

APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER
DEPARTMENT STAKEHOLDER RELATION
PANGKALAN KERINCI RIAU



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BUSINESS ADMINISTRATION DEPARTMENT
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BENGKALIS RIAU
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**APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER**

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, May 15th, 2023

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship is a program that allows you to gain valuable skills and qualifications. State Polytechnic Bengkalis is vocational campus that educates its students to create a competence spirit and various fields. State Polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. This is so that students will be able to compete in the world of work and be able to compete with an increasingly global world. The knowledge gained by students during the learning process from books and the delivery of the lecturers they learn in college is not sufficient to meet the requirements to become competent and competitive human resources.

State Polytechnic of Bengkalis is a vocational high education institution that has eight departments including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. There are two compulsory graduation requirements for students at State Polytechnic of Bengkalis, they are apprenticeship and final project. Apprenticeship is supposed to do in organizations that proper to the student's background. This program also ensure the students has the capability of adaptation, has work ethic, and responsible especially in the world of business. Besides, apprenticeship gives a lot of experience and knowledge for students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that

students can know the profession and work atmosphere in accordance with their study program. So, apprenticeship is a useful place for students to use as a tool to gain knowledge and work experience. Apprenticeship is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship places to students.

Then, from some of these options the author is interested in carrying out apprenticeship in the business industry, namely PT. Riau Andalan Pulp And Paper, Pangkalan Kerinci, Riau as a place to carry out practical work activities because the author wants to get the opportunity to apply the theoretical knowledge/concepts gained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concept according to the field of expertise. During the implementation of the Job Training the author got a place in SHR (Stakeholder Relation) at PT. Riau Andalan Pulp and Paper.

The implementation of this job training is starting from January 12th to May 15th, 2023 an apprentice worked as a SHR (Stakeholder Relation) staff at PT. Riau Andalan Pulp and Paper. Stakeholder Relation management from regency level up to province.

1.2 Purpose of the Apprenticeship

The purpose of the Job Training program conducted at PT. Riau Andalan Pulp and Paper are:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3 Significance of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work. And understands how to speak in public and attract people's attention.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

1.4 Time and Length of Practical Work

Job Training Activities Practical Work are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from January 12th to May 15th, 2023. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

Table 1.1 Office Hours Schedule

No	Day	Office hours	Break
1.	Monday to Friday	08.00 – 17.00	12.00 – 13.30
2.	Saturday	08.00 – 12.00	-
3.	Sunday	Off	-

Source: PT. Riau Andalan Pulp and Paper

CHAPTER II

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 Logo RGE Group
Source: rgei.com.id

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/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, namely Sukanto Tanoto, to be able to bring goodness to the Community (community), Country (Country), Climate (climate), Customer (customer), and Company (company).

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. *Cellulosa Fiber* – Bracell
4. *Serat Viscose* - Sateri & Asia Pacific Rayon (APR)
5. *Development of Energy Resources* - Pacific Oil & Gas

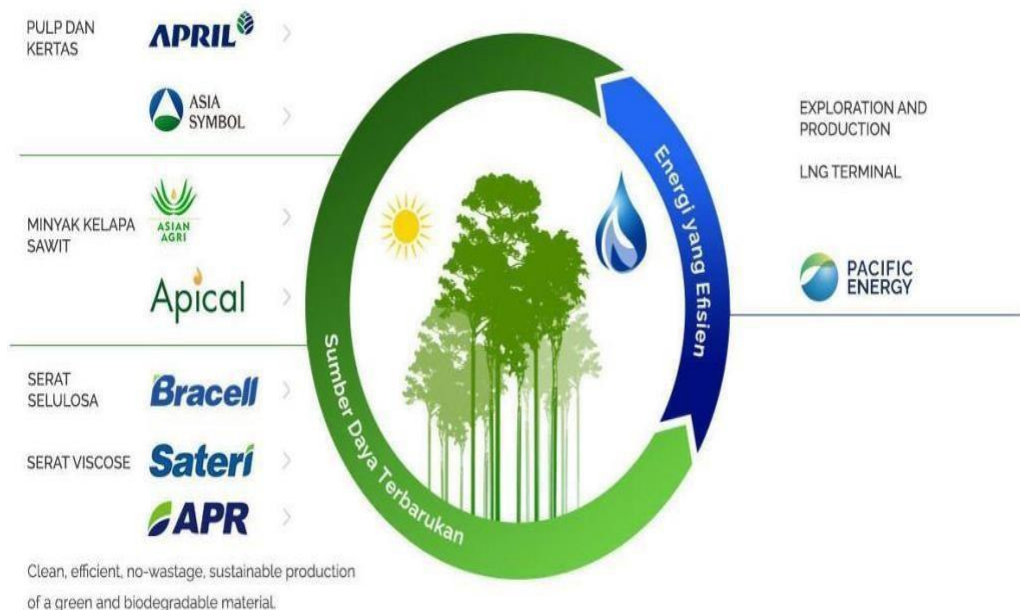


Figure 2.2 RGE Group of Companies
Source : rgei.com.id

Royal Golden Eagle (RGE) Groups have core values, namely T.O.P.I.C.C *start with me*. This value is used as a guideline for working in the company RGE Grup, T.O.P.I.C.C consists of abbreviations as follows:

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. *Customer* 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 a vision of "Improving lives by developing resources sustainably" and a mission of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company". As such, corporate social responsibility is applied to APRIL Group's operations and management to promote the environment and develop society and to fulfill corporate social responsibility. The Tanoto Foundation, founded in 1981, is the implementation of this vision.



Figure 2.3 April Group Logo
Source : rgei.com.id

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 commenced commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group operations in Indonesia, with the establishment of Pelalawan District in 1999 and later the municipality of Kerinci in 2001. Kerinci's rapid growth this later 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. APRIL Group has helped improve living standards and reduce poverty by 30%.



Figure 2.4 Figure of A Path To Prosperity

Source : aprilasia.com.

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 Tesso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Tesso 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.

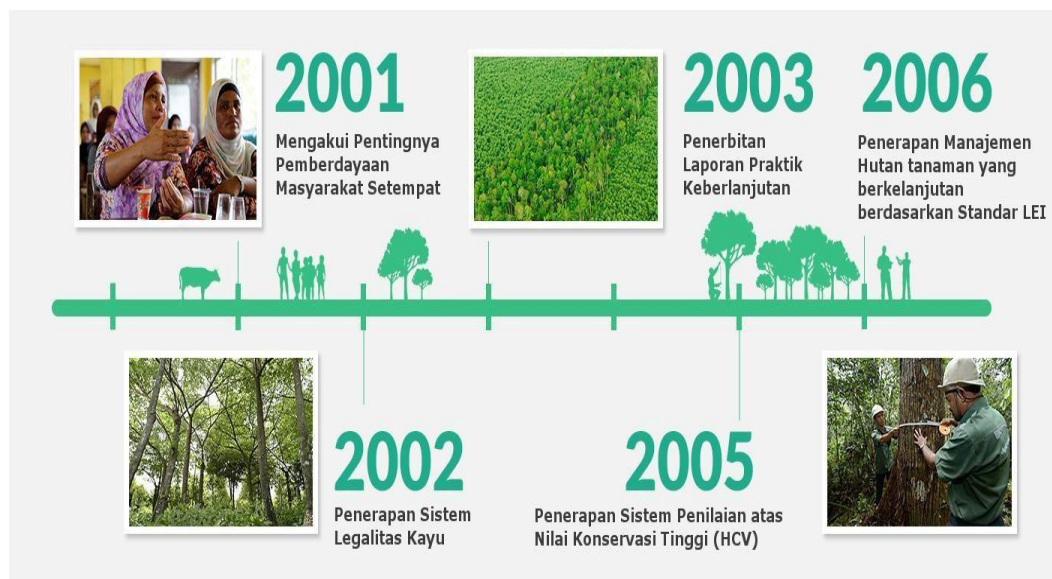


Figure 2.5 Figure of Sowing The Seeds Of Sustainable Forestry

Source : *aprilasia.com*

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT. Riau Andalan Pulp & Paper (RAPP), 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.



Figure 2.6 Figure of Growth And Recognition

Source : aprilasia.com

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, APRIL's subsidiary RAPP was successfully certified by Bureau Veritas standards for Timber Origin and Legality (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.

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 following 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 Andalan Pulp and Paper (RAPP)

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp (pulp) and paper (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, 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 Mision PT. Riau Andalan Pulp and Paper

In carrying out its business activities, PT. Riau Andalan Pulp and Paper is guided by the company's vision and mission which are the basic foundation in achieving company goals. The following is the vision and mission of PT. Riau Andalan Pulp and Paper:

2.2.1 Vision PT. Riau Andalan Pulp and Paper

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 Mision PT. Riau Andalan Pulp and Paper

As for the mission of PT. Riau Andalan Pulp and Paper used in realizing the expected goals are as follows:

1. Creating sustainable growth throughout the value chain.
2. Become an industry leader in every operational aspect.
3. Maximizing reciprocal profits for shareholders in line with continuing to contribute to the socio-economic development of local communities and their regions.
4. Creating values through modern technology and influencing industry knowledge, valuable assets, networks, and human resources (HR).

2.3 Kind Of Business

PT. Riau Andalan Pulp and Paper is a company that produces pulp and paper. Pulp is the basis of many paper products, from the corrugated board used in factories to everyday necessities such as paper, tissues, tea bags and magazines. In addition to paper grade pulp, APRIL also produces rayon grade pulp which is

supplied to Sateri and Asia Pacific Rayon, which are also business groups under RGE, together with APRIL. Rayon grade pulp is produced using a prehydrolyzed kraft cooking process, and the final product is called AE pulp.

Paper product PaperOne™ is a flagship brand, offering a premium quality range of office papers made from 100% renewable plantation fibres and designed for the most demanding printing and copying tasks. PaperOne™ products are also PEFC certified, ensuring they are sourced from legal plantations and sustainably managed.



Figure 2.7 The Main Product of PT. RAPP
Source : aprilasia.com

All PaperOne™ products incorporate the revolutionary ProDigi™ HD Print Technology for superior performance in digital printing technology. This paper is 3 times smoother with a 33% stronger surface and is produced from 100% Elemental Chlorine Free (ECF) renewable plantation pulp. PaperOne™ Digital is a premium quality ultra-fine paper designed to fit all types of office equipment using inkjet and xerographic principles. It caters to the most demanding inkjet, laser and digital printers. Two basic weights, 8.5g/m² and 100g/m², are available for different printing requirements.

BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's main products, which range in weight from 55 to 150 gsm and are widely used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP.

PT Riau Andalan Pulp and Paper, which is engaged in the business of producing pulp and paper, has various parts of the company or corporate bodies. units, which are as follows:

1. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to factories.
2. Riau Pulp, is a business unit that functions as a pulp producer. Pulp is the main material for making paper.
3. Riau Paper is a business unit that produces paper based on consumer needs such as cut size, roll and folio sheets.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, as well as dealing with energy and electricity issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Sharing Services Sharing services is a business unit that manages personnel and administration at PT. RAPP includes General Services, Personnel Administration, ALI, Security, Transport and Health Care.

2.4 Organizational Structure PT. Riau Andalan Pulp and Paper

PT. RAPP is a company engaged in the pulp and paper sector under the auspices of PT. RGE and joined the APRIL group which is a subsidiary of the RGE company (Raja Garuda Emas/Royal Golden Eagle). PT RAPP is a company that has a dedicated community relations department to reach out to a wider range of stakeholders. Social Capital is the part that oversees several departments, namely Wood Supply, Land Dispute & Security (WLS), Corporate Communication (CORCOM), Stakeholder Relations (SHR), Community Development (CD), and NGO Relations.



Figure 2.8 Organizational Structure
Source : PT. Riau Andalan Pulp and Paper

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

1. Social Capital

Social Capital is part of the company's operations that serves to bridge the interests and smooth operations of the company by communicating and coordinating with various elements of stakeholders both external and internal. To realize this smoothness, social capital has parts that have their respective duties and functions.

1) Wood Supply, Land Dispute & Security

Wood Supply, Land Dispute & Security is a department that is responsible for supporting smooth operations and operational security. The duties of this department are Operational Area Security and Land Dispute. Securing operational areas, namely joint patrols with the TNI/POLRI and related agencies, is a routine program carried out to protect the company's operational areas from activities such as encroachment/illegal logging,

illegal mining, forest and land fires, theft, etc. Meanwhile, land disputes are related to land claims and encroachment, dealing with land disputes in an effective and appropriate manner through a fair and transparent process, which prioritizes dialogue and consultation methods to reach a consensual agreement and prevent future disputes.

2) Corporate Communication

Corporate Communication is part of social capital which is one of the spearheads in maintaining the company's image in the eyes of the public. One of the tasks of corporate communication is:

1. Corporate Visits

It is a company visit program with the aim of providing an overview and information about the company and to improve the company's image among stakeholders. The Scope is all visits to APRIL Riau Complex consisting of Mill, Office, Townsite and Estate. Stakeholders include customers, financial community, business partners, employees, suppliers, government, media, NGOs, educational institutions/students.

2. Media Relation

Media relations aims to build mutually beneficial symbiotic relationships with media people, with the aim of promoting each positive company activity to the public through the media, to promote the company's good reputation.

3. Event

Events are carried out in accordance with company policies to improve the company's image among relevant external stakeholders. External events and promotions are an important part of branding activities as a front liner.

3) Stakeholder Relation

Stakeholder Relations is the company's front line in supporting the smooth operation of the company by building harmonious relationships with external stakeholders around the company's operations at the district and

provincial levels. As for the external stakeholders, namely: government, legislative institutions, informal leaders such as community leaders, traditional leaders, religious leaders, youth leaders, community organizations, youth organizations (OKP), local sNGOs, and student organizations.

4) Corporate Development

Corporate Development is a community empowerment program carried out by the company as part of Corporate Responsibility. Corporate Responsibility is a manifestation of the company's commitment to contribute to sustainable economic development, namely through collaboration with employees and their families, the local community and the wider community in improving their quality of life. Some of the programs carried out by CD are in the economic, education, health and social fields.

5) Non-Governmental Organization

LSM is an organization founded by a person or group of people who voluntarily provide services to the general public without the aim of profiting from their activities. One of the NGO programs is regular meetings between company management and local NGOs and cooperation programs.

6) Grievance Mechanism

The department aims to provide complaint resolution services related to APRIL's operations and its suppliers that occur in the social environment, climate environment, human rights, land and laws that apply to the community and other stakeholders according to applicable SOPs. This is a commitment to implementing APRIL's policies in sustainable forest management 2.0 (sustainable forest management policy).

