

**APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
PULP WAREHOUSE DEPARTMENT**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
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APPROVAL SHEET

APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
(PULP WAREHOUSE DEPARTMENT)
Written as one of the conditions for completing Job Training

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CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every college graduate is required to be able to improve his quality and competence so that he is able to become an individual who is ready to compete in various work sectors, especially in the industrial sector. This demand arose because as a college graduate, one must be able to become a problem solver for all the problems that arise.

In order to meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is lacking if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can improve the abilities and skills needed by students to go directly into the industrial world that they will be involved in later. In line with this, the tertiary institution requires its students to take Apprenticeship courses which are conducted in odd semesters.

Apprenticeship is an Intra-Curricular Activity that is incorporated in the subject group of state and social life (MBB), which is mandatory for all students at the Bengkalis State Polytechnic. In general, the implementation of Apprenticeship is aimed at increasing students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out Apprenticeship specifically, students of the Bachelor of Applied International Business Administration at Bengkalis State Polytechnic are expected to gain industry experience which includes planning, processing and implementation in a work unit. The achievement of the Apprenticeship objectives above ultimately refers to the professional formation of students who have broad skills and knowledge in the field of International Business Administration.

The Bengkalis State Polytechnic also seeks to improve students' abilities by conducting training or training in companies, so that it can realize the Polytechnic's mission of making workforce ready to use and having a well-implemented Link and Match between the world of industry and the world of education.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the activities for Bengkalis State Polytechnic students in completing their studies. Apprenticeship carried out at PT. Riau Andalan Pulp and Paper (RAPP) in the Pulp Warehouse Department. To achieve the expected results, it is necessary to know the objectives of the Job Training, as follows:

1. To find out the specifications of the tasks carried out
2. To find out the systems and procedures for Job Training Apprenticeship used in carrying out work
3. To find out the place and time of Apprenticeship
4. To find out the obstacles faced in completing the work and how to overcome these obstacles
5. To find solutions in dealing with obstacles during practical work

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of Job Training Apprenticeship are as follows:

1. As one of the requirements that must be met to complete Diploma IV (D4) vocational education at the Bengkalis State Polytechnic, especially the International Business Administration Department
2. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work
3. Students gain practical experience in applying theoretical/conceptual knowledge in accordance with their study program
4. Students have the opportunity to analyze problems related to knowledge

applied in work according to their study program

5. The Bengkalis State Polytechnic received feedback from the company on the ability of students participating in Job Training Apprenticeship in the world of work
6. Bengkalis State Polytechnic obtains feedback from the world of work for curriculum development and learning processes

CHAPTER 2

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 Royal Golden Eagle (RGE) Group

Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Mas), was officially registered in 1973. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



Figure 2.1 RGE Group Logo
Source: Internet

Sukanto Tanoto then built the world's largest pulp and paper mill in Kerinci, Riau. April Group is listed on the New York Stock Exchange. After overcoming challenging conditions during the financial crisis in the late 1990s, RGE expanded its presence in China, Brazil, Canada and Spain. RGE has 5C principles that are trusted by its founder, Sukanto Tanoto, to bring good to the Community, Country, Climate, Customers and Companies.

The business groups under the auspices of the Royal Golden Eagle (RGE) Group include the following:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Asian Agri & Apical
3. Cellulose Fiber - Bracell
4. Viscose Fiber - Sateri & Asia Pacific Rayon (APR)
5. Development of Energy Resources - Pacific Oil & Gas

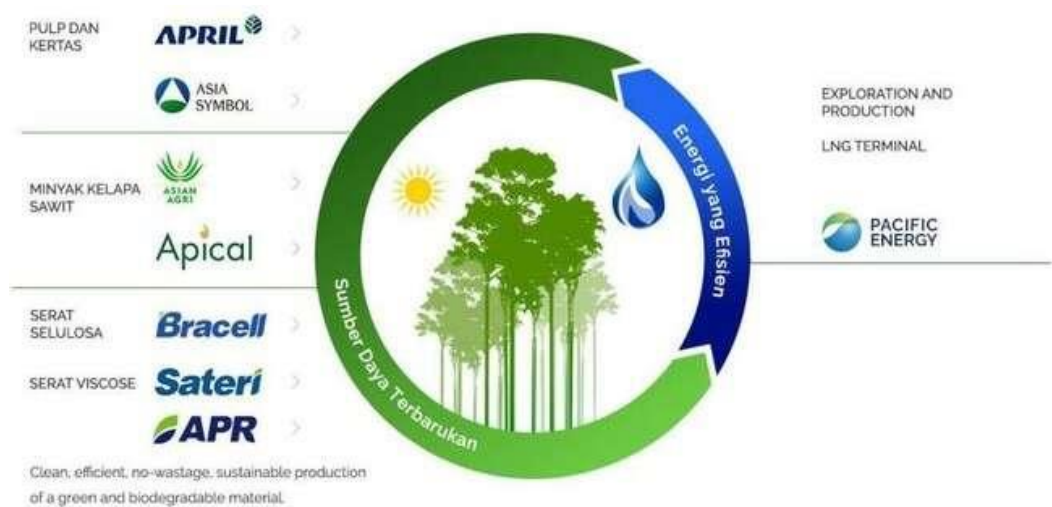


Figure 2.2 The RGE Group of Companies
Source: RGE website

The Royal Golden Eagle (RGE) Group has a core corporate value, namely TOPICC start with me. This value is used as a guideline for working in RGE Group companies, TOPICC consists of the following abbreviations:

1. *Complementary Team* or (Teamwork), we are one in purpose and complement each other in teamwork.
2. *Ownership* or (Sense of Belonging), we maintain a sense of belonging to always achieve the best.
3. *People* or (Human Resources), we develop human resources to grow together.
4. *Integrity* or (Integrity), we act with integrity.
5. *Customers* or (Customers), we understand and provide the best for customers.

6. *Continuous Improvement* or (Continuous Improvement), we avoid indifference and make improvements continuously.

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is one of the pioneer companies from the RGE Group which is engaged in the pulp and paper business segment, and is one of the leading pulp and paper companies in the world. APRIL has its head office in Asia, namely Singapore and also has main production areas in Indonesia and China. Through state-of-the-art pulp and paper mills and industrial forest plantations operating in Riau province, Sumatra, Indonesia, as a large company APRIL has the goal of "Improving lives by developing resources sustainably" and the vision of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company".



Figure 2.3 APRIL Group Logo
Source: April Group website

Through its subsidiary in Indonesia. APRIL Group started developing plantations in Riau Province, Sumatra and built a factory in Pelalawan Kerinci from 1993. At that time, Kerinci was home to 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Kerinci into the regional social and commercial hub of the Province.

APRIL Group started commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group's operations in Indonesia, with the establishment of Pelalawan Regency in 1999. This rapid growth of Kerinci then allowed it to be divided into three regions in 2005.

In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created around 90,000 jobs for the community. APRIL is also contributing to providing better access to education and social support in areas such as health care and housing. The APRIL Group has helped improve living standards and reduce the poverty rate by 30%.

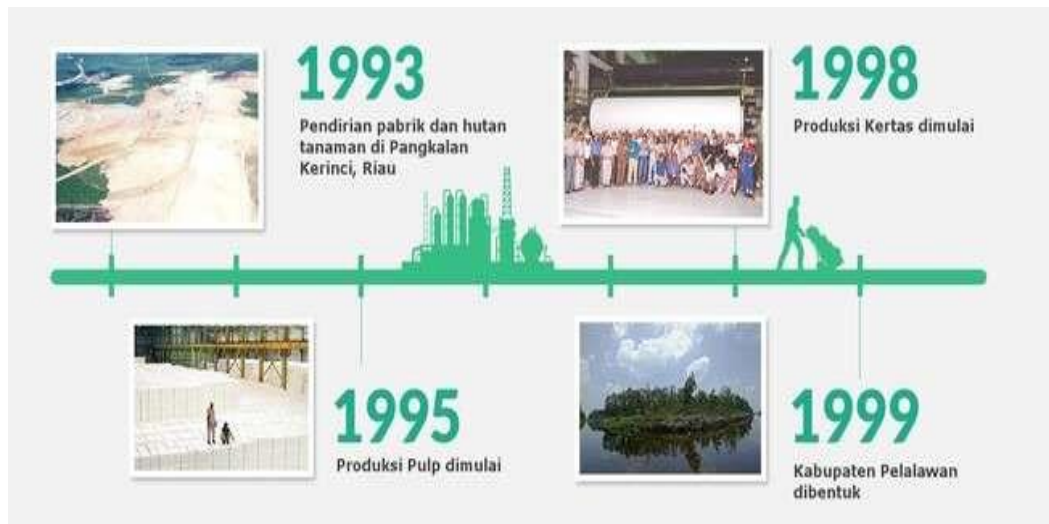


Figure 2.4 The Path to Prosperity
Source: APRIL Group website

Recognizing the importance of community development as part of a long term approach to sustainable business, APRIL Group has also launched a series of economic development initiatives to assist the development of small and medium scale local entrepreneurs (SMEs).

In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also collaborated with the World Wildlife Fund (WWF) to tackle illegal logging in Teso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Teso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for pulp and paper mill fiber plantations.

In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, detailing its community development

initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China.

In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) scoring system in its concession areas for land use planning. This policy provides practical and responsible solutions to the challenges of deforestation and degradation. APRIL also established the APRIL Learning Institute and received a Green Proper Rating for factory environmental performance as well as a Golden Flag Choice & Zero Accident Award for factory health and safety management from the Government of Indonesia.



Figure 2.5 Sowing Sustainable Forest Seeds

Source: April Group website

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT. Riau Andalan Pulp & Paper, a subsidiary of APRIL, is certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards.

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

In 2008, the completion of Pulp Line 3 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 2.8 million tons

per year. Manufacturers certified to ISO 9001, 8000 and ISO 14001 continue to invest in technology to ensure the company can self-sufficiently meet its own electricity needs.

Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the Chains of Custody standard, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, PT. RAPP was successfully certified by the standards of the Bureau Veritas for Origin and Legality of Timber (OLB). RAPP is the first Asian plantation company in the industry to receive this certification. APRIL Group's OLB standard for forestry company certification covers production facility forestry activities. The supply partners for RAPP have also successfully passed audits based on OLB's “Chain of Custody-Acceptable Wood” standards.



Figure 2.6 Growth and Recognition
Source: April Group website

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group developed a Sustainable Forest Management Policy based on input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

2.1.3 PT. Riau Mainstay Pulp and Paper

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp and paper and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper was domiciled in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992.

PT. Riau Andalan Pulp and Paper was developed and designed to produce high-quality pulp and paper, where the pulp is produced chemically using a sulfate (kraft) process. The control system in this company has entered into the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include ClO₂ and Cl₂.

Besides that PT. Riau Andalan Pulp and Paper is a fast growing private company and has received ISO 9002 and ISO 14001 certificates. PT. Riau Andalan Pulp and Paper is a company that uses sophisticated production technology, namely a superbatch administrator digester system and a good production system with a sophisticated control system and good management, both in terms of production and cooperation.

2.2 Vision and Mission

2.2.1 Vision

The vision of PT. Riau Andalan Pulp and Paper is "Becoming a world-scale pulp and paper company with the best management and performance, the most profitable and sustainable, as well as being the first choice of consumers and employees".

