

APPRENTICESHIP REPORT
PT. KUALA LUMPUR KEPONG (KLK) DUMAI

ENDANG YULIANTI
5404191213



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESSADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPROVAL SHEET

PT. KUALA LUMPUR KEPONG (KLK) DUMAI (IMPORT DIVISION)

Written as one of the conditions for completing Apprenticeship

ENDANG YULIANTI
5404191213

Dumai, July 5th, 2023

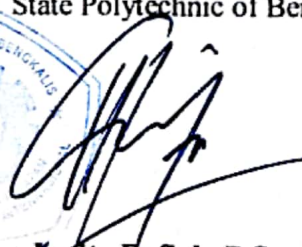

Senior Bonded Zone
PT. KLK Dumai

Advisor


PT. KLK DUMAI
Excellence in Geochemicals
Lizisokhi Sarumaha, ST., MM
NIP. 1309100053


Adrian Irnanda Pratama, S. Sos., M.B.A
NIP. 198911172019031012

Apprived by,
Head of International Business Administration Study Program
State Polytechnic of Bengkalis



Wan Junita Raflah, B.Sc., M.Ec, Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Assalamu'alaikum Warahmatullahi Wabarakatuh

By saying Alhamdulillah all the praise and gratitude the author of the presence Allah SWT, because of the blessings of his mercy and guidance so that the author can complete practical work activities and have completed the practical work report that the writer did at PT. KLK Dumai is on time, from 06 February to 05 July 2023.

In compiling this internship report, the author realizes that without guidance from various parties, this practical work report cannot be completed within a certain time, so the authors thank all parties who have been involved and helped the author. Related parties include :

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as the Vice Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as the Head of the Department of Business Administration.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of Department of International Business Administration Study Program.
5. Mr. Adrian Irnanda Pratama, S.Sos., M.B.A as a advisor job training report in the International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Apprenticeship Coordinator.
7. Mr. Yogi Rinanda as Head of Department HR/GA at PT. KLK Dumai which has given permission to carry out field work practice activities;
8. Mr. Lukman Zuhanda as Head of Logistics Department at PT. KLK Dumai which has provided the opportunity for the author to join and become a member in the logistics section.

9. Mr. Lizisokhi Sarumaha as a mentor at PT. KLK Dumai which has provided a lot of guidance and experience to the author during carrying out field work activities.
10. To all employees at PT. KLK Dumai, especially logistics employees who cannot be mentioned one by one, who always give confidence to the author to do the work during the kp period.
11. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
12. Especially for my parents, Mr. Sukardi and Mrs. Sunarti who have given a lot of sacrifice, support, prayer, affection, attention, enthusiasm, time, energy and material to help and provide convenience during lectures to realize the author's dream. Dear my sister who always give help an encouragement in completing the practical work report
13. To my best friends Shinta Karunia, Hadi Putra and Neneng who have provided encouragement and inspiration in completing this practical work report. Thank you for memories we lived, for laughter we had every day, and for the incredible solidarity, that becomes more meaningful.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader. Wassalamu'alaikum Warahmatullahi Wabarakatuh.

Bengkalis, August 5th 2023

Author,

Endang Yulianti
5404191213

TABLE OF CONTENTS

COVER	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	6
2.1 Company Profile	6
2.2 Vision and Mission of PT. KLK Dumai	8
2.2.1 Vision of PT. KLK Dumai	9
2.2.2 Mission of PT. KLK Dumai	9
2.3 Kind of Business	9
2.4 Organization Structure	11
2.5 The Working Process	13
2.6 Document used for Activity	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	22
3.1 Job Description	22
3.2 Place of Apprenticeship	25
3.3 Systems and Procedures	25
3.3.1 Systems	25

3.3.2 Procedures	25
3.3.3 Daily Report	31
3.4 Obstacles and Solution	44
3.4.1 Obstacles	44
3.4.2 Solutions	44
CHAPTER IV CONCLUSION AND SUGGESTION	46
4.1 Conclusion	46
4.2 Suggestion	47
REFERENCES	49
APPENDICES	50

LIST OF FIGURES

Figure 2.1 PT. KLK Dumai	6
Figure 2.2 KLK Oleo Logo	8
Figure 2.3 KLK Logo	8
Figure 2.4 Organizational Structure of PT. KLK Dumai	11
Figure 2.5 Flowchart The working process of CPKO.....	13
Figure 2.6 The reception process of CPKO	13
Figure 2.7 CPKO (Crude Palm Kernel Oil) weighing	14
Figure 2.8 CPKO (Crude Palm Kernel Oil) testing in the Laboratory.....	14
Figure 2.9 CPKO (Crude Palm Kernel Oil) Hoarding	15
Figure 2.10 Purchase Order	16
Figure 2.11 Delivery Order	17
Figure 2.12 Bill of Leading	18
Figure 2.13 Invoice	19
Figure 2.14 Commercial Invoice.....	20
Figure 2.15 Packing List	21
Figure 3.1 Flowchart Preparation of documents BC2.3 Notification of Imported Goods.....	26
Figure 3.2 Flowchart The reception process of CPKO	27
Figure 3.3 Flowchart The reception process of Sparepart	28
Figure 3.4 Flowchart Process of photocopying documents	29
Figure 3.5 Flowchart Process of edit CPKO document	30

LIST OF TABLE

Table 3.1 The Working Schedule of PT. Kuala Lumpur Kepong (KLK) Dumai..	25
Table 3.2 Daily Activities of February 06, 2023 to February 11, 2023	31
Table 3.3 Daily Activities of February 13, 2023 to February 18, 2023	32
Table 3.4 Daily Activities of February 20, 2023 to February 25, 2023	32
Table 3.5 Daily Activities of February 27, 2023 to March 04, 2023	33
Table 3.6 Daily Activities of March 06, 2023 to March, 11 2023	33
Table 3.7 Daily Activities of March 13, 2023 to March, 18 2023	34
Table 3.8 Daily Activities of March 20, 2023 to March, 25 2023	34
Table 3.9 Daily Activities of March 27, 2023 to April, 01 2023	35
Table 3.10 Daily Activities of April 03, 2023 to April, 08 2023	35
Table 3.11 Daily Activities of April 10, 2023 to April, 15 2023	36
Table 3.12 Daily Activities of April 17, 2023 to April, 22 2023	36
Table 3.13 Daily Activities of April 24, 2023 to April, 29 2023	37
Table 3.14 Daily Activities of May 01, 2023 to May, 06 2023	37
Table 3.15 Daily Activities of May 08, 2023 to May, 13 2023	38
Table 3.16 Daily Activities of May 15, 2023 to May, 20 2023	39
Table 3.17 Daily Activities of May 22, 2023 to May, 27 2023	39
Table 3.18 Daily Activities of May 29, 2023 to June, 03 2023	40
Table 3.19 Daily Activities of June 05, 2023 to June, 10 2023	40
Table 3.20 Daily Activities of June 12, 2023 to June, 17 2023	41
Table 3.21 Daily Activities of June 19, 2023 to June, 24 2023	41
Table 3.22 Daily Activities of June 26, 2023 to July, 01 2023	42
Table 3.23 Daily Activities of July 03, 2023 to July, 05 2023.....	43

LIST OF APPENDICES

Appendix 1 : Figure of Job Description	50
Appendix 2 : Application Letter for Apprenticeship	54
Appendix 3 : Application Reply Letter	55
Appendix 4 : Company Statement Letter	56
Appendix 5 : Company Appraisal Sheet	57
Appendix 6 : List of Attendance	58
Appendix 7 : Apprenticeship Certificate	61
Appendix 8 : Weekly Activities on the Apprenticeship	62

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is a state polytechnic located in Riau province. The Bengkalis State Polytechnic was founded in early 2000 by the Bengkalis district government under the auspices of the Bengun Insani Foundation (YBI). As of July 29 2011, the Bengkalis Polytechnic officially changed its status to become a state university (PTN) through the Minister of National Education Regulation number 28 of 2011 concerning the establishment, organization and work procedures of the Bengkalis State Polytechnic, which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011.

Polytechnic is a tertiary institution that provides vocational education in various sciences. Vocational education is education whose knowledge is more supportive of the mastery of certain applied skills. Bengkalis State Polytechnic requires every student to carry out field work practices in government agencies and private companies as one of the conditions that must be met to complete Diploma 4 education in International Business Administration at Bengkalis State Polytechnic.

Apprenticeship is an opportunity for students to apply the theories they have received during the learning process at lectures into the real world of work. In the world of education the relationship between theory and practice are two very important things to compare and prove something that has been learned in theory with the actual situation in the field. The process of Apprenticeship that is carried out by going directly to the company, will give rise to a picture of new thoughts, because during Apprenticeship, the theory that has been learned will be implemented so that students can easily understand and learn it and have the opportunity to develop their potential, add useful ideas and can add student's

knowledge of what is assigned to him. Implementation of Apprenticeship will bring students to real experience, namely the world of work. For Diploma III graduate students, this Apprenticeship is carried out after students complete a minimum of 4 (four) semesters and fully graduate. Meanwhile, for Diploma IV graduate students, Apprenticeship is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 4 months and a maximum of 6 months. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad. Based on the above, the author as a student of the e International Business Administration Study Program is required to carry out apprenticeship activities for a minimum of 4 months.

The author chose this apprenticeship at PT.KLK Dumai because is a company engaged in the processing of Crude Palm Kernel Oil (CPKO) and one of the world's leading oleo chemicals manufacturers committed to providing excellence in the global market, so that many business activities are carried out, according to the material studied in campus, the author want to see firsthand the process of import, receipt of incoming goods, input data on the system and how the work process in the PT KLK Dumai. During the implementation of apprenticeship activities the author is placed in the “Logistics section”. The implementation of this apprenticeship really helped the writer to get to know logistics better.

The logistics department is a part of work at PT KLK DUMAI which functions to plan, implement, control effectively and efficiently the process of procurement, management, storage, service and information starting from the beginning of the process of receiving raw materials to finished materials. Logistics activities cannot be separated from the word export and import. Here the author gets the “Import” part in the implementation of apprenticeship. Import is the activity of entering goods into the customs area. Import transactions are trade by entering goods from abroad into Indonesian customs areas by complying with the provisions of the applicable laws and regulations.

Bonded Zone is a Bonded Storage Place (TPB) for storing imported goods or goods originating from other places in the customs area to be processed or combined before being exported or imported for use. Goods in the Bonded Zone are divided into capital goods, raw materials, auxiliary materials, waste materials, office equipment and production results. The process of receiving raw materials can be done with 2 systems, namely by shipping by land and shipping by sea.

The implementation of the KP starts from 06 February 2023 to 05 July 2023. It is hoped that the implementation of the KP will add to the author's insight into various good and correct tasks and be able to face the real world of work with the experience gained during apprenticeship.

1.2 Purpose of the Apprenticeship

The Apprenticeship activities of State Polytechnic of Bengkalis student, International Business Administration Study Program have the following objectives :

1. To find out job descriptions of Apprenticeship program at PT. Kuala Lumpur Kepong (KLK) Dumai
2. To find out procedures and systems of Apprenticeship program at PT. Kuala Lumpur Kepong (KLK) Dumai
3. To find out the Place and time of Apprenticeship program at PT. Kuala Lumpur Kepong (KLK) Dumai
4. To find out the obstacles and solutions during Apprenticeship program at PT. Kuala Lumpur Kepong (KLK) Dumai

1.3 Significances of the Apprenticeship

Apprenticeship activities are very beneficial for several parties such as student, companies and State Polytechnic of bengkalis :

1.3.1 For Students

There are several benefits from the implementation of internship program programs obtained by students, namely as follows :

1. Student have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.
2. Get certificate from the company if you have completed the Apprenticeship program.
3. Student can develop work relationships and add experience to their resumes
4. Student gain practical experience in applying theoretical/conseptual science according to their sudy program
5. Student have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

1.3.2 For Companies

The benefits of implementing apprenticeship program are also obtained by companies/institutions that accept internship program students, such as :

1. 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
2. The company will receive labor assistance from students who do Apprenticeship program.
3. Provide knowledge for students about the world of work in industry
4. To develop and train student competencies
5. As a form of implementing the policy of implementing education partners with universities.

1.3.3 For State Polytechnic of bengkalis

There are several benefits from implementing the apprenticeship program obtained by the State Polytechnic of bengkalis, which are as follows :

1. State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who

take part in apprenticeship which can improve the quality of their graduates through apprenticeship experiences.

2. There is good cooperation /relationship between the campus and the company where students do apprenticeship program
3. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship program experience.
4. State Polytechnic of Bengkalis receives feedback from organization/companies on the ability of students who take part in apprenticeship program in the world of work.
5. For the implementation of independent campus activities.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile



Figure 2.1 PT. KLK Dumai
Sumber : klkoleo.com

Figure 2.1 above is PT. KLK Dumai which is located at Jl. Datuk Laksamana Komplek Pelindo I Dumai. KLK OLEO is one of the world's leading Oleo Chemicals manufacturers committed to providing excellence in the global market. Our integrated oleo chemical complexes located in major sourcing and supply markets (Malaysia, Indonesia, China and Europe) produce a wide range of high quality sustainable oleo chemical products from renewable natural raw materials. Through continuous reinvestment and portfolio expansion, the Group was able to achieve annual manufacturing revenue of RM10.7 billion (USD 2.6 billion) in FY2021.

PT. KLK Dumai was established on 20 June 2011. The plant is positioned to advance with the Group to the next level of growth and achievement with a capacity of 165,000 MT per annum. Fatty Acids will be supplied to our various facilities in Malaysia and around the world.

PT KLK Dumai is a company established in the context of foreign investment as referred to in Law no. 1 of 1967 and Law no. 11 of 1970 concerning foreign investment. Approval for the establishment of a company from the government of the Republic of Indonesia was obtained based on a Letter of the State Minister for Investment Fund Mobilization. This company was established in cooperation with Kuala Lumpur Kepong (KLK Group). Along with the increasing production needs, PT KLK Dumai built a Refinery and Oleo Chemical palm oil processing factory located on Jalan Datuk Laksamana, Pelindo 1 Dumai area, Riau Province. The first project activity was in March 2012. The initial total production capacity was 20 tons/hour. After conducting several researches to improve the production system so that the current production capacity has reached 30-40 tons/hour.

KLK OLEO is part of Kuala Lumpur Kepong Berhad (“KLK”), a leading international plantation group listed on the Main Market Bursa Malaysia Securities Berhad. Strategically integrated with our upstream holdings, KLK OLEO is able to extract synergies and focus on developing sustainable solutions and reliable supplies for our customers. At KLK OLEO, sustainability is an integral part of our business. Being a member of the RSPO, we are committed to delivering high quality and safe products to our customers, and ensuring high traceability throughout our supply chain. KLK OLEO's strong commitment to meeting customer expectations underscores our solid reputation as a trusted supplier in the global market.

KLK OLEO's production portfolio ranges from basic oleo chemical products, such as Fatty Acids, Glycerin, Fatty Alcohols, and Fatty Esters, to specialty products, such as Methyl Ester Sulphonate (MES), Surfactants, and Phytonutrients. Our products are used in a wide variety of end-use applications, including home healthcare, personal care, cosmetics, toiletries, food, flavors, fragrances, lubricants, polymers and industrial chemicals. Backed by a strong belief in innovation and a strong R&D culture, the creation of new downstream businesses continues to be a cornerstone of our strategy to leverage integrated value chains. headquartered in Malaysia, with a workforce of 3,000 people

worldwide, KLK OLEO strives to develop and uphold good relationships and long-term partnerships with our customers and stakeholders.

Products produced by PT KLK Dumai will be exported to Malaysia. One of the companies in Malaysia that has collaborated with PT KLK Dumai to date is PT. Oleo Mas Sdn. Bhd. Competition in the palm oil industry, especially competition between storage tank companies in Riau province, means that companies implement a management system that is internationally recognized, namely the ISO 9001 and HACCP management systems. PT KLK Dumai in guaranteeing the quality of derivative products with management control which oversees several departments that are responsible for their respective positions. These departments are: finance department, HR & GA department, production department, logistics department, under BOD department, maintenance department, and QA/QC department. These departments will work together for the benefit of the company to achieve common goals. Therefore, each department has its own duties and responsibilities.



Figure 2.2 KLK OLEO Logo
Source: KLK OLEO Website, 2023



Figure 2.3 KLK Logo
Source: PT KLK Dumai, 2023

Figure 2.2 is the logo used for each product produced by PT KLK Dumai. While Figure 2.3 is the logo used by PT KLK Dumai as the company logo.

2.2 Vision and Mission

The company definitely has a vision and mission to realize its goals and as a driving force for carrying out its respective programs. Likewise with PT. Kuala Lumpur Kempong (KLK) Dumai. The following is the vision and mission of PT. Kuala Lumpur Kempong (KLK) Dumai :

2.2.1 Vision

STRIVE FOR EXCELLENCE

"Growing to become the most trusted global partner in oleo-based products and solutions, thereby enriching people's lives sustainably every day."

2.2.2 Mission

1. Consistently competitive delivery of high quality products and solutions that meet customer expectations.
2. Value addition through a commitment to the highest standards of operational excellence driven by a culture of continuous improvement and innovation.
3. Growing a team that values and develops people of all backgrounds through empowerment and recognition. Values built on a legacy of ethical practice espoused by its founders, committed to operating responsibly and with integrity.

2.3 Kind of Business

PT. KLK Dumai is one of the companies in the palm oil industry where in a strategic industry apart from the production volume of Indonesian palm oil dominating world demand, the life cycle of palm oil and its economic benefits are classified as long, reaching 25 years. Along with the development of the industry and the use of technology, the development of downstream palm oil products is part of an industry that continues to grow. By generating added value, the diversification of palm oil derivative products has been continuously developed and prioritized since the last 10 years. In addition, the diversification of value added products for CPO and its derivatives is a strategic step for industry sustainability and for the competitive advantage of palm oil companies.

In addition to the success achieved by the Indonesian palm oil industry in the world, in terms of product development diversification, Indonesia is still lagging behind. Currently the growth of the downstream industrial sector is not as fast as the growth of the upstream sector, such as oil palm plantations and palm oil

processing factories producing CPO/CPKO. Most of Indonesia's CPO/CPKO production is exported and only 25% is processed by downstream producers into food or non-food products in Indonesia. The Ministry of Industry supports downstream with various policies to shift the trend of CPO/CPKO exports to oleofood and oleochemical products.

The large amount of palm oil raw materials such as Crude Palm Kernel Oil (CPKO) produced by palm oil factories has encouraged the establishment of oleochemical factories that further process palm oil into fatty acids and glycerin. Oleochemical are industrial raw materials obtained from vegetable oils, including palm oil and palm kernel oil. The main production of oils classified under oleochemicals are fatty acids, methyl esters, fatty alcohols, amino acids and glycerin. Along with the widespread use and market demand for fatty acids and glycerin, this has encouraged the business world and businesses to establish oleochemical factories.

