

APPRENTICESHIP REPORT

**PT. BENGKALIS KUDA LAUT
PEKANBARU-RIAU
ADMIN MAINTENANCE**

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

VALIDATION FORM

**APPRENTICESHIP REPORT
PT. BENGKALIS KUDA LAUT
PEKANBARU-RIAU
ADMIN MAINTENANCE**

Written as one the conditions for completing Apprenticeship

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Bengkalis, May 11th 2023

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PREFACE

Praise be to the presence of God Almighty for all the blessings and gifts, so The Author can complete the activities and practical work reports for 4 months at PT. Bengkalis Kuda Laut, located in Pekanbaru, Riau, from 12 January 2023 to 11 May 2023. The completion of this internship report is of course inseparable from the support and assistance of various parties, both directly and indirectly. The Author express its thanks for the help, guidance and suggestions from various parties. On this occasion, The Author would like to express the deepest gratitude to:

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9. Mrs. Erlina as Finance Director of PT. Bengkalis Kuda Laut.
10. Mr. Utol Mex Riyanto as Operational Director of PT. Bengkalis Kuda Laut.
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17. For The Author best friend Kartika Alfira, who is always with The Author in joy and sorrow.
18. All parties who help and support The Author during the internship which cannot be mentioned one by one.

Hopefully all the participation and support that has been given to The Author becomes a good deed and gets a commendable charity from God Almighty. The Author is very aware that in the preparation of this internship report there are still many mistakes and deficiencies. Therefore, The Author are also open to constructive criticism and suggestions for improvement in the future. The Author hopes this internship report can be useful for writers in particular and all parties who need it.

Bengkalis, May 11, 2023



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CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

The Bengkalis State Polytechnic was founded in early 2000 in Bengkalis, Riau by the Bengkalis Regency Government through the Gema Bahari Foundation. Bengkalis State Polytechnic is located at Jl. Bahtin Alam, Alam River, Bengkalis, Riau. Initially the Bengkalis State Polytechnic only had 3 study programs, especially Ship Electrical Engineering, Ship Building Engineering and Ship Engineering. The Polytechnic changed its name to Bengkalis State Polytechnic and is under the Bangun Insani Foundation (YBI) with 5 study programs namely Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration (Polbeng.ac.id, 2023).

At present, the Bengkalis State Polytechnic already has 8 majors, particularly Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Informatics Engineering, Languages, and Maritime Affairs and has 21 study programs namely Diploma 3 Shipping Engineering, Diploma 4 Shipping Architectural Engineering Technology, Diploma 2 Welding and Fabrication Engineering, Diploma 3 Mechanical Engineering, Diploma 4 Mechanical Production and Maintenance Engineering, Diploma 2 Machine Manufacturing Engineering, Diploma 3 Electronics Engineering, Diploma 4 Electrical Engineering, Diploma 3 Civil Engineering, Diploma 4 Road and Bridge Design Engineering, Diploma 4 Digital Business, Diploma 4 International Business Administration, Diploma 4 Public Financial Accounting, Diploma 3 Informatics Engineering, Diploma 4 Software Engineering, Diploma 4 Information System Security, Diploma 2 Computer Network Administration, Diploma 3 English, Diploma 4 English For Business and

Professional Communication, Diploma 3 Nautical and Diploma 3 Management of Commercial Shipping (Polbeng.ac.id, 2022).

Bengkalis State Polytechnic as a state vocational tertiary institution with the motto Competence for Competition, which means that Bengkulu State Polytechnic is able to create students who have skills in academic achievements and the world of work. For this reason, this internship activity is to support students to know about the world of work so they are ready to go straight into the world of work after graduation (Polbeng.ac.id, 2022).

Practical work is a series of activities that include understanding scientific theories / concepts that are applied in work according to the profession in the field of study. Practical work can add to students' discourse, knowledge and skills, and be able to solve scientific problems in accordance with the theory they get in college. Practical work is carried out so the students can understand and apply well the field of knowledge being studied. In addition, so the students can know the profession and work atmosphere in accordance with their study program. Practical work activities are carried out by all study programs without exception (Raflah, 2019).

Practical work activities carried out by Diploma 4 International Business Administration study program students are carried out for a minimum of 4 months and a maximum of 6 months in companies chosen by each student. After looking deeper into several company profiles in Dumai and Pekanbaru, The Author is finally interested in carrying out an internship in Pekanbaru, namely PT. Bengkulu Kuda Laut which was placed in the maintenance admin division for 4 months, January 12, 2023 to May 11, 2023.