2.2.2 Mission

The company's mission in realizing the expected goals is as follows:

1. Building and developing a regional business group managed by an international business consisting of highly motivated and committed professionals.
2. Generate sustainable growth and always be the best in the industry and market segments entered.
3. Maximizing company results that bring benefits to related parties, by participating and contributing to regional national socio-economic development.

2.3 Kind of Business

PT. Riau Andalan Pulp and Paper, which is engaged in the pulp and paper production business, has various company divisions or unit bodies, as follows:

1. Riau Fiber, is a business unit that manages wood starting from the fields of nursery, planting, maintenance, harvesting, and development of wood to become the production of raw materials as well as the development of types of wood seeds.
2. Riau Pulp, is a business unit that produces pulp where wood from Riau Fiber is managed and processed into pulp.
3. Riau Paper, is a business unit that produces paper where the raw material for making paper is pulp, the pulp itself is produced by Riau Pulp, now the dry wood fiber from the pulp is used to make paper.
4. Riau Power, is a business unit that manages the field of generating electricity and reprocessing black liquor, water and chemicals, where the electricity generated is used for power generation in all business units.

5. Shared Services (Common Service) is a unit that manages the service sector for all units and manages the entire logistics of the company, including supply chain management, finance, HRD, accounting and IT/IS.

2.4 Organization Structure

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore it is clear that the organizational structure can provide firm boundaries and at the same time be responsible for these duties.

Organizational structure of PT. Riau Andalan Pulp and Paper follows a line and staff type of organization where powers and responsibilities branch out to each leader from top to bottom. All business units in PT. Riau Andalan Pulp and Paper is led by the Mill Operation Director, and each business unit is led by a Business Unit (BU) Head. Each Business Unit (BU) Head is only responsible for the business unit it leads, and is not responsible for other business units. The following is the organizational structure of PT. Riau Andalan Pulp and Paper as the image below:

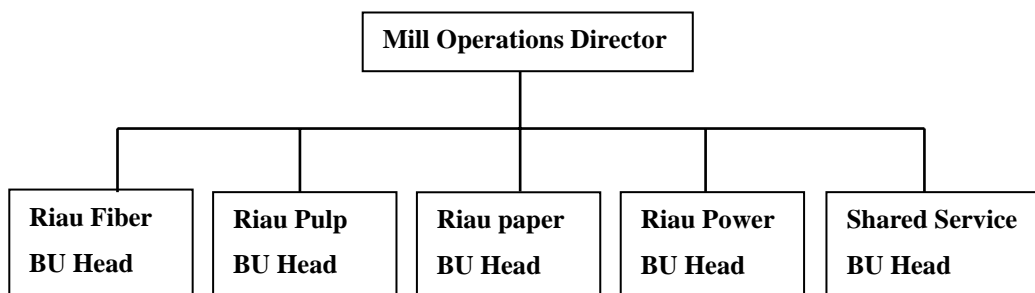


Figure 2.7 Organizational Structure of PT. RAPP
Source : Processed Data 2023

Riau Paper produces paper which is marketed in the form of cut sizes, folios and rolls. Currently the products that have been produced at PT Riau Andalan Pulp and Paper have been sold to more than 70 countries around the world. The following is a picture of paper products from PT RAPP.



Figure 2.8 Main products

Source: RAPP website

Various trademarks for the paper produced by Riau Paper have been issued such as: Paper One. Besides producing paper to be marketed under its own trademark, Riau Paper also produces paper for customer's trademarks such as: Xerox business, Imperial and Galaxy.

Riau Pulp produces pulp slurry to be used as material for paper production in the Riau Paper business unit. Riau Pulp also produces dried pulp (Pulp) with the types of Kraft Pulp Apprenticeship and Dissolving Pulp (AE) which are sold both domestically and abroad. Riau Pulp produces Pulp in 5 Pulp Dryer machines (PD 1, 2, 3, 4, and 5) and stores it in the Pulp Warehouse (PWH) warehouse before sending it to customers. The Pulp Warehouse consists of 5 warehouses (PWH 1, PWH 2, PWH 3, PWH 4, and PWH 5), which will receive pulp production from each Pulp Dryer (PD) machine. There are two subsidiaries in charge of Pulp Warehouse, where PWH 1, 2 and 5 are under subsidiary PT Riau Andalan Pulp and Paper, while PWH 3 and 4 are under subsidiary PT Intiguna Primatama.

To carry out the above activities, employees in the Pulp Warehouse Department are divided according to their respective duties. The following organizational structure of the Pulp Warehouse Department can be seen in the image below:

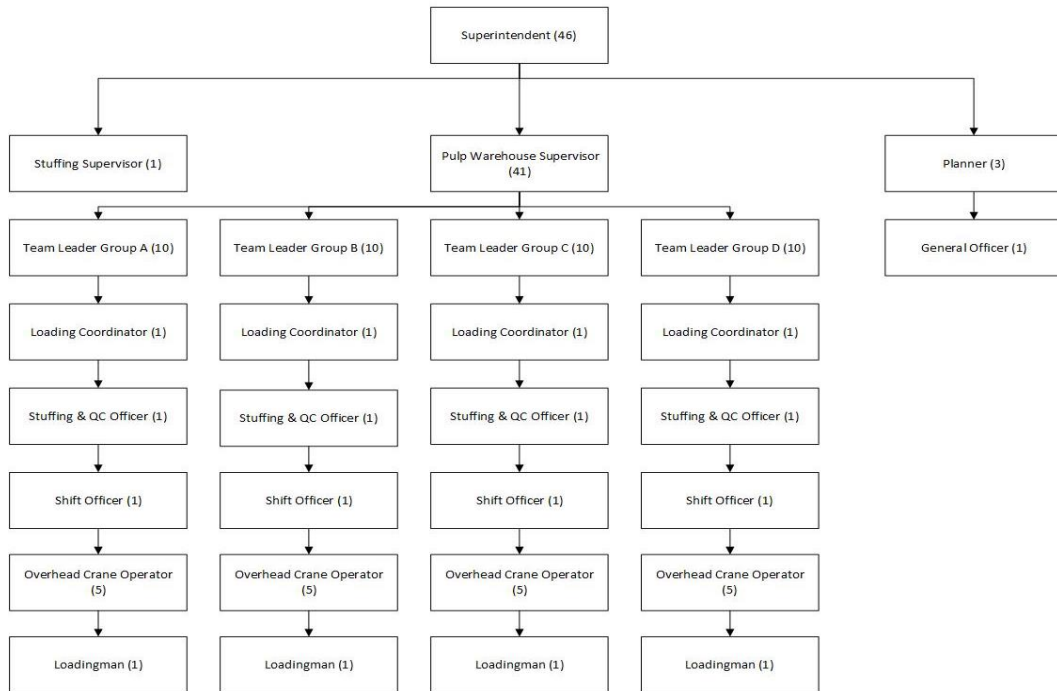


Figure 2.9 Pulp Warehouse Department Organizational Structure

Source : Processed Data 2023

The duties and responsibilities of each organizational structure in the Pulp Warehouse Department are:

1. **Superintendent**

Superintendent tasked with coordinating supervisors and ensuring that all processes in PWH run well and are on target.

2. **Pulp Warehouse Supervisor**

The Pulp Warehouse Supervisor's duty is to ensure that the existing pulp in the warehouse can meet demand, besides that he is also tasked with managing so that the warehouse is not over capacity.

3. **Stuffing Supervisor**

Stuffing Supervisor tasked with coordinating, ensuring, and participating in planning the stuffing process so that order stuffing can be completed according to the target.

4. **Planner**

Planner tasked with planning loading and stuffing so that the warehouse can still accommodate the pulp produced by production.

5. General Admin
General Admin tasked with meeting the needs of the warehouse team so that the activities in the warehouse can run well.
6. Shift Leader
Shift Leader tasked with ensuring that all activities run well and according to the direction of the planner.
7. Loading Coordinator
Loading Coordinator tasked with ensuring the availability and timeliness of arrival of PTSI trucks to transport pulp, as well as directing PTSI trucks to enter the warehouse which is more prioritized
8. Stuffing & QC Officers
Stuffing & QC Officer is in charge of ensuring that the cargo that is stuffed is in accordance with the order and no NC goods are sent out of PWH.
9. Shift Officer
Shift Officer assigned to operate the SAP program to support the process of receiving and shipping pulp.
10. Overhead Crane Operators
Overhead Crane Operators assigned to operate the Overhead Crane to move the pulp in the process of receiving, stacking, stuffing, and loading.
11. Loadingman
Loadingman assigned to scan the pulp that will be sent out of PWH so that the movement of the pulp is recorded and can be traced.

2.5 The Working Process

The general activities in PWH are receiving, stacking, shunting, loading and stuffing. Receiving starts with pulp that has been in the form of sheets that will come out of the PD via a conveyor, then the Barcodeman will attach a barcode according to the production number on the pulp as well as check for damage to the pulp. If the pulp looks good and there is no physical damage, the pulp will be lifted by the Overhead Crane (OHC) and stacked above the stacking area. Pulp that has

just been arranged in the stacking area must wait for Grading (GR) to be able to find out the grade of the existing pulp. The duration of GR is different for each type of pulp. Apprenticeship pulp requires a maximum of two hours after the pulp leaves production to complete the GR process. While AE Pulp requires a maximum duration of 16 hours after the pulp leaves production to complete the GR process. Pulp that has been GR will be scanned by Loadingman according to the purpose of the pulp itself. Pulp shipments are divided into three, namely loading to Futong Port, then stuffing to put pulp into containers, and also pulp delivery internally (to RAK or APR). This scanning process will generate an Inter Warehouse Invoice (IWI) which will be printed by the admin.

The stuffing process is the process of entering cargo into containers to be sent by sea, both domestically and internationally. The stuffing process is carried out by forklift operators and stuffingmen. The forklift operator is in charge of loading and stacking the pulp into the container, while the stuffingman is in charge of assisting the stuffing process such as cutting the wires on the Apprenticeship pulp to make it easier for forklift operators to stack Apprenticeship pulp into containers. The stuffingman is also in charge of documenting the stuffing process taking place to be included in OPUS in order to become data and evidence that the process of loading cargo into containers is going well.

In addition to the above activities, pulp in PWH will also sometimes be shifted with the aim of moving pulp to other PWH areas in order to maximize existing capacity. This activity is called shunting, the shunting process is carried out by the OHC lifting the pulp to be shunted onto the terberg and the Terberg Operator will move the pulp according to the destination.