Structure Organization Stakeholder Relation

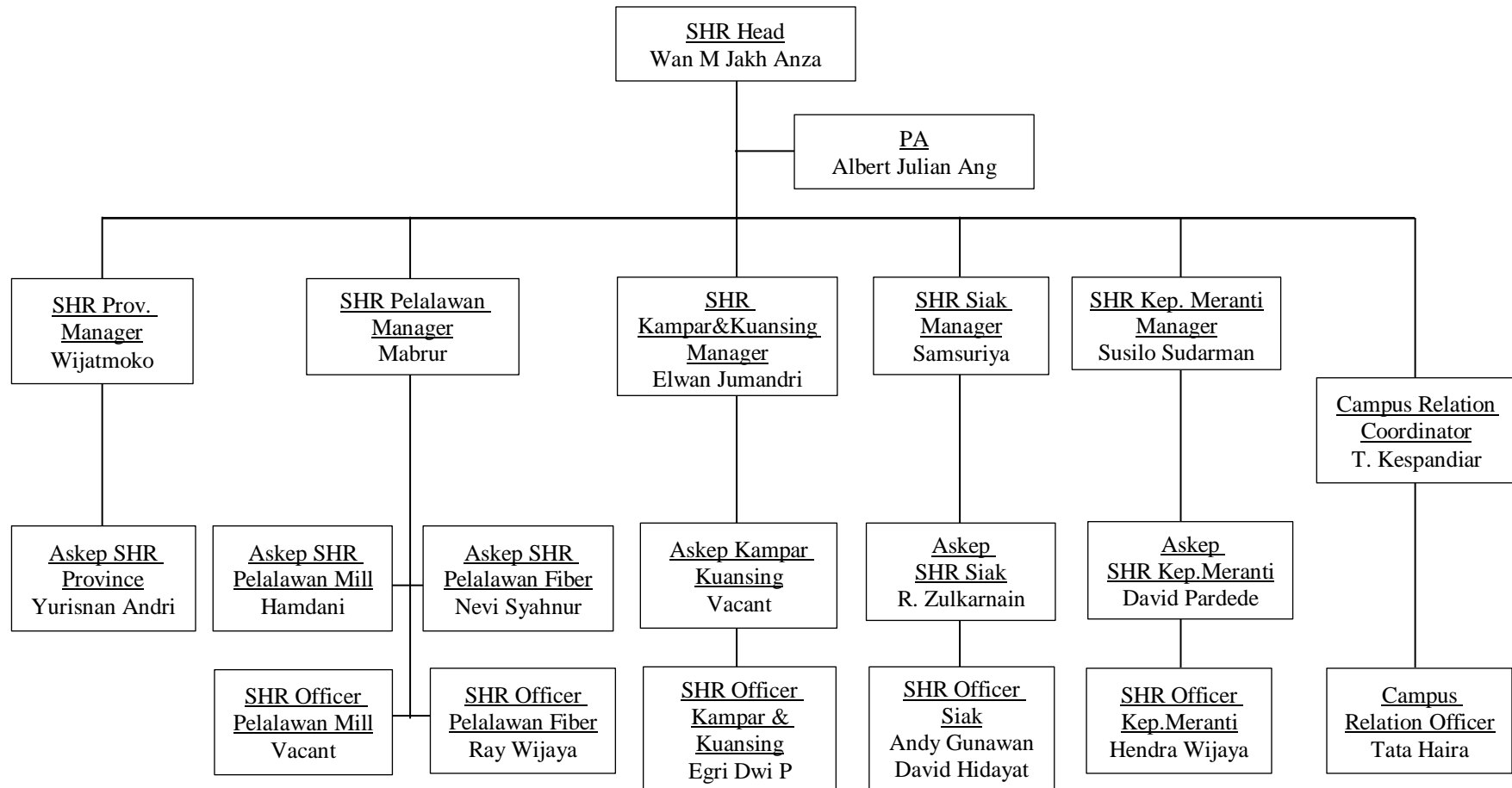


Figure 2.9 Structure Organizational of SHR
 Source : PT. Riau Andalan Pulp and Paper

2.5 The Working Process

In carrying out practical work activities in SHR (Stakeholder Relations), as for the duties and authorities:

1. Stakeholder Relations Activities
 - 1) Creating a harmonious and healthy relationship with external stakeholders by prioritizing the dignity of the company.
 - 2) Support and bridge the interests of departments/companies in dealing with external stakeholders
 - 3) Become an official representative of the company to attend calls, invitations from external stakeholders
 - 4) Be the company's representative and first door to deal with the external interests of stakeholders towards the company
2. Coordination between the SHR team at the HO and the SGR team at the plantation:
 - 1) The SHR team handles the management of stakeholder relations from the district to provincial levels
 - 2) The SGR team at the plantation handles village to district level issues
 - 3) The SGR team will coordinate with the SHR team if the issue is escalated to a higher district level.
3. Engagement Methods

Table 2.1 Engagement Methods

	Inform	Support Activity	Involve	Collaborate/ Empower
Potential Methods Of Engagement	<ul style="list-style-type: none"> • Visit to stakeholders • Visit to company • Newspaper, magazin, leaflet • Website • Etc. 	<ul style="list-style-type: none"> • Support proposal • Attend discussion & event • Survey • Sharing information 	<ul style="list-style-type: none"> • Workshops • Forums • Provision of data • Conducting event 	<ul style="list-style-type: none"> • Consultant • Joint planning and shared projects • Training and capacity building • Focus Group Discussion

Source: Data processed, 2023

2.6 Document For Use Activity

There are several documents used for activities when carrying out the apprenticeship, as follows:

1. **Donation Proposal Assessment Sheet**

The sheet used to assess incoming proposals is based on the assessment that has been given and is the initial stage before the proposal is further processed. This form contains applicant data, activities, benefits for the company. In this form, the assessment is also carried out in the evaluation of the proposal.

2. **Donation Summary**

Donation recapitulation is a sheet that must be filled in after the donation proposal evaluation sheet because it contains the signatures of each HR Director, Manager and Social Capital. This sheet contains the activity objectives, the number of scores and the total donation proposals requested.

3. **Visit Request Form**

Visit Request is a form containing a visit request approved by the company and required for all visits from stakeholders to the company.

4. **Meeting room usage sheet.**

The meeting room use sheet is a sheet that must be filled out if you have received confirmation of permission to use the meeting room prior to the day of the meeting. So, employees can see the meeting room schedule that has been used. This sheet contains the column Date of room use, name of the room orderer, description of room usage, and the start and end time of room use.

5. **Store Requestion Form**

The store request sheet is a sheet used to pick up office supplies that have run out and can be picked up at the store. The items are such as: pens, letter envelopes, binder clips, highlighters, scissors and other office items. In this sheet there are several things that must be filled in, namely the description of the desired item, the number of items, and signed by the recipient and the giver.

6. Driver attendance recapitulation form

The driver attendance recapitulation sheet is a sheet that contains a schedule for the attendance of office drivers in carrying out work where this sheet contains the day of entry, statement, and signature.

7. Minutes of handover of donations Form

Donation handover minutes are sheets that are used when carrying out activities that are directly related to the handover of donations such as fundraising activities, Ramadan safari activities. This sheet contains the day and time, location, description, and the amount of money given when making a donation.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Job description of practical work at PT Riau Andalan Pulp and Paper (RAPP) which starts on January 12th to May 15th, 2023 at Stakeholder Relation PT. Riau Andalan Pulp and Paper.

There are several main types of work during the internship which are as follows:

1. Administration
 - 1) Scoring Proposal
 - 2) Email Handling
 - 3) Create an apprentice ID Badge
 - 4) Recap delivery order data
 - 5) Calculating price list agreement
 - 6) Create Visit Form
 - 7) Managing apprentice data
 - 8) Document handling to Mill Office and Corporate Office
 - 9) Attend stakeholder events
 - 10) Accompany Stakeholder Visit

2. Self-Development
 - 1) Visit KCN, RAK, APY, RTC Exhibition, which is included in the business unit at PT. RAPP
 - 2) Participate in accompanying the delivery of material to Assistant Trainees.
 - 3) Participate in Safari Ramadhan activities in Lalangkabung Village and Delik Village, Pelalawan.
 - 4) Participate in Safari Ramadhan activities with Majelis Kemajuan Pelalawan.

- 5) Participate in analyzing market segmentation in the Community Development program, namely Rumah Batik and Rumah Madu.

3.2 System and Procedur

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

1. Procedure of Scoring the Proposal

The evaluation of proposals is a proposal that is submitted to the public relations department, especially in the SHR (Stakeholder Relations) which is received by the stakeholders of 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 stakeholder relations department.

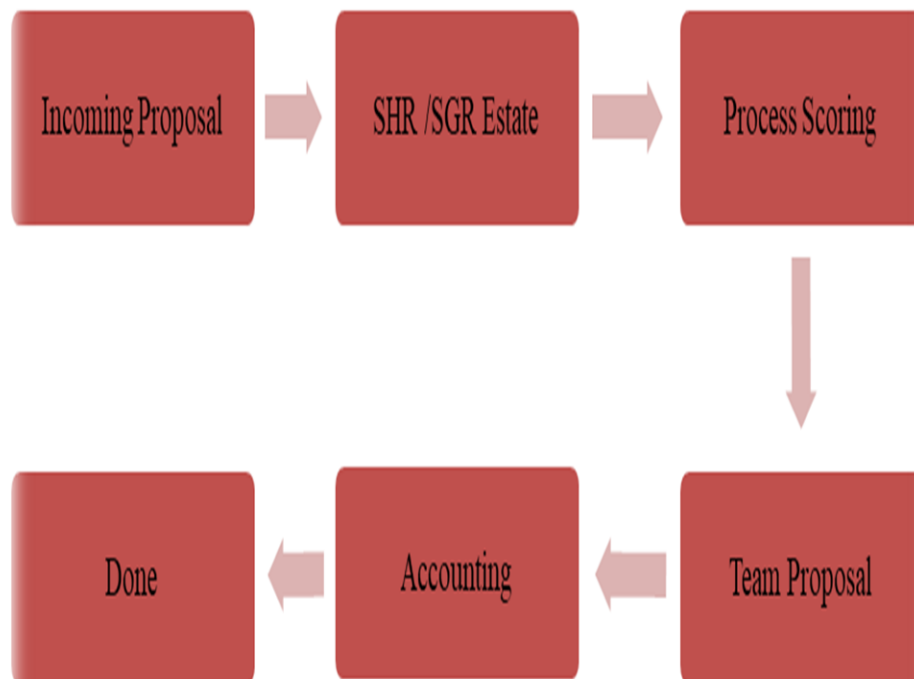


Figure 3. 1 Steps of Evaluation Proposal

Source : PT. Riau Andalan Pulp and Paper

2. Procedure of Creating a Visit Form

PT. RAPP has a lot of cooperation with stakeholders such as campuses and government. As a form of cooperation, stakeholders visited PT. RAPP such as in Kerinci Nursery Center, APR, APY, and RGE.

Every time there is a visit, we have to make a request form Visit. Namely the Visit Request Form and the RGE Exhibition Center.

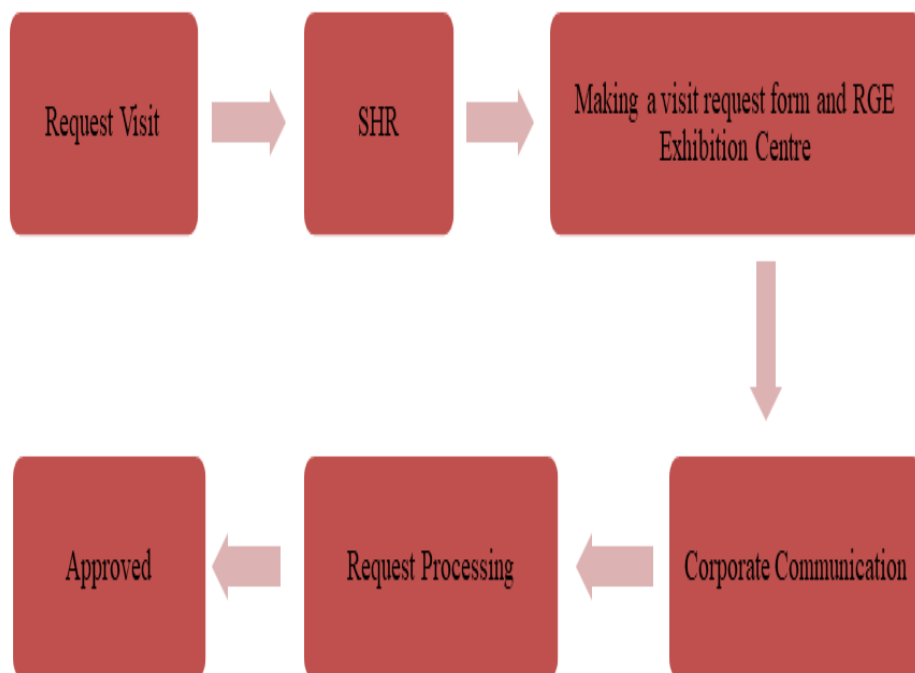


Figure 3.2 Steps of Create Visit Form
Source : PT. Riau Andalan Pulp and Paper

3. Accompany Visit

After the visit request has approved, the visit will do based on schedule. The visit included doing meeting between the visitor and PT. RAPP and also visit the process of product factory such as nursery, pulp, paper and rayon in KCN, APR, and APY. The writer accompanies the visit until finished in each of visit office, the visitor will be given the explanation about the process of product factory and information about PT. RAPP

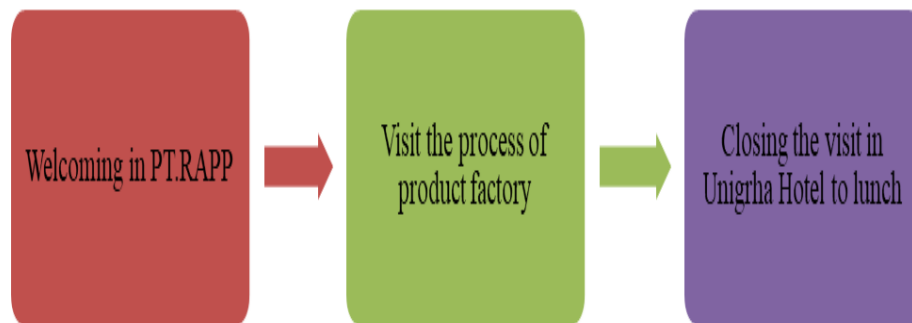


Figure 3.3 Steps of Accompany Visit
 Source : PT. Riau Andalan Pulp and Paper

4. Manage data of internship

In PT. RAPP, one of the Development is corporation with university such as internship. An internship itself is professional learning experince that offers meaningful, practical work related to a student’s field of study or career interest. Also, this is the opportunity to student to get work experience in company. In addition, PT. RAPP opened the registration of internship with several requirements such as proposal of internship, letter of internship and Curriculum Vitae. The writer manages the incoming intership applicants. The data include name, university, major and others. After input the data, the writer making the reply of internship letter and fill the number of letters.