PT. Bengkulu Kuda Laut or often abbreviated as BKL is a company engaged in the transportation of vehicles which was founded in 2003 led by Mr. Peng Suyoto. Main office of PT. Bengkulu Kuda Laut is located at Jl. Imam Munandar No. 67, Tengkerang Utara, Kec. Bukit Raya, Pekanbaru City, Riau 28126, Indonesia. PT. Bengkulu Kuda Laut also has several car showrooms in several areas, including S3mart Auto Arengka which is located at Jl. Soekarno - Hatta No.168, Labuh Baru Bar., Kec. Payung Sekaki, Pekanbaru City, Riau 28292

and a branch that just opened in March 2023 in Surabaya, that is S3mart Auto Surabaya which is located at Jl. Raya Kertajaya Indah No. 26, Manyar Sabrangan, Kec. Mulyorejo, City of SBY, East Java 60116 (Suyoto, 2020).

1.2 Purposes of the Apprenticeship

There are several purposes in the internship activities at PT. Bengkalis Kuda Laut:

1. To describe the job descriptions at PT. Bengkalis Kuda Laut during apprenticeship.
2. To know the place and time of the apprenticeship.
3. To find out the obstacles and solution while in the company.

1.3 Significances of the Apprenticeship

With the existence of internship activities, of course it is very beneficial for several parties such as students, companies and the Bengkalis State Polytechnic.

1. For students

There are several benefits of having an internship program for students, such as:

- a. Gain knowledge about the scope of the world of work and train student discipline in company regulations.
- b. Obtain a certificate and assessment from the company that can be used in the future in the world of work.
- c. Gain experience and can be applied when you are already in the real world of work.
- d. Able to analyze problems encountered in the world of work and provide solutions that can overcome these problems.

2. For the Company

Some of the benefits of having an apprenticeship program for companies are as follows:

- a. Jobs in companies are completed more quickly with the help of labor from apprentice students.
 - b. There is a good relationship between the company and the world of education.
 - c. If there is a shortage of employees, the company does not need to bother looking for employees because the company can directly contact students who have had internships if they feel that these students are capable of working.
3. For State Polytechnic of Bengkalis
- There are several benefits of having an internship program obtained by the Bengkalis State Polytechnic, namely as follows:
- a. Establish a good relationship and cooperation with the company.
 - b. Bengkalis State Polytechnic will be more widely known by companies located inside and outside the province of Riau.
 - c. Polytechnic will get good feedback from companies with good students in the world of work.

CHAPTER 2

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Bengkalis Kuda Laut focuses on the business of oil and gas and transportation of vehicles and heavy equipment which is the first company to provide vehicles with employees within PT. Chevron Pacific Indonesia by utilizing a Fleet Management System that is able to streamline and streamline the use of vehicles with 3S (Safety Satisfactory Services) services. Now PT. Bengkalis Kuda Laut provides rental services for heavy equipment and light vehicles with drivers or without drivers (Suyoto, 2020).

Moreover, PT. Bengkalis Kuda Laut provides vehicle transportation rentals with thousands of units in various national and multinational scale companies located throughout the archipelago. PT. Bengkalis Kuda Laut implements the motto "We Are The Best Solution For Your Transportation" which means PT. Bengkalis Kuda Laut does not only provide ordinary transportation rentals, but is also supported by sophisticated IT tools according to the times, which can provide concrete solutions to the problems of vehicle transportation for renters (Suyoto, 2020).



Figure 2.1 Main Office of PT. Bengkalis Kuda Laut
Source: Suyoto, 2023

Figure 2.1 is the main office of PT. Bengkalis Kuda Laut, which is located at Jl. Imam Munandar No. 67, Tengkerang Utara, Kec. Bukit Raya, Pekanbaru City, Riau 28126, Indonesia. Every Monday, Wednesday and Friday morning, PT. Bengkalis Kuda Laut always carries out a morning briefing with a different theme for each briefing, the briefing is led by 1 PIC (Person in charge) or person in charge, after the PIC opens the briefing and gives an explanation regarding the theme, then the PIC appoints 2 people to add explanations regarding each theme the briefings. The purpose of the morning briefing is to provide motivation for employees to remain enthusiastic and work hard at work. In addition, the purpose of the briefing is also to train employees in public speaking or the courage to speak in public.



Figure 2.2 Logo of PT. Bengkalis Kuda Laut
Source: Suyoto, 2020

Figure 2.2 is the logo of PT. Bengkalis Kuda Laut, which has pictures of sea horses, rice and cotton, all of these pictures have their own meaning for the company, namely:

1. Sea Horse
Sea horse as a symbol of loyalty, caring, service, discipline and self-sacrifice.
2. Paddy
Paddy means having the will to always help others according to one's own abilities.
3. Cotton
Cotton as a symbol of daring to fight for justice for oneself and others.

According to Meirza October 12, 2020 in (Schein, 2014) company value is the most important thing in the decision-making process. Corporate values can be a direction and a way to deal with uncertain situations or difficult times. And company values are values within the company that can be a reference, guide, and at the same time motivate employees to achieve company goals. There are 6 corporate value points applied by PT. Bengkalis Kuda Laut, that is:

1. Family

The first corporate value is kinship which means compassion, care, tolerance, togetherness, mutual help and mutual cooperation, consensus deliberation, prosperity.