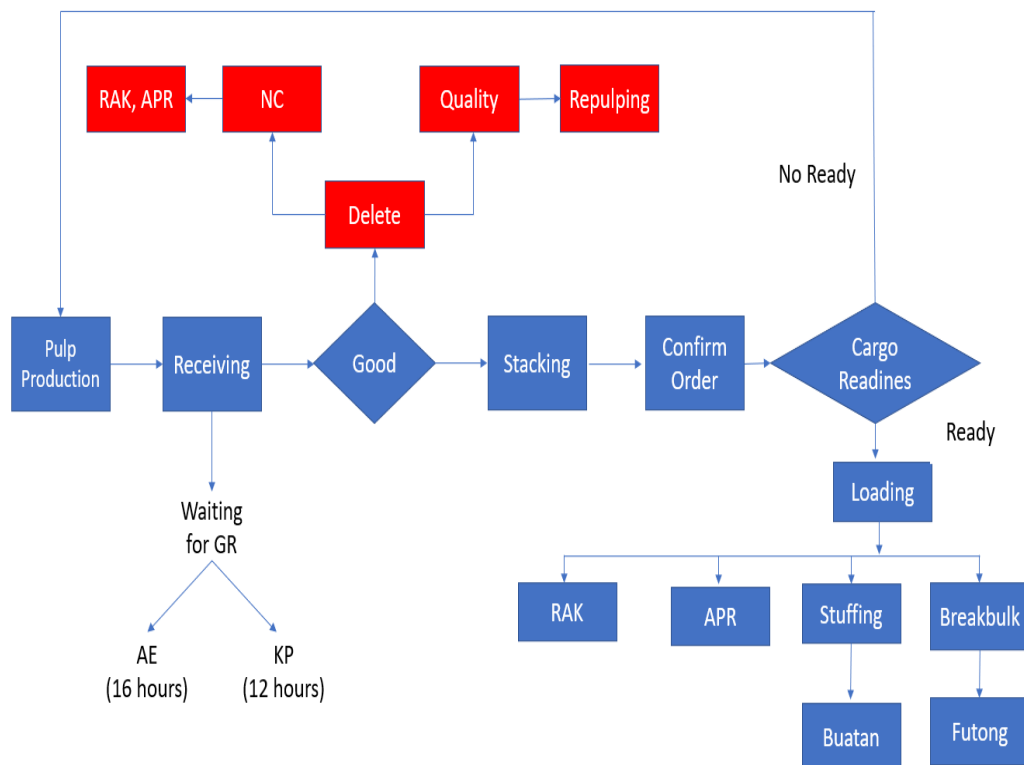


Figure 2.10 PWH Process Flow
 Source : *Processed Data 2023*

2.6 Documents Used for Activities

The documents used in carrying out activities in the Admin Shift Officer of the Pulp Warehouse Department are:

1. Inter Warehouse Invoice (IWI)

Inter Warehouse Invoice is a document a complete list of consigned goods with data records in the form of quantity, name, and destination of the goods.

No.	Item	Uraian	Satuan	Volume	Nilai (Rp)
1	PULP	PULP	Ton	156	15.600.000
2	PULP	PULP	Ton	156	15.600.000
3	PULP	PULP	Ton	156	15.600.000
4	PULP	PULP	Ton	156	15.600.000
5	PULP	PULP	Ton	156	15.600.000
6	PULP	PULP	Ton	156	15.600.000
7	PULP	PULP	Ton	156	15.600.000
8	PULP	PULP	Ton	156	15.600.000
9	PULP	PULP	Ton	156	15.600.000
10	PULP	PULP	Ton	156	15.600.000
11	PULP	PULP	Ton	156	15.600.000
12	PULP	PULP	Ton	156	15.600.000
13	PULP	PULP	Ton	156	15.600.000
14	PULP	PULP	Ton	156	15.600.000
15	PULP	PULP	Ton	156	15.600.000
16	PULP	PULP	Ton	156	15.600.000
17	PULP	PULP	Ton	156	15.600.000
18	PULP	PULP	Ton	156	15.600.000
19	PULP	PULP	Ton	156	15.600.000
20	PULP	PULP	Ton	156	15.600.000

Figure 2.11 Inter warehouse invoice
 Source : Processed Data 2023

- 2. Approval Letter for Release of Goods (SPPB-KB)
 Approval for the release of goods is a document issued by the customs office after the customs formalities have been fulfilled. In the customs office that has used the PDE system, the SPPB is sent to the importer electronically. then the importer will print the SPPB for the process of releasing goods.

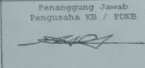
PBB-KB				PENGHITUNGAN PEMINDAHAN BARANG DALAM SATU KAWASAN BERIKAT	
NOMOR : TANGGAL : 04-May-23 Identitas Pengusaha Kawasan Berikat / PDKB : Nama Perusahaan : PT. RIAM ANDALAN PULP AND PAPER Nomor Ijin : 2926/PM.4/2017 Lokasi : PANGKALAN KERINCI					
A. Asal Lokasi Barang dan Tujuan Pemindahan Barang : Asal Barang: PDKB-PT. RAFF DI PANGKALAN KERINCI Tujuan Pemindahan Barang: PDKB-PT. RAFF DI SELABURAN PUKONG					
B. Uraian Barang Yang Dipindahkan : No - Kode barang : - Kode HS : - Jenis Barang : PULP NO. HS : 4702.29.00.00 BLEACHED HARDWOOD KWART PULP Nomor Polisi / Identitas Sarana Pengangkutan : RM-9134-CH Code : Jumlah dalam satuan : 156 Ton					
Lembar Persetujuan Pejabat Bea dan Cukai Nomor Agenda Persetujuan : Tanggal Persetujuan : Nama : NIP :				Penanggung Jawab Pengusaha KB / PDKB  Jabatan : Kepala Dirsekai	
Catatan: Salinan dipindahkan pada tanggal : Pukul :					
Rangkap ke 1 : PDKB Rangkap ke 2 : Petugas Pengawasan PDKB Rangkap ke 3 : Petugas Pengawasan PDKB Rangkap ke 4 : rekonsiliasi Rangkap ke 5 : File Rangkap ke 6 : File					

Figure 2.12 PPB-KB document
 Source : Processed Data 2023

3. Loading Cargo Receipt (LCR)

Cargo receipt document provided to the shipper, by the Carrier in a paper form that makes a Note of Delivery which will be deemed to enforce the Cargo Contract for the delivery of cargo which can be identified on Cargo Receipt.

Page 1/1

LOADING CARGO RECEIPT **0006808177**

Ship Name : MP122/192-MP122/193 No. LCR : 6808177
Cargo Name : HUAYAN FORT SI No. : 4248097773
Track Number : INPL 152 No. Container : 0000140498
Date/Time Start : 18-04-2023/11:33 No. Seal : MCL054414
Date/Time Finish : 04-05-2023/11:15
Shipping Marks/Brandmark : AP/IL ACACIA

No	Unit Number	Pulp Type	Spl.Ord	Grade	Ex-Loc	Weight (MTR)	GrossWt (Tonal)
1	2310850237	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.030	2.028
2	2310850238	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.009	2.022
3	2310850240	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.051	2.025
4	2310850239	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.033	2.018
5	2310850275	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.011	2.007
6	2310850274	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.000	2.018
7	2310850276	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.000	2.019
8	2310850278	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.000	2.018
9	2310850279	10101DRVACAO01	ANIFAP	P	MHC COMPT_YARD	2.006	2.018
10	2310850444	10101DRVACAO02	ANIFAP	P	MHC COMPT_YARD	1.981	2.013
						20.043	20.180

Note:
Below message not applicable at own ports

Prepared by: _____ Delivered by: _____
Warehouse Adm: _____ STYVOC

Note:
1. ORIGINAL FOR DRIVER 4. YELLOW FOR ACCOUNTING
2. BLUE FOR DESTINATION WAREHOUSE 5. GREEN FOR REGISTERED TRUCK
3. PINK FOR SOURCE WAREHOUSE 6. THE END FOR CLIENT

Figure 2.13 Loading cargo receipt document
Source : Processed Data 2023

4. Fuel Reservation Form

The Fuel Reservation form is a form that we must fill out when making requests for refueling on equipment used in operations such as Diesel Forklifts (Forklifts for stuffing) and Terminal Trucks (Langsir Trucks for cargo stuffing).

PT. PEC-TECH Service Indonesia
Riau - Indonesia

Reservation Form
Issue to Cost Center

Reservation No. 30303030
Cost Center 54203030 (Fuel Project - C - P)
Request Date 01/01/2023
Time 01:00:00

Approved By 000000
Approved 01/01/2023
Page 01/1

Item	Material	Material Description	Qty Ordered	Qty Request	Unit	Batch	SLIN	Min. Lot.	Remarks
1	80400	Diesel Fuel,AVI,MT,EM,SK,MS,SL	40	0	L	001			01/01/2023 01:00:00

ISSUED BY _____ RECEIVED BY _____

01/01/2023 01:00:00

01/01/2023 01:00:00

Figure 2.14 Fuel Reservation form
Source : Processed Data 2023

CHAPTER 3

SCOPE OF THE APPRENTICESHIP

3.1 Job Descriptions

Description of Apprenticeship assignments at PT Riau Andalan Pulp and Paper (RAPP) which began on January 12th to May 12th 2023 at PT RAPP. As for the work carried out in Supply Chain Management, especially in the Pulp Warehouse Department, the Admin Shift Officer section are as follows:

1. Production by SAP Report

Reports are made in the morning to report the previous day's production, and also to find out the stock of goods in the warehouse.

2. Production and Loading Report

Reports are made to report the stock of goods in the warehouse and to find out the amount of goods that have been loaded into the buatan port and futong port.

3. Repulping Report

Repulping reports are also called conformance goods reports where goods that do not meet standards will be deleted.

4. Check Production Data

During production, each goods will be entered into the PTS and SAP systems, then the admin shift will open SAP system by using T-Code ZTR01 and tick on system to receive the goods so that the goods can be release grading by Technical Lab Team.

5. Make a Loading Cargo Receipt (LCR)

Cargo receipt document provided to the shipper, by the Carrier in a paper form that makes a Note of Delivery which will be deemed to enforce the Cargo Contract for the delivery of cargo which can be identified on Cargo Receipt

6. Make a Approval Letter for Release of Goods (SPPB-KB)

Approval for the release of goods is a document issued by the customs office after the customs formalities have been fulfilled. In the customs office that has used the PDE system, the SPPB is sent to the importer electronically. then the importer will print the SPPB for the process of releasing goods.

7. Confirm Transfer Order

After knowing the transfer order number, the transfer order number must be confirmed first, then the stuffing process by the system can be carried out.

8. Release Outbound Delivery

Before stuffing, we must first create an outbound delivery so that we know the goods ordered by the customer, from the material to the quantity of goods

9. Request Empty Containers

After knowing the order from the customer, the next thing to do is to request an empty container from CY Mill so that the goods can be stuffed and immediately sent to the port.

10. M to M (Change Material)

Change material is used when the goods that have been stuffed experience a material change from the consumer, so material changes must be made.

11. Create Stuffing by System

Stuffing by system is carried out after the stuffing process on the container where this is done so that the goods that have been inserted into the system are sealed in the system to make it easier to track goods.