The raw materials used by PT. KLK DUMAI to produce fatty acids (fatty acid) and crude glycerine are:

1. Crude Palm Kernel Oil (CPKO)
2. Refined Bleached Deodorized Palm Stearin (RBDPS)
3. Crude Palm Kernel Olein (CPKOL)
4. Palm Kernel Fatty Acid Distillate (PKFAD)

Types of fatty acids (fatty acids) produced by PT. KLK Dumai is

1. Split Palm Kernel Fatty Acid (SPKFA) is obtained from the splitting of CPKO2 raw material.
2. Split Palm Stearin Fatty Acid (SPSFA) is obtained from the splitting of RBDPS raw materials.
3. Split Palm Kernel Olein Fatty Acid (SPKOFA) is obtained by splitting the raw material CPKOlein.
4. Split Palm Kernel Fatty Acid Distillate (SPKFAD) is obtained from the splitting of PKFAD raw materials.

2.4 Organization Structure

The organizational structure is one of the charts that systematically describes the determination, tasks, functions, authorities, and responsibilities of each with predetermined goals. Aims to foster work harmony so that work can be done regularly and properly to achieve the desired goals to the fullest. The following is a picture of the organizational structure at PT. KLK Dumai :

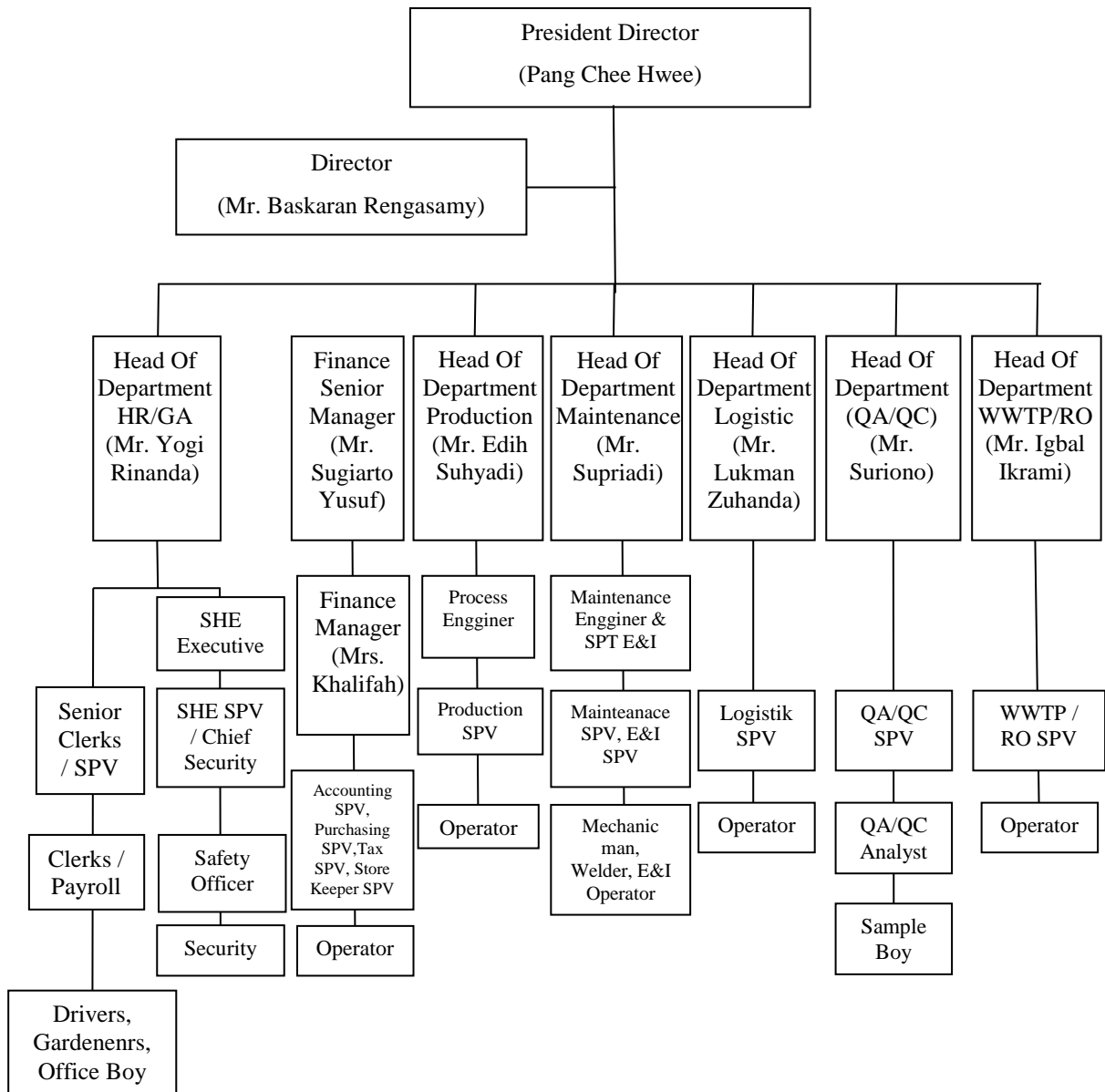


Figure 2.4 Organizational Structure of PT. KLK Dumai

Sumber : PT. KLK Dumai

Based on the Organizational Structure of PT. KLK Dumai in Flowchart 2.3 above it can be seen that the duties and authorities of each employee/job can be described as follows:

1. The HRD Department is part of the work at PT. KLK Dumai is in charge of managing human resources in the company, and being a public relations officer for the company. HRD includes the security section.
2. The Finance Department is part of the work at PT. KLK Dumai in charge of planning, budgeting, payment, checking, managing, and storing funds owned by the company. The finance department also oversees the warehouse department.
3. Department Production is part of the work at PT. KLK Dumai in charge of carrying out the process of processing raw materials into finished materials.
4. Maintenance Manager functions as a part that is responsible for the repair and maintenance of company components, both production and other department parts.
5. The Logistics Department is part of PT. KLK Dumai whose function is to plan, implement, control effectively and efficiently the process of procurement, management, storage, service and information starting from the beginning of the process of receiving raw materials to finished materials.
6. The QA/QC Department is part of the work at PT. The Dumai KLK is tasked with supervising and controlling the quality of the products produced from the processing process.
7. The Wastewater Treatment Plant (WWTP) functions as a part that functions to manage liquid waste from production so that it can become water that meets consumption standards, which does not harm the environment.
8. Reverse Osmosis (RO) functions as a seawater treatment into water that can be used by oleochemical or refinery plants, machenzie boilers and clean water facilities for offices.

2.5 The Working Proses

Currently activities at PT. KLK Dumai Unit receives, weighs, laboratory tests, stockpiling tanks, maintenance of installations, heating of Crude Palm Kernel Oil (CPKO), sounding, receiving of shells, shipping, and administrative activities. Each activity can be briefly described as follows:

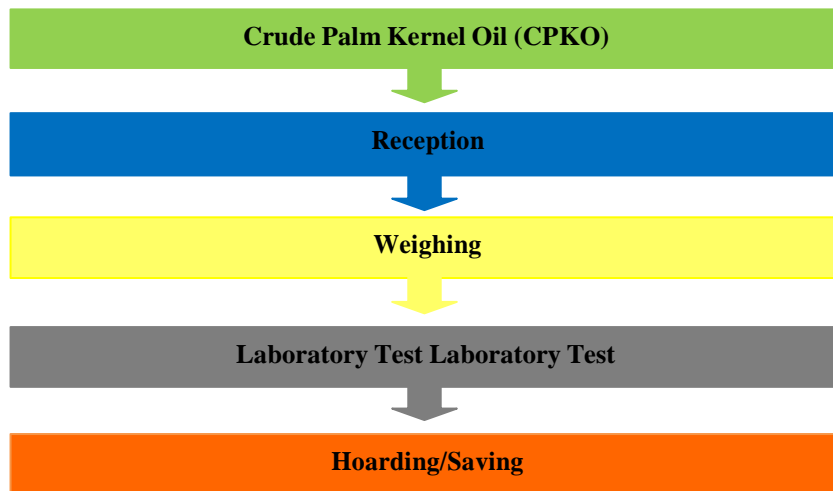


Figure 2.5 Flowchart The working process of CPKO
Source: Processed Data, 2023

1. Reception

The process of receiving materials can be done with 2 systems, namely by shipping by land and shipping by sea. To serve/receive Crude Palm Kernel Oil (CPKO), PT. KLK Dumai uses the Ceisa TPB BC 4.0 system. BC.40, namely all imports of raw goods or production support materials in bonded zones.



Figure 2.6 The reception process of CPKO
Source: Processed Data, 2023

2. Weighing

After checking the administrative letter, valve cover seals, and other equipment at the guard post, then the Crude Palm Kernel Oil (CPKO) tanker truck is weighed to determine the volume/content of Crude Palm Kernel Oil (CPKO) loaded on the tanker truck.



Figure 2.7 CPKO (Crude Palm Kernel Oil) weighing

Source: Processed Data, 2023

3. Laboratory Test

Crude Palm Kernel Oil (CPKO) received will be stored in advance for laboratory testing by taking samples from tanker trucks. The aim is to determine the quality of Crude Palm Kernel Oil (CPKO).



Figure 2.8 CPKO (Crude Palm Kernel Oil) testing in the Laboratory

Source: Processed Data, 2023

4. Hoarding

Crude Palm Kernel Oil (CPKO) trucks that have been weighed and underwent laboratory tests are then unloaded by suction using a pump machine, and then inserted into the storage tank according to the pipe that is routed to the stockpiling tank. PT KLK Dumai has 3 storage tanks, 1 storage tank unit accommodates a capacity of 5000 tons.



Figure 2.9 CPKO (Crude Palm Kernel Oil) Hoarding
Source: Processed Data, 2023

2.6 Documents Used for Activity

In carrying out its operational activities, there are several documents used by PT Kuala Lumpur Kepong (KLK) Dumai, especially the Devision impor including the following :

1. Paper Purchase Order (PO)

Purchase Order is an official document made by another company as a customer to indicate what items to buy from the supplier. This document is also proof of a sale and purchase contract between the seller and the customer.

PT. KLK Dumai
 Jl. Datuk Laksamana Komplek Pelindo 1, Kel. Buluh Kasap - Kec. Dumai Timur,
 Kota Dumai, Riau 28814, Riau, Indonesia
 Tel: 0765-4370078 Fax: 0765-37311

KLK OLEO

PURCHASE ORDER

108940
 CV. PALMINDO SUPPLY
 JL. DR. SETIA BUDIHI NO. 61
 28144 PEKANBARU
 RIAU INDONESIA

PO No. : 4500249999
 PO Date : 14.04.2023
 PR No. : 1000909930
 1000895982
 Delivery Date : 02.05.2023
 Incoterm : DAP DUMAI
 Payment Term : 30 days from invoice date

Attn :
 Phone / Fax : 0761-22454 /
 Email : admin@palmindosupply.com

Buyer : Spare part & Cons

Item No	Material No.	Description	Quantity	UOM	Unit Price	Amount
00010	90065692	Elektrik - Selector Switch Schneider XA2ED33 -	7.000	PC	65,000	455,000
00020	90066102	RO PLANT - Tee equal PVC 6" Sch 80 -	14.000	PC	1,210,000	16,940,000
00030	90065901	RO PLANT - Filter Regulator AW5000-10 Size 1 Inc	4.000	EA	1,460,000	5,840,000
00040	90066108	General Consumable -U-BOLT SS304 1/2 X 12" U BOLT SS304 1/2 X 12"	6.000	PC	175,000	1,050,000
Total Before Discount						24,285,000
Subtotal						24,285,000
VAT@11%						2,671,350
Total Amount(IDR)						26,956,350

STANDARD CONDITIONS FOR THE PURCHASE OF GOODS AND/OR SERVICES OF PT. KLK Dumai APPLIES
 (klkoleo.com/company/standard-terms-and-conditions)

Buyer : PT. KLK Dumai Jl. Datuk Laksamana, Komplek Pelindo 1, Kel. Buluh Kasap - Kec. Dumai Timur,
 Kota Dumai, Riau 28814, Riau, Indonesia.
 Tel: 0765-4370078 Fax: 0765-37311

Buyer Hours : MONDAY - FRIDAY 8.30 HRS - 16.00 HRS
 Remarks : STOCK
 BZ-070

PT. KLK Dumai

WE CONFIRM THE ABOVE

As Buyer

AS SELLER

Page 1 of 1

Figure 2.10 Purchase Order
 Source : Processed Data 2023

2. Delivery Order (DO)

Delivery Order is a document that acts as an order for the delivery of goods that have been ordered by mutual agreement between the seller (sender) and the buyer (recipient) addressed to the company's warehouse. Delivery Order has several functions as follows:

- a. As an official statement of the purchase of goods from the seller to the buyer

- b. Provide clear item details
- c. As proof that the buyer has received the goods through the signature listed on the delivery order.

Asian Tec Indonesia, pt
 Jl. Gading Kirana Barat IX Blok D-6 No.19 Kelapa Gading Barat Kelapa Gading Jakarta Utara DKI Jabod
 Telp. : +6221-45874121 Fax : +6221-45874120 Email : asiantec@asiantec.net.id

DELIVERY ORDER

To : **PT. KLK DUMAI**
 Jl. Datuk Laksamana, Komplek Pelindo
 Dumai
 Telp. 0765-4370075


Attn : Ibu Denny
 Telp. : 0765-4370075

DO No	DO-082/AT1/FEB-23
Dated	15-02-2023
Your PO No.	KDAI0650
Dated	06-07-2022

Page 1 of 1

NO	DESCRIPTION	UNIT	QUANTITY
1	Kit, Wear Ring D122x10 1.4517/PTFE M5x8 PN96810124 For Grundfos Pump Type NKG100-65-200/217A1F2RE-SBQQE PN98189895	pcs	3.00
2	Kit, Wear Ring D112x10 1.4517/PTFE M5x8 PN96810120 For Grundfos Pump Type NKG100-65-200/217A1F2RE-SBQQE PN98189895	pcs	3.00
3	Kit, Wear Ring D112x10 1.4517/PTFE M5x8 PN96810120 For Gundfos Pump Type NKG100-80-160/177A1F2RE-SBQQE PN98176155	pcs	3.00
4	Kit, Wear Ring D122x10 1.4517/PTFE M5x8 PN96810124 For Gundfos Pump Type NKG100-80-160/177A1F2RE-SBQQE PN98176155	pcs	3.00
5	Kit, Wear Ring D100x10 1.517/PTFE M5x8 PN96774200 For Grundfos Pump Type NKG100-80-125/144A1F2RE-SBQQE PN98189897	pcs	3.00
6	Kit, Wear Ring D112x10 1.4517/PTFE M5x8 PN96810120 For Grundfos Pump Type NKG100-80-125/144A1F2RE-SBQQE PN98189897	pcs	3.00

Note : By J&T

Yours Truly,
T. ASIAN TEC INDONESIA



Receiver,

PT. AT1 WAREHOUSE
 00111

Figure 2.11 Delivery Order
 Source : Processed Data 2023

3. Bill of Lading

Bill of lading is a dated letter in which the carrier explains that he has received certain goods, with the intention of transporting the goods to the designated place, and handing them over there to the designated person, as well as the terms of the agreement regarding how the delivery it will do.

BILL OF LADING FOR OCEAN TRANSPORT OR MULTIMODAL TRANSPORT		SCAC Code, HCU No. or B/L No.
Shipper ASIAN TEC LIMITED UNIT 11,3/F WAH YIU INDUSTRIAL CENTRE, 30-32 AU PUI WAN STREET FOTAN, SHATIN, HONG KONG		225670833
Booking No. 225670833		
Export references		S/C Contract
Consignee (reputable only if consigned "to order", "to order of" a named Person or "to order of bearer") PT.KLK DUMAI JALAN DATUK LAKSAMANA KOMP.PELINDO 1 DUMAI 28814 RIAU SUMATERA INDONESIA TAX ID : 03.140.550.9.212.000**		
Onward inland routing (that part of Carriage as defined in clause 1. For account and risk of Merchant)		
Notify Party (see clause 22) PT.KLK DUMAI JALAN DATUK LAKSAMANA KOMP.PELINDO 1 DUMAI 28814 RIAU SUMATERA INDONESIA TAX ID : 03.140.550.9.212.000**		Place of Receipt. Applicable only when document used as Multimodal Transport B/L. (see clause 1) 756708.3
Vessel (see clause 1 + 19) MAERSK ARAS		Place of Delivery. Applicable only when document used as Multimodal Transport B/L. (see clause 1)
Port of Loading SHANGHAI, CHINA	Voyage No. 312A	
Port of Discharge BELAWAN, SUMATRA, INDONESIA		
PARTICULARS FURNISHED BY SHIPPER - CARRIER NOT RESPONSIBLE		
Kind of Packages; Description of goods; Marks and Numbers; Container No./Seal No. 4 containers said to contain 48 PACKAGES. WATER TREATMENT SYSTEM ADDITIONAL MULTIMEDIA FILTER 1 LOT - 4 UNIT HS CODE: 8421.21. TOTAL 48*40HQ CONTAINER ONLY **ATTENTION : MR.LUKMAN ,MR LIZISOKHI, MRS DENNY TEL: +6281365964577 EMAIL : LUKMAN.Z@KLKOLEO.COM ***ATTENTION : MR.LUKMAN ,MR LIZISOKHI, MRS DENNY TEL: +6281365964577 EMAIL : LUKMAN.Z@KLKOLEO.COM N/M MSKU4779106 ML-CN2820511 40 DRY 9'6 12 PACKAGES 18310.000 KGS 51.0900 CBM MRKU4502150 ML-CN2820522 40 DRY 9'6 12 PACKAGES 18570.000 KGS 51.0900 CBM MSKU11863001 ML-CN2820648 40 DRY 9'6 12 PACKAGES 18705.000 KGS 51.0900 CBM MRKU4193410 ML-CN2822953 40 DRY 9'6 12 PACKAGES 18705.000 KGS 51.0900 CBM This shipment is subject to compliance with Maersk policy on shipments from Russia and Belarus (available on Maersk.com) and UN, EU and US sanctions and export control laws, including US and EU		Gross Weight 74290.000 KGS Measurement 204.3600 CBM
Below particulars as declared by Shipper, but without responsibility of or representation by Carrier (see clause 14)		
Freight & Charges	Rate	Unit
Currency	Prepaid	Collect
Carrier's Receipt (see clause 1 and 14) Total number of containers or packages received by Carrier. 4 containers		Place of Issue of B/L Shanghai
Number & Sequence of Original B/L(s) THREE/3		Date of Issue of B/L 2023-03-24
Declared Value (see clause 7.3)		Shipped on Board Date (Local Time) 2023-03-24
Signed for the Carrier Sealand Maersk Asta Pte. Ltd. Maersk (China) Shipping Co., Ltd As Agent(s)		

Figure 2.12 Bill of Lading
 Source : Processed Data 2023

4. Invoice

An invoice is a document that is used as proof of a transaction containing information, such as buyer information, the goods or services purchased, the price and the total price to be paid by the buyer and what the seller will receive.