Figure 3.4 Steps of Manage Data of Internship
 Source : PT. Riau Andalan Pulp and Paper

5. Handling document of Mill Office and Corporate Office

In SHR department, the work doing by online and offline method. The offline method is the copy of the file. The writer was handles multiple documents such as Proposals Evaluation Sheet, Gate Pass of Employee Form and Claim Expense Form. This document will continue to handed over to Corporate Office and Mill Office.

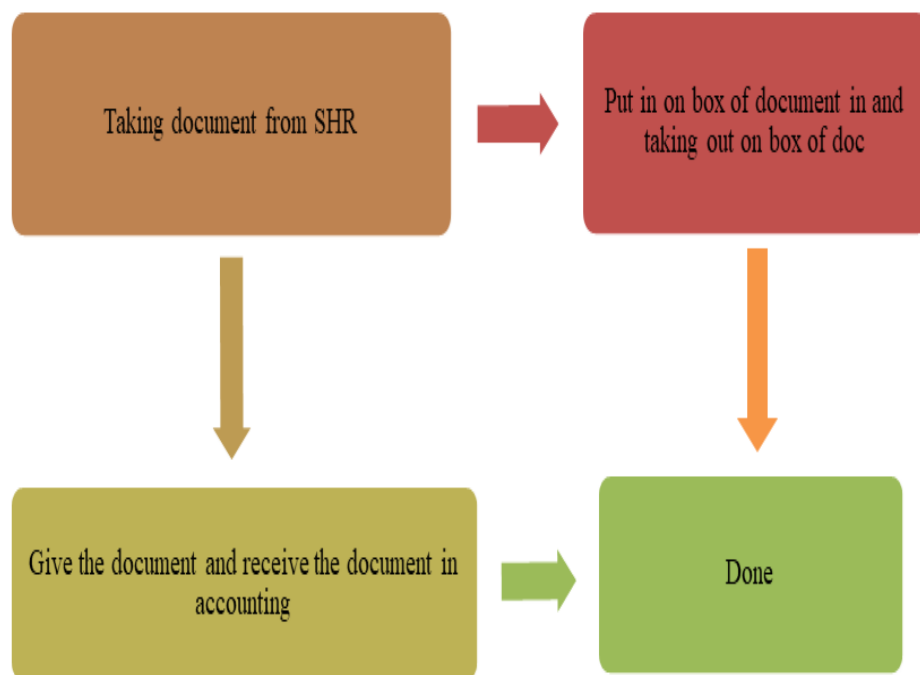


Figure 3.5 Steps of Handling Document of Mill Office and Corporate Office
Source : PT. Riau Andalan Pulp and Paper

3.3 Place of Apprenticeship

This practical work activity was carried out at PT Riau Andalan Pulp and Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the Stakeholder Relation (SHR) at Rukan No.06.

3.4 Kind And Description of the activity

To find out more clearly the description of the activities carried out during practical work in Stakeholder Relations can be seen in the following table:

Table 3.1 Daily Activities of January 13th, to January 20th, 2022

No	Date and time	Name of activity	Place
1.	Friday, 13 th January 2023	1. Briefing about safety induction	Campus Induction
2.	Monday 16 th January 2023	1. Placement and understanding of SHR	SHR Office
3.	Tuesday 17 th January 2023	1. Destruction of unused files using the chipper tool	SHR Office
4.	Wednesday 18 th January 2023	1. Document handling	Fiber Office & ALI Office
1.	Thursday 19 th January 2023	1. Scoring proposal of fund application	SHR Office
1.	Friday 20 th January 2023	1. Document handling	Mill Office, Fiber Office, Corporate Office

Source : Processed Data 2023

Based on Table 3.1 are the initial activities carried out before the placement by following several stages to adaptation activities while in the stakeholder relations department and general assignments.

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

No	Date and time	Name of activity	Place
1.	Monday 23 th January 2023	1. Scoring proposal of fund application	SHR Office
2.	Tuesday 24 th January 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 25 th January 2023	1. Recap year-end review	SHR Office
4.	Thursday 26 th January 2023	1. Scoring proposal of fund application	SHR Office
5.	Friday 27 th January 2023	1. Email access and email delivery handling	SHR Office
6.	Saturday 28 th January 2023	OFF	OFF

Source : Processed Data 2023

Based on Table 3.2 Are activities that are usually carried out when there are incoming proposals from various stakeholders for follow-up, and several other activities that are usually carried out in the stakeholder relations department.

Table 3.3 Daily Activities of January 30th, to February 04th, 2023

No	Date and time	Name of activity	Assignor
1.	Monday 30 th January 2023	1. Scoring proposal of fund application	SHR Office
2.	Tuesday 31 th January 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 01 th February 2023	1. Scoring proposal of fund application	SHR Office
4.	Thursday 02 th February 2023	1. Duplication of expense claims documents	SHR Office
5.	Friday 03 th February 2023	1. Scoring proposal of fund application	SHR Office
6.	Saturday 04 th February, 2023	OFF	OFF

Source : Processed Data 2023

Based on Table 3.3 Activities carried out to follow up on several incoming proposals, and also carry out other activities, namely duplicating documents commonly carried out in the stakeholder relations department.

Table 3.4 Daily Activities of February 06th, to February 11th, 2023

No	Date and time	Name of activity	Place
1.	Monday 06 th February 2023	1. Making id badge for internship student	SHR Office
2.	Tuesday 07 th February 2023	1. Handling email for bookingseat to Pool Transport and student internship	SHR Office
3.	Wednesday 08 th February 2023	1. Scoring proposal of fund application	SHR Office

4.	Thursday 09 th February 2023	1. Handling Receipts 2. Scoring proposal of fund application	SHR Office
5.	Friday 10 th February 2023	1. Helping for Handling signature to proposal of fund application	SHR Office
6.	Saturday 11 th February 2023	OFF	OFF

Source : Processed Data 2023

Based on Table 3.4, they have started to do many different and diverse activities in helping to follow up on several tasks ranging from making ID Badges, Bookingseat to Pool Transport, to helping request signatures related to proposals.

Table 3.5 Daily Activities of february 13th , to February 18th , 2023

No	Date and time	Name of activity	Place
1.	Monday 13 th February 2023	1. Scoring proposal of fund application	SHR Office
2.	Tuesday 14 th February 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 15 th February 2023	1. Handling document archiving	SHR Office
4.	Thursday 16 th February 2023	1. Understanding how to recap proposal of fund application	SHR Office
5.	Friday 17 th February 2023	1. Managing data on the list of names of DPRD members in Kampar Regency	SHR Office
6.	Saturday 18 th February 2023	OFF	OFF

Source : Processed Data 2023

Based on Table 3.5 The activities carried out are activities that are usually given and have previously been carried out, namely handling proposal assessments, being given a more detailed understanding of how to assess proposals, and several activities that help several employees in the stakeholder relations section.

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

No	Date and time	Name of activity	Assignor
1.	Monday 20 th February 2023	1. Handling Document	Mill Office
2.	Tuesday 21 th February 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 22 th February 2023	1. Helping preparation for the inauguration of the new road	SHR Office
4.	Thursday 23 th February 2023	1. Scoring proposal of fund application	SHR Office
5.	Friday 24 th February 2023	1. Document Transfer	SHR Office
6.	Saturday 25 th February 2023	OFF	OFF

Source : Processed Data 2023

Based on Table 3.6 Activities carried out included assisting the handling of documents to the Mill Office, assessment of aid proposals, helping to prepare for the event in preparation for the new road to be inaugurated, namely preparing flags to enliven the ongoing event, and scanning important files onto a PC.

Table 3.7 Daily Activities of February 27th, to March 04th, 2023

No	Date and time	Name of activity	Place
1.	Monday 27 th February 2023	1. Scoring proposal of fund application 2. Handling Receipts	SHR Office
2.	Tuesday 28 th February 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 01 th March 2023	1. Copying Document	SHR Office
4.	Thursday 02 th March 2023	1. Scoring proposal of fund application 2. Accompany the presentation of the material to the Assistant trainer	SHR Office and Merpati Meeting Room

5.	Friday 03 th March 2023	1. Helping input data meeting list 2. Visit to RTC	SHR Office and RTC Office
6.	Saturday 04 th March 2023	OFF	OFF

Source : *Processed Data 2023*

Based on table 3.7 Is an activity that is also related to evaluating proposals, handling receipts, duplicating documents to be brought to the Mill Office, accompanying employees in delivering material to the Assistant Trainer. Apart from that, there was also a visit to the RTC (RGE Technology Center) where this visit was given to students doing internships to get to know the company or the history of the company from its inception. During this visit, they included Bengkalis State Polytechnic students, students from SMKN 01 Mempura Siak, and Assistant Trainer.

Table 3.8 Daily Activities of March 06th , to March 11th , 2023

No	Date and time	Name of activity	Assignor
1.	Monday 06 th March 2023	1. Recap of Delivery Order	SHR Office
2.	Tuesday 07 th March 2023	1. Handling form absent apprentices 2. Scoring proposal of fund application 3. Fill in the data on the visit form	SHR Office
3.	Wednesday 08 th March 2023	1. Copying Expense Claim form 2. Calculating price list agreement 2023	SHR Office
4.	Thursday 09 th March 2023	1. Attending invitation form Stakeholder	Maharaja Indra Street
5.	Friday 10 th March 2023	1. Scoring proposal of fund application	SHR Office
6.	Saturday 11 th March 2023	1. Attending Mandi Balimau Sultan event	Sayap Palace Pelalawan

Source : *Processed Data 2023*

Based on table 3.8 There are several activities carried out including handling attendance of interns, assessing incoming proposals, calculating price list agreements, attending invitations from stakeholders and even attending Mandi Balimau Sultan activities in the form of traditional events made to welcome the month of Ramadan.

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

No	Date and time	Name of activity	Assignor
1.	Monday 13 th March 2023	1. Scoring proposal of fund application	SHR Office
2.	Tuesday 14 th March 2023	1. Copying form Expense Claims 2. Scoring proposal of fund application	SHR Office
3.	Wednesday 15 th March 2023	1. Scoring proposal of fund application	SHR Office
4.	Thursday 16 th March 2023	1. Accompany Visit KCN, RAK, APY. 2. Attending presentation apprenticeship report of IKTA Pekanbaru student	KCN, RAK, APY, Unigraha Hotel and LP&C
5.	Friday 17 th March 2023	1. Scoring proposal of fund application	SHR Office
6.	Saturday 18 th March 2023	OFF	OFF

Source : *Processed Data 2023*

Based on table 3.9 Activities carried out are scoring proposals, copying Expense Claims forms which will later be taken to the Mill Office for processing, then accompanying visiting guests, namely from IKTA Pekanbaru Lecturers, visits are made to several places to see the papermaking process and to several other places, as well as attending the final presentation of students doing internships.

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

No	Date and time	Name of activity	Place
1.	Monday 20 th March 2023	1. Handling Email and change password email	SHR Office
2.	Tuesday 21 th March 2023	1. Scoring proposal of fund application	SHR Office
3.	Wednesday 22 th March 2023	Hindu Day of Silence	OFF
4.	Thursday 23 th March 2023	2. Scoring proposal of fund application	SHR Office
5.	Friday 24 th March 2023	1. Handling email 2. Helping Booking meeting room	SHR Office
6.	Saturday 25 th March 2023	OFF	OFF

Source : Processed Data 2023

Based on table 3.10 The activities carried out are handling emails starting from helping to change email passwords to handling incoming messages, scoring proposals, and assisting in the process of booking meeting rooms before conducting meeting activities with invited guests.

Table 3.11 Daily Activities of March 27th, to April 01th, 2023

No	Date and time	Name of activity	Place
1.	Monday 27 th March 2023	1. Sorting file 2. Collection of proof of flower board order	SHR Office
2.	Tuesday 28 th March 2023	1. Document Transfer	SHR Office
3.	Wednesday 29 th March 2023	1. Scoring proposal of fund application	SHR Office
4.	Thursday 30 th March 2023	Permission to repair atm in bengkalis	Bengkalis
5.	Friday 31 th March 2023	Permission to repair atm in bengkalis	Bengkalis
6.	Saturday 01 th April 2023	OFF	OFF

Source : Processed Data 2023

Based on table 3.11 There are several activities that are usually carried out such as scoring proposals and document transfers, which are follow-up activities so that proposals can be processed.

Table 3.12 Daily Activities of April 03th, to April 08th, 2023

No	Date and time	Name of activity	Place
1.	Monday 03 th April 2023	1. Scoring proposal of fund application	SHR Office
2.	Tuesday 04 th April 2023	1. Scoring proposal of fund application 2. Handling Document	SHR Office and CO Office
3.	Wednesday 05 th April 2023	1. Scoring proposal of fund application	SHR Office
4.	Thursday 06 th April 2023	1. Assist in the preparation of compensation money for the safari ramadhan event 2. Participated in Iftar event with the interns of Polytechnic Negeri Bengkalis and SMKN 01 Mempura Siak	SHR Office and Kampoeng Kopi
5.	Friday 07 th April 2023	Good Friday	OFF
6.	Saturday 08 th April 2023	OFF	OFF

Source : Processed Data 2023

Based on table 3.12 The activities carried out include preparing compensation money for Safari Ramadan activities. In addition, he also participated in Iftar activities with internship students from Politeknik Negeri Bengkalis and SMK 01 Mempura Bengkalis.

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

No	Date and time	Name of activity	Place
1.	Monday 10 th April 2023	1. Scoring proposal of fund application 2. Making visit request form 3. Accompany Safari Ramadhan	SHR Office and Lalangkabung Village
2.	Tuesday 11 th April 2023	1. Visit Rumah Batik and Rumah Madu	CD Center

3.	Wednesday 12 th April 2023	<ol style="list-style-type: none"> 1. Handling Document 2. Scoring proposal of fund application 3. Assist in preparing proof of handover of funds 4. Helping prepare compensation money at Safari Ramadhan event 5. Visit corcom department to take a poster 6. Accompany Safari Ramadhan 	SHR Officer, CO Officer, Delik Village
4.	Thursday 13 th April 2023	<ol style="list-style-type: none"> 1. Accompany RAK and take a paper to stakeholder 2. Helping take inventory 	RAK, Papper One Gallery, Warehouse
5.	Friday 14 th April 2023	<ol style="list-style-type: none"> 1. Scoring proposal of fund application 2. Accompany Safari Ramadhan with Majelis Kemajuan Pelalawan 	SHR Office and Beringin Restaurant
6.	Saturday 15 th April 2023	<ol style="list-style-type: none"> 1. Scoring proposal of fund application 	SHR Office

Source : Processed Data 2023

Based on table 3.13 There are many activities carried out during the internship, including accompanying the Ramadan Safari activities to several villages. this activity is carried out during the month of Ramadan with sharing events, breaking the fast together, and listening to lectures. Visit to the development program site, namely Rumah Batik and Rumah Madu to find out the market segmentation. Accompanying the collection of paper for stakeholders to Riau Andalan Kertas, and participating in the Ramadhan Safari activity with Majelis Kemajuan Pelalawan.