3.2 Procedure Of Performing Job

The work procedures carried out in Supply Chain Management, especially in the Pulp Warehouse Department for the Admin Shift Officer section, are as follows:

1. Production by SAP Report

Production data steps, as below:

- a. Open T-Code ZW19
- b. Enter plant 5100 and enter 5120 and 5103 in the multiple selection on the far right contact in the plant column
- c. Enter the batch number you want to check, for example 22001*
- d. Enter the date on the posting date from the date the batch was produced to the date the batch was completed
- e. Press Execute (f8), select the details list, the data is processed



Figure 3.1 Data withdrawal process

Source : Processed Data 2023

2. Production and Loading Report

Production data steps, as below:

- a. Open T-Code ZTR01
- b. Put a tick in the stat scan section. (Scan Status) and Prt.St. (Print Status)
- c. Then the production data is ready to wait for Release grading

Posting Date	Plant	Material Number	Spl. Grade	Quantity	Quantity	Batch
* 11.05.2023	5100	10101DRYADP001	AEWN	324	656.860	
**** Movement indicator 1				324	656.860	
* 11.05.2023	5100	10101DRYADP001	NOR	178	361.046	
**** Movement indicator 2				178	361.046	
* 11.05.2023	5120	10101DRYACA001	ACAT	126	252.489	
* 11.05.2023	5120	10101DRYADP001	AEF2	0	0.000	
* 11.05.2023	5120	10101DRYADP003	AEF2	222.000	451.123	
**** Movement indicator 3				222.000	703.612	
				126		
* 11.05.2023	5120	10101DRYACA001	3BNOR	192	386.673	
* 11.05.2023	5120	10101DRYACA001	ACAT	39	78.322	
* 11.05.2023	5120	10101DRYACA001	NOR	501	1.007.897	
**** Movement indicator 4				732	1,472.292	
* 11.05.2023	5103	10101DRYACA001	ADC	932	1,870.184	
* 11.05.2023	5103	10101DRYACA001	NOR	92	184.507	
**** Movement indicator 5				1,024	2,054.691	
***** 11.05.2023				222.000	5,248.501	
				2,384		
*****				222.000	5,248.501	
				2,384		

Figure 3.2 Report Production and Loading
Source : Processed Data 2023

3. Repulping Report
 Repulping data steps, as below:
 - a. Open T-Code MB51
 - b. Enter plants 5100, 5120 and 5103
 - c. Enter Storage Location 1410, 1201, Etc
 - d. Enter Movement Type X11
 - e. Enter post date
 - f. And Executes

The screenshot shows the SAP 'Item Data' and 'Header Data' entry screen. The 'Item Data' section includes fields for Material (10101DRYACA001), Plant (5100), Storage Location (1410), Batch, Vendor, Customer, Movement Type (X11), Special Stock, Sales Order, and Sales order item. The 'Header Data' section includes fields for Posting Date, User name, Trans./Event Type, Bill of Lading, Goods Receipt/Issue Slip, and Reference. The 'Display Options' section shows the layout set to 'APPIC'.

Figure 3.3 Repulping Process
Source : Processed Data 2023

4. Check Production Data
 Production data steps, as below:
 - a. Open T-Code ZTR01

- b. Put a tick in the stat scan section. (Scan Status) and Prt.St. (Print Status)
- c. Then the production data is ready to wait for Release grading

Batch	Lot Number	Day of Prod	Drive No	Date of Manuf.	Time of Ph.
<input type="checkbox"/> 23029203773	2302920373	028	3	29.01.2023	12:21:50
<input type="checkbox"/> 23029203608	2302920373	028	3	29.01.2023	04:36:22
<input type="checkbox"/> 2302940901	230294076	029	4	30.01.2023	05:44:52
<input type="checkbox"/> 2302940903	230294076	029	4	30.01.2023	05:46:34
<input type="checkbox"/> 2303310269	230331023	033	1	03.02.2023	19:11:43
<input type="checkbox"/> 2303310272	230331023	033	1	03.02.2023	19:19:36
<input type="checkbox"/> 2303720709	230372065	037	2	07.02.2023	05:44:52
<input type="checkbox"/> 2303720710	230372065	037	2	07.02.2023	05:50:10
<input type="checkbox"/> 2303720771	230372065	037	2	07.02.2023	05:47:16
<input type="checkbox"/> 2303720772	230372065	037	2	07.02.2023	05:49:46
<input type="checkbox"/> 2303720773	230372065	037	2	07.02.2023	05:53:19
<input type="checkbox"/> 2303720774	230372065	037	2	07.02.2023	05:53:48
<input type="checkbox"/> 2303720775	230372065	037	2	07.02.2023	05:55:44
<input type="checkbox"/> 2303720776	230372065	037	2	07.02.2023	06:01:03
<input type="checkbox"/> 2303720777	230372065	037	2	07.02.2023	05:58:00
<input type="checkbox"/> 2303720778	230372065	037	2	07.02.2023	06:09:38
<input type="checkbox"/> 2303720779	230372065	037	2	07.02.2023	06:04:13
<input type="checkbox"/> 2304410026	230441003	044	1	17.02.2023	17:26:00
<input type="checkbox"/> 2304420107	230442017	044	2	14.02.2023	19:26:00
<input type="checkbox"/> 2304420198	230442017	044	2	14.02.2023	19:12:11
<input type="checkbox"/> 2304430235	230443028	044	3	15.02.2023	08:19:59
<input type="checkbox"/> 2304430236	230443028	044	3	15.02.2023	08:09:17
<input type="checkbox"/> 2304440974	230444082	044	5	14.02.2023	06:30:14
<input type="checkbox"/> 2304440981	230444082	044	5	14.02.2023	19:48:30

Figure 3.4 Check Production Data
Source : Processed Data 2023

5. Make a Loading Cargo Receipt (LCR)

Steps to make LCR, as below:

- a. Open T-Code ZW01B
- b. Enter the TO number
- c. Then press Execute
- d. Next, select Printer Devices

IWI : LCR Form Printing (New Version)

Document Info

Warehouse Number: A01
Transfer Order Number: 6245750
Delivery No.
Notes

Output

Output Device: KCS9
Number of copies: 1
Reprint
Preview

Figure 3.5 Loading Cargo Receipt (LCR) process
Source : Processed Data 2023

6. Make a Approval Letter for Release of Goods (SPPB-KB)

Steps to make SPPB-KB, as below:

- a. Open T-Code ZW01C
- b. Input IWI number and Truck number
- c. Enter warehouse number A01

d. Then select Device Printer then Execute

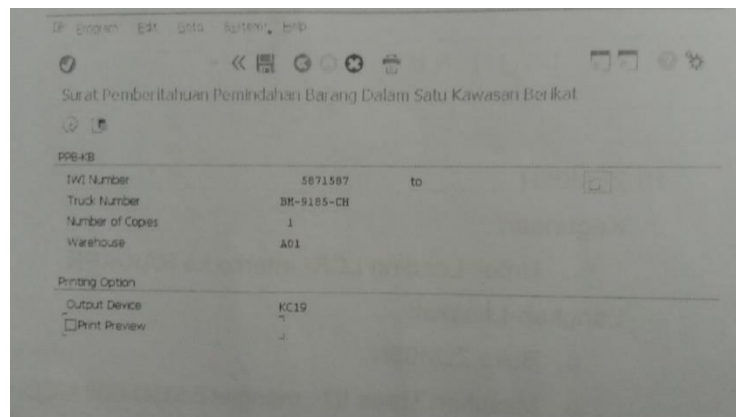


Figure 3.6 SPPB-KB process
Source : Processed Data 2023

7. Confirm Transfer Order

Steps to confirm transfer order, as below:

- a. Open T-Code LT 12
- b. Fill in the TO number, warehouse number
- c. Check if the unit number matches the itemid and Press Save (F2)

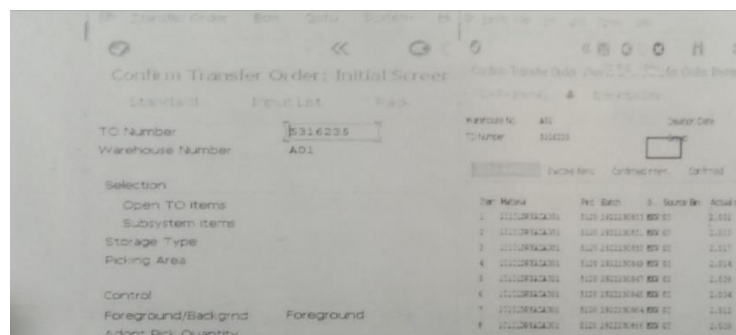


Figure 3.7 Confirm TO Process
Source : Processed Data 2023

8. Release Outbound Delivery

Steps to do Release OD, as below:

- a. Open T-Code VKM5
- b. Enter the OD you want to release into delivery then Execute
- c. Check the OD Row Then Select Release (Ctrl + F10)
- d. Save (F2)

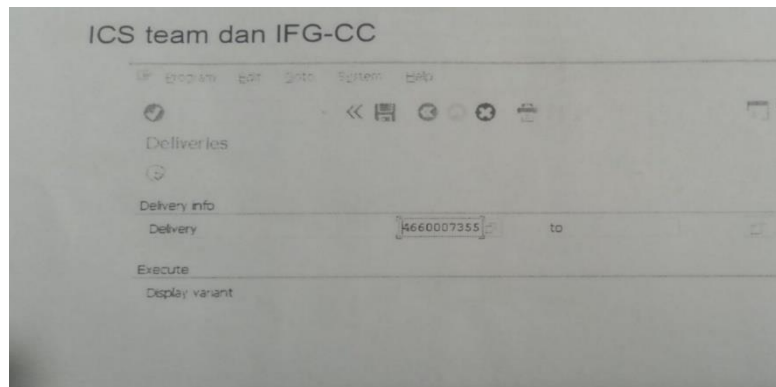


Figure 3.8 Release OD Process

Source : Processed Data 2023

9. Request Empty Containers

The steps for requesting an empty container are as follows:

- a. Open T-Code ZMIIM100XX
- b. Create Empty container request
- c. Enter delivery order, request date, request time, and request Qty
- d. Select the request container column and check container

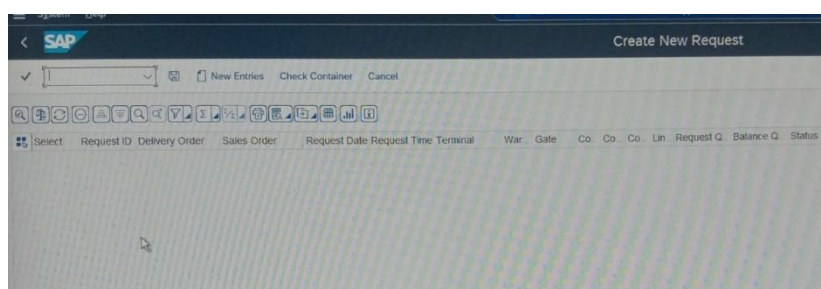


Figure 3.9 Request empty container process

Source : Processed Data 2023

10. M to M (Change Material)

The steps of doing M to M, as below:

- a. Open T-Code ZW16
- b. Contents of material from: Initial material
- c. Fill in the material to: Material to be used
- d. Contents Storage type : MKC
- e. Enter the Batch you want to change the material for
- f. Execute (F8)