ASIAN TEC LIMITED

Unit 11,3/F Wah Yiu Industrial Centre, 30-32 Au Pui Wan Street Fotan, Shatin, Hong Kong
Tel : (852)-2690-1161 Fax : (852)-2690-1162 E-mail : asiantec@netvigator.com

INVOICE

(ORIGINAL)

<i>To the account of Messrs,</i> PT.KLK DUMAI JALAN DATUK LAKSAMANA KOMP.PELINDO 1 DUMAI 28814 RIAU SUMATERA INDONESIA TAX ID : 03.140.550.9.212.000 ATTENTION : Mr.Lukman ,Mr Lizisokhi, Mrs Denny Tel: +6281365964577		Date : 20 Mar 2023. Invoice No. : INV2315P Job Ref. No. : P655-2 Your Ref. No. : PO. 4500232463 Dated 4-Nov-2022		
Payment Terms TT	Trade Terms CIF Belawan Indonesia	Remark 1st Shipment		
Item	Description	Q'ty	Unit Price USD	Amount USD

Re: WATER TREATMENT SYSTEM
Additional Multimedia Filter 1 LOT 174,600.00 174,600.00
1 lot-4unit

Total Amount 174,600.00
Packing, FOB and Sea Freight CIF Belawan 27,160.00
Grand Total 201,760.00

SAY UNITED STATES DOLLARS TWO HUNDRED AND ONE THOUSAND SEVEN HUNDRED AND SIXTY ONLY****


For and on behalf of
ASIAN TEC LIMITED

.....
Authorized Signature(s)

Figure 2.13 Invoice
Source : Processed Data 2023

5. Commercial Invoice

A Commercial Invoice is one of the documents which is proof of the occurrence of a sale and purchase transaction of goods/services, and can be used as a basis for calculating taxes on the transaction. In addition, commercial invoices can be used as a basis for calculating taxes or what is commonly referred to as a tax invoice.



ASIAN TEC LIMITED
 Unit 11,3/F Wah Yiu Industrial Centre, 30-32 Au Pui Wan Street Folan, Shatin, Hong Kong
 Tel : (852)-2690-1161 Fax : (852)-2690-1162 E-mail : asiantec@netnavigator.com

COMMERCIAL INVOICE
(ORIGINAL)

<i>To the account of Messrs,</i> PT. KLIK DUMAI Jl. Datuk Laksamana, Komplek Pelindo 1, Kel. Buluh Kasap - Kec. Dumai Timur, Kota Dumai, Riau 28814 Riau, Indonesia Tel: 0765-4370078 Fax: 0765-37311		Date : 20 MAR 2023. Invoice No. : INV2315 Job Ref. No. : P655-2 Your Ref. No. : PO. 4500232463 Dated 4-Nov-2022
Payment Terms TT	Trade Terms CIF Belawan Indonesia	Remark

Item	Description	Q'ty	Unit Price USD	Amount USD
Re: WATER TREATMENT SYSTEM				
1	Multimedia Filter	1	Unit 273,540.00	273,540.00
TOTAL.....				273,540.00

2ND PAYMENT
 Being 55% TT against shipping documents
 of above PO total amount USD 273,540.00

Total Payable Amount 150,447.00

SAY UNITED STATES DOLLARS ONE HUNDRED FIFTY THOUSAND FOUR HUNDRED AND FORTY SEVEN ONLY****

For and on behalf of
ASIAN TEC LIMITED


 Authorized Signature(s)

Banking Information
 Beneficiary : ASIAN TEC LIMITED
 Bank Name: OCBC Wing Hang Bank Limited
 Bank Address: Hoi Yuen Road Branch, Hong Kong
 79 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong
 Account No. 035-854-520886-084 (USD account)
 Swift No. WHHBHKHH

Figure 2.14 Commercial Invoice
 Source : Processed Data 2023

6. Packing List

Packing List is a packing/packaging document showing the quantity, type and weight of the exported goods. Packing list is an import document that is as important as an invoice.



ASIAN TEC LIMITED
 Unit 11,3/F Wah Yiu Industrial Centre, 30-32 Au Pui Wan Street Folan, Shatin, Hong Kong
 Tel : (852)-2690-1161 Fax : (852)-2690-1162 E-mail : asiantec@netvigator.com

PACKING LIST
(ORIGINAL)

<i>To the account of Messrs,</i> PT.KLK DUMAI JALAN DATUK LAKSAMANA KOMP.PELINDO 1 DUMAI 28814 RIAU SUMATERA INDONESIA TAX ID : 03.140.550.9.212.000 ATTENTION : Mr.Lukman ,Mr Lizisokhi, Mrs Denny Tel: +6281365964577		Date : 20 Mar 2023. Invoice No. : INV2315P Job Ref. No. : P655-2 Your Ref. No. : PO. 4500232463 Dated 4-Nov-2022
Payment Terms TT	Trade Terms CIF Belawan Indonesia	Remark 1st Shipment
Item	Description	Q'ty

Re: WATER TREATMENT SYSTEM
 Additional Multimedia Filter 1 Lot
 1 lot-4unit

Packing: Four (4) x 40'HQ Containers
 (Total 48 Packages)
 Gross Weight: 74,290.00 KGS
 Net Weight: 73,870.00 KGS
 Volume: 204.36 CBM


For and on behalf of
ASIAN TEC LIMITED

 Authorized Signature(s)

Figure 2.15 Packing List
 Source : Processed Data 2023

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship program was carried out at PT. Kuala Lumpur Kepong (KLK) Dumai For five months from 06 February 2023 to 05 July 2023. During the internship period, KP participants are placed in the Logistics Department. The work carried out during the implementation of Apprenticeship is as follows:

1. Create BC 4.0 Document for Crude Palm Kernel Oil (CPKO)
Crude Palm Kernel Oil (CPKO) is crude palm kernel oil which is obtained by mechanical extraction of palm kernels and usually still contains impurities dissolved and not dissolved in the oil. Document bc 4.0 is a document of Notification of entry of goods from Other Places in the Customs Area to the next TPB. when the cpko truck arrived at the gate of PT. KLK Dumai, the writer was asked to loading the BC 4.0 document so that the cpko truck could enter the company.
 - a. Get the contract number from the staff in the weighing section
 - b. Login to the TPB module application, click BC 4.0
 - c. The BC 4.0 document is ready to be sent to the staff in the weighing
2. Create BC 4.0 Document for Sparepart
Spare Part is an item that consists of several components that form a single unit and has a specific function such as Pump, Valve, Gasket Etc. when the imported goods arrive at the company, security will provide Delivery order documents to the logistics staff for follow-up. the author was asked to loading BC 4.0 documents so that the goods can enter the warehouse of PT. KLK Dumai.
 - a. Get a Delivery Order (DO) from security
 - b. Login to the TPB module application, click BC 4.0
 - c. If the data is ready, then click send, the status will change

- d. Once sent, then click pull response, Save BC 4.0 and SPPB documents
 - e. Send BC 4.0 and SPPB documents to store staff and suppliers via email.
3. Preparation of documents BC2.3 Notification of Imported Goods
- PIB is a notification of goods to be imported based on customs complementary documents in accordance with the principle of self-assessment. Self assessment is a system implemented by customs and excise with the aim of giving trust and responsibility to users of customs services.
4. Copying documents
- In this activity the author was given a sheet of original documents to be photocopied with a number of 2 copies. The documents that are often photocopied are: Purchase Order, Delivery Order, invoice, commercial invoice, packing list, and BC document and many more.
- As for the steps in duplicating documents are as follows:
- a. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still Stepler Writer remove them one by one.
 - b. Next, the author turns on the photocopy machine with pressing the Power button.
 - c. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
 - d. Then put the paper on the glass where the photocopy is, with the edges The top sticks to the scale line at the right position in the middle.
 - e. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.
5. Edit the CPKO document
- a. The author was asked to edit the cpko document that has been uploaded. The author received the ckpo document from the staff in the hangar.

- b. Open the scales recap document in Microsoft Excel to see the quantity and BM number
- c. Login to ceisa TPB, click BC 4.0
- d. Enter aju number to search for cpko contracts
- e. Edit the BM number and calculate the Quantity whether it matches what has been calculated by the hangar staff, then enter the quantity and the delivery price
- f. Edit the contract number according to what is stated in the scale recap, if you have clicked save and send, then click pull response until the status changes to "repair agreement"

3.2 Place of Apprenticeship

This Apprenticeship activity was carried out at PT. Kuala Lumpur Kepong (KLK) Dumai which is located at Jl. Datuk Laksmana, komplek Pelindo I, Buluh Kasap Village, Dumai Timur District, Riau Province. During apprenticeship the author is placed in the Logistic Section. The company's provisions regarding the schedule or time for the implementation of apprenticeship are as follows:

Table 3.1. The Working schedule of PT. Kuala Lumpur Kepong (KLK) Dumai

No	Day	Working Hours	Break
1	Monday to Thursday	08.00 - 16.30 WIB	12.00 - 13.30 WIB
2	Friday	08.00 - 16.30 WIB	11.30 - 13.30 WIB
3	Saturday	08.00 – 13.00 WIB	-
4	Sunday	Holiday	Holiday

Source: PT. Kuala Lumpur Kepong (KLK) Dumai

3.3 Systems and Procedures

3.3.1 Systems

Companies need a system to support company activities, in other words, the system is a series of procedures that are interrelated and together form a function that aims to achieve company goals. The system used by PT. Kuala Lumpur Kepong (KLK) Dumai is an online and offline system. To make it easier for employees to do their job, the company uses an internet-based system. Each computer in one division is connected to other divisions in all business units at PT. KLK Dumai. However, not all work is done online, some work is done offline and manually, most of the work I do is done online. The import process at PT. KLK Dumai is done online using the TPB Module application which is often used to input import data.

3.3.2 Procedures

Procedures are procedures or steps that consist of a series of jobs. These procedures relate to what, where, and how a job is done. The task of logistics at PT KLK Dumai is to ensure the availability of raw materials for production needs and carry out the process of receiving and releasing goods according to the SOP.

PT KLK uses ceisa TPB BC.23, namely for notification of entry of imported goods and BC.40, namely notification of entry of local goods. The procedures that the writers used while working at PT. KLK Dumai in the Logistic section as following:

1. Preparation of documents BC2.3 Notification of Imported Goods

PIB is a notification of goods to be imported based on customs complementary documents in accordance with the principle of self-assessment. Self assessment is a system implemented by customs and excise with the aim of giving trust and responsibility to users of customs services.

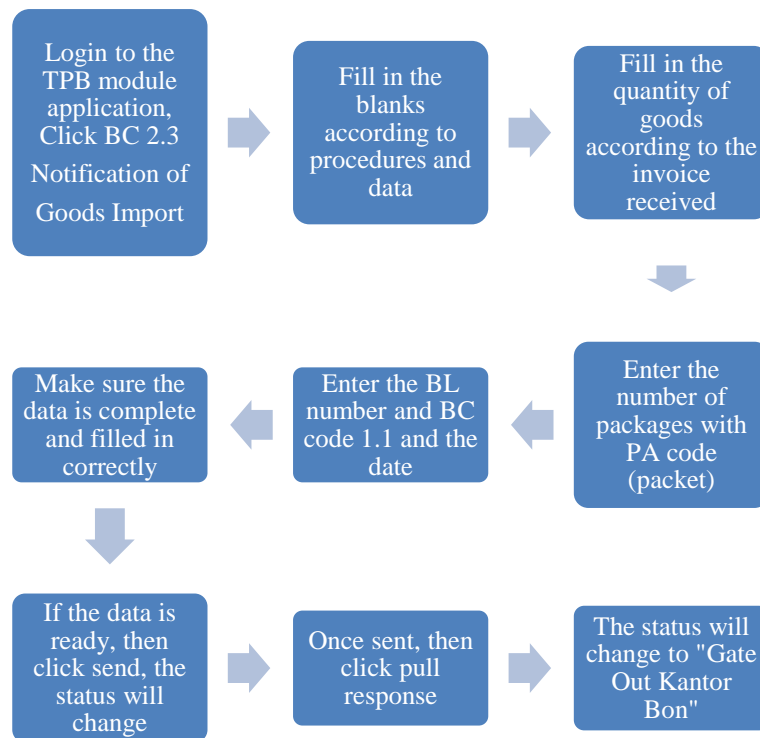


Figure 3.1 Flowchart Preparation of documents BC2.3 Notification of Imported Goods

Source: Processed Data, 2023

The first step for making a PIB is logging in to the TPB module application, click BC 2.3 Notification of Goods Import, click create a new document, then the author is asked to fill in all the blanks according to the procedure and the data required, including filling in the quantity that the

author has prepared in the invoice received, enter the number of packages with PA code (packet), enter the BL number and BC code 1.1 and the date, make sure the data is complete and filled in correctly, if the data is ready, then click send, the status will change, once sent, then click pull response, the status will change to "Gate Out the Bon Office".

2. Create BC 4.0 Document for Crude Palm Kernel Oil (CPKO)

Document bc 4.0 is a document of Notification of entry of goods from other Places in the Customs Area to the next TPB.

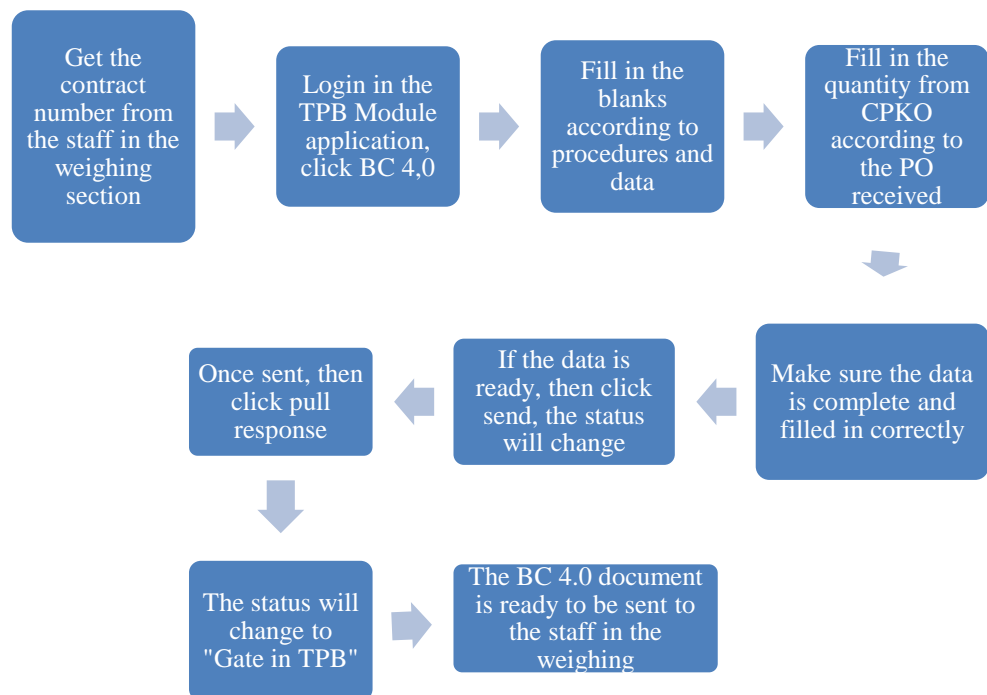


Figure 3.2 Flowchart The reception process of CPKO

Source: Processed Data, 2023

The first step is to make BC 4.0 documents for receiving Crude Palm Kernel Oil (CPKO) raw materials, namely the staff in the weighing section will provide the contract number via whatsapp, if the contract is new the author will ask for a purchase order from the staff in the commercial and treasurer section. after that Login to the TPB module application, click BC 4.0 and fill in the blank parts of the bc 4.0 form according to the procedures and data from the purchase order. then Fill in the quantity from cpko according to the PO received. Make sure the data is complete and filled in correctly. If the data is ready, then click send, the status will

change to "Data Acceptance", once sent, then click pull response, the status will change to "Gate in TPB" and finally the BC 4.0 document is ready to be sent to the staff in the weighing via via whatsapp.

3. Create BC 4.0 Document for Sparepart

Spare Part is an item that consists of several components that form a single unit and has a specific function such as Pump, Valve, Gasket Etc. The following is the process of making bc 4.0 documents for spare parts :

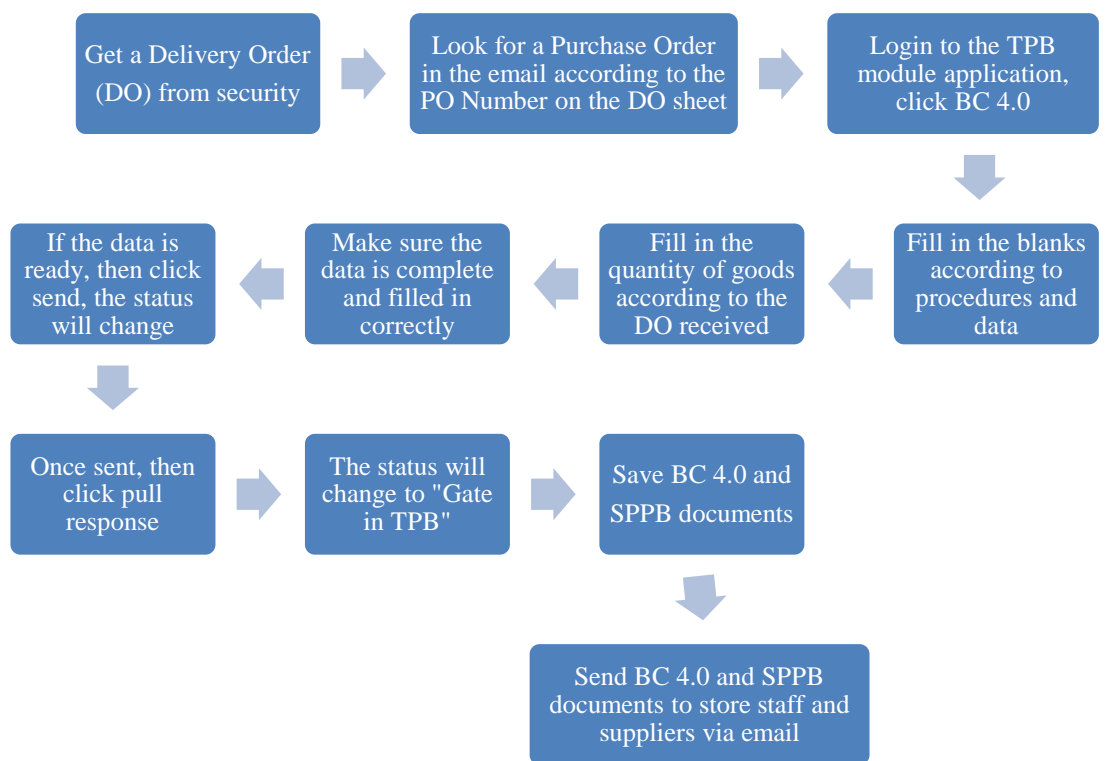


Figure 3.3 Flowchart The reception process of Sparepart

Source: Processed Data, 2023

Some of the documents needed to support the loading process using CEISA 4.0 are PO (Purchase Orders), Invoices, Tax Invoices, and Delivery Order sent by suppliers through transportation services at the same time the goods are delivered to PT KLK DUMAI. After the goods arrive, the driver will report to the Security by showing all the original

documents brought. After that, the security will confirm to the logistics department that the goods have arrived and to load documents into the CEISA 4.0 system. Then login to the TPB module application, click BC 4.0, Fill in the blank BC 4.0 form according to the procedures and data, Fill in the quantity of goods according to the DO received, Make sure the data is complete and filled in correctly, If the data is ready, then click send, the status will change, next once sent, then click pull response, The status will change to "Gate in TPB", and the last send BC 4.0 and SPPB documents to store staff and suppliers via email.