2. Loyalty

Loyalty which means discipline and confidence, caring and dedication, dedication and willingness to sacrifice, responsibility and work smart, courageous and firm, self-control.

3. Human Resources Development

Designing and implementing a distinctive human resource development system, building human resources with integrity (honest, humble, consistent, doing what is taught, leading by example, "saying, doing, being", "mature"), forming professional human resources through motivational training and improving skills, paying attention to welfare facilities for workers and families, preparing career paths.

4. Work together

The collaboration referred to is trust, truthfull, common goals and transparency, open communication, good will, encouraging, the principle of pigmalion, harmonious, cooperative.

5. Kaizen

Kaizen at PT. Bengkalis Kuda Laut, namely continuous improvement, initiative and creativity for innovation, continuous learning, never giving up, constructive in mindset and action patterns, precise work, fast saving, focus on results, pay attention to processes based on systems and procedures, critical and analytical.

6. Excellent

The last corporate value is Extraordinary which means a workforce that is (extraordinary with integrity, extremely professional, extremely loyal), a company that is (extraordinarily proud of, extremely missed), a comfortable working atmosphere that is safe and conducive, zero accident, safety first, go green, achieving beyond work targets.

2.2. Vision and Mission

Every company must have a company vision and mission that must be achieved, the vision and mission of PT. Bengkalis Kuda Laut, namely:

1. Vision

Become a local, international standard transportation service provider company that prioritizes S3: safety satisfactory services (safety, comfort and punctuality)

2. Mission

Here are some missions of PT. Bengkalis Kuda Laut:

- a. Placing safety, health and environmental protection as a priority in providing services.
- b. Providing the best service and product quality for the rental of safe, efficient and technologically advanced land transportation, which is run by competent and highly motivated professionals.
- c. Creating jobs and prioritizing the placement of local workers.

2.3 Kind Of Business

PT. Bengkalis Kuda Laut or often abbreviated as BKL is a company engaged in the transportation of vehicles which was founded in 2003 led by Mr. Peng Suyoto. Main office of PT. Bengkalis Kuda Laut is located at Jl. Imam Munandar No. 67, Tengkerang Utara, Kec. Bukit Raya, Pekanbaru City, Riau 28126, Indonesia. Main office of PT. Bengkalis Kuda Laut is open Monday - Friday (08.00 WIB - 16.30 WIB) and Saturday (08.00 WIB - 11.30 WIB). PT. Bengkalis Kuda Laut also has several car showrooms in several areas, including

S3mart Auto Arengka which is located at Jl. Soekarno - Hatta No.168, Labuh Baru Bar., Kec. Payung Sekaki, Pekanbaru City, Riau 28292 and a branch that just opened in March 2023 in Surabaya, namely S3mart Auto Surabaya which is located at Jl. Raya Kertajaya Indah No. 26, Manyar Sabrangan, Kec. Mulyorejo, City of SBY, East Java 60116 (Suyoto, 2020).

PT. Bengkalis Kuda Laut provides rental services for heavy equipment and light vehicles with drivers or without drivers. PT. Bengkalis Kuda Laut provides vehicle transportation rentals with thousands of units in various national and multinational scale companies located throughout the archipelago. PT. Bengkalis Kuda Laut implements the motto "We Are The Best Solution For Your Transportation" which means PT. Bengkalis Kuda Laut does not only provide ordinary transportation rentals, but is also supported by sophisticated IT tools according to the times, which can provide concrete solutions to the problems of vehicle transportation for renters (Suyoto, 2020).

2.4 Organization Structure

PT. Bengkalis Kuda Laut has 3 (Three) leaders, namely the Main Director, Finance Director and Operational Director and several other organizations to achieve the goals of the company.

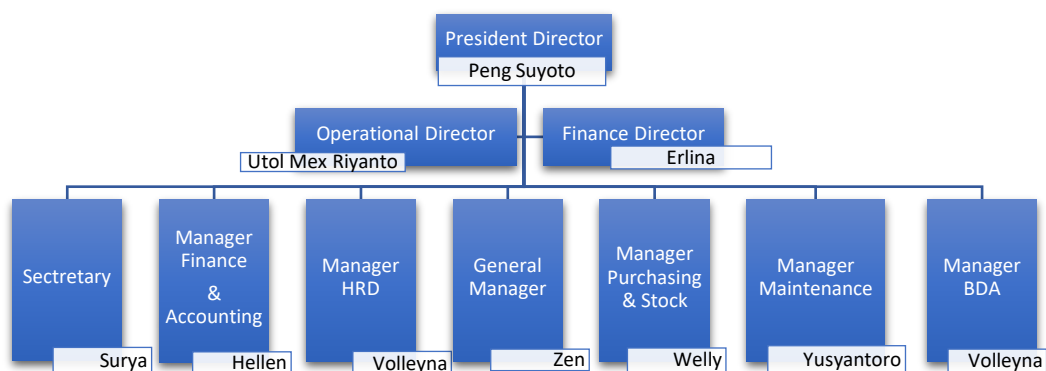


Figure 2.3 Organization Structure of PT. Bengkalis Kuda Laut

Source: Processed Data, 2023

In Figure 2.3 it can be seen that each position in the organizational structure has its own duties and responsibilities to achieve company goals. The

following is a description of the duties and responsibilities of each position, as follows:

1. President Director

The President Director, Mr. Peng Suyoto who leads a company, sets company goals and policies, prepares a strategic business development plan in accordance with procedures and has rights in the work of his employees.