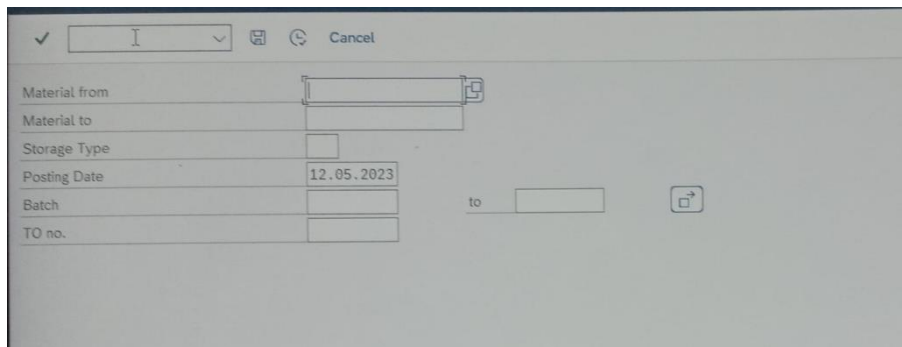


Figure 3.10 M to M Process

Source : Processed Data 2023

11. Create Stuffing by System

The steps to do stuffing, as below:

- a. Open T-Code ZLM08SN
- b. Charging Port : IDKRC
- c. Fill in the Trans ID: name of the ship
- d. Fill in the Cont ID: container number
- e. Fill in Cont Typ : 999999920/40 FT
- f. Populate Delv To : Create Port
- g. Fill in Src Type : MKC
- h. Fill in the TO Number: enter the TO Number
- i. Fill in SI NO: Outbound Delivery Number
- j. Then seve (F2) and note the TO Number

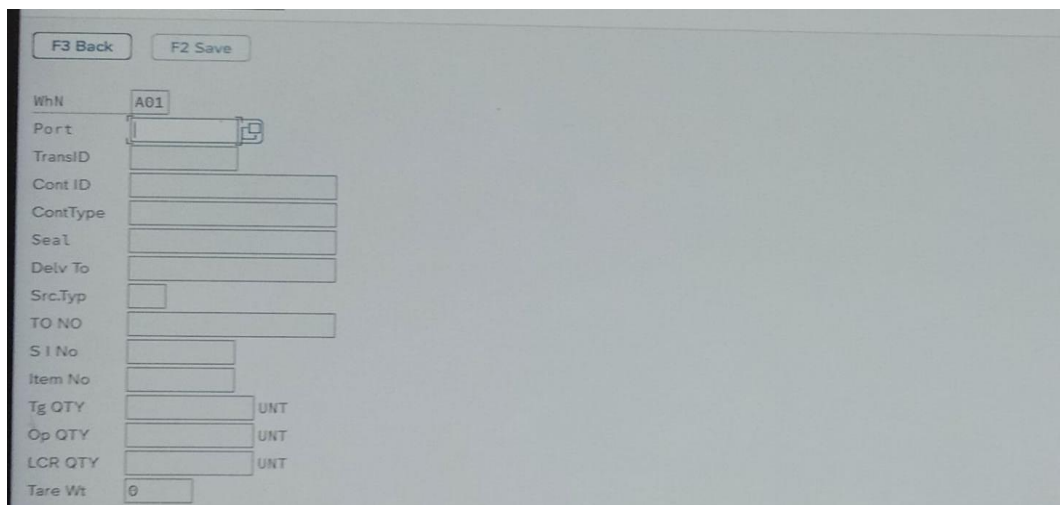


Figure 3.11 Stuffing Process

Source : Processed Data 2023

3.3 System and Procedure

To make it easier for employees to do their job, the company uses an internet-based system. Each computer within a division is connected to other divisions across Business Units. But not all work is done online, there are some jobs that are done online and manually. In Pulp Warehouse Operations Admin and the pulp warehouse operating system have an important role to support operational activities and there are several systems used by the PWH Admin Shift, namely:

1. SAP WM

In Pulp Warehouse use SAP system especially WM (Warehouse Management) module. SAP WM aims to manage incoming, outgoing and cargo movements as well as calculating existing stock in the warehouse. SAP WM also supports barcode system. SAP WM use daily by all level of warehouse team. In Pulp Warehouse also use some T-code in SAP SD (Sales Distribution) module, such as Post Good Issue (PGI), cancel PGI, etc.

T-CODE SAP ADMIN PWH			
No	T-CODE	Fungsi Deskripsi	Module
1	ZTR01	Data Produksi/ GR / Produksi	WM
2	ZW15	Check Stock	WM
3	ZW19	Report production	WM
4	ZLM02 V2	Loading IWI (NCKW to Destination)	WM
5	ZLM02 V3	Hot Loading	WM
6	ZLM02 V4	Cancel TO HOT Loading	WM
7	ZW01B	Print IWI	WM
8	ZLM08SN	Stuffing dan LCR	WM
9	ZW03B	Print LCR	WM
10	ZLM19	Cancel Stuffing	WM
11	ZLM05N	Loading LCR	WM
12	ZW01C	Print SPPB-KB	WM
13	LT12	Confirm Transfer Order	WM
14	LT15	Cancel Transfer Order	WM
15	LT24	Checking untuk pergerakan cargo	WM
16	LT22	Transfer Order for storage type	WM
17	ZLT23	Melihat loading (Spl Grade)	WM
18	ZLT23S	Melihat Loading (Seal, Container)	WM
19	ZLM18S	Confirm LCR 1 dan 2	WM
20	ZSDR0002XX	Confirm Mass OD Stuffing/ Breakbulk	WM
21	ZLIW45	Display OD Stuffing Plan	WM
22	ZMIM100XX	Request Empty Container	WM
23	ZMIM104XX	Master Table Container	WM
24	ZMIM105XX	Master Table Seal	WM
25	ZLM20	Record Truck number	WM
26	ZTM07	Delete Trucking number yang gantung	WM
27	ZW16	M to M (Change Material)	WM
28	ZTM05	Master table M to M	WM
29	ZLM89P	Stock Inquiry (Status Stock)	WM
30	ZTM03	Record Container	WM
31	ZTMM1X722	Request atau mengupdate permintaan trucking PTS	WM
32	ZLOP01XX	Adjustment tonnage yang dilom ke ke Futong	WM
33	ZXOP03XX	Untuk melihat history semua loading yang dilakukan ke Futong	WM
34	MB1B/ZLM91	Repulping	MM
35	MB51	Report production atau repulping	MM
36	VL02N	Posts Good Issue	SD
37	VL03N	View OD	SD
38	VL09	Cancel PGI	SD
39	VKM5	Release order when credit blocked	SD
40	VL10B	Create OD	SD

Figure 3.12 SAP Proses
Source : Processed Data 2023

2. PTS (Pulp Tracking System)

The system functions to retrieve production data that will be sent to SAP for the data, the following is the process of retrieving data in the PTS program:

- Forte System for Pulp Dryer 1, Line 1 and 3
- Forte System for Pulp Dryer 2, Line 2 and 6

- c. Bales Quality System (BQS) Pulp Dryer 3, Line 4 and 5
- d. Bales Matic System Pulp Dryer 4, Line 7 dan 8
- e. Bales Quality System (BQS) Pulp Dryer 5, Line 9 and 10
- f. Production data will be pulled through PTS and master unit data will be transferred to SAP
- g. Data entered in SAP will be scanned by the admin on T-Code ZTR01 and checked in the Scan Status and Print Status columns
- h. After being checked by the PWH admin, the grading process will be continued by the Labor PD
- i. After the grading process has been completed, the stock will enter SAP with the T-Code ZW15, so the SAP system can already be loaded

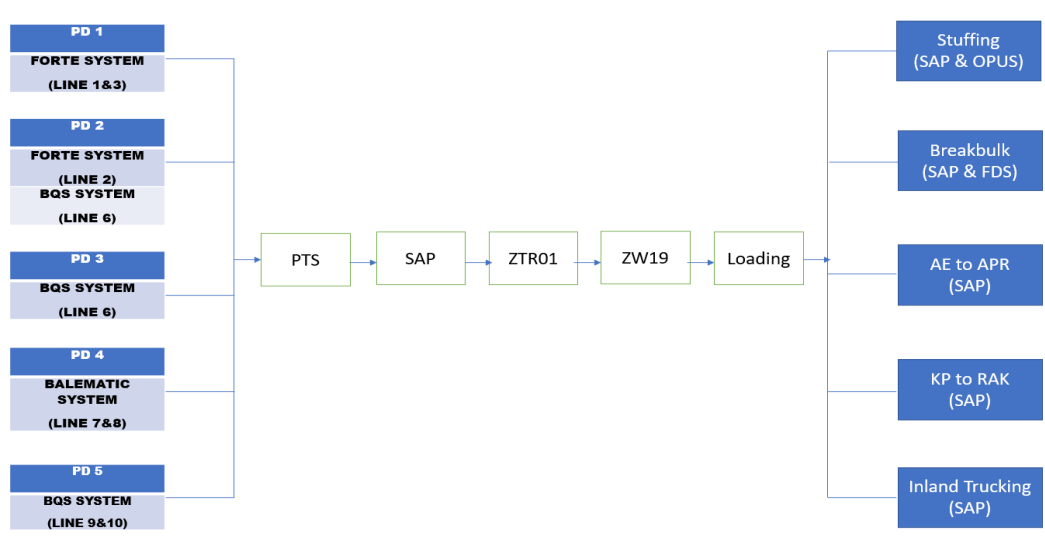


Figure 3.13 PTS Process
Source : Processed Data 2023

3. OPUS

OPUS Terminal System is a system used to control the movement of empty containers to laden containers from the depot to the terminal port. The OPUS function in the PWH Admin Shift section is used to check the status of containers that have been stuffed (Empty/Full), and to check Empty container requests.

- a. Check Status of Container Stuffing (Empty/ Full)

The Shift Admin must ensure that after every stuffing is finished in SAP,

they must check the status of the container in OPUS, it must be full so that the laden container can be gated out to Made. To find out whether the interface in SAP to OPUS has succeeded or failed, you can follow these steps:

- Open OPUS
- Click the cargo number menu on the top right
- Enter no container
- Then Enter, and check the status of the container, if it is Full, the stuffing process is successful

b. Empty Container application to WH

Shift Admin must make a request for an empty container according to the stuffing needs. To find out whether the interface in SAP to OPUS has succeeded or failed, you can follow these steps:

- Open OPUS
- Enter the OPUS Document menu
- Select Blank Request
- Select Request to WH, Then make sure the request number empty container in SAP is included in the Request to WH list in OPUS, if it's the same the request is successful



Figure 3.14 Opus Process
Source: Processed Data 2023

3.4 Place of Apprenticeship

This Apprenticeship was carried out at PT. Riau Andalan Pulp and Paper, Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau. About 75 Km east of Pekanbaru City. The Head Office and administration and cooperation affairs are located on Jl. Teluk Betung No.31, RT.4/RW.1, Tanah Abang, Central Jakarta City 10230.

Table 3.1 Daily Schedule

No	Day	Working hours	agency
1	Monday to Friday	07:00 to 16:00	Pulp Warehouse Department
2	Saturday	07:00 to 11:00	Pulp Warehouse Department
3	Sunday	Holiday	Holiday

Source: Processed Data 2023

3.5 Kind and Description Activities

To find out more clearly the description of the activities carried out during Apprenticeship at PT Riau Andalan Pulp and Paper in the Pulp Warehouse Department can be seen in the following table:

Table 3.2 Daily Report On the First Week (Week 1)

No	Date and time	Name of activity	Part
1	Thursday January 12, 2023	Signing of the agreement letter and bad name and division of each department	BPPUT
2	Friday January 13, 2023	Briefing on safety induction	safety campus

Source: Processed Data 2023

In the first week, there wasn't much internship work because there was a lot of administrative work for apprentice students and participating in safety induction at the Safety Campus, which is very important so that apprentices come and go home safely.