4. Copying documents

In this activity the author was given a sheet of original documents to be photocopied with a number of 2 copies. The documents that are often photocopied are: Purchase Order, Delivery Order, Invoice, Commercial Invoice, Packing List, and BC document and many more.

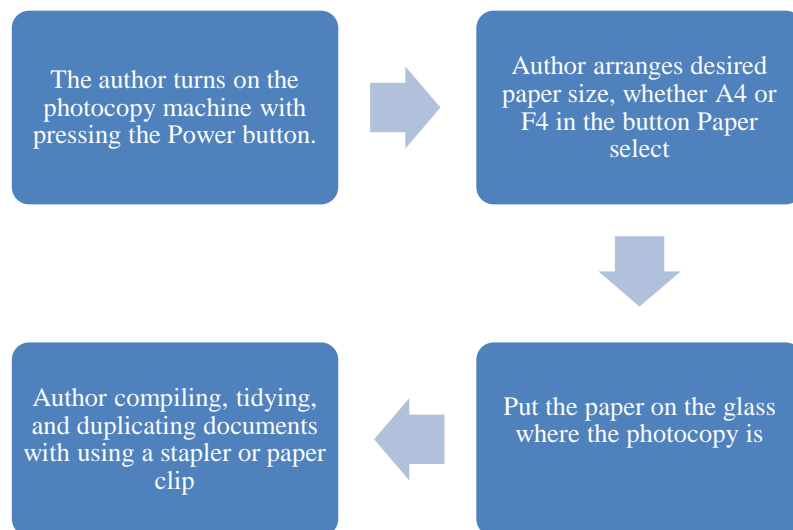


Figure 3.4 Flowchart Process of photocopying documents

Source: Processed Data, 2023

As for the steps in duplicating documents are as follows:

- a. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still stapler writer remove them one by one.

- b. Next, the author turns on the photocopier machine with pressing the Power button.
 - c. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
 - d. Then put the paper on the glass where the photocopy is, with the edges The top sticks to the scale line at the right position in the middle.
 - e. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.
5. Edit the CPKO document
- The cpko document that has been loaded will be counted by the staff in the hangar section, then it will be confirmed to the logistics staff in the import section so that the cpko document can be edited through the Ceisa TPB system in accordance with the recap of the scales sent by the staff in the weighing division.

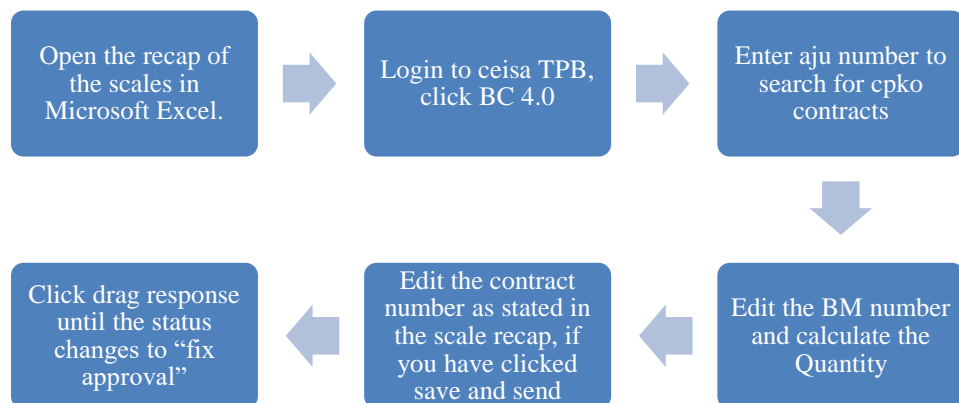


Figure 3.5 Flowchart Process of edit CPKO document
 Source: Processed Data, 2023

- a. The author has asked to edit the cpko document that has been uploaded.
 The author received the ckpo document from the staff in the hangar.
- b. Open the scales recap document in Microsoft Excel to see the quantity and BM number

- c. Login to ceisa TPB, click BC 4.0
- d. Enter aju number to search for cpko contracts
- e. Edit the BM number and calculate the Quantity whether it matches what has been calculated by the hangar staff, then enter the quantity and the delivery price
- f. Edit the contract number according to what is stated in the scale recap, if you have clicked save and send, then click pull response until the status changes to "repair agreement"

3.3.3 Daily Activity

The activities carried out during practical work can be seen in the following table :

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import February 06 2023 to February 11 2023 can be seen in the table below as follows:

Table 3.2 Daily Activities of February 6th, 2023 to February 11th, 2023

No	Data and Time	Activities	Place
1	Monday 06 February 2023	1. Cheek In 2. She Induction	• Lt.1 Training Room
2	Tuesday 07 February 2023	1. Introduction Stage and Introduction to PT.KLK Dumai Profile	• HR Room
3	Wednesday 08 February 2023	1. Division Introduction 2. Introduction of the import section 3. Introduction to the BC system in the TPB module application	• Logistic Departement
4	Thursday 09 February 2023	1. Loading dokument BC 4.0 2. Photocopying DO 3. Printing PO	• Logistic Departement
5	Friday 10 February 2023	1. Loading CPKO Document	• Logistic Departement
6	Saturday 11 February 2023	1. Loading CPKO Document 2. Receiving incoming goods	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import February 13 2023 to February 18 2023 can be seen in the table below as follows:

Table 3.3 Daily Activities of February 13th, 2023 to February 18th, 2023

No	Data and Time	Activities	Place
1	Monday 13 February 2023	1. Completing import documents 2. Receiving incoming goods 3. Inputting data in the system 4. Looking for POs in Emails	• Logistic Departement
2	Tuesday 14 February 2023	1. Loading cpko documents 2. Editing cpko documents	• Logistic Departement
3	Wednesday 15 February 2023	1. Receiving incoming Delivery Orders 2. Inputting data in the system	• Logistic Departement
4	Thursday 16 February 2023	1. Receiving incoming goods from PT. Roman synergy	• Logistic Departement
5	Friday 17 February 2023	1. Loading cpko documents	• Logistic Departement
6	Saturday 18 February 2023	Isra mikraj Nabi Muhammad SAW	

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import February 20 2023 to February 25 2023 can be seen in the table below as follows:

Table 3.4 Daily Activities of February 20th, 2023 to February 25th, 2023

No	Data and Time	Activities	Place
1	Monday 20 February 2023	1. Loading cpko documents	• Logistic Departement
2	Tuesday 21 February 2023	1. Loading cpko documents 2. Receiving incoming goods from Asian Tec Indonesia 3. Inputting data on the system	• Logistic Departement
3	Wednesday 22 February 2023	1. Loading cpko documents 2. Printing PO	• Logistic Departement
4	Thursday 23 February 2023	1. Loading of spare part document 2. Entering data into the system 3. Photocopying DO 4. Printing PO	• Logistic Departement
5	Friday 24 February 2023	1. Loading cpko documents 2. Loading of spare part document	• Logistic Departement

No	Data and Time	Activities	Place
6	Saturday 25 February 2023	1. Editing CPKO documents 2. Completing the bc 4.0 document	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import February 27 2023 to March 4 2023 can be seen in the table below as follows:

Table 3.5 Daily Activities of February 27th, 2023 to March 4th, 2023

No	Data and Time	Activities	Place
1	Monday 27 February 2023	1. Loading cpko documents 2. Loading of spare part documents 3. Putting a stamp on the delivery Order	• Logistic Departement
2	Tuesday 28 February 2023	1. Loading cpko documents 2. Receiving DO from security	• Logistic Departement
3	Wednesday 01 March 2023	1. Loading cpko documents	• Logistic Departement
4	Thursday 02 March 2023	1. Loading cpko documents 2. Loading of spare part documents	• Logistic Departement
5	Friday 03 March 2023	1. Learning about the SAP System 2. Checking Delivery Order (DO) 3. Took a Gate Pass to go to Bea & Cukai 4. Opening the ship's seal	• Logistic Departement
6	Saturday 04 March 2023	1. Receiving DO from security	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import March 06 2023 to March 11 2023 can be seen in the table below as follows:

Table 3.6 Daily Activities of March 6th, 2023 to March 11th, 2023

No	Data and Time	Activities	Place
1	Monday 06 March 2023	1. Loading of spare part documents 2. Looking for PO and DO documents	• Logistic Departement
2	Tuesday 07 March 2023	1. Loading of spare part documents 2. Photocopying of DO and Print PO	• Logistic Departement
3	Wednesday 08 March 2023	1. Loading cpko documents 2. Loading of spare part documents 3. Checking incoming goods	• Logistic Departement
4	Thursday 09 March 2023	1. Loading cpko documents 2. Going to Bea& Cukai for deliver Bank guarantee documents	• Logistic Departement • Bea & Cukai Office

No	Data and Time	Activities	Place
5	Friday 10 March 2023	1. Loading cpko documents 2. Editing the cpko document	• Logistic Departement
6	Saturday 11 March 2023	1. Scanning documents 2. Copying of DO and PO	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import March 13 2023 to March 18 2023 can be seen in the table below as follows:

Table 3.7 Daily Activities of March 13th, 2023 to March 18th, 2023

No	Data and Time	Activities	Place
1	Monday 13 March 2023	1. Loading of spare parts documents	• Logistic Departement
2	Tuesday 14 March 2023	1. Loading of spare parts documents 2. Loading cpko documents	• Logistic Departement
3	Wednesday 15 March 2023	1. Receiving DO from security 2. Loading of spare parts documents 3. Sending an email to the staff in the store section	• Logistic Departement
4	Thursday 16 March 2023	1. Loading cpko documents	• Logistic Departement
5	Friday 17 March 2023	1. Loading cpko document 2. Receiving DO Spare Parts 3. Loading of spare parts documents 4. Checking incoming goods	• Logistic Departement
6	Saturday 18 March 2023	1. Loading of spare parts documents	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import March 20 2023 to March 25 2023 can be seen in the table below as follows:

Table 3.8 Daily Activities of March 20th, 2023 to March 25th, 2023

No	Data and Time	Activities	Place
1	Monday 20 March 2023	1. The author was asked to look for documents in the cupboard 2. Sending BC 4.0 emails to suppliers	• Logistic Departement
2	Tuesday 21 March 2023	1. Loading cpko documents	• Logistic Departement
3	Wednesday 22 March 2023	Holiday	

No	Data and Time	Activities	Place
4	Thursday 23 March 2023	1. The author receives the Delivery Order document from security then searches for the Purchase Order document via email 2. Loading of spare parts documents	• Logistic Departement
5	Friday 24 March 2023	1. Submiting DO and PO in the hangar	• Hanggar Room
6	Saturday 25 March 2023	1. Loading cpko documents 2. Sending the Loding results to the staff in the weighing section	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import March 27 2023 to April 01 2023 can be seen in the table below as follows:

Table 3.9 Daily Activities of March 27th, 2023 to April 1th, 2023

No	Data and Time	Activities	Place
1	Monday 27 March 2023	1. Asked for the director's signature	• 2nd Floor Director's secretary
2	Tuesday 28 March 2023	1. Loading cpko documents 2. Receiving incoming goods from a CV. Perkasa Makmur Abadi	• Logistic Departement
3	Wednesday 29 March 2023	1. Checking email and sending a bc request from the supplier	• Logistic Departement
4	Thursday 30 March 2023	1. Receiving goods from cv palmindo supply	• Logistic Departement
5	Friday 31 March 2023	1. Loading of spare parts documents 2. Photocopying Dokument 3. Submiting DO and PO in the hangar	• Logistic Departement
6	Saturday 01 April 2023	1. Photocopying and scanning dokument	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import April 03 2023 to April 08 2023 can be seen in the table below as follows:

Table 3.10 Daily Activities of April 3th, 2023 to April 8th, 2023

No	Data and Time	Activities	Place
1	Monday 03 April 2023	1. Receiving Delivery Order documents and incoming goods	• Logistic Departement
2	Tuesday 04 April 2023	1. Checking email and sending bc requests from suppliers	• Logistic Departement

No	Data and Time	Activities	Place
3	Wednesday 05 April 2023	1. Receiving incoming goods from PT. Putra Parna Lestari 2. Loading of spare parts documents	• Logistic Departement
4	Thursday 06 April 2023	1. Receiving delivery order documents from security 2. Putting a stamp on the deliver order document that is received 3. Copying DO and printing PO 4. Loading cpko documents	• Logistic Departement
5	Friday 07 April 2023	Holiday	
6	Saturday 08 April 2023	1. Receiving delivery orders and incoming goods	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import April 10 2023 to April 15 2023 can be seen in the table below as follows:

Table 3.11 Daily Activities of April 10th, 2023 to April 15th, 2023

No	Data and Time	Activities	Place
1	Monday 10 April 2023	1. Loading cpko documents 2. Printing Purchase Order documents	• Logistic Departement
2	Tuesday 11 April 2023	1. Receiving incoming goods 2. Inputing data in the system 3. Sending an email to the store section	• Logistic Departement
3	Wednesday 12 April 2023	1. Loading cpko documents 2. Loading of spare parts documents	• Logistic Departement
4	Thursday 13 April 2023	1. Editing the CPKO document 2. Completing the bc 4.0 document	• Logistic Departement
5	Friday 14 April 2023	1. Loading of spare parts documents 2. Photocopying Delivery Order dokument 3. Submiting DO and PO in the hangar	• Logistic Departement • Hanggar Room
6	Saturday 15 April 2023	1. Loading cpko documents 2. Loading of spare parts documents	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import April 17 2023 to April 22 2023 can be seen in the table below as follows:

Table 3.12 Daily Activities of April 17th, 2023 to April 22th, 2023

No	Data and Time	Activities	Place
1	Monday 17 April 2023	1. Receiving incoming goods 2. Inputing data in the system	• Logistic Departement

No	Data and Time	Activities	Place
2	Tuesday 18 April 2023	1. Loading cpko documents 2. Loading of spare parts documents 3. Receiving delivery order documents from security	• Logistic Departement
3	Wednesday 19 April 2023	1. Loading of spare parts documents	• Logistic Departement
4	Thursday 20 April 2023	Eid Al-Fitr	
5	Friday 21 April 2023		
6	Saturday 22 April 2023		

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import April 24 2023 to April 29 2023 can be seen in the table below as follows:

Table 3.13 Daily Activities of April 24th, 2023 to April 29th, 2023

No	Data and Time	Activities	Place
1	Monday 24 April 2023	Eid Al-Fitr	
2	Tuesday 25 April 2023		
3	Wednesday 26 April 2023		
4	Thursday 27 April 2023		
5	Friday 28 April 2023		
6	Saturday 29 April 2023	1. Loading cpko documents	• Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import May 02 2023 to May 06 2023 can be seen in the table below as follows:

Table 3.14 Daily Activities of May 1th, 2023 to May 6th, 2023

No	Data and Time	Activities	Place
1	Monday 01 May 2023	Holiday	

No	Data and Time	Activities	Place
2	Tuesday 02 May 2023	1. Looking for PO and DO documents 2. Copying of Purchase Order 3. Compiling documents	• Logistic Departement
3	Wednesday 03 May 2023	1. Loading CPKO dokument	• Logistic Departement
4	Thursday 04 May 2023	1. The author was asked to help the staff in the Finance section	• Logistic Departement
5	Friday 05 May 2022	1. Loading CPKO documents 2. Receiving Delivery Orders 3. Inputing data	• Logistic Departement
6	Saturday 06 May 2023	1. Loading CPKO documents	• Logistic Departement

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import May 08 2023 to May 13 2023 can be seen in the table below as follows:

Table 3.15 Daily Activities of May 8th, 2023 to May 13th, 2023

No	Data and Time	Activities	Place
1	Monday 08 May 2023	1. Loading CPKO dokument 2. Submiting the bc document to the supplier via email	• Logistic Departement
2	Tuesday 09 May 2023	1. Loading CPKO dokument	• Logistic Departement
3	Wednesday 10 May 2023	1. Loading CPKO dokument 2. Receiving a Delivery Order from CV. Palmindo Supply	• Logistic Departement
4	Thursday 11 May 2023	1. Loading CPKO dokument 2. Photocopying Delivery Order 3. Merging delivery order documents and Purchase Orders	• Logistic Departement
5	Friday 12 May 2022	1. Loading CPKO dokument	• Logistic Departement
6	Saturday 13 May 2023	1. Loading CPKO dokument	• Logistic Departement

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import May 15 2023 to May 20 2023 can be seen in the table below as follows:

Table 3.16 Daily Activities of May 15th, 2023 to May 20th, 2023

No	Data and Time	Activities	Place
1	Monday 15 May 2023	1. Loading CPKO documents 2. Receiving incoming goods 3. Inputting data in the system	• Logistic Departement
2	Tuesday 16 May 2023	1. Loading CPKO dokument 2. Copying DO and looking for PO in email 3. Loading of spare parts documents	• Logistic Departement
3	Wednesday 17 May 2023	1. Loading CPKO dokument 2. Copying DO and look for PO in email 3. Loading of spare parts documents	• Logistic Departement
4	Thursday 18 May 2023	Holiday	
5	Friday 19 May 2022	1. Loading CPKO dokument 2. Sending an email to the store section	• Logistic Departement
6	Saturday 20 May 2023	1. Loading CPKO dokument 2. Receiving incoming DO and stamp DO 3. Returning the Delivery Order document that has been stamped to the delivery service	• Logistic Departement

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import May 22 2023 to May 27 2023 can be seen in the table below as follows:

Table 3.17 Daily Activities of May 22th, 2023 to May 27th, 2023

No	Data and Time	Activities	Place
1	Monday 22 May 2023	1. Completing the bc 4.0 document 2. Copying of DO and PO 3. Returning the bc 4.0 documents to the	• Logistic Departement
2	Tuesday 23 May 2023	1. Loading CPKO Dokument	• Logistic Departement
3	Wednesday 24 May 2023	1. Loading CPKO Dokument	• Logistic Departement
4	Thursday 25 May 2023	1. Loading CPKO Dokument 2. Loading of spare parts documents	• Logistic Departement
5	Friday 26 May 2023	1. Loading CPKO Dokument 2. Receiving DO from security 3. Putting a stamp on the DO sheet 4. Loading of spare parts documents 5. Saving the document 6. Sending documents to suppliers via email	• Logistic Departement
6	Saturday 27 May 2023	1. Loading CPKO Dokument	• Logistic Departement

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import May 29 2023 to June 03 2023 can be seen in the table below as follows:

Table 3.18 Daily Activities of May 29th, 2023 to June 3th, 2023

No	Data and Time	Activities	Place
1	Monday 29 May 2023	1. Loading CPKO Dokument 2. Photocopying DO and Print PO 3. Loading of spare parts documents	• Logistic Departement
2	Tuesday 30 May 2023	1. Receiving DO from security 2. Putting a stamp on the DO sheet 3. Loading of spare parts documents 4. Saving the document 5. Sending documents to suppliers via	• Logistic Departement
3	Wednesday 31 May 2023	1. Loading CPKO Dokument 2. Receiving DO from security 3. Putting a stamp on the DO sheet 4. Loading of spare parts documents 5. Saving the document 6. Sending documents to suppliers via email	• Logistic Departement
4	Thursday 01 June 2023	Holiday	
5	Friday 02 June 2023	1. Loading CPKO Dokument 2. Loading of spare parts documents 3. Photocopying DO 4. Submiting PO and DO to the hangar	• Logistic Departement
6	Saturday 03 June 2023	1. Loading CPKO Dokument 2. Loading dokumen sparepart 3. Photocopying DO 4. Submiting PO and DO to the hangar	• Logistic Departement • Hangar Room

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devison Import June 05 2023 to June 10 2023 can be seen in the table below as follows:

Table 3.19 Daily Activities of June 5th, 2023 to June 10th, 2023

No	Data and Time	Activities	Place
1	Monday 05 June 2023	1. Loading CPKO Dokument	• Logistic Departement
2	Tuesday 06 June 2023	1. Loading CPKO Dokument	• Logistic Departement
3	Wednesday 07 June 2023	1. Loading CPKO Dokument 2. Receiving DO from security 3. Putting a stamp on the DO sheet 4. Loading of spare parts documents 5. Saving the document	• Logistic Departement

No	Data and Time	Activities	Place
4	Thursday 08 June 2023	<ol style="list-style-type: none"> 1. Importing spare parts 2. Receiving DO from security 3. Putting a stamp on the DO sheet 4. Loading of spare parts documents 5. Saving the document 	<ul style="list-style-type: none"> • Logistic Departement
5	Friday 09 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	<ul style="list-style-type: none"> • Logistic Departement
6	Saturday 10 June 2023	<ol style="list-style-type: none"> 1. Editing the cpko document 	<ul style="list-style-type: none"> • Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import June 12 2023 to June 17 2023 can be seen in the table below as follows:

Table 3.20 Daily Activities of June 12th, 2023 to June 17th, 2023

No	Data and Time	Activities	Place
1	Monday 12 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Documents 2. Receiving incoming goods 3. Inputting data in the system 4. Sending an email to the store section 5. Submiting DO to the Store 	<ul style="list-style-type: none"> • Logistic Departement • Store Room
2	Tuesday 13 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Completing the bc 4.0 document 3. Looking for Purchase Order and Delivery Order documents 4. Copying of DO and PO 	<ul style="list-style-type: none"> • Logistic Departement
3	Wednesday 14 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	<ul style="list-style-type: none"> • Logistic Departement
4	Thursday 15 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	<ul style="list-style-type: none"> • Logistic Departement
5	Friday 16 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Putting a stamp on the DO sheet 	<ul style="list-style-type: none"> • Logistic Departement
6	Saturday 17 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Sending an email to the store section 	<ul style="list-style-type: none"> • Logistic Departement

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import June 19 2023 to June 24 2023 can be seen in the table below as follows:

Table 3.21 Daily Activities of June 19th, 2023 to June 24th, 2023

No	Data and Time	Activities	Place
1	Monday 19 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Putting a stamp on the DO sheet 4. Loading of spare parts documents 	<ul style="list-style-type: none"> • Logistic Departement

No	Data and Time	Activities	Place
2	Tuesday 20 June 2023	Sick	
3	Wednesday 21 June 2023	Sick	
4	Thursday 22 June 2023	1. Completing the BC 4.0 document 2. Printing PO 3. Copying of document DO	• Logistic Departement
5	Friday 23 June 2023	1. Creating BC4.0 CPKO documents 2. Editing the CPKO document	• Logistic Departement
6	Saturday 24 June 2023	1. Authors are asked to check incoming e-mails and notify the contents of the e-mail to employees	• Logistic Departement

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import June 26 2023 to July 30 2023 can be seen in the table below as follows:

Table 3.22 Daily Activities of June 26th, 2023 to July 1th, 2023

No	Data and Time	Activities	Place
1	Monday 26 June 2023	1. Submission of kp reports to Mentors in the office 2. Revision of practical work reports 3. Printing practical work reports 4. Submission of Apprenticeship reports to the HR Department	• Logistic Departement
2	Tuesday 27 June 2023	1. Printing the PKB document 2. Checking email that doesn't arrive	• Logistic Departement
3	Wednesday 28 June 2023	2. Delivering complete documents of BC 4.0 to hangar	• Hanggar Room
4	Thursday 29 June 2023	Eid Al-Adha	
5	Friday 30 June 2023	Permission	
6	Saturday 01 July 2023	Permission	

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai. Departement Logistic Devision Import July 03 2023 to July 05 2023 can be seen in the table below as follows:

Table 3.23 Daily Activities of July 3th, 2023 to July 5th, 2023

No	Data and Time	Activities	Place
1	Monday 03 July 2023	1. Teach the system of receiving imported goods to apprentices who have entered	• Logistic Departement
2	Tuesday 04 July 2023	1. Giving the value of Practical Work	• Logistic Departement
3	Wednesday 05 July 2023	1. Farewell in logistics 2. Release of internship from the HR department as well as offering mementos	• Logistic Departement

Source: Processed Data 2023

3.4 Obstacles and Solutions

3.4.1 Obstacles

As long as the author carries out apprenticeship, the author strive to complete the work optimally and precisely time. However, in its implementing there are several obstacles that experienced by the author while carrying out Apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai are as follows :

1. Obstacles that occur when inputting data to the TPB module application are a poor network, computers that are not properly connected to the LAN network and the bc system which also sometimes experiences problems, thus slowing down the import data input process.
2. There are some jobs that do not have subjects on campus so the writer is not familiar or has to ask how to do it. such as creating a goods import notification document using the BC 2.3 system in the TPB module ceisa application.
3. The desk space is narrow, so the writer has a little difficulty doing some work that requires a lot of documents on the desk. Lack of facilities such as places/containers for pens, pencils, staplers, and other ATK. So that the writer sometimes has difficulty finding the ATK needed because of the irregular location.

3.4.2 Solutions

The solutions to face problems in the workplace when carrying out Apprenticeship program (KP) at PT. Kuala Lumpur Kepong (KLK) Dumai are as follows :

1. Obstacles in the form of bad network connections, computers that are not properly connected to the LAN network and bc systems that also sometimes experience problems. The solution is to immediately notify IT so that the wifi can be connected properly to the computer. And inform the mentor that the BC system is having problems so that the mentor can immediately contact customs to find out the problem that is happening to the system.

2. One of the jobs that is always done during the apprenticeship is to make a document for import notification using the BC 2.3 system in the TPB module ceisa application. There must be learning material that discusses how to use the BC 2.3 system in the TPB module ceisa application so that when doing practical work, students understand and immediately apply it during apprenticeship or practical work.
3. The author's initiative is to tidy up the desk and ATK to make it look neat and to make a special place to put office stationery so that it doesn't get scattered on the desk, as well as to clean up documents that are no longer used so they don't pile up on the desk.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the explanation in the previous chapter, the description of activities during apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai, the author will provide conclusions based on the results of the discussion of the chapter, including :

1. In carrying out the field work practice, the author is placed on : Logistic Departement, Import Division. On the import division, the author carries out activities such as Photocopying dokuments, receive delivery order documents, create BC 4.0 CPKO documents, create bc 4.0 spare parts documents, receive incoming goods, send emails, create goods import notification documents, edit CPKO documents, inspect spare parts and ask for the signature of the head of logistics and deliver documents to the hangar .
2. In the implementation of this internship, the author performs internship at PT. Kuala Lumpur Kepong (KLK) Dumai, Jl. Datuk Laksamana Komplek Pelindo I Dumai. And the time for the implementation of the job training (KP) is carried out for 5 months, starting from February 06, 2023 to July 05, 2023.
3. To make it easier for employees to do their job, the company uses an internet-based system. Each computer in one division is connected to other divisions in all business units at PT. KLK Dumai. However, not all work is done online, some work is done offline and manually, most of the work I do is done online. The import process at PT. KLK Dumai is done online using the TPB Module application which is often used to input import data.
4. The hardware/software used in carrying out the task are: a computer which includes a monitor, laptop, keyboard, mouse, CPU (Central Processing Unit), Microsoft Word, Microsoft Excel, TPB Module application.

4.2 Suggestions

After the implementation of the apprenticeship at PT. Kuala Lumpur Kepong (KLK) Dumai which the author has lived, the author has several suggestions that can be used as a reference for parties involved in the apprenticeship program are as follows:

1. Author

For writers, the advice is to always do work to be more careful, through and concentrate in writing works. Must be able to take responsibility for the orders realistically and rationally, and doing tasks in accordance with the directions or orders that have been given by the employee concerned and using the time as well as possible.

2. Students

- a. Considering that adapting is very important in the world of work, it is better if in carrying out practical work activities one must actively ask employees, learn to read and understand each of their characters so that they can adapt and become part of them.
- b. Paying attention to administrative completeness such as an internship application letter from the campus, complying with company regulations, and ensuring the field occupied in the implementation of the internship is in accordance with the field taken during the lecture.
- c. The students are able to understand the mandated duties and responsibilities and pay attention to good behavior and ethics while in the internship environment.
- d. And also pay attention to personal hygiene and work space, don't be shy about throwing trash, returning chairs when not in use or when going home and cleaning tables.

3. Company

There are several suggestions for a better company, namely when the company give assignment that have great responsibility and high risk to Apprenticeship students to be supervised, guided and taught the steps.

4. Institution (State Polytechnic of Bengkalis and Study Program.
 - a. Must be strengthened cooperation, socialization with companies and developing computer business learning such as the use of Microsoft Excel, Microsoft Word and English learning so that students more easily understand English terms on the computer and applications.
 - b. Expanding the network of cooperation in terms of accepting student internships with several institutions related to the field of international business administration studies so that students get convenience in finding suitable internship places.

REFERENCES

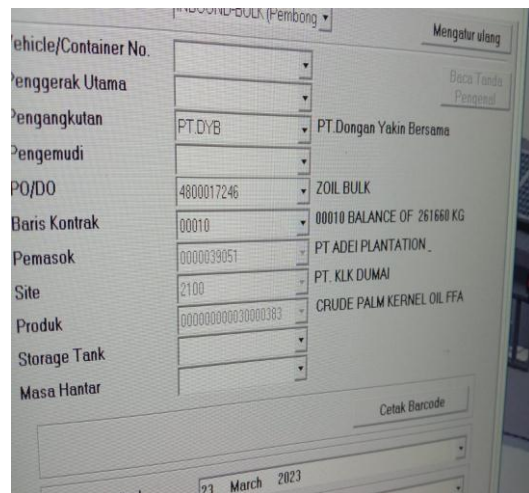
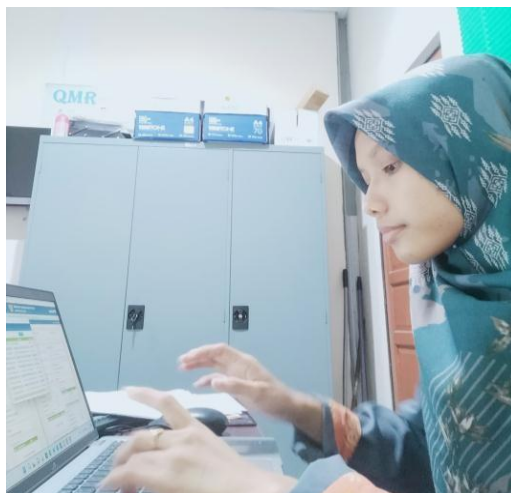
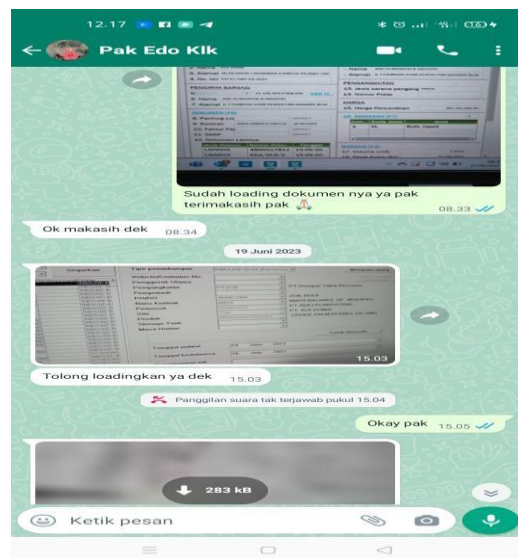
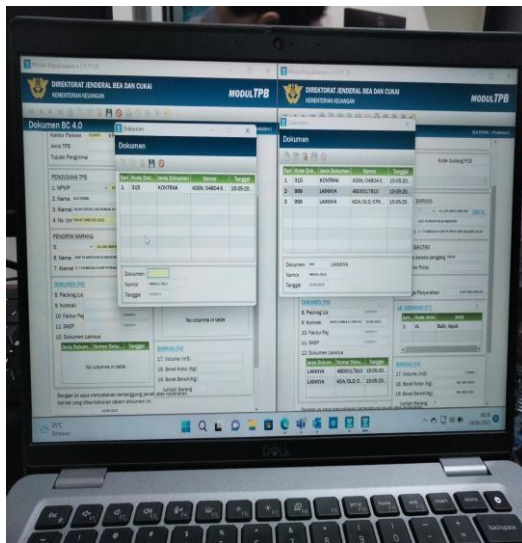
PT. Kuala Lumpur Kepong (KLK) Dumai Profile : (<https://www.klkoleo.com/pt-klk-dumai/>), accessed on 20 May 2023.

Admin Polbeng. (2017). Sejarah Politeknik Negeri Bengkalis., (<http://www.polbeng.ac.id/official/jurusan-administrasi-niaga>) (online). Accessed on 24 Mey 2023.

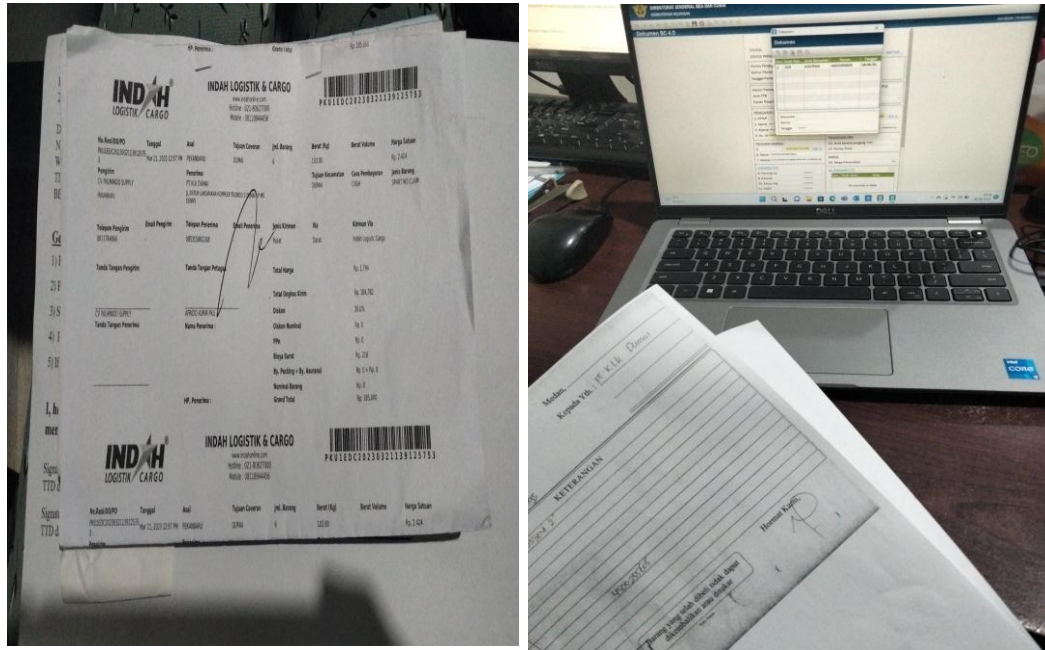
APPENDICES

Appendix 1 : Figure of Job Description

1. Create BC 4.0 Document for Crude Palm Kernel Oil (CPKO)



2. Create BC 4.0 Document for Sparepart



PT. BUKA DUMAI
Jl. Dumai, Lelakimaha, Kecamatan Pototido 1, Kot. Bukit Kasang, Kec. Dumai Timur,
Kab. Dumai, Riau 28114, Rfko. Indonesia
Tel. 0765-4370078 Fax. 0765-97311

KLK OLEO

PURCHASE ORDER

108895
PT. BENELIZA SOLUSI ANDA
Jl. SUKAMAD, YANI KEC. OR. RT. 014
Kec. ELUMBAI
RIAU INDONESIA

PO No. : 4590243730
PO Date : 20.02.2023
PR No. : 1000886793
1000886794
Delivery Date : 24.02.2023
Incoterm : DDP / FRANCO -
DUMAI
Payment Term : 30 days from invoice
date

Attn :
Phone / Fax : 0811-7508992 /
Email : marketing01.bea@gmail.com

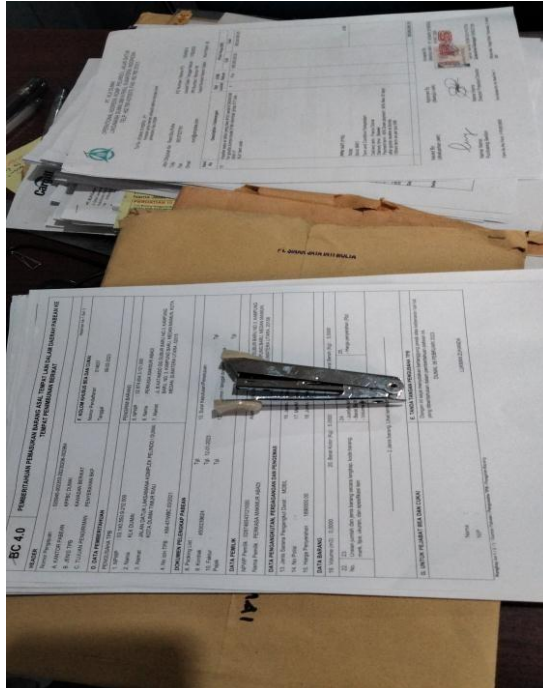
Buyer : Spare part & Cons

Bm Bssy 22

Item No	Material No.	Description	Quantity	UOM	Unit Price	Amount
00010	90068002	Pipa PVC 1/2" Sch 40 (Grey)	5,000	PC	83,000	415,000
00020	90068003	Pipa PVC 3/4" Sch 40 (Grey)	5,000	PC	47,000	235,000
00030	90068004	Pipa PVC 1" Sch 40 (Grey)	10,000	PC	202,000	2,020,000
00040	90068005	Pipa PVC 2" Sch 40 (Grey)	10,000	PC	55,000	550,000
00050	90068010	Tee Equal PVC 1/2" Sch 40	5,000	PC	3,000	15,000
00060	90067980	Elbow 90 PVC 1/2" Sch 40	5,000	PC	2,500	12,500
00070	90068013	Elbow 90 PVC 2" Sch 40	10,000	PC	16,000	160,000