2. Finance Director

Director of Finance, Mrs. Erlina who leads and carries out the process of supervising and making decisions regarding matters related to finance in the company.

3. Director of Operations

The Operational Director, Mr. Utol Mex Riyanto who leads all of the company's operational activities related to the company's operational processes and projects.

4. Corporate Secretary

The Corporate Secretary, Mr. Surya, who plays an important role in the company, helps the main director to achieve an increase in the company's image by managing company communications from internal and external parties and administering company documents.

5. General Manager

General Manager named Mr. Zen is in charge of managing or managing the company and being a motivator for its employees, as well as overseeing the tasks delegated to managers and building good work.

6. Manager of Human Resource Development (HRD)

The Human Resource Development Manager, Mrs. Volleyna who is in charge of everything related to employees, whether it's adding employees, employee salaries, training, apprenticeship, social security agency on health, and so on related to human resources in the company.

7. Manager Business Development Associates (BDA)

The Business Development Associates Manager is also held by Mrs. Volleyna who played a role in selling out. Business Development Associates

communicates new prospects and encourages consumer interest in the company's business products or services, to cooperation is established between the company and consumers or other companies.

8. Maintenance Manager

Maintenance Manager named Mr. Yusyantoro whose role is in supervising and maintaining the car units in each project so they continue to operate properly. In addition to the units in each project, the maintenance manager also ensures that the maintenance of office operational units is maintained or there is no damage.

9. Purchasing and Stock Manager

Purchasing and Stock Manager named Mr. Welly, who is in charge of managing the purchase of goods or spare parts needed by project units and office operational units.

10. Finance and Accounting Manager

Finance and Finance Manager, Mrs. Hellen, who is in charge of managing finances at the company, be it paying employee salaries, paying for car unit repair services, and so on. As well as those in charge of making journals and financial reports and managing the company's cash flow such as debts and receivables.

2.5 The Working Process

In carrying out apprenticeship activities at PT. Bengkalis Kuda Laut, The Author is positioned in the Admin Maintenance division, the following are the duties and responsibilities that The Author carries out in the admin maintenance division:

1. Input the workshop in the system (Place or shop for repairing car units)
2. Input material requests into the system (car spare parts, tires, office equipment needs)
3. Input purchase orders services in the system
4. Input purchase order service in the system
5. Input car wash in the system

6. Check the goods receiving notes in the system or excel (last history of buying spare parts for car repair)
7. Recap receipts to be submitted to the showroom of the finance and accounting department in excel
8. Recap the operational cost report per project in excel
9. Recap usage history for operational costs per project in excel
10. Recap of budget submissions for car unit repairs that lack funds in excel
11. Copy and print the required documents
12. Closed workshops that are more than 30 days old and marked in red in the system
13. Check the remaining car unit repair budget in the system and excel
14. Input items per project in the system
15. PTPN 6 Jambi project unit recap in excel
16. Update PTPN 7 project service purchase order data in excel
17. Input material request manually in Excel
18. Input purchase orders services manually in Excel
19. Adjust the oil palm plantation weighing slip in the note with the summary in excel

2.6 Document Used for Activity

In carrying out the internship, there are several documents needed by the maintenance admin division to complete the work, including:

1. PT. Bengkalis Kuda Laut system



Figure 2.4 PT. Bengkalis Kuda Laut System

Source: Processed Data, 2023

Figure 2.4 is PT. Bengkalis Kuda Laut system plays an important role in the process of running operations in the office. Each employee gets one account with their own name and password. In this system there are several menus to input car wash data, input material requests, input Purchase Orders services, input workshops, view assets, check the goods receiving notes or history, budget, hitsory and so on. All of these menus are used every day by the maintenance division for units that are being repaired in the office or on each project.

2. Recap of Operational Cost History in Excel

Date	Description	Qty	UOM	Harga	Total harga
21-Apr-23	Ban mobil	1	pcs	30.000	30.000
21-Apr-23	Kaca jendela belakang mobil	1	pcs	30.000	30.000
21-Apr-23	Lubrican oli mesin mobil	1	pcs	200.000	200.000
21-Apr-23	Lubrican oli rem mobil	1	pcs	30.000	30.000
21-Apr-23	Asam aki mobil	1	pcs	30.000	30.000
21-Apr-23	Asam aki mobil	1	pcs	30.000	30.000

Figure 2.5 Recap History of Operational Cost
Source: Processed Data, 2023

Figure 2.5 the Recap History of Operational Costs is used to recap the last replacement of spare parts in car repair units.