Then in the second week the placement of apprentice students in each area. Where I was placed in Supply Chain Management (SCM), especially in the Pulp Warehouse Department.

Table 3.3 Daily Report On the Second Week (Week 2)

No	Date and time	Name of activity	Part
1	Wednesday January 18, 2023	Introduction to Supply Chain Management	RAK
2	Thursday January 19, 2023	1. Morning briefing 2. Pulp Warehouse overview	PWH
3	Friday January 20, 2023	1. Morning briefing 2. Pulp Warehouse overview	PWH
4	Saturday January 21, 2023	Making weekly reports	PWH

Source: Processed Data 2023

In the following week, do Shift Officer admin work including Production by SAP Reports, Production and Loading Reports, Repulping Reports, Checking Production Data, Making Loading Cargo Receipt (LCR) Letters, Making Travel Letters, Confirm Transfer Orders, Create Transfer Order Hot Loading, Create Oudbond Delivery, Request Empty Container, M to M (Change Material), Create Stuffing by System.

Table 3.4 Daily Report On the Third Week (Week 3)

No	Date and time	Name of activity	Part
1	Monday January 23, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday January 24, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday January 25, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday January 26, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday January 27, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday January 28, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same work as the admin shift officer and adding a 6S audit.

Table 3.5 Daily On the Fourth Week (Week 4)

No	Date and time	Name of activity	Part
1	Monday January 30, 2023	1. Morning briefing 2. morning reports 3. shift officer 4. 6S audits	PWH
2	Tuesday January 31, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday February 1, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday February 2, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday February 3, 2023	Permission	-
6	Saturday February 4, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.6 Daily Report On the Fifth Week (Week 5)

No	Date and time	Name of activity	Part
1	Monday February 6, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday February 7, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday February 8, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday February 9, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday February 10, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday February 11, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.7 Daily Report On Sixth Week (Week 6)

No	Date and time	Name of activity	Part
1	Monday February 13, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday `14 February 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday February 15, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday February 16, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday February 17, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday February 18, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.8 Daily Report On the Seventh Week (Week 7)

No	Date and time	Name of activity	Part
1	Monday February 20, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday February 21, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday February 22, 2023	off	-
4	Thursday February 23, 2023	Permission	-
5	Friday February 24, 2023	Permission	-
6	Saturday February 25, 2023	Making weekly reports	PWH

Source : Processed Data 2023

This week doing the same job as an admin Shift Officer and added a 6S audit.

Table 3.9 Daily Report On the Eighth Week (Week 8)

No	Date and time	Name of activity	Part
1	Monday February 27, 2023	1. Morning briefing 2. morning reports 3. shift officer 4. 6S audits	PWH
2	Tuesday February 28, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday March 1, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday March 2, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday March 3, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday March 4, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.10 Daily Report On the Ninth Week (Week 9)

No	Date and time	Name of activity	Part
1	Monday March 6, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday March 7, 2023	Off	PWH
3	Wednesday March 8, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday March 9, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday March 10, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday March 11, 2023	Making weekly reports	PWH

Source : *Processed Data 2023*

This week doing the same job as admin Shift Officer.

Table 3.11 Daily Report On the Tenth Week (Week 10)

No	Date and time	Name of activity	Part
1	Monday March 13, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday March 14, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday March 15, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday March 16, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday March 17, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday March 18, 2023	Making weekly reports	PWH

Source: *Processed Data 2023*

This week doing the same job as admin Shift Officer.

Table 3.12 Daily Report On the Eleventh Week (Week 11)

No	Date and time	Name of activity	Part
1	Monday March 20, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday March 21, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday March 22, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday March 23, 2023	1. Morning briefing 2. morning reports 3. shift officer 4. 6S audits	PWH
5	Friday March 24, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday March 25, 2023	Making weekly reports	PWH

Source: Processed Data 2023

This week doing the same job as an admin Shift Officer and added a 6S audit.

Table 3.13 Daily Report On the Twelfth Week (Week 12)

No	Date and time	Name of activity	Part
1	Monday March 27, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday March 28, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday March 29, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday March 30, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday March 31, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday April 1, 2023	Making weekly reports	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.14 Daily Report On the Thirteenth Week (Week 13)

No	Date and time	Name of activity	Part
1	Monday April 3, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday April 4, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday April 5, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday April 6, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday April 7, 2023	Off	PWH
6	Saturday April 8, 2023	Making weekly reports	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.15 Daily Report On the Fourteenth Week (Week 14)

No	Date and time	Name of activity	Part
1	Monday April 10, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday April 11, 2023	Permission	PWH
3	Wednesday April 12, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday April 13, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday April 14, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday April 15, 2023	Making weekly reports	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.16 Daily Report On the Fifteenth (Week 15)

No	Date and time	Name of activity	Part
1	Monday April 17, 2023	off	PWH
2	Tuesday April 18, 2023	off	PWH
3	Wednesday April 19, 2023	off	PWH
4	Thursday April 20, 2023	off	PWH
5	Friday April 21, 2023	off	PWH
6	Saturday April 22, 2023	off	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.17 Daily Report On the Sixteenth (Week 16)

No	Date and time	Name of activity	Part
1	Monday April 24, 2023	off	PWH
2	Tuesday April 25, 2023	off	PWH
3	Wednesday April 26, 2023	off	PWH
4	Thursday April 27, 2023	off	PWH
5	Friday April 28, 2023	off	PWH
6	Saturday April 29, 2023	off	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.18 Daily Report On the Seventeenth (Week 17)

No	Date and time	Name of activity	Part
1	Monday May 1, 2023	Off	PWH
2	Tuesday May 2, 2023	1. Morning briefing 2. morning reports 3. shift officer 4. Visit made port	PWH
3	Wednesday May 3, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday May 4, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday May 5, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday May 6, 023	Making weekly reports	PWH

Source : Processed Data 2023

This week doing the same job as admin Shift Officer.

Table 3.19 Daily Report On the Fifteenth (Week 18)

No	Date and time	Name of activity	Part
1	Monday May 7, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
2	Tuesday May 8, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
3	Wednesday May 9, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
4	Thursday May 10, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
5	Friday May 11, 2023	1. Morning briefing 2. morning reports 3. shift officer	PWH
6	Saturday May 12, 023	Making weekly reports	PWH

Source : Processed Data 2023

3.6 Obstacles and Solutions

3.6.1 Obstacles

The obstacles faced during the internship carried out the Job Training at PT. Riau Andalan Pulp and Paper in the Pulp Warehouse Department are as follows:

1. When work has an urgency that is equally important and must be done simultaneously, miscommunication often occurs.
2. There were problems and several errors for stuffing in the SAP system due to problems from the field such as errors in writing the container number and seal number by Stuffingman, containers and seals that had not been registered.

3.6.2 Solution

Some of the obstacles faced by the practitioner while carrying out the Job Training can be overcome in the following way:

1. If there are several jobs that have an urgency that are equally important and must be carried out simultaneously, the employee should ask the manager which of the two or three assignments should be done first, so that work can be balanced and errors reduced.
2. Reminding the Stuffingman Team to focus on checking and writing the container number and seal number correctly in the IWI Stuffing document.
3. Coordinate with the CY Mill Team to ensure that the seals that will be sent to the WH area must be registered in the OPUS system, so that there is no waiting time in the stuffing process in the SAP system.

CHAPTER 4

CONSLUSIONS AND SUGGESTIONS

4.1 Conclusions

In carrying out apprenticeship activities Apprenticeship at PT. Riau Andalan Pulp and Paper in Supply Chain Management, especially in the Pulp Warehouse Department in the Admin Shift Officer section, the author gets a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carrying out apprenticeship. Apprenticeship is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Job Training Apprenticeship report, it can be concluded that there are several theories and practices that have been taught in lectures that can be applied during apprenticeship. The theory and Apprenticeship used is Logistics Management. The following is the conclusion of the work carried out during the Apprenticeship:

1. Job specifications in PT. Riau Andalan Pulp and Paper in Supply Chain Management, especially in the Pulp Warehouse Department, the Admin Shift Officer is making Production by SAP Reports, Production and Loading Reports, Repulping Reports, Checking Production Data, Making Loading Cargo Receipt (LCR) Letters, Making Travel Documents, Confirm Transfer Order, Create Transfer Order Hot Loading, Create Outbound Delivery, Request Empty Container, M to M (Change Material), Create Stuffing by System.
2. The expected target of the work that has been carried out during the Job Training at PT. Riau Andalan Pulp and Paper in Supply Chain Management, especially in the Pulp Warehouse Department, the Shift Officer admin

section is able to find Production by SAP Reports, Production and Loading Reports, Repulping Reports, Check Production Data, Create Loading Cargo Receipt (LCR) Letters, Make Travel Documents , Confirm Transfer Order, Create Transfer Order Hot Loading, Create Oudbond Delivery, Request Empty Container, M to M (Change Material), Create Stuffing by System.

3. To make it easier for employees to carry out their duties, the company uses a digitalization-based system. Each computer/thin client in all business units is connected to a dedicated IT server and the user login is adjusted to each business unit. The Pulp Warehouse Operation uses several application systems, namely the SAP WM System, PTS System, and OPUS Terminal System.
4. Documents produced while carrying out apprenticeship activities are Production by SAP Reports, Production and Loading Reports, Repulping Reports, Inter Warehouse Invoices (IWI), Goods Release Agreement Letters (SPPB-KB), Loading Cargo Receipts (LCR), Fuel Reservation Forms.
5. The obstacles faced when carrying out Apprenticeship are first, when work has an urgency that is equally important and must be carried out simultaneously, so miscommunication often occurs. The second obstacle, there were problems and several errors for stuffing in the SAP system due to problems from the field such as errors in writing the container number and seal number by Stuffingman, containers and seals that have not been registered.
6. The solution was made to overcome the obstacles at the first PT Riau Andalan Pulp and Paper. If there are several jobs that have an urgency that are equally important and must be carried out simultaneously, employees should ask the leader which one must be done first out of two or three assignments given, in order to balance the work and reduce the occurrence of errors. Second, reminding the Stuffingman Team to focus on checking and writing the container number and seal number correctly in the IWI Stuffing document. Third, coordinate with the CY Mill Team by ensuring that the seals that will be sent to the WH area must have been registered in

the OPUS system, so that there is no waiting time in the stuffing process in the SAP system.

4.2 Suggestions

After carrying out Job Training at PT. Riau Andalan Pulp and Paper in Supply Chain Management, especially in the Pulp Warehouse Department, so there are some suggestions from the author personally, namely as follows:

1. When carrying out Job Training at the company, students must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office jobs so that we personally as apprentices are required to be more active and take the initiative to ask questions. the mentor or coordinator where we carry out the apprenticeship as well as our opportunity to introduce ourselves and adapt.
2. Considering that company data is an important asset that is confidential in nature, so that unwanted errors do not occur, inputting the data requires accuracy and understanding in implementing it. Therefore, follow the guidelines that have been taught and do the internship with focus and thoroughness.
3. Improve the ability of employees to be able to do a lot of work to reduce the possibility of human error caused by work pressure.
4. Creating a more comfortable work environment for employees in order to reduce the mental burden on employees, so that employees do not feel tired quickly at work.
5. Make a morning exercise program at least once a week to refresh employees from high work pressure so that employee performance can be even better.