Page 1 of 3

3. Preparation of documents BC2.3 Notification of Imported Goods



Modul Kepabeanan v.5.1.11.10

DIREKTORAT JENDERAL BEA DAN CUKAI
KEMENTERIAN KEUANGAN

MODUL TPB

Dokumen BC 2.3

PEMBERITAHUAN IMPOR BARANG UNTUK DITIMBUN
DI TEMPAT PENYIMPANAN BERKAS

STATUS: **GATE OUT KANTOR BON...** 3.1.11
STATUS PERBAIKAN: **DAFTAR...**

Nomor Pengajuan: 020923-002383-20230608-000186
Nomor Pendaftaran: 000793
Tanggal Pendaftaran: 08-06-2023

KPPBC Bongkar: 010700 KPPBC BELAWAN
KPPBC Pengantar: 020900 KPPBC DUMAI
Tujuan: 1 - KAWASAN BERKAS

PEMASOK
1. Nama: ASIAN TECH LIMITED
Alamat: UNIT 311 L F WAI YU INDUSTRIAL CENTRE 31-32 A
Negara: HK HONG KONG

IMPORTIR
2. Identiti: 1 - NPWP AS DIGIT - 03.140.550.9-212.000
3. Nama: HLK DUMAI
No. Izin: 434-47/09C-03-2021
Alamat: JALAN DATUK LAKSAMANA KOMPLEK PELINDO 1 DUMAI
4. API: 2 - APDP - 041302448 B

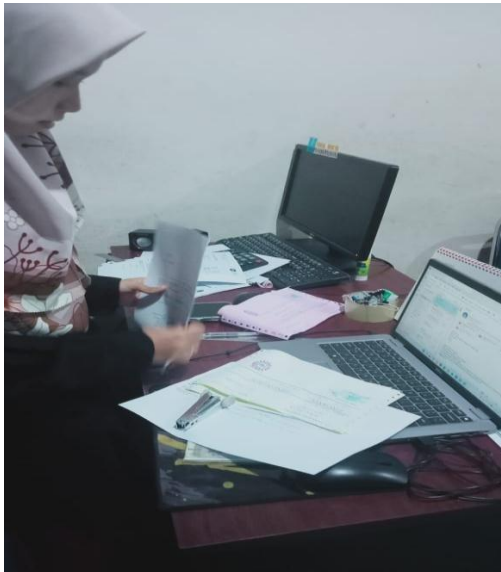
PEMILIK [Cek Data Importir](#)
5. 1 - NPWP AS DIGIT - 03.140.550.9-212.000 [CEK N...](#)
6. Nama: HLK DUMAI
Alamat: JALAN DATUK LAKSAMANA KOMPLEK PELINDO 1 DUMAI

DOKUMEN [F6]
15. Invoice: IM2330 P2 10-04-2023
16. Fasilitas: Ir DOMESTY
17. Surat Keputusan / Dokumen Lainnya
[Jenis Dokumen](#) [Nomor Dokumen](#) [Tanggal](#)
KONTRAK: 4500232459 04-11-20...
KONTRAK: 4500232463 04-11-20...
PACKING LIST: INV2330 P2 10-04-20...
18. L C DOMESTY
19. B/L: 227349654 24-05-2023
20. BC 11: 000653 07-06-2023
Pos: 0059 0000 0000

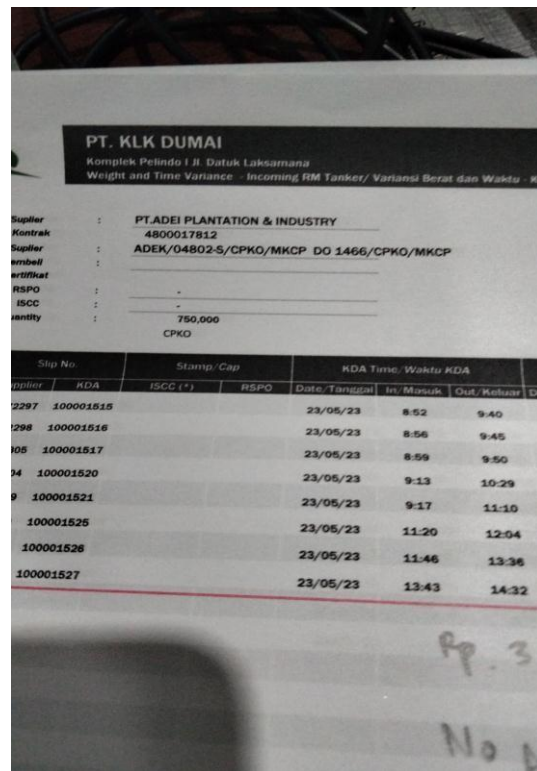
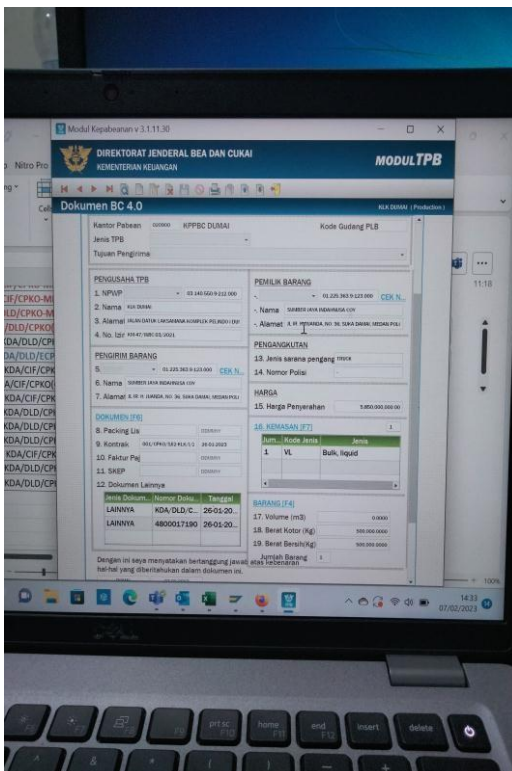
PENYIMPANAN
21. Tempat Penitipan: GAB LAP_PENUNM, PETI K...

34°C Berawan 14:48 12/06/2023

4. Copying documents



5. Edit the CPKO document



Appendix 2 : Application letter for Apprenticeship



**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 : 6548/PL31/TU/2022
Hal : Permohonan Kerja Praktek (KP)

28 Desember 2022

Yth. Pimpinan PT. Kuala Lumpur Kepong (KLK) Dumai
di
Dumai

Dengan hormat,
Sehubungan 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	Neneng	5404191217	D4 Administrasi Bisnis Internasional
2	Endang Yulianti	5404191313	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.



Armada, ST., MT
NIP. 197906172014041001

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

Appendix 3 : Application Reply Letter



PT. KLIK DUMAI
Jalan Datuk Laksamana, Komplek Pelindo I
Kota Dumai 28814 Riau – Indonesia
Telp. No.(0765) 4370078; Fax No: (0765) 37311

Dumai, 17 Januari 2023
Nomor : 023/HRD/KLK-DMI/1/2023
Lampiran :-
Perihal : Kerja Praktek Mahasiswa

Kepada :
Yth. Ketua Prodi D4 Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis
Di-
Bengkalis

Dengan hormat,
Menindaklanjuti surat yang kami terima dengan nomor : 6548/PL31/TU/2022 tanggal 28 Desember 2022 perihal tersebut diatas, kami dapat menerima 2 (dua) orang mahasiswa tersebut untuk melaksanakan kerja praktek di PT. KLIK DUMAI atas nama :

NO	NAMA / NIM	PRODI	JADWAL	TEMPAT PRAKTEK
1	Neneng/5404191217	D4		
2	Endang Yulianti/5404191313	Administrasi Bisnis Internasional	06 Februari 2023 s/d 05 Juli 2023	Logisitc Department PT. KLIK Dumai

Berdasarkan hal tersebut, yang bersangkutan dapat langsung datang ke PT. KLIK Dumai (HR Department) Jl. Datuk Laksamana Dumai dengan membawa persyaratan sebagai berikut :

1. Daftar Riwayat Hidup (Curriculum Vitae) Mahasiswa.
2. Photo Copy KTP/Kartu Mahasiswa (rangkap 2).
3. Surat keterangan kelakuan baik dari perguruan tinggi (asli).
4. Surat keterangan sehat dari dokter Pemerintah (asli).
5. Photo Copy Sertifikat/Kartu Vaksin Lengkap (rangkap 1) dan menunjukkan yang asli.
6. Pas Photo 3 x 4 (2 lembar), 2 x 3 (2 lembar).

Perlu kami informasikan bahwa semua biaya selama melaksanakan praktek kerja di PT. KLIK Dumai menjadi beban yang bersangkutan dan penundaan jadwal, kami anggap pembatalan praktek kerja.

Atas perhatiannya diucapkan terima kasih.

Hormat kami
Menyetujui,

PT. KLIK DUMAI
Excellence in Oleochemicals
Yogi Rinanda
Group HR & GA HOD

Appendix 4 : Company Statement Letter



PT. KLIK DUMAI
Jalan Datuk Laksamana
Komplek Pelindo Regional I
Kel. Buluh Kasap, Kec. Dumai Timur
Kota Dumai, Riau 28814, Indonesia
T: +62 765 4370078 F: +62 765 37311
www.klik.com.my

SURAT KETERANGAN MAGANG

258/HRD/KLK-DMI/VII/2023

Yang bertanda tangan di bawah ini :

Nama : Yogi Rinanda
Jabatan : Group HR & GA HOD

Menerangkan bahwa :

Nama : Endang Yulianti
NIM : 5404191313
Universitas : Politeknik Negeri Bengkalis
Jurusan : Administrasi Bisnis Internasional

Bahwa nama yang tersebut diatas telah melakukan aktivitas magang kerja di **PT. KLIK Dumai** terhitung dari tanggal 06 Februari 2023 sampai dengan 05 Juli 2023.

Yang bersangkutan telah melaksanakan tugas dan tanggung jawab dengan baik, juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.

Demikian surat keterangan ini diberikan agar dipergunakan sebagaimana mestinya.

Dumai, 24 Juli 2023

PT. KLIK Dumai



Yogi Rinanda
Group HR & GA HOD

Appendix 5 : Company Appraisal Sheet

PENILAIAN DARI PERUSAHAAN KERJA PRAKTIK PT. KUALA LUMPUR KEPONG (KLK) DUMAI

Nama : ENDANG YULIANTI
 NIM : 5404191213
 Program Studi : D-4 Administrasi Bisnis Internasional Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung jawab	25%	98
3.	Penyesuaian diri	10%	98
4.	Hasil Kerja	30%	98
5.	Perilaku secara umum	15%	96
	Total Jumlah (1+2+3+4+5)	100%	97

Keterangan :

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

Catatan:

Gapalah Pendidikan setinggi mungkin, dan kembalilah kepada masyarakat untuk memberikan kebaikan.

- Mahasiswa Terbaik adalah mereka yg membawa perubahan positif bagi sekitarnya
- Wisuda adalah impian setiap mahasiswa. Namun, kalian perlu berjuang semester demi semester untuk mewujudkan impian kalian, maka dengan itu apapun masalahnya jangan pernah mengeluh.

Dumai, 05 Juli 2023
 Mengetahui,
 Pembimbing Magang

PT. KLK DUMAI

Excellence in Oleochemicals

Lizisokhi Sarumaha, ST., MM
 Senior Bonded Zone

Appendix 6 : List of Attendance

**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
FEBRUARI 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN		TANGGAL/PARAF MAHASISWI																											
				1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	20	21	22	23	24	25	27	28					
1	Neneng	D4 Administrasi Bisnis Internasional	IN																												
			OUT																												
IN																															
OUT																															

Dumai, 01 Maret 2023
Mengetahui,


(Ratu Devi)

**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
MARET 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN		TANGGAL/PARAF MAHASISWI																														
				1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21	23	24	25	27	28	29	30	31					
1	Neneng	D4 Administrasi Bisnis Internasional	IN																															
			OUT																															
IN																																		
OUT																																		

Dumai, 01 April 2023
Mengetahui,


(Ratu Devi)

**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
APRIL 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																												
			1	3	4	5	6	8	10	11	12	13	14	15	17	18	19	20	21	24	25	26	27	28	29						
1	Neneng	D4 Administrasi Bisnis Internasional	IN	h	h	S	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h		
			OUT	h	h	S	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
IN	h		h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
OUT	h		h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Dumai, 01 Mei 2023
Mengetahui,

**ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
MEI 2023**

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																																			
			2	3	4	5	6	8	9	10	11	12	13	15	16	17	19	20	22	23	24	25	26	27	29	30	31											
1	Neneng	D4 Administrasi Bisnis Internasional	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
IN	h		h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
OUT	h		h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Dumai, 01 Juni 2023
Mengetahui,

ABSENSI MAHASISWI MAGANG
POLITEKNIK NEGERI BENGKALIS
JUNI 2023

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
1	Neneng	D4 Administrasi Bisnis Internasional	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
2	Endang Yulianti	D4 Administrasi Bisnis Internasional	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Dumai, 03 Juli 2023
Mengetahui,



ABSENSI MAHASISWI
POLITEKNIK NEGERI BENGKALIS
JULI 2023

NO	NAMA SISWA	PROGRAM STUDI KEAHLIAN	TANGGAL/PARAF MAHASISWI																				
			1	2	3	4	5	6	7	8	9	10	11										
1	Neneng	D4 Administrasi Bisnis Internasional	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
2	Endang Yulianti	D4 Administrasi Bisnis Internasional	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
3	Edi Fitriani	D4 Teknik Listrik	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
4	Eko Prasutio	D4 Teknik Listrik	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
5	Rahmad Efendi	D4 Teknik Listrik	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
6	Rahmatul Fadilah	D-4 Bisnis Digital	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
7	Nurul Hasanah	D-4 Bisnis Digital	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
8	Ersa Ramadani	D-4 Bisnis Digital	IN	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h
			OUT	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h	h

Appendix 7 : Apprenticeship Certificate



No.	Aspek Penilaian	Nilai			
		Baik Sekali	Baik	Cukup	Kurang
1	Etika dan Kepribadian	91			
2	Penguasaan Materi Pekerjaan	91			
3	Kedisiplinan	91			
4	Kreativitas	91			
5	Kerjasama Tim	91			
6	Penguasaan Bahasa Asing		90		
7	Kemampuan Penggunaan Teknologi Informasi	91			
8	Kehadiran	91			

HASIL PENILAIAN KERJA PRAKTEK



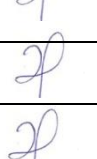
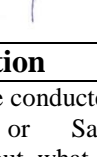
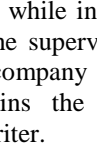

Nilai Akhir : A (Baik Sekali)

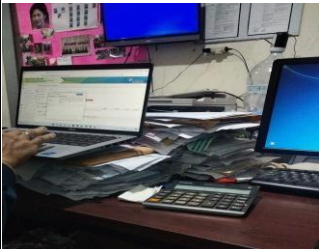

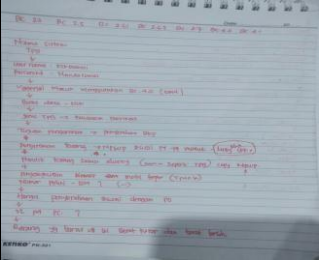

Rentang Nilai :
 ≤50 : Kurang
 51 - 70 : Cukup
 71 - 90 : Baik
 ≥91 : Baik Sekali

Appendix 8 : Daily Activities of the Apprenticeship






WEEKLY ACTIVITIES OF THE APPRENTICESHIP

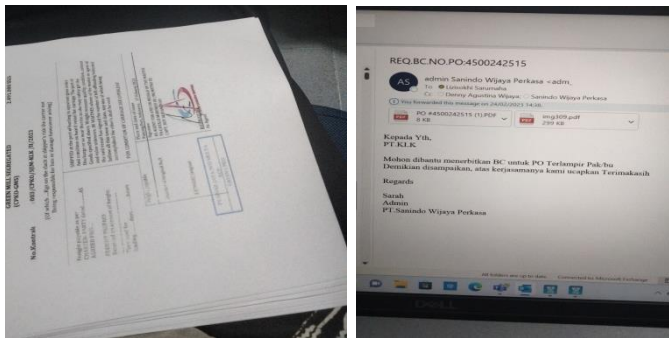
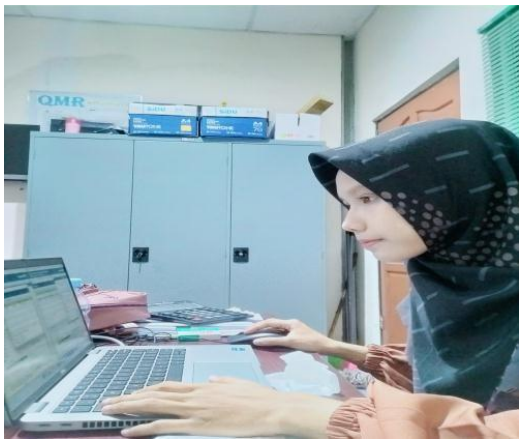
Month : 1
 Week : 1
 Day : Monday-Saturday
 Date : February 06 - February 11, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 06 February 2023	1. Cheek In 2. She Induction	Lizisokhi Sarumaha	
Tuesday 07 February 2023	1. Introduction Stage and Introduction to PT.KLK Dumai Profile	Lizisokhi Sarumaha	
Wednesday 08 February 2023	1. Division Introduction 2. Introduction of the import section 3. Introduction to the BC system in 4. the TPB module application	Lizisokhi Sarumaha	
Thursday 09 February 2023	1. Loading dokument BC 4.0 2. Photocopy DO 3. Print PO	Lizisokhi Sarumaha	
Friday 10 February 2023	1. Loading CPKO Document	Lizisokhi Sarumaha	
Saturday 11 February 2023	1. Loading CPKO Document 2. Receive incoming goods	Lizisokhi Sarumaha	







Working	Explanation
   	<p>In the first week, we conducted a She Induction or Safety Induction to find out what can and cannot be done while in the Company's area. The supervisor introduces the company in general and explains the job description to the writer.</p>