3. Summary of Operational Cost Report in Excel

Period	Tanggal	Deskripsi	Harga	Jumlah	Total
PPM-01	20/03/23	Ban mobil	30.000	1	30.000
PPM-02	20/03/23	Kaca jendela belakang mobil	30.000	1	30.000
PPM-03	21/03/23	Lubrican oli mesin mobil	200.000	1	200.000
PPM-04	21/03/23	Lubrican oli rem mobil	30.000	1	30.000
PPM-05	21/03/23	Asam aki mobil	30.000	1	30.000
PPM-06	21/03/23	Asam aki mobil	30.000	1	30.000

Figure 2.6 Recap of Operational Cost Report
Source: Processed Data, 2023

Figure 2.6 Recap of the Operational Cost Report is used to record details of the use of funds for the repair of car units in the project, whether in the form of spare parts, services, food and drink costs, fuel costs, and car washing.

4. Summary of Budget Submissions in Excel

No.	KOPOL	Jumlah pengajuan	Saldo Budget system	Budget yang ditransfer ke sistem	Budget 2023 yang dibikin
1	PR 12934Y/196/1253/04	Rp. 4.800.000,00	Rp. 3.800.000,00	Rp. 2.000.000,00	Rp. 23.758.888,00
2	PR 12988/002G/0328/04	Rp. 1.200.000,00	Rp. 225.133,00	Rp. 904.866,00	Rp. 8.737.296,00
3	PR 84211/1T	Rp. 1.500.000,00	Rp. 78.657,00	Rp. 1.425.343,00	Rp. 47.242.566,00
4	PR 84207/1T	Rp. 1.800.000,00	Rp. 1.428.790,00	Rp. 1.543.936,00	Rp. 35.562.952,00
5	PR 9346/04	Rp. 1.500.000,00	Rp. 862.362,00	Rp. 2.887.536,00	Rp. 21.179.748,00
6	PR 1167/08	Rp. 2.500.000,00	Rp. 464.429,00	Rp. 2.033.561,00	Rp. 23.701.038,00
7	PR 9023/08	Rp. 4.500.000,00	Rp.	Rp. 4.500.000,00	Rp. 21.870.000,00

No.	KOPOL	Jumlah pengajuan	Saldo Budget system	Budget yang ditransfer ke sistem	Budget 2023 yang dibikin
1	PR 4001/002H/1175/04	Rp. 2.500.000,00	Rp. 275.000,00	Rp. 2.275.000,00	Rp. 22.002.597,00
2	PR 8024/002H/0325/04	Rp. 4.800.000,00	Rp. 543.534,00	Rp. 3.958.464,00	Rp. 25.460.894,00

Figure 2.7 Summary of Budget Submissions
Source: Processed Data, 2023

Figure 2.7 the Budget Submission Recap is used to make a recap of the budget submission needed by the repair unit that lacks funds.

5. Create a Material Request and Purchase Order Manual services in Excel

Figure 2.8 Material Request and Purchase Order Manual
Source: Processed Data, 2023

Figure 2.8 this form is used to make Material Requests and Purchase Orders services manually in Excel, projects that are still manual, namely the Tenayan and Dumai projects.

CHAPTER 3

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

PT. Bengkalis Kuda Laut where The Author had its Apprenticeship in the admin maintenance division which is responsible for the maintenance and maintenance of car units, the admin section only carries out its duties in the office without going to the project site. In the maintenance admin division, The Author carries out several tasks that have the same cycle but the knowledge and insight gained is very useful, some of these tasks are as follows:

1. Input the workshop in the system (Place or shop for repairing car units)
2. Input material requests into the system (car spare parts, tires, office equipment needs)
3. Input purchase orders services in the system
4. Input purchase order service in the system
5. Input car wash in the system
6. Check the goods receiving notes in the system or excel (last history of buying spare parts for car repair)
7. Recap receipts to be submitted to the showroom of the finance and accounting department in excel
8. Recap the operational cost report per project in excel
9. Recap usage history for operational costs per project in excel
10. Recap of budget submissions for car unit repairs that lack funds in excel
11. Copy and print the required documents
12. Closed workshops that are more than 30 days old and marked in red in the system
13. Check the remaining car unit repair budget in the system and excel
14. Input items per project in the system
15. PTPN 6 Jambi project unit recap in excel

16. Update PTPN 7 project service purchase order data in excel
17. Input material request manually in Excel
18. Input purchase orders services manually in Excel
19. Adjust the oil palm plantation weighing slip in the note with the summary in Excel
20. Stand by at the Receptionist (first floor) to receive packages and serve consumers

3.2 System and Procedure

Systems used in the process of working at PT. Bengkalis Kuda Laut, namely:

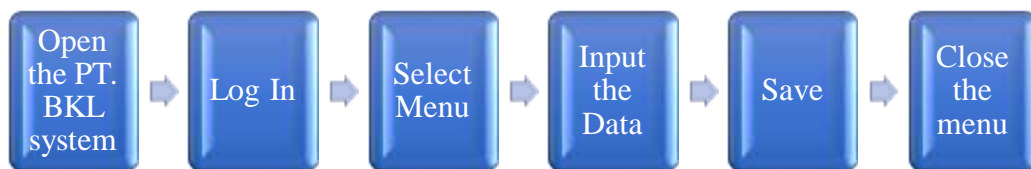


Figure 3.1 PT. Bengkalis Kuda Laut System

Source: Processed Data, 2023

The application system used for work is the PT. BKL system. The explanation of the system and procedure in figure 3.1 is as follows:

1. Open the PT application. Bengkalis Kuda Laut on Google uses Mozilla Firefox or Google Chrome
2. Log in using each account
3. Select the menu to be worked on, for example material request, purchase order, Check goods receiving notes, and so on
4. Enter data series units, repair, dates, and others
5. Klik save, then the material request or purchase order number will repair
6. When you are ready to enter data, close the menu

The procedures for working at PT. Bengkalis Kuda Laut in the admin maintenance division, such as:

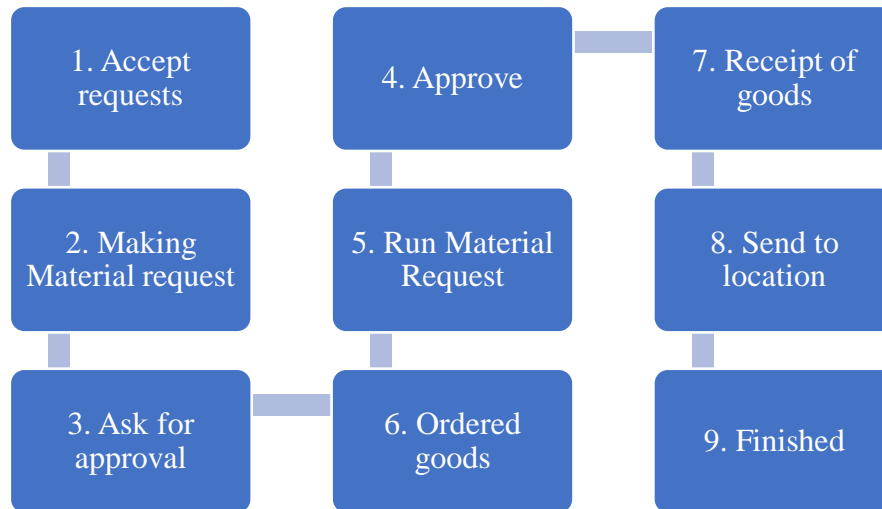


Figure 3.2 Maintenance Admin Division Work Procedures

Source: Processed Data, 2023

The explanation of the maintenance admin division work procedures in figure 3.2 is as follows:

1. Admin receives requests for goods for car repair at project location, such as spare parts, car tires, and other
2. Admin making material request in the PT. BKL system
3. The admin asks for the approval of project holders and even directors according to the total required purchases
4. It has been approved by everyone concerned
5. Run material request to purchasing and stock division
6. The goods are ordered by the purchasing and stock division and wait for the goods to arrive
7. Receive the items requested earlier
8. Send the goods to the project location
9. Done

3.3 Place of Apprenticeship

Internship activities carried out at PT. Bengkalis Kuda Laut, Pekanbaru, positioned in the admin maintenance division for 4 (four) months from 12 January

2023 to 11 May 2023. PT. Bengkalis Kuda Laut is located at Jl. Imam Munandar No. 67, Tengkerang Utara, Kec. Bukit Raya, Pekanbaru City, Riau 28126, Indonesia. Main office of PT. Bengkalis Kuda Laut is open Monday - Friday (08.00 WIB - 16.30 WIB) and Saturday (08.00 WIB - 11.30 WIB).

Table 3.1 Daily Activities of January 12, 2023 to January 14, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Thursday / January 12, 2023	1. Introduction to the input system 2. Workshop input 3. Input material request 4. Input purchase order services	Maintenance Manager
2	Friday / January 13, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services	Maintenance Manager
3	Saturday / January 14, 2023	1. Workshop input 2. Input material request	Maintenance Manager

Source: Processed Data, 2023

Table 3.1 is the second week in January and the first week The Author carries out an internship. This week is still in the process of introducing the PT. Bengkalis Kuda Laut system and proceed with doing some tasks, such as Input workshop, material requests, purchase order services.

Table 3.2 Daily Activities of January 16, 2023 to January 21, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / January 16, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order service 5. Check of goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / January 17, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager
3	Wednesday / January 18, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
4	Thursday / January 19, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print tax invoice 6. Print and photocopy of material requests	Maintenance Manager

5	Friday / January 20, 2023	1. Morning briefing 2. Input material request 3. Check of goods receiving notes	Maintenance Manager
6	Saturday / January 21, 2023	1. Workshop input 2. Input material request 3. Check goods receiving notes	Maintenance Manager

Source: *Processed Data, 2023*

Table 3.2 is the third week of January, where The Author carried out tasks, namely input workshops, input material requests , check goods receiving notes and input purchase orders services.