Table 3.14 Daily Activities of April 18th, to April 21th, 2023

No	Date and time	Name of activity	Place
1.	Monday 18 th April 2023	1. Helping give a number off document	SHR Office
2.	Tuesday 19 th April 2023	Day Off Idul Fitri	OFF
3.	Wednesday 20 th April 2023	Day Off Idul Fitri	OFF
4.	Thursday 19 th April 2023	Day Off Idul Fitri	OFF
5.	Friday 20 th April 2023	Day Off Idul Fitri	OFF
6.	Saturday 21 th April 2023	Day Off Idul Fitri	OFF

Source : Processed Data 2023

Based on table 3.14 Day Off Eid al-Fitr is a holiday given by the company to students who are doing internships.

Table 3.15 Daily Activities of April 22th, to April 27th, 2023

No	Date and time	Name of activity	Place
1.	Monday 22 th April 2023	Day Off Idul Fitri	OFF
2.	Tuesday 23 th April 2023	Day Off Idul Fitri	OFF
3.	Wednesday 24 th April 2023	Day Off Idul Fitri	OFF
4.	Thursday 25 th April 2023	Day Off Idul Fitri	OFF
5.	Friday 26 th April 2023	Day Off Idul Fitri	OFF
6.	Saturday 27 th April 2023	Day Off Idul Fitri	OFF

Source : Processed Data 2023

Based on table 3.15 Day Off Eid al-Fitr is a holiday given by the company to students who are doing internships.

Table 3.16 Daily Activities of April 28th to May 03th, 2023

No	Date and time	Name of activity	Place
1.	Monday 28 th April 2023	Day Off Idul Fitri	OFF
2.	Tuesday 29 th April 2023	Day Off Idul Fitri	OFF
3.	Wednesday 30 th April 2023	Day Off Idul Fitri	OFF
4.	Monday 01 th May 2023	Day Off Idul Fitri	OFF
5.	Tuesday 02 th May 2023	1. Scoring proposal of fund application	SHR Office
6.	Wednesday 03 th May 2023	1. Helping input data recap absent driver 2. Making Minutes of Handover of Donation for Ramadan safari	SHR Office

Source : Processed Data 2023.

Based on table 3.16 After completing the Day Off Eid al-Fitr, return to the usual activities in the Stakeholder Relations Department.

Table 3.17 Daily Activities of May 04th, to May 15th, 2023

No	Date and time	Name of activity	Place
1.	Thursday 04 th May 2023	1. Input data Safari Ramadhan 2. Handling receipt, Halal Bihalal	SHR Office
2.	Friday 05 th May 2023	1. Scoring proposal of fund application	SHR Office
3.	Saturday 06 th May 2023	OFF	OFF
4.	Monday 08 th May 2023	1. Handling receipt Safari Ramadhan	SHR Office
5.	Tuesday 09 th May 2023	1. Scoring proposal of fund application	SHR Office
6.	Wednesday 10 th May 2023	1. Scoring proposal of fund application	SHR Office
7.	Thursday 11 th May 2023	1. Scoring proposal of fund application 2. Checking of document recap Safari Ramadhan 3. Copying document	SHR Office
8.	Friday 12 th May 2023	1. Scoring proposal of fund application	SHR Office
9.	Saturday 13 th May 2023	OFF	OFF
10.	Monday 15 th May 2023	Presentation	SHR Office

Source : Processed Data 2023

Based on table 3.17 There are several activities carried out during the last week before completing the practical work implementation, namely inputting data on completed Ramadan Safari activities along with handling receipts, scoring proposals, crosschecking Ramadan Safari data recap, and also as a final activity at the company by closing in the form of a final presentation by reporting on what activities have been carried out while at PT Riau Andalan Pulp and Paper.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. In practical work, the author is placed in the Stakeholder Relation PT. Riau Andalan Pulp and Paper. The tasks carried out are inputting data, scoring the proposal, email handling, create an apprentice ID badge, recap delivery order data, handling the documents to mill office and corporate office, fill a visit form, accompany the visit, arranging documents, printing documents, recapitulating data, and attend stakeholder event.
2. In the implementation of this Job Training, the author carried out a Job Training in PT. RAPP Pangkalan Kerinci, Pelalawan which was held for 4 (four) months, starting from January 12, 2023 to May 16, 2023 .
3. In this practical work the author also understands the system and work procedures carried out starting from data input to the system, scoring the proposal, handling the documents to mill office and corporate office, fill a visit form, accompany the visit, recap data donation, accompanying stakeholder from various circles to visit the company, email handling in a company, and procedures for doing internships in companies.
4. The obstacle that the author got while doing practical work at the Stakeholder Relation PT.RAPP Obstacles obtained when doing practical work, namely in managing email. when using a PC , every employee has strict security to be able to access before opening the email. so that when entering the username or password there is an error 3 times and results in access to the email being blocked. The solution is that employees immediately contact security to open email access.

4.2 Suggestion

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

The advice for the author is to be more careful, and thorough in work. Get used to reading first before acting, and ask if you don't understand. And carry out tasks in accordance with the directions or orders given by the employee concerned. And maintain company secrets by not telling out about company privacy.

2. College student

The author also provides suggestions for students who will carry out practical work in the future, namely to be able to pay attention to occupational safety and health, comply with established regulations, make the best use of time, be able to do work according to your abilities, try to ask if you don't understand, make work plans to be able to meet what targets you want to get when doing practical work, do the job as given, and always remain polite either to colleagues or to employees.

3. Company

After the author carried out internship activities at PT.RAPP Stakeholder Relations, Pangkalan Kerinci, Pelalawan. There are several suggestions for a better company, namely providing opportunities for internship students to try to gain insight into other parts of the company, including internship students to go directly to the field because there are still students who do not participate, telling in advance what when the company gives tasks that have great responsibility and high risk to internship students so that they are supervised, guided and taught the steps.

4. State Polytechnic of Bengkalis

The suggestion for the State Polytechnic of Bengkalis campus is to hold This Job Training can be used as an evaluation, and should be provided to

students before carrying out the Job Training in accordance with the field or course material in accordance with the Job Training company. And the person concerned will deliver students who will do practical work on the first day of entry, and pick them back up when students have finished doing practical work.

REFERENCES

PT. Riau Andalan Pulp and Paper Profile, <https://www.aprilasia.com/.id.>, accessed on May 20, 2023.

Royal Golden Eagle, <https://www.rgei.com/id/tentang-kami/sejarah-kami.>, accessed on May 21, 2023.

APPENDICES

Appendix 1 Apprenticeship Acceptance Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 5625/PL31/TU/2022

05 Desember 2022

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Riau Andalan Pulp & Paper Tbk
di
Pelalawan

Dengan hormat,
Schubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari – Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Zahara	5404191191	D4 Administrasi Bisnis Internasional
2	M. Ridho Haslam	5404191242	D4 Administrasi Bisnis Internasional
3	Muhammad Nuriansyah	5404191201	D4 Administrasi Bisnis Internasional
4	Reza Syafitri	5404191216	D4 Administrasi Bisnis Internasional
5	Anindhia Pratiwi	5404191232	D4 Administrasi Bisnis Internasional
6	Linda Wati	5404191251	D4 Administrasi Bisnis Internasional
7	Nurul Nabillah	5404191245	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armoda, ST., MT
NIP 197906172014041001

Contact Person:
Adrian Imanda Pratama, S.Sos., M.BA (082384323018)

Internal



PT Riau Andalan Pulp and Paper
 Jakarta Office
 Jalan Teluk Betung No. 31
 Jakarta 10230, Indonesia
 Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
 Jalan Lintas Timur, Pangkalan Kerinci
 Kabupaten Pelalawan
 Riau 28300, Indonesia
 Tel. : +62 761 491 000 Fax. : +62 761 491 848

www.aprilia.com
 www.paperone.com

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

Kepada Yth,
 Direktur Politeknik Negeri Bengkalis

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

NO	Nama	NIP	Jurusan
1	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 kedatangan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar membawa masing masing.

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

Pangkalan Kerinci, 20 Desember 2022


Tengku Kespandiar, ST., MM
 Campus Relation Manager

Appendix 3 Evaluation Result

**EVALUATION RESULT FROM APPRENTICESHIP
COMPANY APPRASIAL
PT. RIAU ANDALAN PULP AND PAPER (PT. RAPP)
STAKEHOLDER RELATION**

Name : Reza Syafitri
 Student's Identity No : 5404191216
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	20%
2	Responsibility	25%	25%
3	Adjustment/Adaptation	10%	10%
4	Work Result	30%	28%
5	Behavior in General	15%	15%
	Total (1+2+3+4+5)	100%	98%

Explanation:

Score : Criteria
 81 - 100 : Excellent
 71 - 80 : Very Good
 66 - 70 : Good
 61 - 65 : Good Enough
 56 - 60 : Enough

Note:

Ybs selama magang menunjukkan sikap yang baik dan sopan, dan memiliki tingkat kedisiplinan yang besar. Ybs selalu ingin belajar.

Pangkalan Kerinci, May 15th 2023


APRIL
 PT. Riau Andalan Pulp and Paper
 Hendra Wijaya
 SHR Officer



Appendix 5 Attendance List

**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, January 16 th , 2023	08.00	17.00	
2.	Tuesday, January 17 th , 2023	08.00	17.00	
3.	Wednesday, January 18 th , 2023	08.00	17.00	
4.	Thursday, January 19 th , 2023	08.00	17.00	
5.	Friday, January 20 th , 2023	08.00	17.00	
6.	Saturday, January 21 th , 2023	-	-	OFF
7.	Sunday, January 22 th , 2023	-	-	OFF
8.	Monday, January 23 th , 2023	08.00	17.00	
9.	Tuesday, January 24 th , 2023	08.00	17.00	
10.	Wednesday, January 25 th , 2023	08.00	17.00	
11.	Thursday, January 26 th , 2023	08.00	17.00	
12.	Friday, January 27 th , 2023	08.00	17.00	
13.	Saturday, January 28 th , 2023	08.00	12.00	
14.	Sunday, January 29 th , 2023	-	-	OFF
15.	Monday, January 30 th , 2023	08.00	17.00	
16.	Tuesday, January 31 th , 2023	08.00	17.00	
17.	Wednesday, February 01 th , 2023	08.00	17.00	
18.	Thursday, February 02 th , 2023	08.00	17.00	
19.	Friday, February 03 th , 2023	08.00	17.00	
20.	Saturday, February 04 th , 2023	-	-	OFF
21.	Sunday, February 05 th , 2023	-	-	OFF

Pangkalan Kerinci, February 06th, 2023

SHR Officer



Hendra Wijaya


**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, February 06 th , 2023	08.00	17.00	
2.	Tuesday, February 07 th , 2023	08.00	17.00	
3.	Wednesday, February 08 th , 2023	08.00	17.00	
4.	Thursday, February 09 th , 2023	08.00	17.00	
5.	Friday, February 10 th , 2023	08.00	17.00	
6.	Saturday, February 11 th , 2023	08.00	12.00	
7.	Sunday, February 12 th , 2023	-	-	OFF
8.	Monday, February 13 th , 2023	08.00	17.00	
9.	Tuesday, February 14 th , 2023	08.00	17.00	
10.	Wednesday, February 15 th , 2023	08.00	17.00	
11.	Thursday, February 16 th , 2023	08.00	17.00	
12.	Friday, February 17 th , 2023	08.00	17.00	
13.	Saturday, February 18 th , 2023	08.00	12.00	
14.	Sunday, February 19 th , 2023	-	-	OFF
15.	Monday, February 20 th , 2023	08.00	17.00	
16.	Tuesday, February 21 th , 2023	08.00	17.00	
17.	Wednesday, February 22 th , 2023	08.00	17.00	
18.	Thursday, February 23 th , 2023	08.00	17.00	
19.	Friday, February 24 th , 2023	08.00	17.00	
20.	Saturday, February 25 th , 2023	08.00	17.00	
21.	Sunday, February 26 th , 2023	-	-	OFF

Pangkalan Kerinci, February 27th, 2023

SHR Officer


 Hendra Wijaya


**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, February 27 th , 2023	08.00	17.00	
2.	Tuesday, February 28 th , 2023	08.00	17.00	
3.	Wednesday, March 01 th , 2023	08.00	17.00	
4.	Thursday, March 02 th , 2023	08.00	17.00	
5.	Friday, March 03 th , 2023	08.00	17.00	
6.	Saturday, March 04 th , 2023	08.00	12.00	
7.	Sunday, March 05 th , 2023	-	-	OFF
8.	Monday, March 06 th , 2023	08.00	17.00	
9.	Tuesday, March 07 th , 2023	08.00	17.00	
10.	Wednesday, March 08 th , 2023	08.00	17.00	
11.	Thursday, March 09 th , 2023	08.00	17.00	
12.	Friday, March 10 th , 2023	08.00	17.00	
13.	Saturday, March 11 th , 2023	08.00	12.00	
14.	Sunday, March 12 th , 2023	-	-	OFF
15.	Monday, March 13 th , 2023	08.00	17.00	
16.	Tuesday, March 14 th , 2023	08.00	17.00	
17.	Wednesday, March 15 th , 2023	08.00	17.00	
18.	Thursday, March 16 th , 2023	08.00	17.00	
19.	Friday, March 17 th , 2023	08.00	17.00	
20.	Saturday, March 18 th , 2023	08.00	17.00	
21.	Sunday, March 19 th , 2023	-	-	OFF

Pangkalan Kerinci, March 20th, 2023

SHR Officer


 Hendra Wijaya

**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, March 20 th , 2023	08.00	17.00	
2.	Tuesday, March 21 th , 2023	08.00	17.00	
3.	Wednesday, March 22 th , 2023	08.00	17.00	
4.	Thursday, March 23 th , 2023	08.00	17.00	
5.	Friday, March 24 th , 2023	08.00	17.00	
6.	Saturday, March 25 th , 2023	08.00	12.00	
7.	Sunday, March 26 th , 2023	-	-	OFF
8.	Monday, March 27 th , 2023	08.00	17.00	
9.	Tuesday, March 28 th , 2023	08.00	17.00	
10.	Wednesday, March 29 th , 2023	08.00	17.00	
11.	Thursday, March 30 th , 2023	08.00	17.00	
12.	Friday, March 31 th , 2023	08.00	17.00	
13.	Saturday, April 01 th , 2023	08.00	17.00	
14.	Sunday, April 02 th , 2023	08.00	17.00	
15.	Monday, April 03 th , 2023	08.00	17.00	
16.	Tuesday, April 04 th , 2023	08.00	12.00	
17.	Wednesday, April 05 th , 2023	-	-	OFF
18.	Thursday, April 06 th , 2023	08.00	17.00	
19.	Friday, April 07 th , 2023	08.00	17.00	
20.	Saturday, April 08 th , 2023	08.00	17.00	
21.	Sunday, April 09 th , 2023	08.00	17.00	