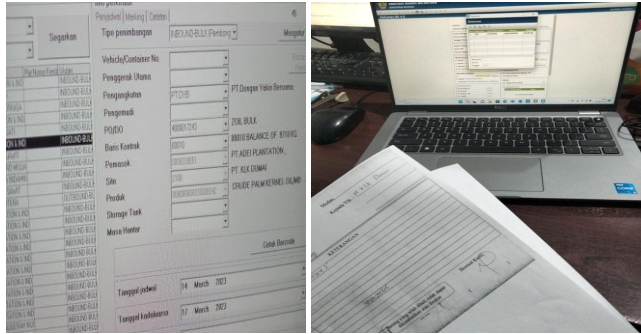
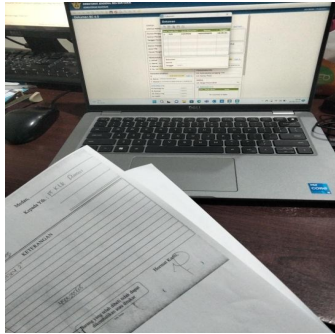
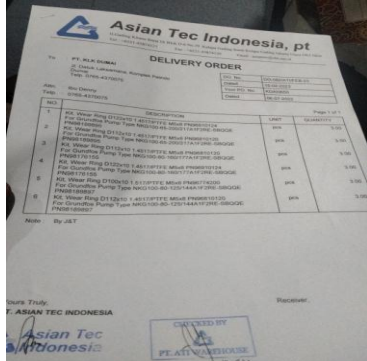
Month : 1
 Week : 2
 Day : Monday-Saturday
 Date : February 13 - February 18, 2023

Date and Time	Description Activity	Task Assignor	
Monday 13 February 2023	<ol style="list-style-type: none"> 1. Completing import documents 2. Receiving incoming goods 3. Inputting data in the system 4. Looking for PO in Emails 	Lizisokhi Sarumaha	
Tuesday 14 February 2023	<ol style="list-style-type: none"> 1. Loading cpko documents 2. Editing cpko documents 	Lizisokhi Sarumaha	
Wednesday 15 February 2023	<ol style="list-style-type: none"> 1. Receive incoming Delivery Orders 2. Input data in the system 	Lizisokhi Sarumaha	
Thursday 16 February 2023	<ol style="list-style-type: none"> 1. Receiving incoming goods from PT. Roman synergy 	Lizisokhi Sarumaha	
Friday 17 February 2023	<ol style="list-style-type: none"> 1. Loading cpko documents 	Lizisokhi Sarumaha	
Saturday 18 February 2023	Isra mikraj Nabi Muhammad SAW		







Working	Explanation
 	<p>In the second week, the first day, the author completes the import document, receives incoming goods, inputs data into the system and opens the email to see the incoming PO, the next day the author is asked to load the cpko document and is taught how to edit the cpko document that has finished loading</p>



Month : 1
 Week : 3
 Day : Monday-Saturday
 Date : February 20 - February 25, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 20 February 2023	1. Loading cpko documents	Lizisokhi Sarumaha	
Tuesday 21 February 2023	1. Loading cpko documents 2. Receive incoming goods from Asian Tec Indonesia 3. Inputting data on the system	Lizisokhi Sarumaha	
Wednesday 22 February 2023	1. Loading cpko documents 2. Print PO	Lizisokhi Sarumaha	
Thursday 23 February 2023	1. Loading of spare part document 2. Enter data into the system 3. Photocopy DO 4. Print PO	Lizisokhi Sarumaha	
Friday 24 February 2023	1. Loading cpko documents 2. Loading of spare part document	Lizisokhi Sarumaha	
Saturday 25 February 2023	1. Editing CPKO documents 2. Completing the bc 4.0 document	Lizisokhi Sarumaha	




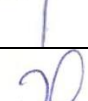


Working	Explanation
  	<p>In the third week, the writer is given the same task as the previous week, but there is a new job that the supervisor teaches, namely receiving Delivery Orders for spare parts and completing bc 4.0 documents.</p>


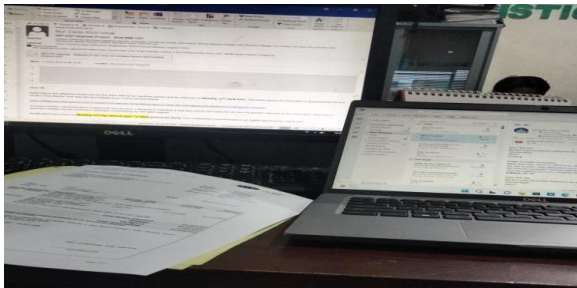
Month : 2
 Week : 1
 Day : Monday-Saturday
 Date : February 27 - March 04, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 27 February 2023	1. Loading cpko documents 2. Loading of spare part documents 3. Put a stamp on the delivery Order	Lizisokhi Sarumaha	
Tuesday 28 February 2023	1. Loading cpko documents 2. Receive Do from security	Lizisokhi Sarumaha	
Wednesday 01 March 2023	1. Loading cpko documents	Lizisokhi Sarumaha	
Thursday 02 March 2023	1. Loading cpko documents 2. Loading of spare part documents	Lizisokhi Sarumaha	
Friday 03 March 2023	1. Learn about the SAP System 2. Check Delivery Order (DO) Took a Gate Pass to go to Bea & Cukai 4. Opening the ship's seal	Lizisokhi Sarumaha	
Saturday 04 March 2023	1. Receive Do from security	Lizisokhi Sarumaha	







Working	Explanation
 	<p>In the second month, the first week, the writer went to the wharf for the first time with the supervisor to unseal the ship. Make a gate pass to go to the customs & excise office. The gate pass is made for employees who want to leave the company using an office car for the benefit of the company.</p>

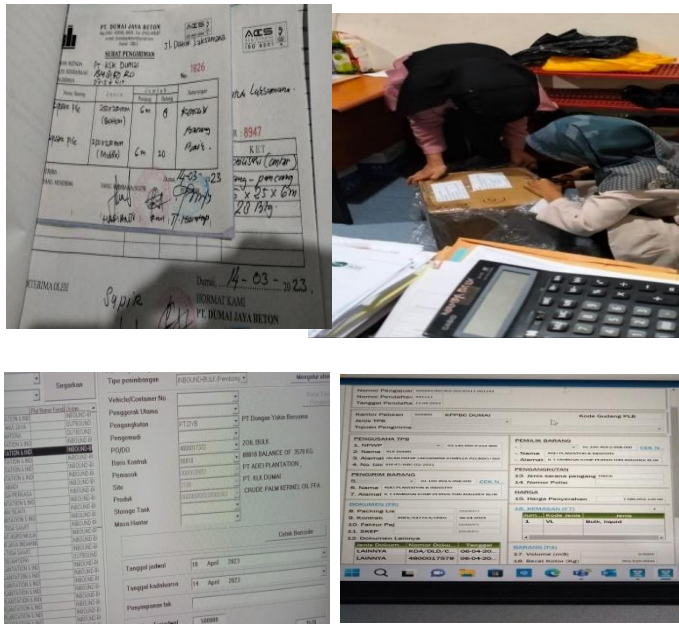
Month : 2
 Week : 2
 Day : Monday-Saturday
 Date : March 06 - March 11, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 06 March 2023	1. Loading of spare part documents 2. Looking for PO and DO documents	Lizisokhi Sarumaha	
Tuesday 07 March 2023	1. Loading of spare part documents 2. Photocopy of DO and Print PO	Lizisokhi Sarumaha	
Wednesday 08 March 2023	1. Loading cpko documents 2. Loading of spare part documents 3. Check incoming goods	Lizisokhi Sarumaha	
Thursday 09 March 2023	1. Loading cpko documents 2. Go to Bea& Cukai for deliver Bank guarantee documents	Lizisokhi Sarumaha	
Friday 10 March 2023	1. Loading cpko documents 2. Edit the cpko document	Lizisokhi Sarumaha	
Saturday 11 March 2023	1. Scan documents 2. Copy of DO and PO	Lizisokhi Sarumaha	







Working	Explanation
 	<p>In the second week the authors were asked to go to customs to pick up the files sent in the first week. As usual, every day the author will load the cpko document and receive a Delivery Order for spare parts</p>

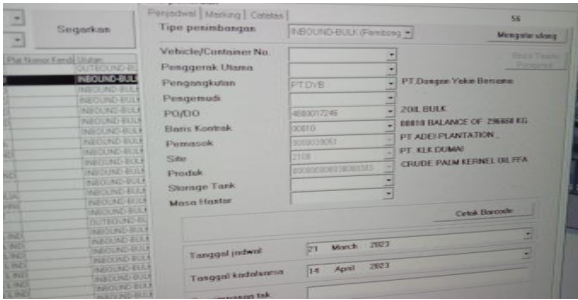
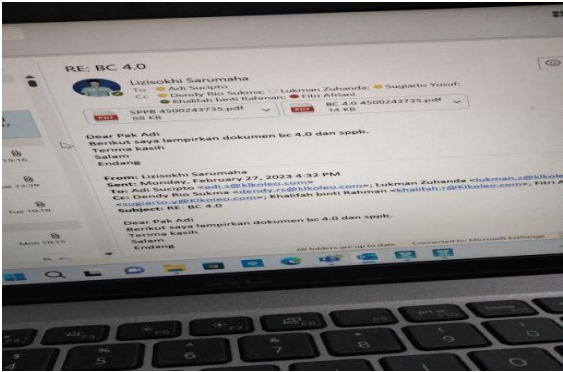
Month : 2
 Week : 3
 Day : Monday-Saturday
 Date : March 13 - March 18, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 13 March 2023	1. Loading of spare parts documents	Lizisokhi Sarumaha	
Tuesday 14 March 2023	1. Loading of spare parts documents 2. Loading cpko documents	Lizisokhi Sarumaha	
Wednesday 15 March 2023	1. Receiving DO from security 2. Loading of spare parts documents 3. Send an email to the staff in the store section	Lizisokhi Sarumaha	
Thursday 16 March 2023	1. Loading cpko documents	Lizisokhi Sarumaha	
Friday 17 March 2023	1. Loading cpko document 2. Receiving DO Spare Parts 3. Loading of spare parts documents 4. Check incoming goods	Lizisokhi Sarumaha	
Saturday 18 March 2023	1. Loading of spare parts documents	Lizisokhi Sarumaha	



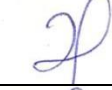



Working	Explanation
	<p>In the third week, there are incoming goods and the author is asked to open and inspect the goods, after that he inputs data into the BC 4.0 system for incoming goods. The weighing staff sends the BC 4.0 document containing the PO number for loading the cpko document and after the author has finished loading the cpko, the author will send proof that the document has been loaded, via WhatsApp.</p>

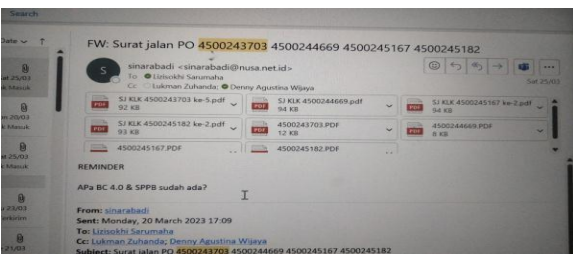
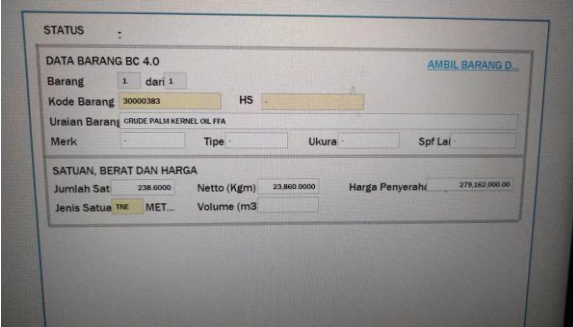
Month : 2
 Week : 4
 Day : Monday-Saturday
 Date : March 20 - March 25, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 20 March 2023	1. The author was asked to look for documents in the cupboard 2. Sending BC 4.0 emails to suppliers	Lizisokhi Sarumaha	
Tuesday 21 March 2023	1. Loading cpko documents	Lizisokhi Sarumaha	
Wednesday 22 March 2023	Holiday	Lizisokhi Sarumaha	
Thursday 23 March 2023	1. The author receives the Delivery Order document from security then searches for the Purchase Order document via email 2. Loading of spare parts documents	Lizisokhi Sarumaha	
Friday 24 March 2023	1. Submit DO and PO in the hangar	Lizisokhi Sarumaha	
Saturday 25 March 2023	1. Loading cpko documents 2. Send the Loding results to the staff in the weighing section	Lizisokhi Sarumaha	







Working	Explanation
 	<p>In the fourth week, the author received a Delivery Order document from security, then searched for a Purchase Order document by email. After that, as usual, the author will load the cpko document and send proof of loading to the staff in the weighing section so that the cpko truck can enter the company</p>

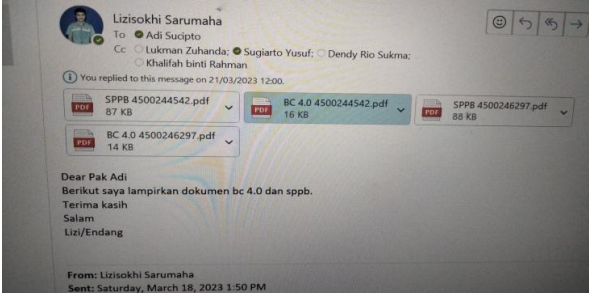
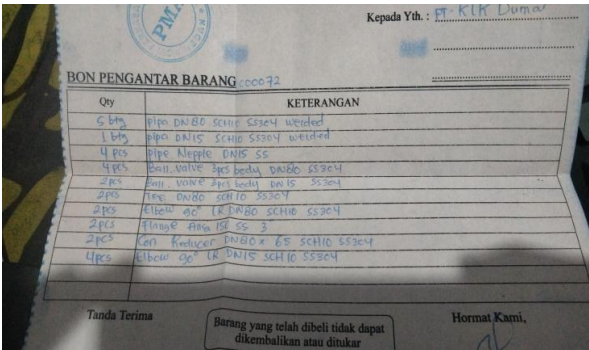
Month : 2
 Week : 5
 Day : Monday-Saturday
 Date : March 27 - April 01, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 27 March 2023	1. The writer went upstairs to ask for the director's signature through the director's secretary	Lizisokhi Sarumaha	
Tuesday 28 March 2023	1. Loading cpko documents 2. Receiving incoming goods from a CV. Perkasa Makmur Abadi	Lizisokhi Sarumaha	
Wednesday 29 March 2023	1. Check email and send a bc request from the supplier	Lizisokhi Sarumaha	
Thursday 30 March 2023	1. Receiving goods from cv palmindo supply	Lizisokhi Sarumaha	
Friday 31 March 2023	1. Loading of spare parts documents 2. Photocopy Dokument 3. Submit DO and PO in the hangar	Lizisokhi Sarumaha	
Saturday 01 April 2023	1. Photocopy and scan dokument	Lizisokhi Sarumaha	







Working	Explanation
 	<p>The author checks and sends the BC 4.0 and sppb documents to the supplier with the supervisor's knowledge</p>

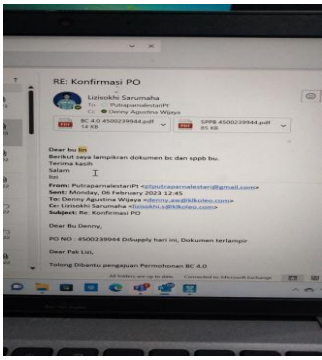

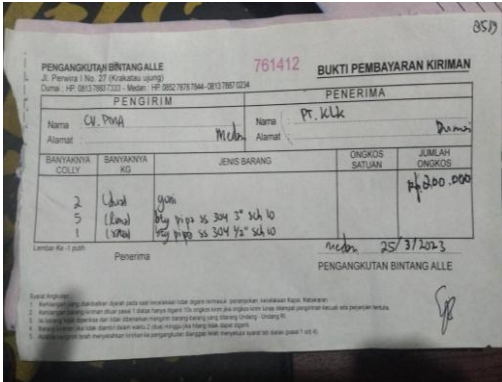
Month : 3
 Week : 1
 Day : Monday-Saturday
 Date : April 03 - April 08, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 03 April 2023	1. Receive Delivery Order documents and incoming goods	Lizisokhi Sarumaha	
Tuesday 04 April 2023	1. Check email and send bc requests from suppliers	Lizisokhi Sarumaha	
Wednesday 05 April 2023	1. Receiving incoming goods from PT. Putra Parna Lestari 2. Loading of spare parts documents	Lizisokhi Sarumaha	
Thursday 06 April 2023	1. Receive delivery order documents from security 2. Put a stamp on the deliver order document that is received 3. Copy DO and print PO 4. Loading cpko documents	Lizisokhi Sarumaha	
Friday 07 April 2023	Holiday	Lizisokhi Sarumaha	
Saturday 08 April 2023	1. Receive delivery orders and incoming goods	Lizisokhi Sarumaha	





Working	Explanation
 	<p>In the third month, the first week, the author received a travel document containing incoming goods which had to be inputted into the BC 4.0 system so that the goods could enter the warehouse and be processed by the store staff.</p>


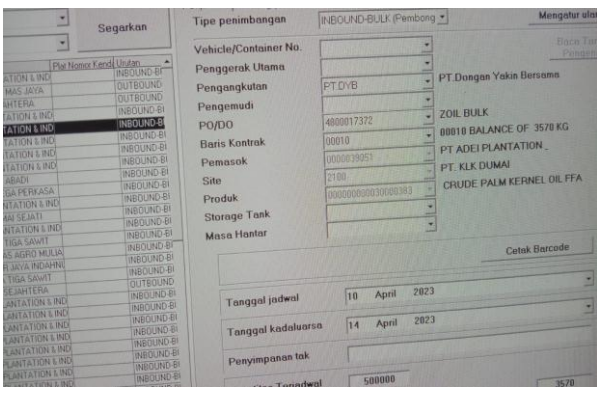
Month : 3
 Week : 2
 Day : Monday-Saturday
 Date : April 10 - April 15, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 10 April 2023	1. Loading cpko documents 2. Print Purchase Order documents	Lizisokhi Sarumaha	
Tuesday 11 April 2023	1. Receive incoming goods 2. Input data in the system 3. Send an email to the store section	Lizisokhi Sarumaha	
Wednesday 12 April 2023	1. Loading cpko documents 2. Loading of spare parts documents	Lizisokhi Sarumaha	
Thursday 13 April 2023	1. Edit the CPKO document 2. Completing the bc 4.0 document	Lizisokhi Sarumaha	
Friday 14 April 2023	1. Loading of spare parts documents 2. Photocopy Delivery Order dokument 3. Submit DO and PO in the hangar	Lizisokhi Sarumaha	
Saturday 15 April 2023	1. Loading cpko documents 2. Loading of spare parts documents	Lizisokhi Sarumaha	



Working	Explanation
  	<p>In the second week, the staff of the hangar section asked for complete cpko documents, which meant the author had to look for Purchase Order and Delivery Order documents according to the PO number listed in the BC 4.0 document. photocopy of documents and return the BC 4.0 documents to the hangar staff</p>