Table 3.3 Daily Activities of January 23, 2023 to January 28, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / January 23, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests 7. Closed workshop	Maintenance Manager
2	Tuesday / January 24, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print material request	Maintenance Manager
3	Wednesday / January 25, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Photocopy of goods purchase receipt	Maintenance Manager
4	Thursday / January 26, 2023	1. Workshop input 2. Input material request 3. Check goods receiving notes 4. Print and photocopy of material requests	Maintenance Manager
5	Friday / January 27, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
6	Saturday / January 28, 2023	1. Check the goods receiving notes 2. Print and photocopy of material requests	Maintenance Manager

Source: *Processed Data, 2023*

In table 3.3 is the fourth week of January where the tasks given are still the same as the previous week.

Table 3.4 Daily Activities of February 01, 2023 to February 04, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Wednesday / February 01, 2023	1. Check goods receiving notes 2. Closed workshop 3. Print material request and purchase order service	Maintenance Manager
2	Thursday / February 02, 2023	1. Workshop input 2. Input material request 3. Recap material request 4. Check report purchase order 5. Print and photocopy of material requests 6. Closed workshop	Maintenance Manager
3	Friday / February 03, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print material request	Maintenance Manager
4	Saturday / February 04, 2023	1. Workshop input 2. Input material request , 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests 6. Workshop closed	Maintenance Manager

Source: Processed Data, 2023

In table 3.4 is the first week of February, the jobs given are still the same as the previous week.

Table 3.5 Daily Activities of February 06, 2023 to February 11, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / February 06, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / February 07, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager
3	Wednesday / February 08, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Recap of goods purchase history 5. Print and photocopy of material requests	Maintenance Manager
4	Thursday / February 09, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Print and photocopy of material requests	Maintenance Manager
5	Friday / February 10, 2023	1. Morning briefing 2. Workshop input 3. Check goods receiving notes	Maintenance Manager

		4. Print and photocopy of material requests	
6	Saturday / February 11, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Purchase history recap in excel 5. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

In table 3.5 is the second week of February, The Author gets a new assignment, namely to recap the last history of purchasing goods or spare parts for repair units in Excel.

Table 3.6 Daily Activities of February 13, 2023 to February 18, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / February 13, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Recap of operational cost reports in excel 5. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / February 14, 2023	1. Workshop input 2. Input material request 3. Check goods receiving notes 4. Recap of car unit complaints in excel 5. Recap of operational expense reports 6. Print and photocopy of material requests	Maintenance Manager
3	Wednesday / February 15, 2023	1. Morning briefing 2. Input purchase order services 3. Check goods receiving notes 4. Photocopy of notes and material requests	Maintenance Manager
4	Thursday / February 16, 2023	1. Workshop 2. Workshop input 3. Input material request 4. Recap the history of purchasing goods in excel 5. Print and photocopy of material requests	Maintenance Manager
5	Friday / February 17, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Update purchase order service data for the PTPN 7 project in excel 5. Print and photocopy of material requests	Maintenance Manager
6	Saturday / February 18, 2023	OFF (ISRA MI'RAJ)	-

Source: Processed Data, 2023

In table 3.6 the third week of February, The Author gets a new assignment, recapitulating project operational cost reports and updating purchase order service data for the PTPN 7 project in excel.

Table 3.7 Daily Activities of February 20, 2023 to February 25, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / February 20, 2023	OFF (SICK)	-
2	Tuesday / February 21, 2023	OFF (SICK)	-
3	Wednesday / February 22, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of goods purchase history in excel 7. Print and photocopy of material requests	Maintenance Manager
4	Thursday / February 23, 2023	1. Input material requests 2. Photocopies of notes and material requests and operational cost report recap 3. Print and photocopy of material requests	Maintenance Manager
5	Friday / February 24, 2023	1. Morning briefing 2. Input goods items to a particular project 3. Input material request car tires 4. Closed workshop	Maintenance Manager
6	Saturday / February 25, 2023	1. Workshop input 2. Closed workshop 3. Input purchase order services 4. Check goods receiving notes 5. Print material request	Maintenance Manager

Source: Processed Data, 2023

In table 3.7 the fourth week of February, The Author gets a new assignment, to input material requests for car tires and input goods items for a particular project.

Table 3.8 Daily Activities of February 27, 2023 to February 28, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / February 27, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / February 28, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

In table 3.8 is the fifth week of February, the work given remains the same as the previous week.