Pangkalan Kerinci, April 10th, 2023

SHR Officer



Hendra Wijaya

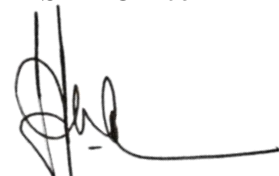
**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, April 10 th , 2023	08.00	17.00	
2.	Tuesday, April 11 th , 2023	08.00	17.00	
3.	Wednesday, April 12 th , 2023	08.00	17.00	
4.	Thursday, April 13 th , 2023	08.00	17.00	
5.	Friday, April 14 th , 2023	08.00	17.00	
6.	Saturday, April 15 th , 2023	08.00	12.00	
7.	Sunday, April 16 th , 2023	-	-	OFF
8.	Monday, April 17 th , 2023	08.00	17.00	
9.	Tuesday, April 18 th , 2023	08.00	17.00	
10.	Wednesday, April 19 th , 2023	-	-	Idul Fitri
11.	Thursday, April 20 th , 2023	-	-	Idul Fitri
12.	Friday, April 21 th , 2023	-	-	Idul Fitri
13.	Saturday, April 22 th , 2023	-	-	Idul Fitri
14.	Sunday, April 23 th , 2023	-	-	Idul Fitri
15.	Monday, April 24 th , 2023	-	-	Idul Fitri
16.	Tuesday, April 25 th , 2023	-	-	Idul Fitri
17.	Wednesday, April 26 th , 2023	-	-	Idul Fitri
18.	Thursday, April 27 th , 2023	-	-	Idul Fitri
19.	Friday, April 28 th , 2023	-	-	Idul Fitri
20.	Saturday, April 29 th , 2023	-	-	Idul Fitri
21.	Sunday, April 30 th , 2023	-	-	Idul Fitri

Pangkalan Kerinci, April 18th, 2023

SHR Officer



Hendra Wijaya

**ATTENDANCE LIST OF THE APPRENTICESHIP
AT STAKEHOLDER RELATION
PT. RIAU ANDALAN PULP AND PAPER**

Name : Reza Syafitri
NIM : 5404191216
Supervisor : Hendra Wijaya

No	Date	In	Out	Paraf
1.	Monday, May 01 th , 2023	-	-	Idul Fitri
2.	Tuesday, May 02 th , 2023	-	-	Idul Fitri
3.	Wednesday, May 03 th , 2023	-	-	Idul Fitri
4.	Thursday, May 04 th , 2023	08.00	17.00	
5.	Friday, May 05 th , 2023	08.00	17.00	
6.	Saturday, May 06 th , 2023	08.00	12.00	
7.	Sunday, May 07 th , 2023	-	-	OFF
8.	Monday, May 08 th , 2023	08.00	17.00	
9.	Tuesday, May 09 th , 2023	08.00	17.00	
10.	Wednesday, May 10 th , 2023	08.00	17.00	
11.	Thursday, May 11 th , 2023	08.00	17.00	
12.	Friday, May 12 th , 2023	08.00	17.00	
13.	Saturday, May 13 th , 2023	08.00	17.00	
14.	Sunday, May 14 th , 2023	08.00	17.00	
15.	Monday, May 15 th , 2023	08.00	17.00	

Pangkalan Kerinci, April 15th, 2023

SHR Officer



Hendra Wijaya

Appendix 6 Donation Proposal Assessment Sheet

LEMBAR PENILAIAN PROPOSAL DONASI					
Tanggal diterima Proposal		:			
Diterima oleh		:			
			Tanda Tangan		
I. PEMOHON (20 %)		KUALIFIKASI NILAI			Nilai
		30	20	10	
1. Nama Pemohon					
2. Status		Tokoh	Organisasi	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	Komunitas	Individu	
4. Tujuan/Kepentingan keg.		Sosial - masyarakat	Organisasi	Individu	
5. Lokasi Kegiatan		Ring I	Ring II	Ring III	
6. Waktu kegiatan sejak diterima proposal		≥ 1 Bulan	2 – 3 minggu	1 minggu	
7. Estimasi 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	
3. Pengaruh terhadap hubungan		Besar	Sedang	Kecil	
4. Pencitraan kegiatan bagi perusahaan		Positif		Netral	
5. Pencantuman Logo Perusahaan		Ada		Tidak ada	
Score III = 50 % x Jumlah nilai III					
IV. REFERENSI (NILAI TAMBAH) (tidak ada nilai tambah jika tidak ada prominent stakeholder)**					
1. Nama pemberi rekomendasi					
2. Pengaruh prominen stakeholder		Besar (nilai 10)	Sedang (nilai 5)	Kecil (nilai 2)	
Score IV =					
Score I =		Score II =	Score III =	Score IV =	
Total Score (Score I + II + III + IV)					
V. SCORE DAN KESIMPULAN					
83 – 121		Dibantu			
47 – 82		Tidak dibantu			
VI. YANG MENGUSULKAN					
Penjelasan, Catatan dan Saran (Gunakan halaman berikut jika perlu)					
Dibuat oleh:		Usulan Bantuan :	Disetujui oleh:		
			Manager Dept. Head SoCap / BU Head		
VII. PERSETUJUAN KOMITE PROPOSAL					
Dibantu Sebesar Rp.		Tanda tangan Komite Proposal		Tanggal	
Proposal diarahkan ke					
VIII. KEPUTUSAN DEPT. HEAD / BU HEAD					
Rp.					
*) Wajib diisi					
**) Jika ada					



Appendix 8 Visit Request Form

VISIT REQUEST FORM

Internal

CORPORATE VISIT REQUEST FORM IS REQUIRED FOR ALL CORPORATE VISITS

Visit Details

TYPE: **CATEGORY:**

*filled out by Corporate Visit Team

Guest / Company: SMA Negeri 1 Pangkalan Kerinci

Country: _____

Visit Schedule (DDMMYYYY): _____

Host & BU/Dept: Monica /SHR Dept.

Purpose of the Visit: Peningkatan wawasan siswa bidang teknologi.

*required

Number of Guest: 30 Orang

Name of Guest's Companion: Attachment

Visit Arrangement:

TOUR:

RGE Exhibition Center

Kerinci Central Nursery

Kerinci Tissue Culture

CD Center

PaperOne Gallery

Others: _____

MILL TOUR: (For customers, bankers and VIP only)

Power

Pulp

Paper

Rayon

Yarn

Requested by:	Name: <u>Ray Wijaya</u>	<u>[Signature]</u> 7/13/23
Acknowledged by requester's BU Head	Name: <u>Mabrur / Wan Jakh</u>	
Verified by:	Corporate Visit Team	
Endorsed by:	Anita Bernardus Corporate Comms. Head	
Approved by:	Mulia Nauli Social Capital Head	
	Eduward Ginting / Mhd. Ali Shabri COO / Ops. Support Director	

Visit Request Form 2020

Appendix 11 Driver Attendance Recapitulation Form

PT. Niaga Mitra Perkasa
Rekapitulasi Kehadiran Driver
 Periode : _____

Nama : ziyuli

User : Susilo Sudarman

Departemen : _____

Tanggal	Hari	Kehadiran			Tanda Tangan	Keterangan
		Masuk	Keluar	Lainnya		
1	Sabtu					
2	Minggu					
3	Senin					
4	Selasa					
5	Rabu					
6	Kamis					
7	Jumat					
8	Sabtu					
9	Minggu					
10	Senin					
11	Selasa					
12	Rabu					
13	Kamis					
14	Jumat					
15	Sabtu					
16	Minggu					
17	Senin					
18	Selasa					
19	Rabu					
20	Kamis					
21	Jumat					
22	Sabtu					
23	Minggu					
24	Senin					
25	Selasa					
26	Rabu					
27	Kamis					
28	Jumat					
29	Sabtu					
30	Minggu					
31						

Legal Compliance Report					
Aspek	Penilaian	Keterangan	Ditandatangani oleh,		
			Driver	Askep CS / PA	Dept. Head
I. BPJS					
BPJS Ketenagakerjaan	<input type="checkbox"/> YA <input type="checkbox"/> TIDAK				
BPJS Kesehatan	<input type="checkbox"/> YA <input type="checkbox"/> TIDAK				
II. Badge	<input type="checkbox"/> YA <input type="checkbox"/> TIDAK				
III. Kimper	<input type="checkbox"/> YA <input type="checkbox"/> TIDAK				

Appendix 12 Minutes of handover of donations Form



BERITA ACARA
SERAH TERIMA DONASI

Internal

Pada hari ini tanggal bulan tahun
 Bertempat di Kecamatan
 Kabupaten

Telah dilakukan serah terima donasi

Dari :
 PT. Riau Andalan Pulp and Paper

Kepada :

.....

Berupa :

.....

Total bantuan Rp.....

Terbilang (.....)

Bantuan ini merupakan bentuk kepedulian dan rasa tanggung jawab sosial perusahaan terhadap masyarakat sekitar.
 Semoga Tuhan Yang Maha Esa senantiasa melimpahkan Rahmat dan Hidayah-Nya kepada kita.

Diserahkan oleh,

Diterima oleh,

Disaksikan oleh,


No ID Q&MIS Dokumen	AGRO/SGR 006-FM	Tanggal Terbit	19 Januari 2023	Revisi	0	Halaman 1 dari 1
Referensi	AGRO/SGR 003-PR					

Appendix 13 Daily Activities 2023

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Thursday


Date : January 12th, 2023

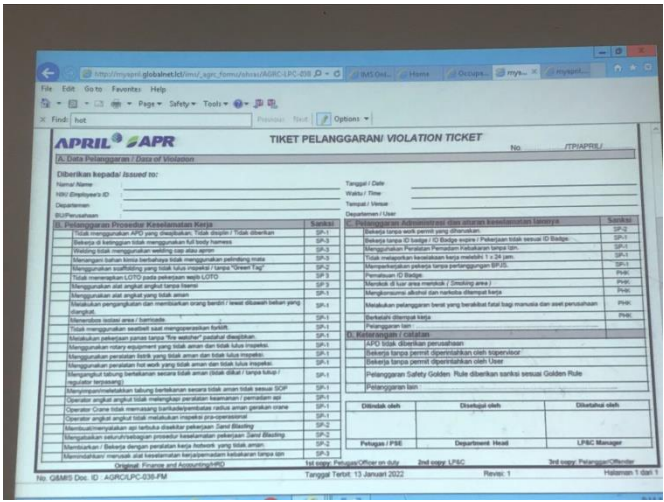
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Signed a practical work agreement	Tengku Kespandiar	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		Before doing practical work, internship students sign an agreement contract accompanied by a stamp duty.

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Friday
Date : January 13th, 2023

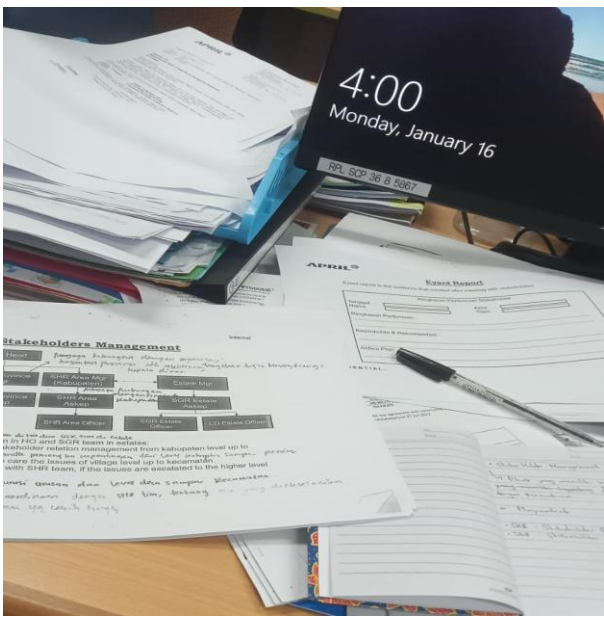
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Safety Induction	Tengku Kespandiar	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Safety Induction is a mandatory activity from the company to all people who want to work at PT RAPP in order to avoid work accidents and comply with the rules set by the company.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : January 16th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Practical work placement 2. Read and understand about Stakeholder Relations	Tata Haira	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		The first day of carrying out practical work activities and was placed in the Stakeholder Relations section. Then given a hardfile to understand about Stakeholder Relations.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : January 17th, 2023


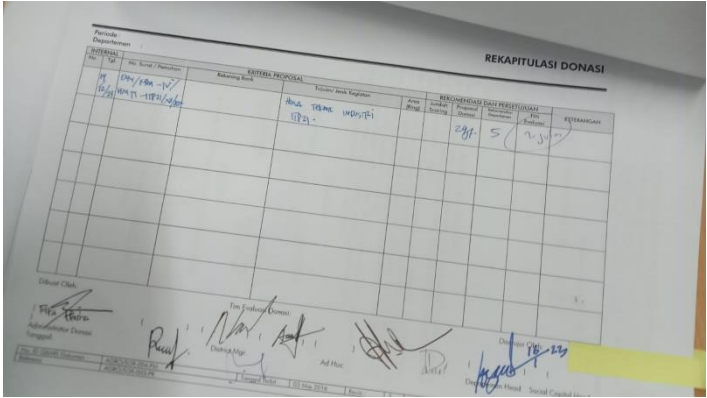
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Document destruction using Chipper tool	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Documents whose validity period has expired will be destroyed using a Chipper tool in order to maintain confidentiality and avoid unwanted things.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : January 18th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Accompanying employees to the Fiber and ALI Building 2. Making Stick Note	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	Accompanying employees for file delivery and task purposes as well as exploring the company area as the beginning of practical work. Assisted in making Stick Note to mark important files.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : January 19th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Entering data on the donation proposal assessment sheet.	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Friday
Date : January 20th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accompanying to Mill Office, Fiber, CO, and CD	Hendra Wijaya	
Notes by Industrial Coach			


NO	WORKING	EXPLANATION
1.		Accompany employees to deliver files and tasks

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday


Date : January 23th 2023

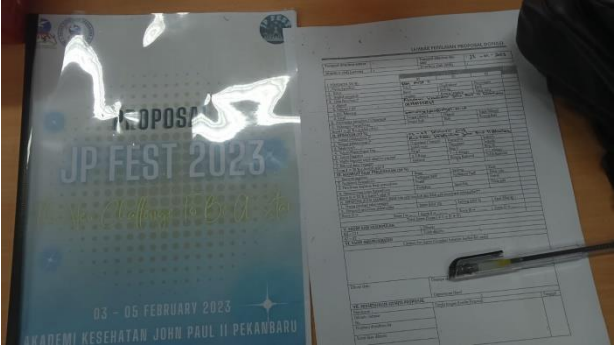
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and assessment of grant proposals.	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : January 24th, 2023