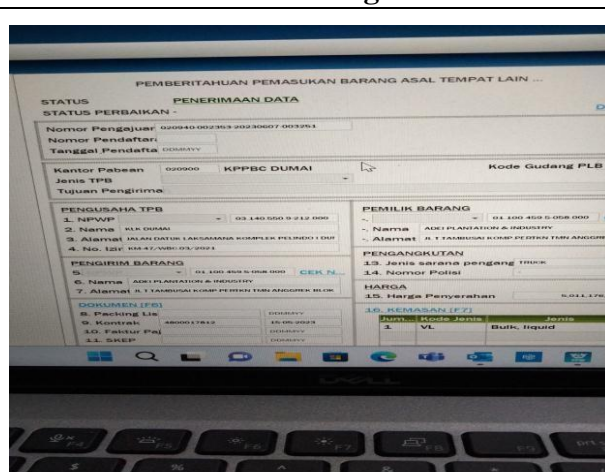
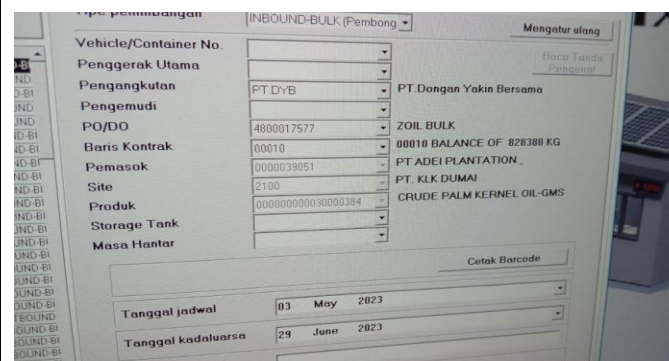
Month : 3
 Week : 3
 Day : Monday-Saturday
 Date : April 17 - April 22, 2023

Date and Time	Description Activity	Task Assignor	
Monday 17 April 2023	1. Receive incoming goods 2. Input data in the system	Lizisokhi Sarumaha	
Tuesday 18 April 2023	1. Loading cpko documents 2. Loading of spare parts documents 3. Receive delivery order documents from security	Lizisokhi Sarumaha	
Wednesday 19 April 2023	1. Loading of spare parts documents	Lizisokhi Sarumaha	
Thursday 20 April 2023	Eid Al-Fitr	Lizisokhi Sarumaha	
Friday 21 April 2023			
Saturday 22 April 2023			






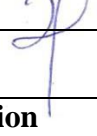
Working	Explanation
 	<p>The following is the Delivery Order document that the author received when the spare parts arrived. The author stamped, photocopied, and gave a pink DO to the store staff. Underneath is the BC 4.0 document sent by the weighing staff for loading on the TPB Module system.</p>


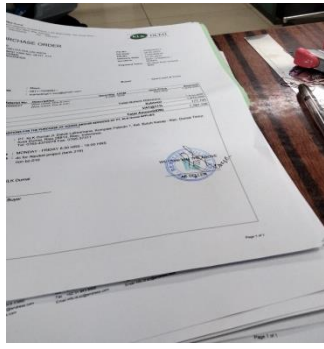
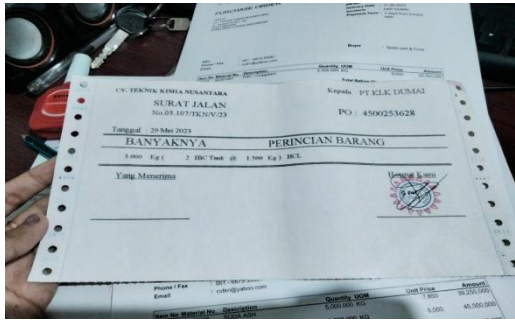
Month : 3
 Week : 4
 Day : Monday-Saturday
 Date : April 24 - April 29, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 24 April 2023	Eid Al-Fitr	Lizisokhi Sarumaha	
Tuesday 25 April 2023			
Wednesday 26 April 2023			
Thursday 27 April 2023			
Friday 28 April 2023			
Saturday 29 April 2023	1. Loading cpko documents	Lizisokhi Sarumaha	





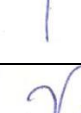
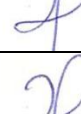
Working	Explanation
 	

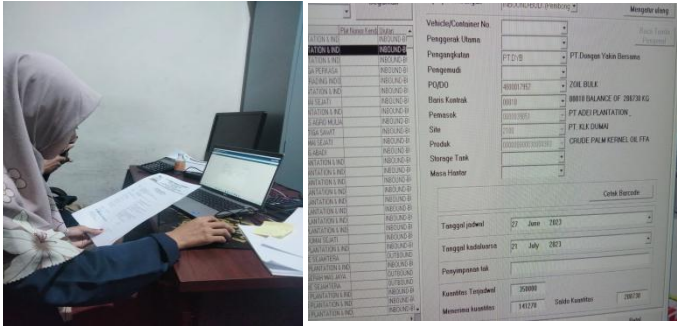
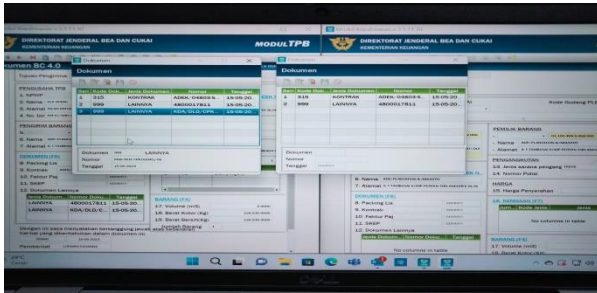
Month : 4
 Week : 1
 Day : Monday-Saturday
 Date : May 01 - May 06, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 01 May 2023	Holiday	Lizisokhi Sarumaha	
Tuesday 02 May 2023	1. Looking for PO and DO documents 2. Copy of Purchase Order 3. Compile documents	Lizisokhi Sarumaha	
Wednesday 03 May 2023	1. Loading CPKO dokument	Lizisokhi Sarumaha	
Thursday 04 May 2023	1. The author was asked to help the staff in the Finance section	Lizisokhi Sarumaha	
Friday 05 May 2022	1. Loading CPKO documents 2. Receiving Delivery Orders 3. Input data	Lizisokhi Sarumaha	
Saturday 06 May 2023	1. Loading CPKO documents	Lizisokhi Sarumaha	







Working	Explanation
  	<p>In the fourth month, the first week, the writer was asked by the supervisor to help the finance staff because their interns were not present. And financial staff are overwhelmed with documents. After finishing helping the staff in the financial section, the writer will return to the logistics section to do his job again</p>

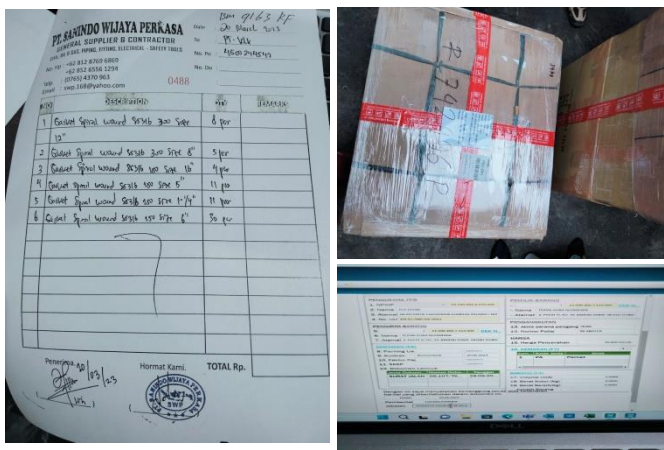
Month : 4
 Week : 2
 Day : Monday-Saturday
 Date : May 08 - May 13, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 08 May 2023	1. Loading CPKO dokument 2. Submit the bc document to the supplier via email	Lizisokhi Sarumaha	
Tuesday 09 May 2023	1. Loading CPKO dokument	Lizisokhi Sarumaha	
Wednesday 10 May 2023	1. Loading CPKO dokument 2. Receive a Delivery Order from CV. Palmindo Supply	Lizisokhi Sarumaha	
Thursday 11 May 2023	1. Loading CPKO dokument 2. Photocopy Delivery Order 3. Merge delivery order documents and Purchase Orders	Lizisokhi Sarumaha	
Friday 12 May 2022	1. Loading CPKO dokument	Lizisokhi Sarumaha	
Saturday 13 May 2023	1. Loading CPKO dokument	Lizisokhi Sarumaha	





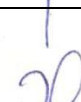

Working	Explanation
	<p>The following is the display of the TPB Module when loading the CPKO document, there are some data that must be input into the system so that the cpko import process can be immediately processed by the weighing staff</p>
	

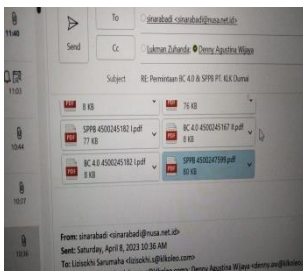
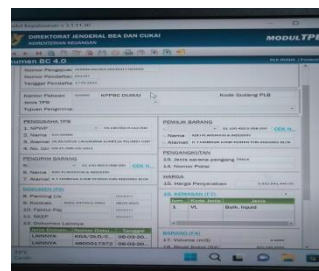

Month : 4
 Week : 3
 Day : Monday-Saturday
 Date : May 15 - May 20, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 15 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO documents 2. Receive incoming goods 3. Input data in the system 	Lizisokhi Sarumaha	
Tuesday 16 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO dokument 2. Copy DO and look for PO in email 3. Loading of spare parts documents 	Lizisokhi Sarumaha	
Wednesday 17 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO dokument 2. Copy DO and look for PO in email 3. Loading of spare parts 	Lizisokhi Sarumaha	
Thursday 18 May 2023	Holiday	Lizisokhi Sarumaha	
Friday 19 May 2022	<ol style="list-style-type: none"> 1. Loading CPKO dokument 2. Send an email to the store section 	Lizisokhi Sarumaha	
Saturday 20 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO dokument 2. Receive incoming DO and stamp DO 3. Return the Delivery Order document that has been stamped to the delivery 	Lizisokhi Sarumaha	







Working	Explanation
	<p>As usual, the author receives a Delivery Order Document from security. The document will be input into the system and after that the goods will enter. And checked by the staff of the weighing department</p>


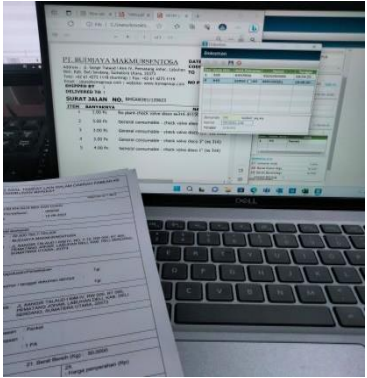
Month : 4
 Week : 4
 Day : Monday-Saturday
 Date : May 22 - May 27, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 22 May 2023	<ol style="list-style-type: none"> 1. Completing the bc 4.0 document 2. Copy of DO and PO 3. Return the bc 4.0 documents to the hangar 	Lizisokhi Sarumaha	
Tuesday 23 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	Lizisokhi Sarumaha	
Wednesday 24 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	Lizisokhi Sarumaha	
Thursday 25 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Loading of spare parts documents 	Lizisokhi Sarumaha	
Friday 26 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Put a stamp on the DO sheet 4. Loading of spare parts documents 5. Save the document 6. Send documents to suppliers via email 	Lizisokhi Sarumaha	
Saturday 27 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	Lizisokhi Sarumaha	







Working	Explanation
  	


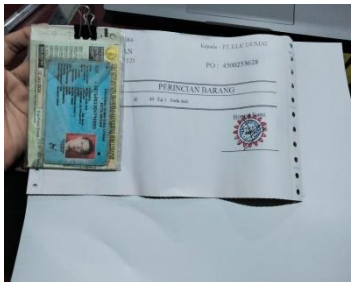

Month : 4
 Week : 5
 Day : Monday-Saturday
 Date : May 29 - June 03, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 29 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Photocopy DO and Print PO 3. Loading of spare parts documents 	Lizisokhi Sarumaha	
Tuesday 30 May 2023	<ol style="list-style-type: none"> 1. Receiving DO from security 2. Put a stamp on the DO sheet 3. Loading of spare parts documents 4. Save the document 5. Send documents to suppliers via email 	Lizisokhi Sarumaha	
Wednesday 31 May 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Put a stamp on the DO sheet 4. Loading of spare parts documents 5. Save the document 6. Send documents to suppliers via email 	Lizisokhi Sarumaha	
Thursday 01 June 2023	Holiday	Lizisokhi Sarumaha	
Friday 02 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Loading of spare parts documents 3. Photocopy DO 4. Submit PO and DO to the hangar 	Lizisokhi Sarumaha	
Saturday 03 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Loading dokumen sparepart 3. Photocopy DO 4. Submit PO and DO to the hangar 	Lizisokhi Sarumaha	





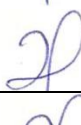

Working	Explanation
 	


Month : 5
 Week : 1
 Day : Monday-Saturday
 Date : June 05 - June 10, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 05 June 2023	1. Loading CPKO Dokument	Lizisokhi Sarumaha	
Tuesday 06 June 2023	1. Loading CPKO Dokument	Lizisokhi Sarumaha	
Wednesday 07 June 2023	1. Loading CPKO Dokument 2. Receiving DO from security 3. Put a stamp on the DO sheet 4. Loading of spare parts documents 5. Save the document	Lizisokhi Sarumaha	
Thursday 08 June 2023	1. Importing spare parts 2. Receiving DO from security 3. Put a stamp on the DO sheet 4. Loading of spare parts documents 5. Save the document	Lizisokhi Sarumaha	
Friday 09 June 2023	1. Loading CPKO Dokument	Lizisokhi Sarumaha	
Saturday 10 June 2023	1. Edit the cpko document	Lizisokhi Sarumaha	







Working	Explanation
  	<p>The following is a display of BC 4.0 which has been saved and sent to the supplier</p>

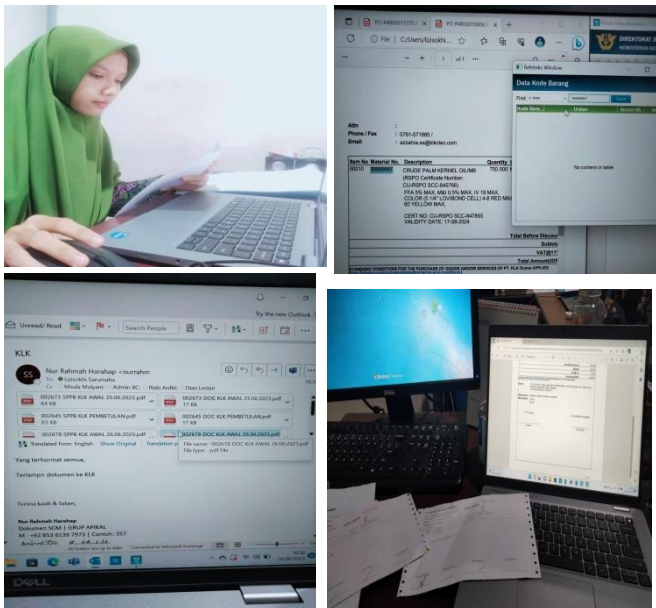
Month : 5
 Week : 2
 Day : Monday-Saturday
 Date : June 12 - June 17, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 12 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Documents 2. Receive incoming goods 3. Input data in the system 4. Send an email to the store section 5. Submit DO to the Store 	Lizisokhi Sarumaha	
Tuesday 13 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Completing the bc 4.0 document 3. Looking for Purchase Order and Delivery Order documents 4. Copy of DO and PO 	Lizisokhi Sarumaha	
Wednesday 14 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	Lizisokhi Sarumaha	
Thursday 15 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 	Lizisokhi Sarumaha	
Friday 16 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Put a stamp on the DO sheet 	Lizisokhi Sarumaha	
Saturday 17 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Send an email to the store section 	Lizisokhi Sarumaha	







Working	Explanation
	<p>The author receives incoming goods and helps check goods together with staff in the store section</p>

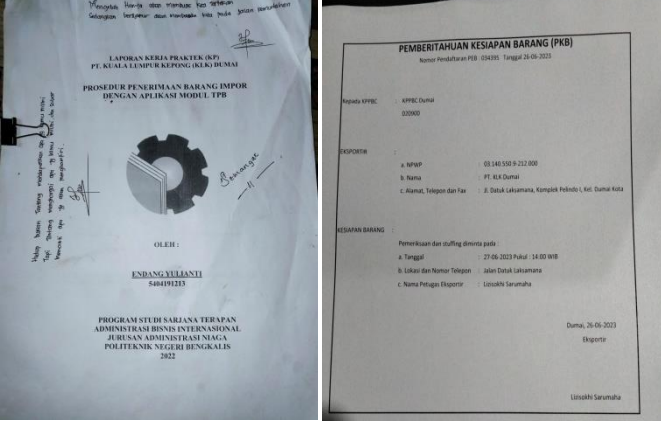
Month : 5
 Week : 3
 Day : Monday-Saturday
 Date : June 19 - June 24, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 19 June 2023	<ol style="list-style-type: none"> 1. Loading CPKO Dokument 2. Receiving DO from security 3. Put a stamp on the DO sheet 4. Loading of spare parts documents 	Lizisokhi Sarumaha	
Tuesday 20 June 2023	Sick	Lizisokhi Sarumaha	
Wednesday 21 June 2023	Sick	Lizisokhi Sarumaha	
Thursday 22 June 2023	<ol style="list-style-type: none"> 1. Completing the BC 4.0 document 2. Print PO 3. Copy of document DO 	Lizisokhi Sarumaha	
Friday 23 June 2023	<ol style="list-style-type: none"> 1. Create BC4.0 CPKO documents 2. Edit the CPKO document 	Lizisokhi Sarumaha	
Saturday 24 June 2023	1. Authors are asked to check incoming e-mails and notify the contents of the e-mail to employees	Lizisokhi Sarumaha	




Working	Explanation
	



Month : 5
 Week : 4
 Day : Monday-Saturday
 Date : June 26 - July 01, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 26 June 2023	1. Submission of kp reports to Mentors in the office 2. Revision of practical work reports 3. Print practical work reports 4. Approval of practical work reports for companies	Lizisokhi Sarumaha	
Tuesday 27 June 2023	1. Print the PKB document 2. Checking email that doesn't arrive	Lizisokhi Sarumaha	
Wednesday 28 June 2023	2. Deliver complete documents of BC 4.0 to hangar	Lizisokhi Sarumaha	
Thursday 29 June 2023	Eid Al-Adha	Lizisokhi Sarumaha	
Friday 30 June 2023	Permission	Lizisokhi Sarumaha	
Saturday 01 July 2023	Permission	Lizisokhi Sarumaha	

Working	Explanation
	<p>In the fifth month, fourth week, the author submits a practical work report to the company to the supervisor, revises the report and asks for the supervisor's signature</p>

Month : 5
 Week : 5
 Day : Monday-Saturday
 Date : July 03 - July 05, 2023

Date and Time	Description Activity	Task Assignor	Signature
Monday 03 July 2023	1. The author was asked to teach the system of receiving imported goods for apprentices who had just entered	Lizisokhi Sarumaha	
Tuesday 04 July 2023	1. Giving the value of Practical Work	Lizisokhi Sarumaha	
Wednesday 05 July 2023	1. Farewell internship in logistics 2. Release of internship from the HR department as well as offering mementos	Lizisokhi Sarumaha	

Working	Explanation
 	<p>In the last week the author was asked to teach the PT.KLK import system to the next apprentice. And ask for an assessment from the supervisor and the provision of mementos for the logistics and company sections. After that farewell to all employees involved during the authors carry out field work practice activities</p>