REFERENCES

Admin Polbeng 2017, Sejarah Politeknik Negeri Bengkalis, URL
<http://kemahasiswaan.polbeng.ac.id/>

PT Riau Andalan Pulp and Paper Profile, <https://www.aprilasia.com/id/>

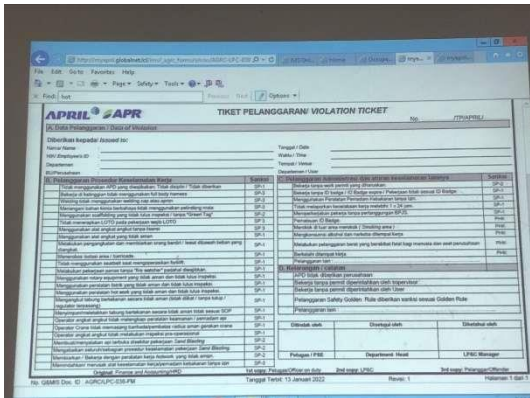
APPENDICES

Appendix 1 Daily Activities Of Apprenticeship

Name : Muhammad Nuriansyah

Date : January 12th -13th , 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	Signing of the agreement letter and bad name and division of each department	Taufik Azali	TJASu
2	Briefing on safety induction		
Industry Advisory Notes			


No	SHOP DRAWING	INFORMATION
1		<p>Safety Induction is an introduction to the basics of Occupational Safety and Health (K3) to new employees or visitors and is carried out by employees with supervisory level positions (from the OSHE / Safety division) and can also be carried out by those who understand K3 with a level minimum position as mentioned above (minimum Foreman, and supervisor up).</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah

Date : January 18th -21th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	Introduction to Supply Chain Management and Pulp Warehouse overview	Taufik Azali	
2	Making weekly reports		
Industry Advisory Notes			

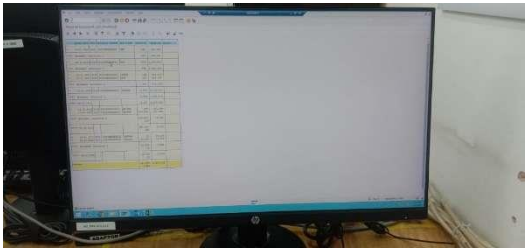
No	SHOP DRAWING	INFORMATION
1		Introducing supply chain management and pulp warehouse and what are the parts of the job.

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : January 28th -28th , 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

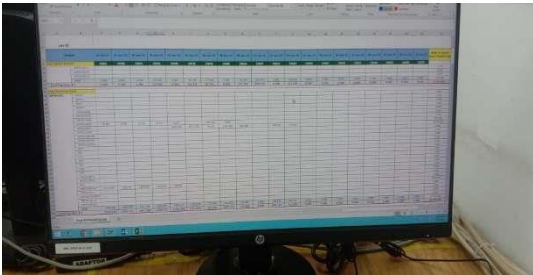
No	SHOP DRAWING	INFORMATION
1		In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : 30th January-4th February 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

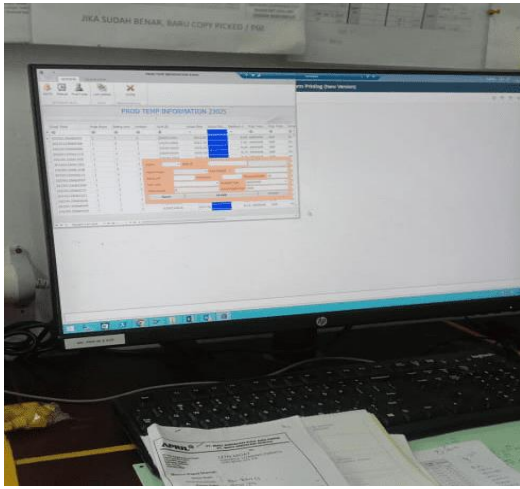
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah


Date : February 6th -11th, 2023

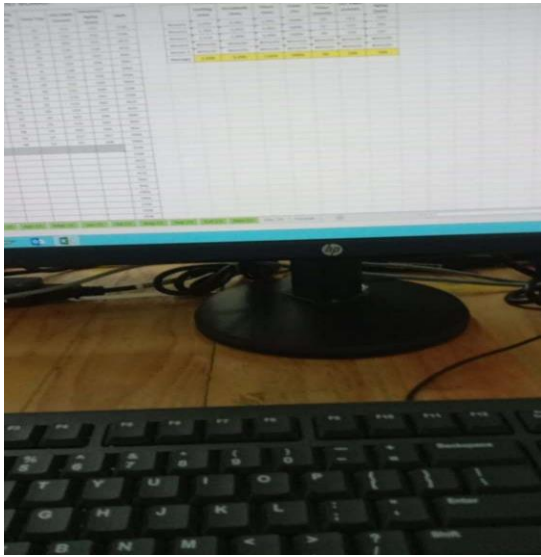
NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah
Date : February 13th -18th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

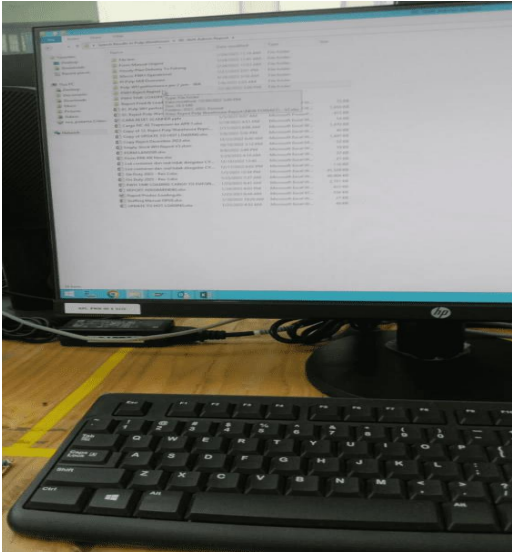
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah

Date : February 20th-25th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

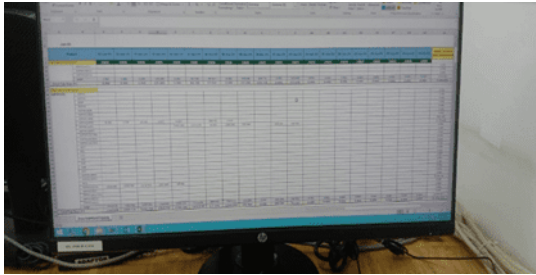

No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : 27th February-4th March 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Visit to RGE Office		
4	Making weekly reports		
Industry Advisory Notes			

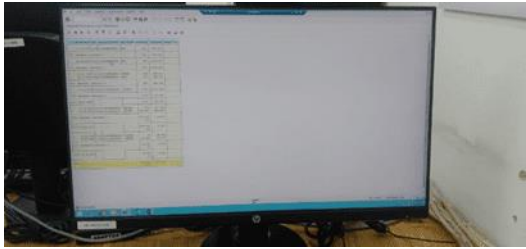
No	SHOP DRAWING	INFORMATION
1		In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.
2		Introducing the history of the company

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : March 6th -11th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

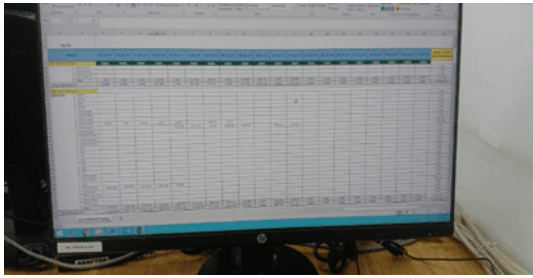
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : March 13th -18th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

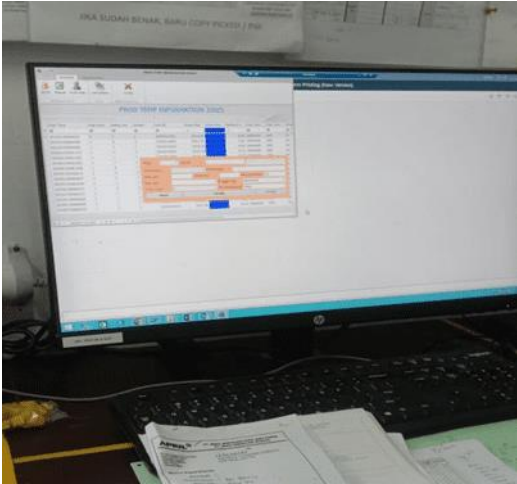
No	SHOP DRAWING	INFORMATION
1		In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah

Date : March 20th -25th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

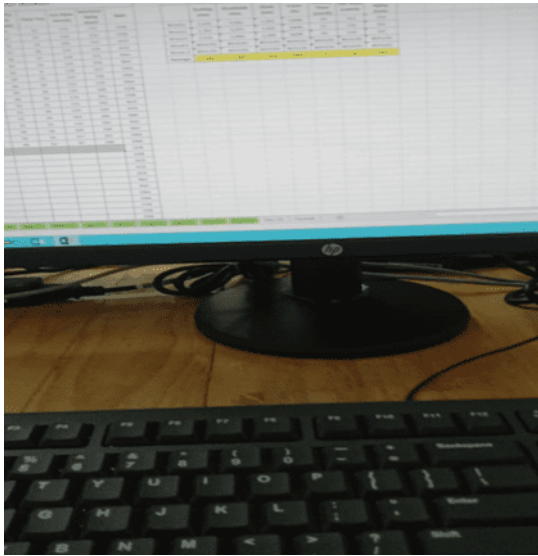
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : 27th March-1th April 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

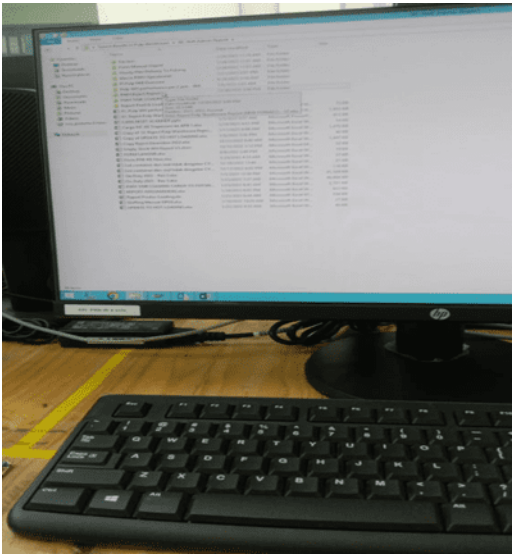
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

DAILY ACTIVITIES
APPRENTICESHIP

Name : Muhammad Nuriansyah

Date : April 3th -8th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

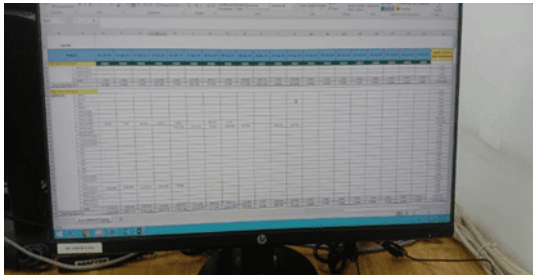
No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah

Date : April 10th -15th, 2023


NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

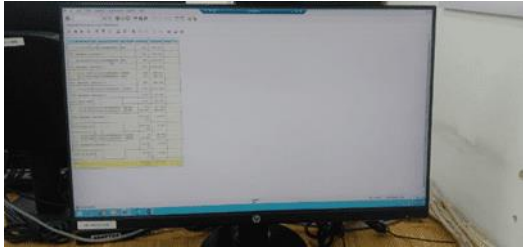

No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah

Date : May 1th -6th , 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	
2	Shift Officer		
3	Visit Created Port		
4	Making weekly reports		
Industry Advisory Notes			

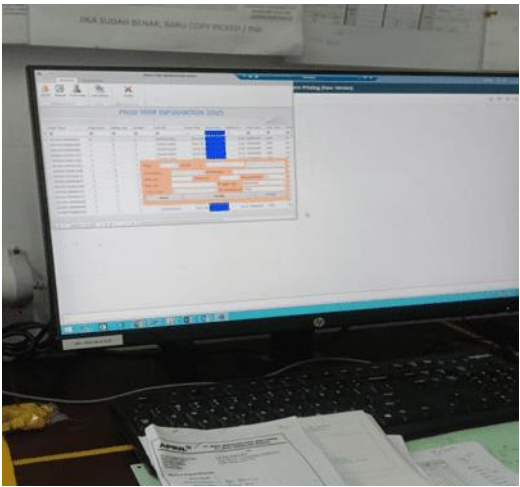
No	SHOP DRAWING	INFORMATION
2		In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.
		Checking the artificial warehouse for the addition of Pulp warehouses.

**DAILY ACTIVITIES
APPRENTICESHIP**

Name : Muhammad Nuriansyah


Date : May 8th -10th 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASKS	INITIALS
1	morning reports	Taufik Azali	TASu
2	Shift Officer		
3	Making weekly reports		
Industry Advisory Notes			

No	SHOP DRAWING	INFORMATION
1		<p>In the Pulp Warehouse Operations, the Shift Officer Department is in charge of operating the SAP program to support the process of receiving and shipping pulp.</p>

Appendix 2. Apprenticeship Reply Letter

Internal



PT Riau Andalan Pulp and Paper
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Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur Politeknik Negeri Bengkalis

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

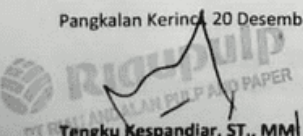
NO	Nama	NIP	Jurusan
1	Zahara		D4/ Adm Bis Internasional
2	M Ridho Haslam		D4/ Adm Bis Internasional
3	Muhammad Nuriansyah		D4/ Adm Bis Internasional
4	Reza Syafitri		D4/ Adm Bis Internasional
5	Anindhia Pratiwi		D4/ Adm Bis Internasional
6	Linda Wati		D4/ Adm Bis Internasional
7	Nurul Nabillah		D4/ Adm Bis Internasional

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

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

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

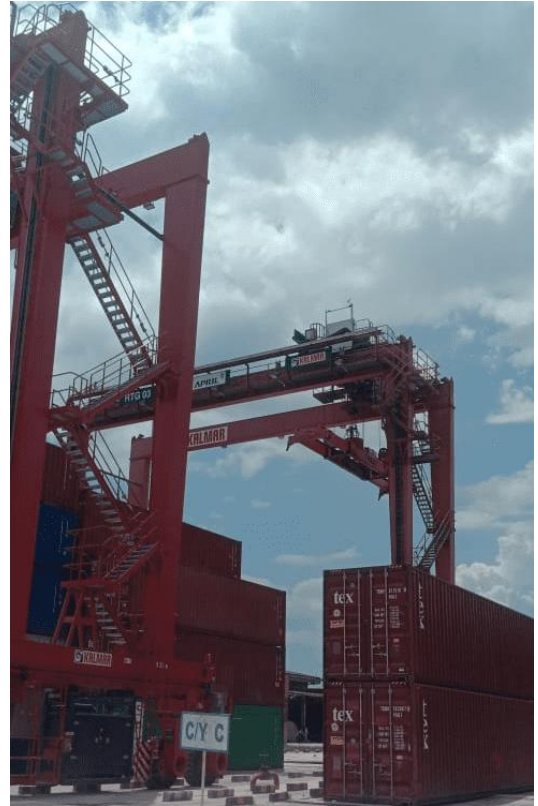
Pangkalan Kerinci, 20 Desember 2022


Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3 Visit RGE Office



Appendix 4 Visit Buatan Port



Appendix 5 Documents Used for Activities

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INTER WAREHOUSE INVOICE

No. 01110000000000000000
 Date: 1 FEB 2022
 Warehouse To: 1 WCC - NELL BANGAL WAREHOUSE



No. 00000000000000000000
 Date: 02 FEB 2022
 Warehouse From: 1
 Track No.: 00000000000000000000

No	Stock Material	PO/Type	Sp. Unit	UOM	Weight (Kg)	Weight (Pcs)
1	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
2	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
3	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
4	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
5	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
6	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
7	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
8	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
9	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000
10	00000000000000000000	00000000000000000000	000000	0000	0.000	0.000

00.000 0.000

Prepared By: _____
 Warehouse Site: _____

Delivered By: _____
 Warehouse: _____

Received By: _____
 Warehouse: _____

Notes: 1. 00000000000000000000 2. 00000000000000000000
 2. 00000000000000000000 3. 00000000000000000000

PT. PEC-TECH Service Indonesia
 Riau - Indonesia

Reservation Form Issue to Cost Center

Reservation No. 00000000
 Cost Center 00000000 (Fuel Project, C, F)
 Requirement Date 01 FEB 2022
 Time 00:00:00

Requested By 000000
 Requester 0000000000
 Dept 0000


Seq	Material	Material Description	Qty Demand	Qty Issued	Unit	Batch	Lot	Bin Loc.	Remarks
1	000000	Diesel FULCRUM 90000000000000000000	00	0	L			00000000000000000000	00000000000000000000

ISSUED BY

Name : _____
 Id. No. : _____

RECEIVED BY

Name : _____
 Id. No. : _____



LOADING CARGO RECEIPT

0006808177

Page 1/1

Ship Name : MP122/192-MP122/193
 Barge Name : BHATAN PORT
 Transporter :
 Truck Number : NPL 152
 Date/Time Start : 18-04-2013/7:33
 Date/Time Finish : 18-05-2013/9:52
 Shipping Marks: Dhanalakshi - APRIL ACACIA

No. LGR : 16808177
 SI No. : 7424007773
 No. Container : UESU1403496
 No. Seal : MCL054414

No	Unit Number	Paip Type	Spl.Grd	Grade	Ex-Loc	Weight (KDT)	GrossWt (Tons)
1	2310850237	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.010	2.020
2	2310850239	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.009	2.022
3	2310850240	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.001	2.017
4	2310850259	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.012	2.028
5	2310850373	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.013	2.037
6	2310850374	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.012	2.028
7	2310850376	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.000	2.017
8	2310850379	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.000	2.018
9	2310850408	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	2.006	2.019
10	2310850444	10101DRYACAO01	AMIFAP	F	MHC CONT YARD	1.961	2.013
						20.043	20.180

Note:

Below message not applicable at own ports

Prepared by,

Delivered by,

Warehouse Assn

Driver

- Note:
1. Original for Driver
 2. Blue for Destination Warehouse
 3. Pink for Source Warehouse
 4. Yellow for Accounting
 5. Green for Logistics Trans
 6. The End for Others

PPB-KB		PEMBERITAHUAN PEMINDAHAN BARANG DALAM SATU KAWASAN BERIKAT	
NOMOR : TANGGAL : 04-May-23 Identitas Pengusaha Kawasan Berikat / PDKB Nama Perusahaan : PT. RIAU ANDALAN PULP AND PAPER Nomor Izin : 2926/RM.4/2017 Lokasi : PANGKALAN KERINCI			
A. Asal Lokasi Barang dan Tujuan Pemindahan Barang :			
Asal Barang: PDKB-PT. RAFF DI PANGKALAN KERINCI		Tujuan Pemindahan Barang: PDKB-PT. RAFF DI DELABURAN PUTONG	
B. Uraian Barang Yang Dipindahkan :			
No	- Kode barang - Kode HS - Jenis Barang : PULP	Jumlah dalam satuan	- Dokumen Pemasukan - Nomor - Tanggal
NO. HS : 4703.29.00.00 BLEACHED HARDWOOD KRAFT PULP		156 Ton	
Nomor Polisi / Identitas Sarana Pengangkut : BM-9134-CH Code :			
Lampir Persetujuan Pejabat Bea dan Cukai Nomor Agenda Persetujuan : Tanggal Persetujuan : Nama : NIP :		Penanggung Jawab Pengusaha KB / PDKB Jabatan : Kuasa Direksi	
Catatan: Selesai dipindahkan pada tanggal : Pukul :			
Rangkap ke 1: PDKB Rangkap ke 2: Petugas Pengawasan PDKB Rangkap ke 3: Petugas Pengawasan PDKB Rangkap ke 4: rekonsiliasi Rangkap ke 5: File Rangkap ke 6: File			

Appendix 6 Apprenticeship Documentation





Appendix 7 Apprenticeship Assessment Sheet

Appendix 7 Apprenticeship Assessment Sheet

EVALUATION OF RESULTS OF COMPANY JOB TRAINING ASSESSMENT PT. RIAU ANDALAN PULP AND PAPER PULP WAREHOUSE DEPARTMENT

Name : Muhammad Nuriansyah.
 Student's Identity No. : 5404191201
 Study Program : International Business Administration
 State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentages	Scores
1.	Discipline	20%	97
2.	Responsibility	25%	96
3.	Adjustment/Adaptation	10%	97
4.	Work Result	30%	97
5.	Behavior in General	15%	96
	Total (1+2+3+4+5)	100%	96.6

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

Notes:

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Pangkalan Kerinci, May 12th,2023


 Taufik Azali
 Superintandnt PWH



Appendix 8 Apprenticeship Certificate



PT. Riau Andalan Pulp and Paper
Jakarta Office
Jl. Teluk Betung No.31
Jakarta 10230, Indonesia
Tel. +62 21 392 3155
Fax +62 21 392 3174

Mill Office
Jl. Lintas Timur Pangkalan Kerinci
Kabupaten Patelawan
Riau 28300, Indonesia
Tel. +62 761 491 000 Fax
+62 761 491 540

SURAT KETERANGAN

No. 013/RAPP/ALI/KP/V/2023

Yang bertanda tangan dibawah ini menerangkan bahwa:


Nama : **Muhammad Nuriansyah**
Tempat/Tgl lahir : **Teluk Pambang, 8 Juni 2001**
Jurusan : **Administrasi Niaga**
Institusi : **Politeknik Negeri Bengkalis**

Telah selesai melaksanakan **Kerja Praktek** di PT. Riau Andalan Pulp and Paper, di Depart
Pulp Warehouse, tanggal **12 Januari – 12 Mei 2023**.

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 13 Mei 2023

Dikeluarkan oleh,


Azka Aman, SSi. Msc.
APRIL Learning Institute