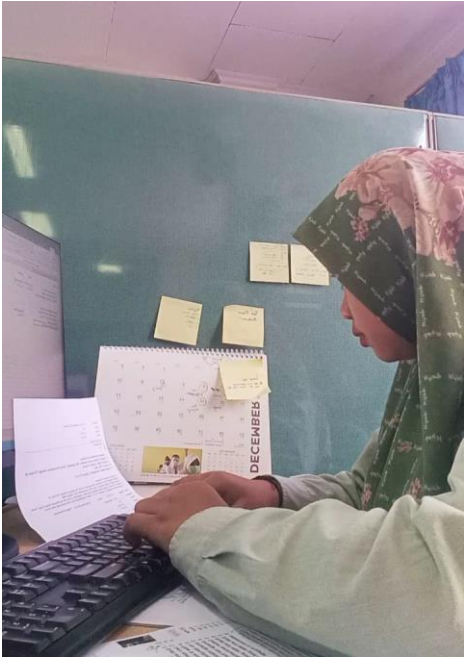
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and assessment of grant proposals.	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : January 25th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Record year-end reviews	Tengku Kespandiar	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>This activity is carried out by entering data in accordance with the documents provided with the contents in the form of activities carried out, desired targets, and achievements that have been obtained.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : January 26th, 2023

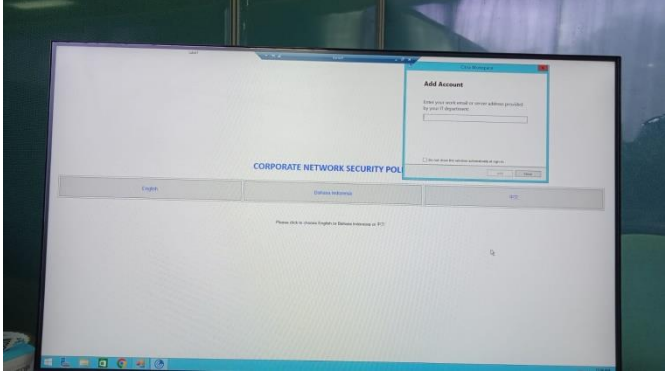
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data on the donation proposal assessment sheet	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Saturday
Date : January 28th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Access email and send emails	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Access the email according to the employee's username and password and check whether there is an incoming email or not. In addition, it also sends emails according to the email destination address.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday
Date : January 30th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data on the donation proposal assessment sheet.	Hendra Wijaya	
Notes by Industrial Coach			

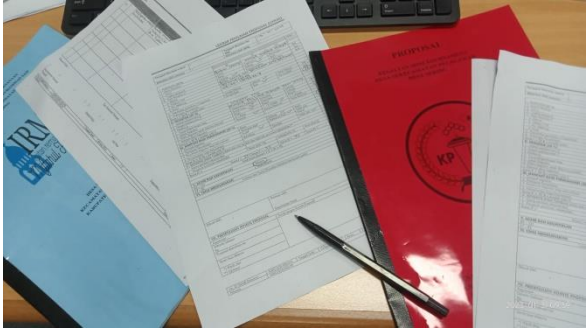
NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Tuesday

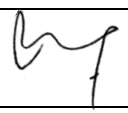
Date : January 31th, 2023


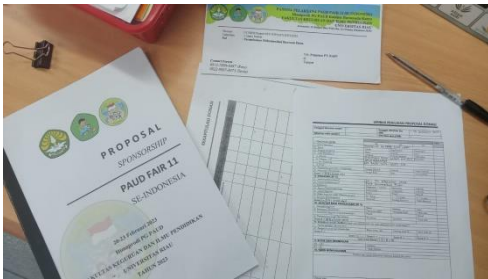
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of donation proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : February 1th, 2023

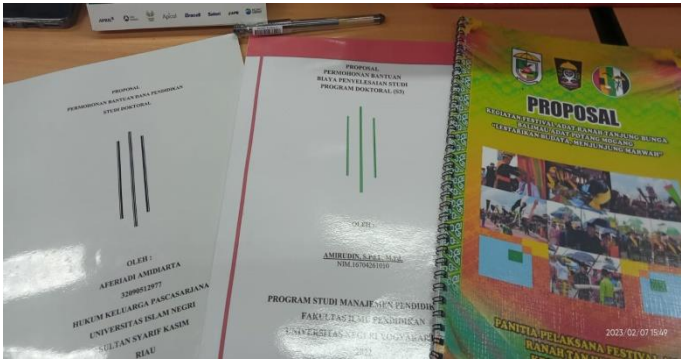
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of donation proposals	Tengku Kespandiar	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : February 2th, 2023

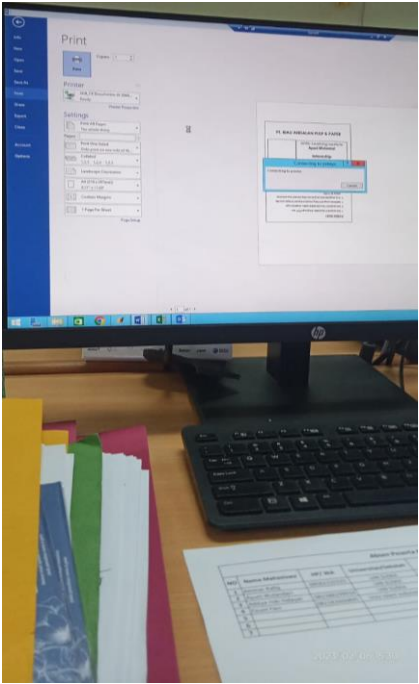
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of donation proposals.	Tengku Kespandiar	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : February 6th, 2023

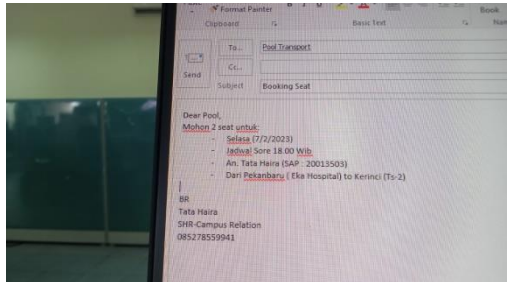
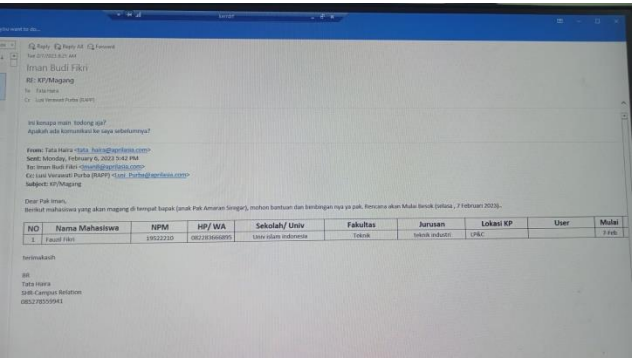
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Processing ID Badge Student Internship	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Create an intern ID Badge that is useful for getting access to the inside. And must be worn every time running practical work.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : February 7th, 2023

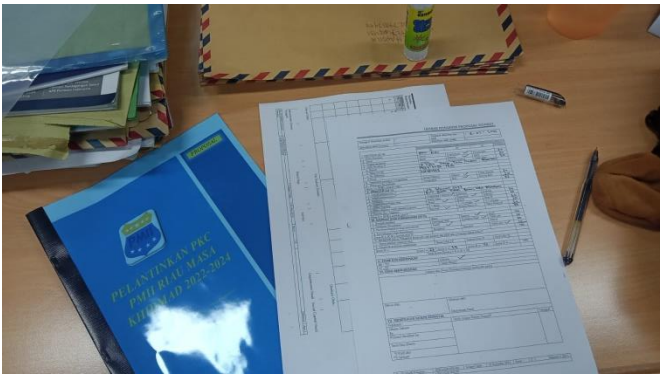
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Send an email to Pool Transport regarding seat reservations 2. Send email about internship students	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Send an email to the transport department for seat reservations, this is done when carrying out travel duties or serving guests who want to come to the company. Then send an email regarding internship students this is for the placement of the section where students will do practical work.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

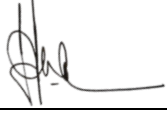
Day : Wednesday
Date : February 8th, 2023



NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and assessment of grant proposals	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : February 9th, 2023

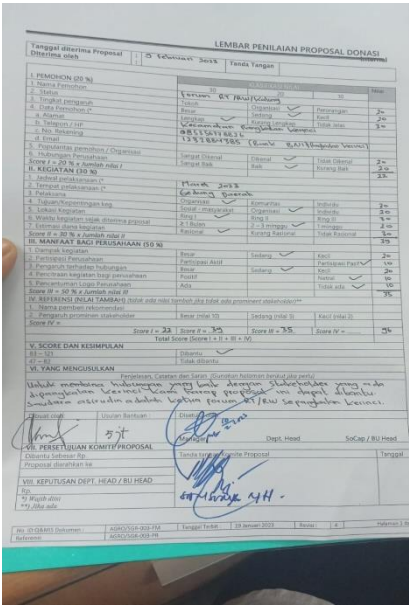
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Processing shopping receipts 2. Data input and assessment of grant proposals	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Shopping receipts are part of the evidence of the use of operational money that must be reported. Therefore, every activity that uses costs must be reported by collecting proof of expenditure.</p> <p>Activities carried out every time a proposal comes in. By entering data according to the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

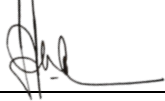
Day : Friday
Date : February 10th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Requested signatures for the grant proposal scoring sheet for approval.	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		Proposals that have been scored must be given a signature as a sign of agreement and the proposal can go to the next process. Please note the parts that can sign the aid proposal are: Manager, dept.Head, SoCap/ BU Head, and proposal committee.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : February 13th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

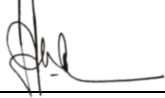
Day : Tuesday
Date : February 14th, 2023

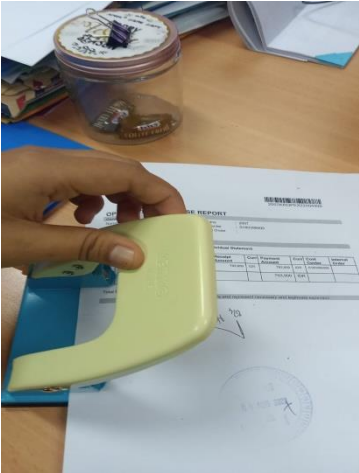
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of assistance proposals 2. Participate in Corporate Communication Devison event preparation	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not. And participate in helping prepare for the event.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : February 15th, 2023

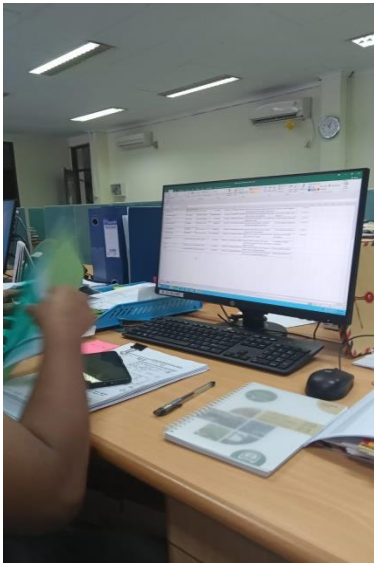
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Filling report files	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Documents that have been used are stored in folders.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : February 16th, 2023


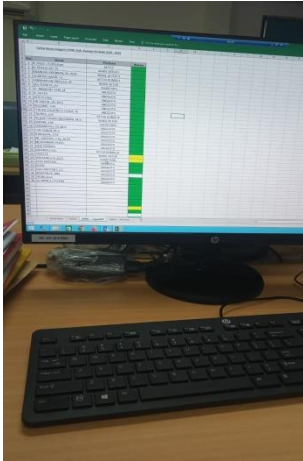
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Understanding how to recap proposal data	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Proposals that have been given financial assistance will be recapitulated into the aid proposal recap data, which data contains the recipient of the assistance, the amount of funds provided, and the recipient's account number.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Friday
Date : February 17th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input data List of names of DPRD members in Kampar Regency	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	 	Enter the names of Kampar district legislators who are part of the information for SHR Kab.Kampar for task purposes.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : February 20th, 2023

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Accompany to the Mill Office for file signing 2. Data input and scoring of aid proposals 3. Attend stakeholder event	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Accompanying employees to the mill office to sign files. And scoring proposals which is an activity carried out every time a proposal comes in. By entering data according to the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : February 22th, 2023

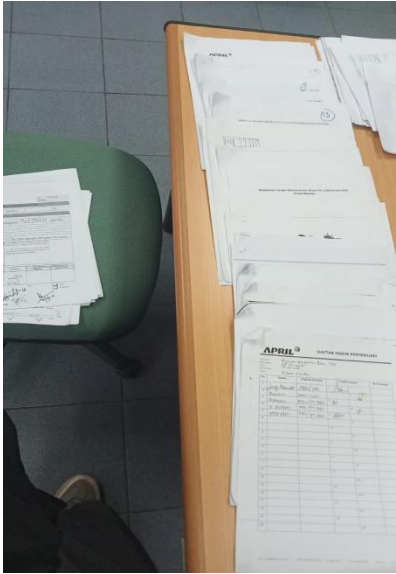
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Preparation for the inauguration of the new road	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Participating in the preparations for the inauguration of the new road that has been completed for the smooth flow of traffic near the company.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Friday
Date : February 24th, 2023

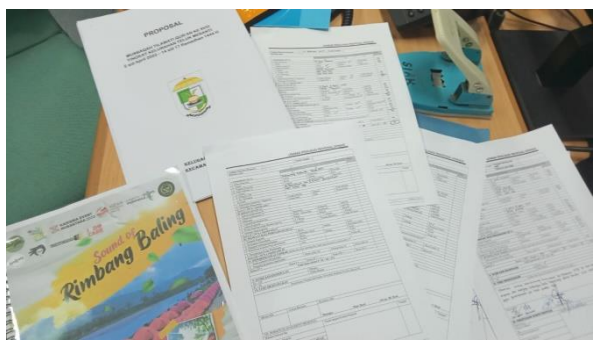
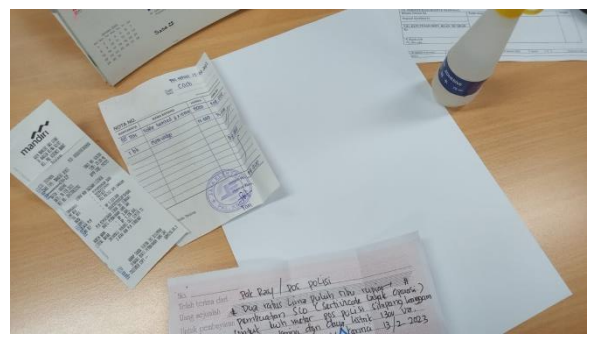
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	File transfer (scan)	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Scan files from the file to the PC this is done to facilitate sending emails.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : February 27th, 2023

