from date of return of the said duties.</p> <p>If I fail to compile up to thirty (30) days, I authorized The Finance Section to deduct-my salari without further notification.</p>
Taxi	days	Rp.	
Meals	days	Rp.	
Lodging	days	Rp.	
Entertainment		Rp.	
Others :		Rp.	
		Rp.	
		Rp.	

Requested by :	Supervisor Approval	Verified by :	Only be used if payment approved	
			Paid by :	Received by :

002-ADV - 1096

Date :

- Cash
 Cheque No.

APPENDIX E

BAP Form



PT. NUSA PRIMA MANUNGGAL

Jln. Lintas Timur Pangkalan Kerinci - Pelalawan
No.Telp : 0761-494892

SERTIFIKAT MAGANG

Diberikan kepada :

Beni Situmorang

NIM : 5203201128

Prodi: D3 Bahasa Inggris
Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktek di PT. NUSA PRIMA MANUNGGAL
Periode 16 Januari 2023 - 12 Mei 2023

Sertifikat ini diberikan kepada yang bersangkutan untuk dipergunakan sebagaimana mestinya

Mentor


JORDY ALEXANDER
SAP. 20008215

Direktur


PT. NUSA PRIMA MANUNGGAL
RINO ARDIYAN
SAP. 10009750



PT. NUSA PRIMA MANUNGGAL

Jl. Lintas Timur, Rukan Acacia Blok I No. 12 Pangkalan Kerinci, Kab. Pelalawan

SURAT KETERANGAN

No. 03A/NPM/HRD/EXT/V/2023

Dengan ini kami menerangkan bahwa :

Nama : Beni Situmorang
Tempat/Tgl Lahir : Pakkat / 12 Maret 1999
Alamat : Jln. Bathin Alam, Sungai Alam. Kec. Bengkalis, Kab. Bengkalis
Riau

Telah melakukan Kerja Praktek pada perusahaan kami, PT. NUSA PRIMA MANUNGGAL sejak tanggal 16 Januari 2023 sampai dengan tanggal 12 Mei 2023 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian Surat Keterangan ini dibuat agar dapat dipergunakan sebagaimana mestinya.

Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Pangkalan Kerinci, 15 Mei 2023

Rino Ardiyan
Direktur

APPENDIX H
Evaluation Form

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT. NUSA PRIMA MANUNGGAL**

Nama : BENI SITUMORANG
 NIM : 5203201128
 Program Studi : D-III BAHASA INGGRIS
 POLITEKNIK NEGERI BENGKALIS

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung-jawab	25%	90
3.	Penyesuaian diri	10%	88
4.	Hasil kerja	30%	95
5.	Perilaku secara umum	15%	92
	Total Jumlah (1+2+3+4+5)	100%	


Keterangan :

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

Catatan :

- Tetap konsisten untuk semangat dalam setiap pekerjaan
 - Selalu belajar hal baru

Pangkalan Kerinci, 12 Mei 2023


Jordy Alexander
 SAP.20008215

ABSENSI MAGANG MAHASISWA POLITEKNIK NEGERI BENGKALIS
PERIODE : FEBRUARI 2023

No	NAMA	TANGGAL			
		1	2	3	4
1	Beni Situmorang				

No	NAMA	TANGGAL			
		5	6	7	8
1	Beni Situmorang	off			

No	NAMA	TANGGAL			
		9	10	11	12
1	Beni Situmorang				off

No	NAMA	TANGGAL			
		13	14	15	16
1	Beni Situmorang				

No	NAMA	TANGGAL			
		17	18	19	20
1	Beni Situmorang	-	off	ISRA' MIRAJ off	

No	NAMA	TANGGAL			
		21	22	23	24
1	Beni Situmorang				

No	NAMA	TANGGAL			
		25	26	27	28
1	Beni Situmorang		off		

ABSENSI MAGANG MAHASISWA POLITEKNIK NEGERI BENGKALIS
PERIODE : MARET 2023

		TANGGAL			
N o	NAMA	1	2	3	4
1	Beni Situmorang	<i>AS</i>	<i>AS</i>	<i>AS</i>	off

		TANGGAL			
N o	NAMA	5	6	7	8
1	Beni Situmorang	off	<i>AS</i>	<i>AS</i>	<i>AS</i>

		TANGGAL			
N o	NAMA	9	10	11	12
1	Beni Situmorang	<i>AS</i>	<i>AS</i>	<i>AS</i>	off

		TANGGAL			
N o	NAMA	13	14	15	16
1	Beni Situmorang	<i>AS</i>	<i>AS</i>	<i>AS</i>	<i>AS</i>

		TANGGAL			
N o	NAMA	17	18	19	20
1	Beni Situmorang	<i>AS</i>	<i>AS</i>	off	<i>AS</i>

		TANGGAL			
N o	NAMA	21	22	23	24
1	Beni Situmorang	<i>AS</i>	off	NYERI	<i>AS</i>

		TANGGAL			
N o	NAMA	25	26	27	28
1	Beni Situmorang	<i>AS</i>	off	<i>AS</i>	<i>AS</i>

		TANGGAL	
N o	NAMA	29	31
1	Beni Situmorang	- SMCIT	<i>AS</i>

ABSENSI MAGANG MAHASISWA POLITEKNIK NEGERI BENGKALIS
PERIODE : APRIL 2023

		TANGGAL			
N	NAMA	1	2	3	4
0					
1	Beni Situmorang	—	off	off	off

		TANGGAL			
N	NAMA	5	6	7	8
0					
1	Beni Situmorang	off	off	off	off

		TANGGAL			
N	NAMA	9	10	11	12
0					
1	Beni Situmorang	off	off	off	off

		TANGGAL			
N	NAMA	13	14	15	16
0					
1	Beni Situmorang	off	off	off	off

		TANGGAL			
N	NAMA	17	18	19	20
0					
1	Beni Situmorang	off	off	off	off




		TANGGAL			
N	NAMA	21	22	23	24
0					
1	Beni Situmorang	off	off	off	off





		TANGGAL			
N	NAMA	25	26	27	28
0					
1	Beni Situmorang	off	off	off	off

		TANGGAL	
N	NAMA	29	30
0			
1	Beni Situmorang	off	off

ABSENSI MAGANG MAHASISWA POLITEKNIK NEGERI BENGKALIS
PERIODE : MEI 2023

No	NAMA	TANGGAL			
		1	2	3	4
1	Beni Situmorang	off			

No	NAMA	TANGGAL			
		5	6	7	8
1	Beni Situmorang			off	









No	NAMA	TANGGAL			
		9	10	11	12
1	Beni Situmorang				

APPENDIX J

Revision List

REVISION LIST APPRENTICESHIP REPORT

Name : Beni Situmorang
NIM : 5203201128
Advisor : Ari Satria, M.Pd.B.I
Location : PT. Nusa Prima Manunggal

NO	DAY/DATE	REVISION	ADVISOR
1.	March 7 th , 2023	Chapter I Background	
2.	March 8 th , 2023	Chapter II Purpose	
3.	May 17 th , 2023	Chapter II Company history	
4.	May 26 th , 2023	Chapter II Kind of Business	
5.	May 29 th , 2023	Chapter II structure of organizational	
6.	May 30 th , 2023	Chapter III Working procedure	
7.	May 31 st , 2023	Chapter IV Conclusion	
8	June 5 th , 2023	All	

Bengkalis, June 5th, 2023

Advisor



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

APPENDIX K

Presentation of Internship Report at PT. Nusa Prima Manunggal



APPENDIX L

Apprenticeship Seminar at State Polytechnic of Bengkalis