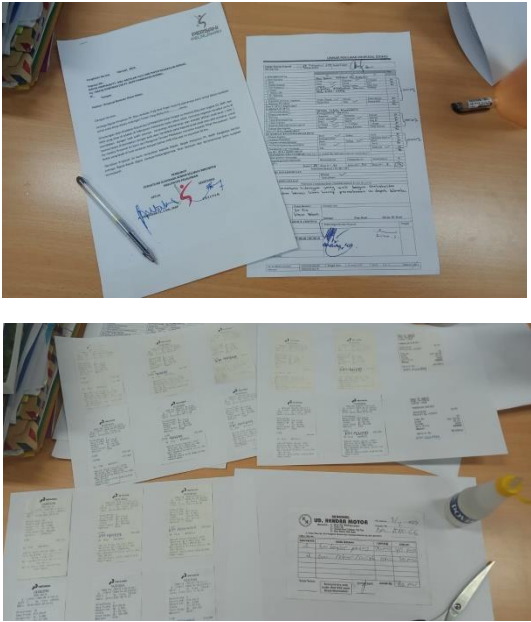
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of aid proposals 2. Processing shopping receipts	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>every activity that uses costs must be reported by collecting proof of expenditure.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

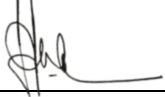
Day : Tuesday
Date : 28 February 2023

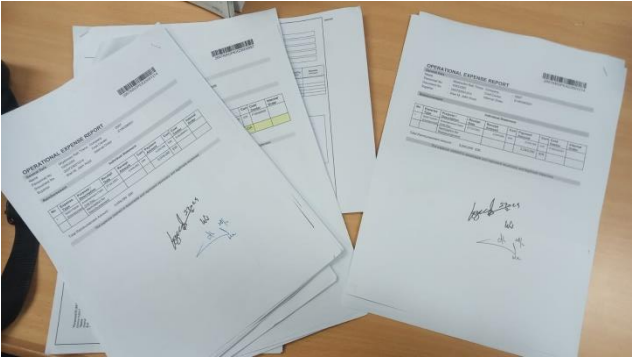
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of grant proposals 2. Processing shopping receipts	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>every activity that uses costs must be reported by collecting proof of expenditure.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : March 1th 2023

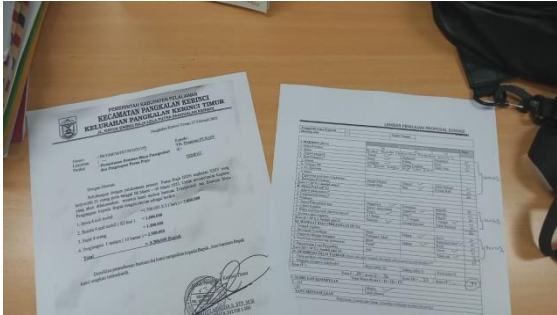

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Document duplication	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		The duplicated document is the Operational Expense Report file which will be brought to the mill office, Fiber, Co.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : March 2th, 2023



NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of aid proposals 2. Participated in accompanying the presentation of material on NGO Relations	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>And accompanying the delivery of material regarding NGO Relations to Assistance Trainee.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Friday
Date : March 3th, 2023

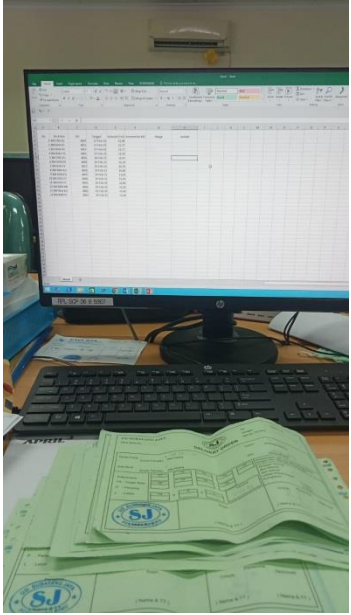
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and recap of meeting list data 2. visit to RTC (Riau Exhibition Center)	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time there is a meeting with stakeholders. By entering data according to the place where the meeting was held, the date, and the name of the stakeholder and his position.</p> <p>Visiting RTC with Bengkalis State Polytechnic students who carry out practical work and Assistance Trainee, this activity is useful for knowing the history of the company and adding insight into the company.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : March 6th, 2023

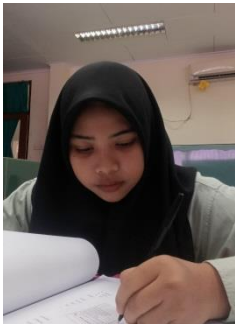

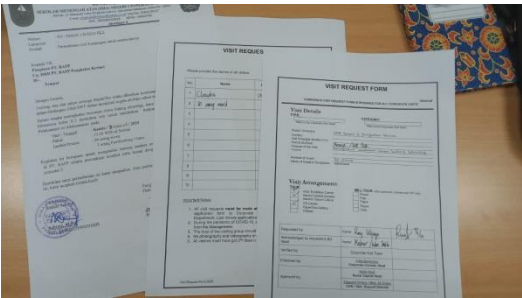
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap Delivery Order data	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Enter data according to the existing delivery order note. Which includes the vehicle's police number, date, quantity, and price.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : March 7th, 2023


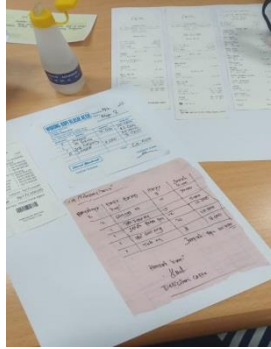
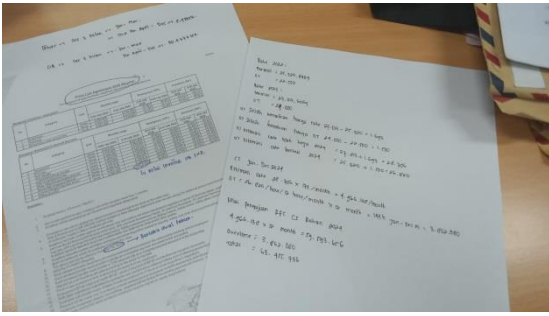
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input data on the practical work participant attendance form 2. Data input and scoring of assistance proposals 3. Fill out the visit form	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	  	<p>Entering data on participants who carry out practical work such as name, campus origin, and telephone number. Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>Filling out the visit form is an activity carried out if you want to make a visit from stakeholders, agencies, universities to the company.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

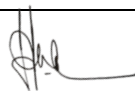
Day : Wednesday
Date : March 8th, 2023



NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. File duplication 2. Processing shopping receipts 3. Calculating price list agreement 2023	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	  	<p>The duplicated document is the Operational Expense Report file that will be taken to the mill office, Fiber, Co.</p> <p>every activity that uses expenses must be reported by collecting proof of expenditure. Calculate the price list agreement to determine the price agreement paid for contracted workers.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : March 9th, 2023

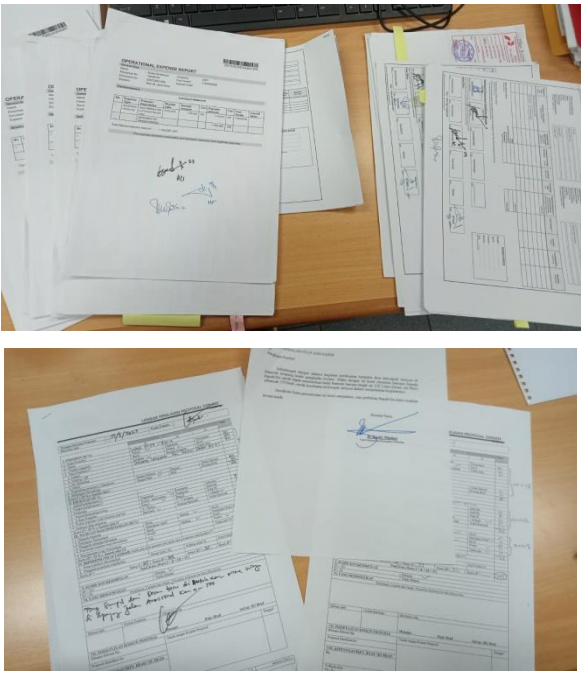
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Attend Stakeholder invitations 2. Scoring of financial aid proposals	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>When you get an invitation from a stakeholder, SHR will attend the invitation. Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

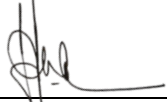
Day : Tuesday
Date : March 14th, 2023

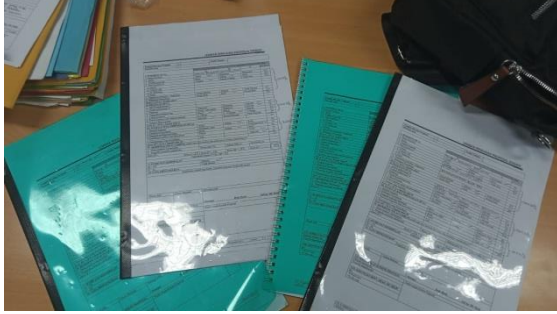
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. File duplication 2. Scoring of financial grant proposals	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>The duplicated document is the Operational Expense Report file which will be brought to the mill office, Fiber, Co. Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : March 15th, 2023

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

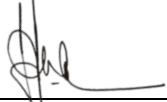
Day : Thursday
Date : March 16th, 2023

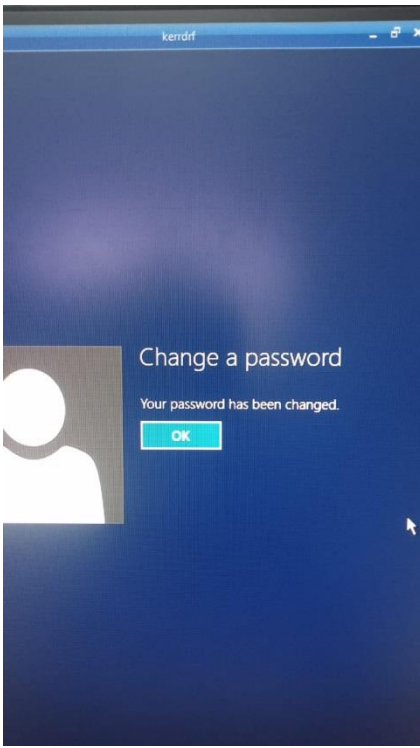
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visit to KCN2, RAK, APY 2. Attended the final presentation of the final report of IKTA Pekanbaru interns	Tengku Kespandiar	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	  	<p>Accompanying visits from IKTA Pekanbaru lecturers to several places in the company.</p> <p>Attended and saw the final presentation process of the practical work report from IKTA Pekanbaru students.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

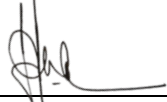
Day : Monday
Date : March 20th, 2023

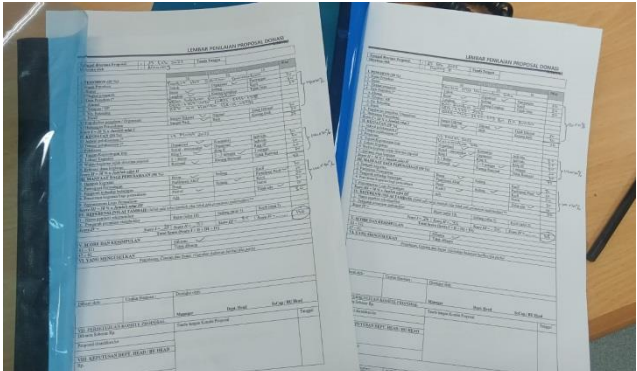
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Access email and change email password	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Access the employee's email and change the password. Because each email is required to change the password once every 3 months.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : March 23th, 2023

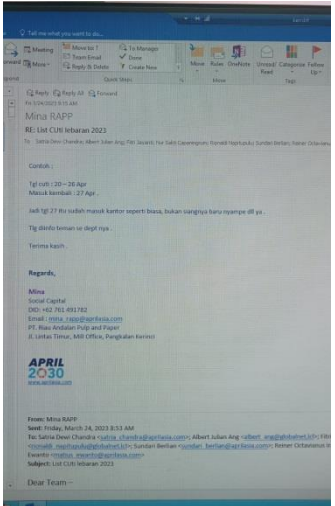
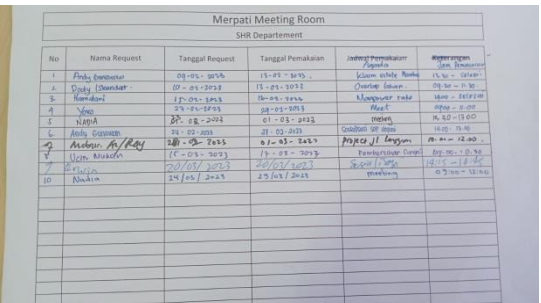
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

DAILY ACTIVITIES OF THE JOB TRAINING


Day : Friday
Date : March 24th 2023


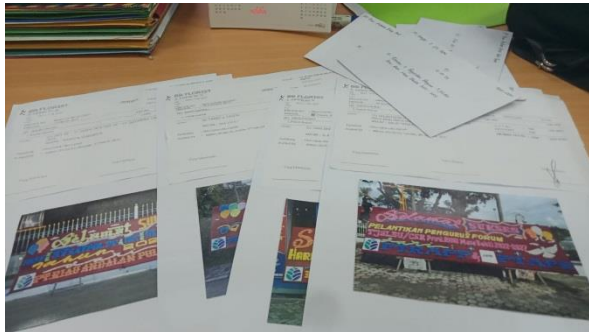
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Access email 2. Helping Booking meeting room	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Accessing email is the first activity that workers do to see if there are work orders or other interests.</p> <p>Booking a meeting room is something that is done if you want to use a meeting room. Because, many want to use the meeting room for meetings with stakeholders. In making a booking, the name of the person making the booking, the description of the use, the date, and the time of the meeting are required.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : March 27th, 2023

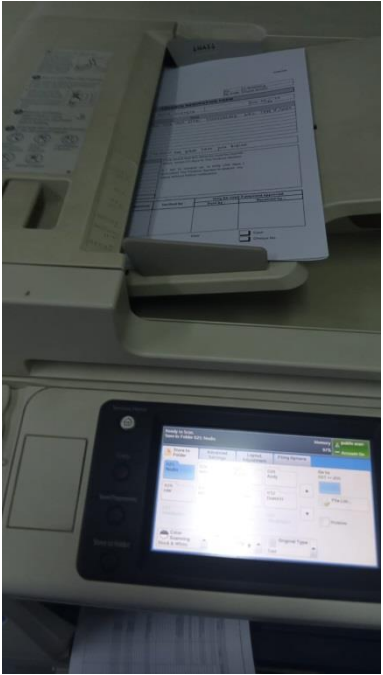
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Sorting files 2. Processed flower board order receipts	Tengku Kespandiar	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	 	<p>Sorting documents based on importance and documents that are not used will be destroyed by burning.</p> <p>When a stakeholder makes an event the company will send a flower board, therefore proof of the order is required and will be reported later.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

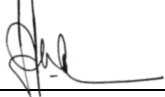
Day : Tuesday
Date : March 28th, 2023

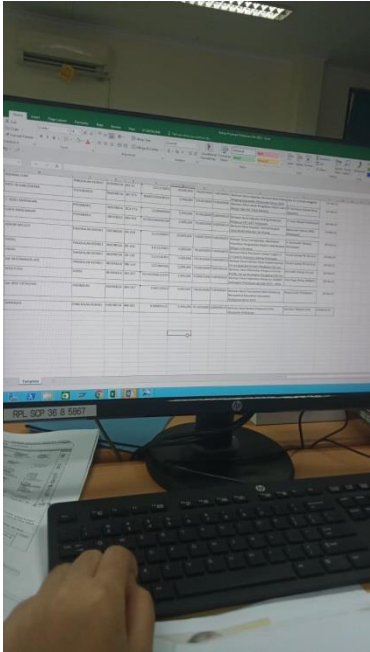
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Transfer Document (scan)	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Scan files from the file to the PC this is done to facilitate sending emails.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

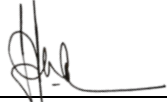
Day : Wednesday
Date : March 29th, 2023

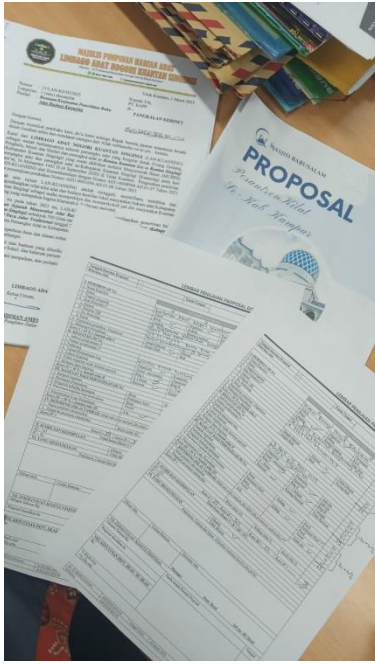
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input recap data of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out when incoming proposals are awarded grants then need to be recapitulated starting from the origin of the proposal, the amount of assistance, and the account number.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : April 3th, 2023

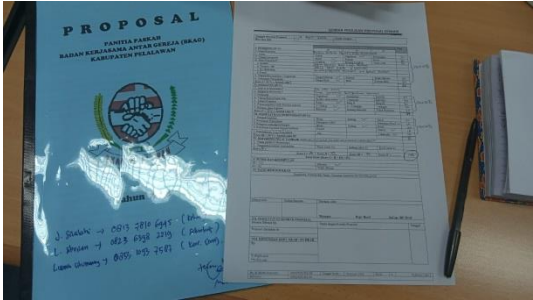

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

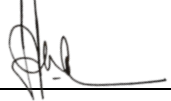
Day : Tuesday
Date : April 4th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of grant proposals 2. Accompanying to CO	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>Participate in accompanying employees to CO for duty purposes.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : April 5th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

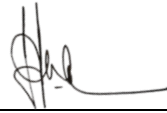
Day : Thursday
Date : April 6th, 2023

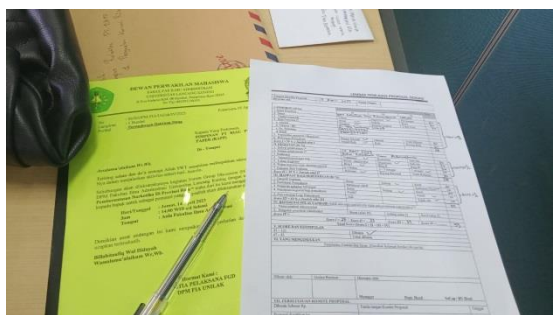

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Assist in the preparation of orphan benefit money 2. Breaking the fast with interns	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Preparing compensation money that will later be given to the rightful this activity is carried out during the month of Ramadan.</p> <p>Breaking the fast with internship students at Kampoeng Kopi with the aim of strengthening friendship.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : 10 April 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of grant proposals 2. Participate in Ramadan Safari	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>Safari Ramadhan is an activity carried out during the month of Ramadan where breaking the fast together, praying together, listening to lectures, and sharing sustenance. This Ramadan safari was held in Lalangkabung Village.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : 11 April 2023

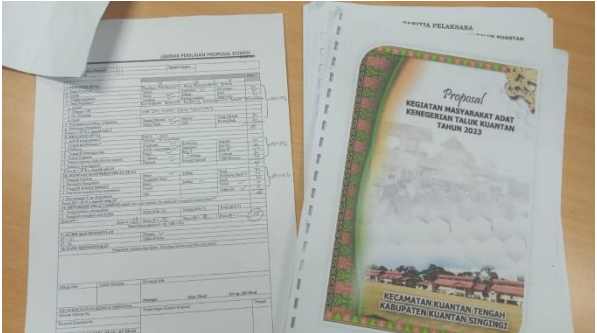

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit to CD (Community Development)	Tengku Kespandiar	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Visited the CD's development programs, Rumah Batik and Rumah Madu, to learn about product segmentation.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : April 12th, 2023

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of grant proposals 2. Assist with Ramadan Safari preparation 3. Taking brochures to corcom 4. Assisted in depositing money to Mandiri Bank 5. Participated in Ramadan Safari	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	 	<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>This Ramadan safari was carried out in Delik Village.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : April 13th, 2023

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Accompanying to RAK (Riau Andalan Kertas) and Riau Paper one Galery 2. Taking goods to the store	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Take 1 Box of Paper for stakeholders and take a road letter at paper one gallery to be given to security later to facilitate road access by carrying paper.</p> <p>Take goods to the store if office supplies have run out and can fill out the store requisition form.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Friday
Date : April 14th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Scoring of grant proposals 2. Joining the Ramadan Safari	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>This Ramadan safari was carried out with the Majelis Kemajuan Pelalawan.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Saturday
Date : April 15th, 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : 18 April 2023

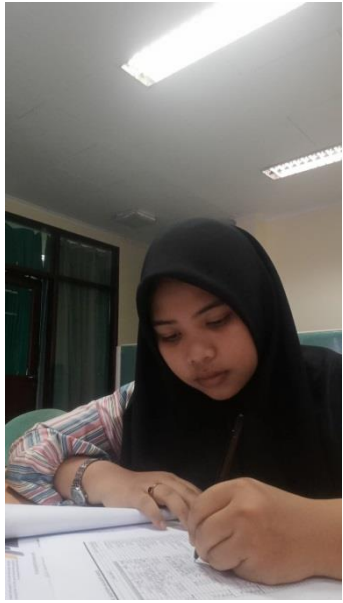
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Assist in numbering files	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		This activity is carried out to make it easier to see the appropriate documents when you want to recap them.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : 02 May 2023



NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that, the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not..</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : 03 May 2023

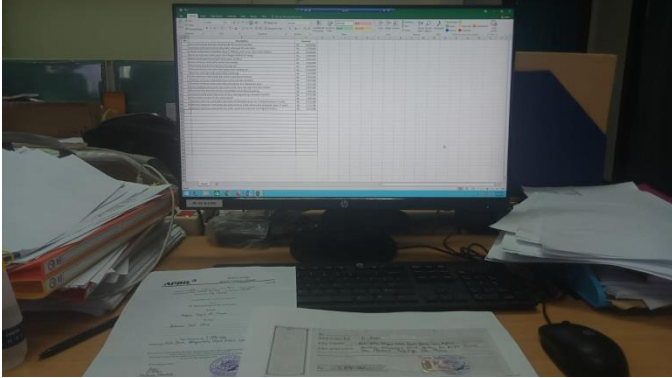
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Assisted in filling out the driver absence form 2. Assist in preparing the donation handover minutes document.	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.	 	<p>Fill in the driver attendance form. Because for the drivers themselves the attendance is still in paper form. Ramadan safari activities that have been carried out need to be reported.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : 04 May 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recapitulate expenditure data for Ramadan Safari activities	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		The safari ramadhan activities that have been carried out need to be reported so that a recap of the expenditure of the activities carried out and the nominal amount spent is made.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Friday
Date : 05 May 2023

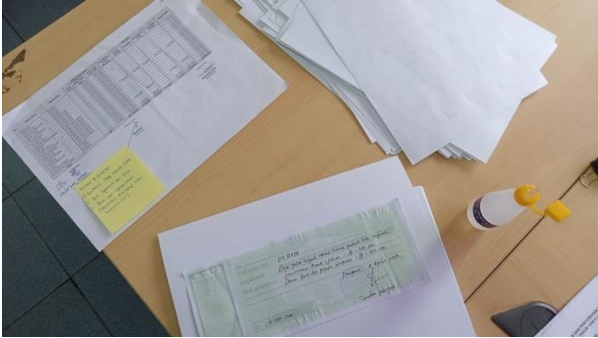
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Inputting data and scoring grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : 08 May 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Processing expense receipts for Ramadan safari activities	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Ramadan safari activities that have been carried out need to be reported with supporting evidence such as receipts for the purchase of goods and proof of delivery of compensation money.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : 09 May 2023

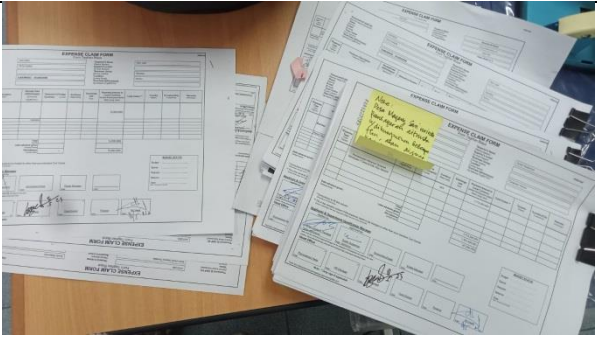
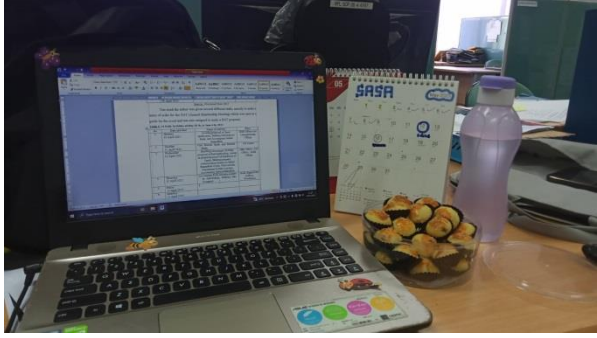
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Wednesday
Date : 10 May 2023

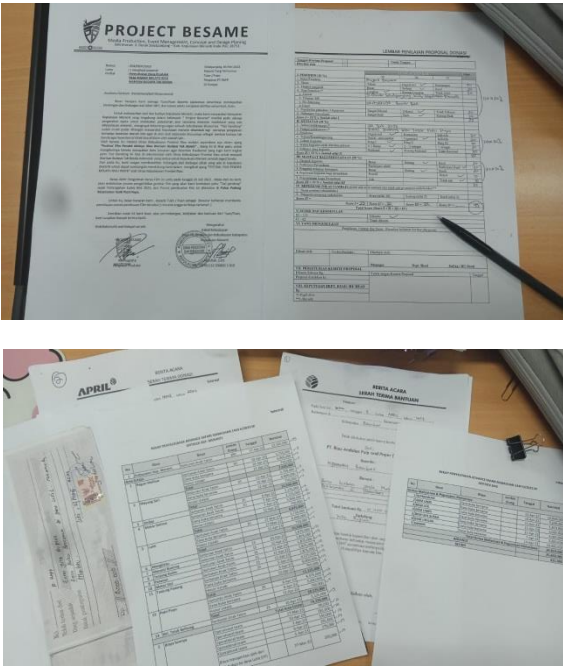
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Document duplication 2. Make a practical work report	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.	 	<p>Documents that are duplicated are Expense Claim Form documents that will later be taken to the Mill office or CO.</p> <p>Make a practical work report during the internship.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Thursday
Date : 11 May 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Data input and scoring of grant proposals 2. Assist in checking the minutes of donation handover	Hendra Wijaya	
	Notes by Industrial Coach		

NO	WORKING	EXPLANATION
1.		<p>Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.</p> <p>The existing minutes are checked again whether they are appropriate or not.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Friday
Date : 12 May 2023


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data input and scoring of grant proposals	Hendra Wijaya	
Notes by Industrial Coach			

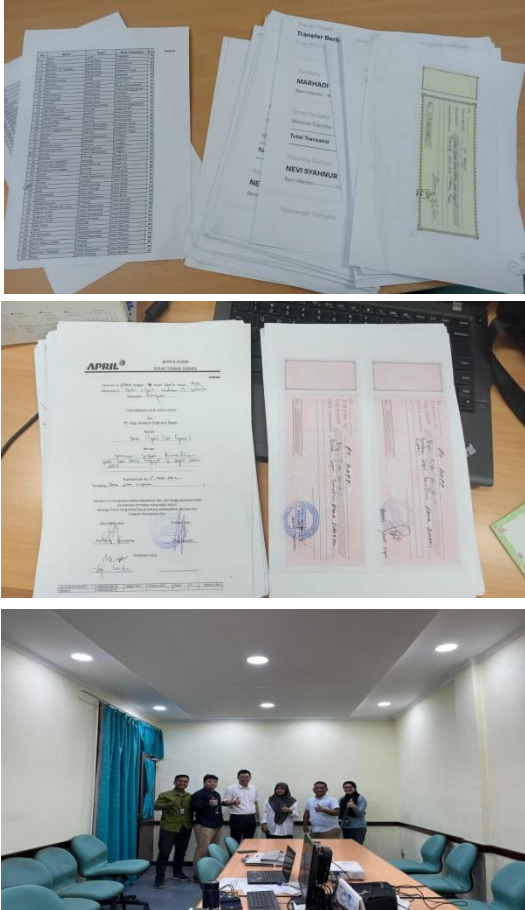
NO	WORKING	EXPLANATION
1.		Activities carried out every time a proposal comes in. By entering data in accordance with the contents in the proposal. After that the proposal is calculated in accordance with existing procedures whether the proposal can be assisted or not.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday

Date : 15 May 2023

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Process expense receipts for Ramadan safari activities. 2. Assist in checking the minutes of donation handover. 3. Final presentation of practical activities	Hendra Wijaya	
Notes by Industrial Coach			

NO	WORKING	EXPLANATION
1.		<p>Ramadan safari activities that have been carried out need to be reported with supporting evidence such as receipts for purchasing goods and proof of delivery of compensation money.</p> <p>The minutes that already exist are checked again whether they are appropriate or not.</p> <p>Presentation of practical activities is carried out when it has been completed and ended, a presentation is needed as a report on what activities were carried out while carrying out practical work.</p>