Table 3.9 Daily Activities of March 01, 2023 to March 04, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Wednesday / March 01, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational cost reports and history of purchasing goods in excel 7. Photocopy of notes and print material requests 	Maintenance Manager
2	Thursday / March 02, 2023	<ol style="list-style-type: none"> 1. Input items on certain projects 2. Closed workshops 3. Recap of purchase history in excel 4. Print recap history 5. Photocopy of purchase receipts 6. Recap of cost reports operational costs and a copy of the operational cost report 7. Print and photocopy of material requests 	Maintenance Manager
3	Friday / March 03, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational cost reports and history of purchasing goods in excel 7. Closed workshops 8. Print and photocopy of material requests 	Maintenance Manager
4	Saturday / March 04, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests 	Maintenance Manager

Source: Processed Data, 2023

In table 3.9 the first week of March, The Author does the same task as the previous week.

Table 3.10 Daily Activities of March 06, 2023 to March 11, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / March 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Purchase history recap in excel 7. Print and photocopy of material requests 	Maintenance Manager
2	Tuesday / March 07, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Closed workshop 4. Print material request 5. Check goods receiving notes 6. Input notes and print car wash in the 	Maintenance Manager

		system 7. Print and photocopy of material requests	
3	Wednesday / March 08, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Operational cost recap and items input in the project	Maintenance Manager
4	Thursday / March 09, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print material request and photocopy of notes 6. Print and photocopy of material requests	Maintenance Manager
5	Friday / March 10, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print notes and material requests	Maintenance Manager
6	Saturday / March 11, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Check the remaining budget for car unit repairs 6. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

In table 3.10 is the second week of March, The Author gets a new assignment, inputting car wash units per project or office.

Table 3.11 Daily Activities of March 13, 2023 to March 18, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / March 13, 2023	1. Morning briefing, Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports 6. Recap of purchase history in excel 7. Print notes and material requests	Maintenance Manager
2	Tuesday / March 14, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports 6. Recap of purchase history in excel 7. Print notes and material requests	Maintenance Manager

3	Wednesday / March 15, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports 6. Recap of purchase history in excel 7. Print notes and material requests 	Maintenance Manager
4	Thursday / March 16, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap purchase history in excel 	Maintenance Manager
5	Friday / March 17, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print notes and material requests 7. Recap of budget submissions for units car 	Maintenance Manager
6	Saturday / March 18, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of budget submissions for car units 	Maintenance Manager

Source: Processed Data, 2023

In table 3.11 the third week of March, The Author gained new knowledge and knowledge, namely how to recapitulate budget submissions for car repair units that lack funds.

Table 3.12 Daily Activities of March 20, 2023 to March 25, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / March 20, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print notes and material requests 7. Recap of budget submissions for units car 	Maintenance Manager
2	Tuesday / March 21, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports 6. Recap of purchase history in excel 	Maintenance Manager
3	Wednesday / March 22, 2023	OFF (NYEPI DAY)	
4	Thursday / March 23, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Input goods items in the project and PTPN 6 Jambi project unit recap 	Maintenance Manager

5	Friday / March 24, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap the material request number, purchase order services in excel 	Maintenance Manager
6	Saturday / March 25, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 	Maintenance Manager

Source: Processed Data, 2023

In table 3.12 the fourth week of March, the work being done remains the same as the previous week.

Table 3.13 Daily Activities of March 27, 2023 to March 31, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / March 27, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests 	Maintenance Manager
2	Tuesday / March 28, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports , budget recap for submission 6. Print and photocopy of material requests 	Maintenance Manager
3	Wednesday / March 29, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. input of goods items in the project 5. Budget recap for submission 6. Check of goods receiving notes 7. Print and photocopy of material requests 	Maintenance Manager
4	Thursday / March 30, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests 	Maintenance Manager
5	Friday / March 31, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests 	Maintenance Manager

Source: Processed Data, 2023

In table 3.13 is the fifth week of March, the work given is also the same as the previous week.

Table 3.14 Daily Activities of April 01, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Saturday / April 01, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap receipts notes to showrooms and budget recap for submitting car unit funds 6. Print and photocopy of material requests 	Maintenance Manager

Source: Processed Data, 2023

In table 3.14 the first week of April, The Author does the same task as the previous week.

Table 3.15 Daily Activities of April 03, 2023 to April 08, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / April 03, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Budget recap for submitting car unit funds 7. Print and photocopy of material requests 	Maintenance Manager
2	Tuesday / April 04, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Budget recap for submitting car unit funds 6. Print and photocopy of material requests 	Maintenance Manager
3	Wednesday / April 05, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Budget recap for submitting car unit funds 7. Print and photocopy of material requests 	Maintenance Manager
4	Thursday / April 06, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap receipts notes to showrooms 6. Budget recap for submitting car unit funds 7. Print and photocopy of material requests 	Maintenance Manager
5	Friday / April 07, 2023	OFF (JUM'AT AGUNG DAY)	-
6	Saturday / April 08, 2023	<ol style="list-style-type: none"> 1. Workshop inputs 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap receipts notes to showrooms and budget recap for submitting car unit funds 6. Print and photocopy of material requests 	Maintenance Manager

Source: Processed Data, 2023

In table 3.15 is the second week of April, The Author gets a new assignment, to recap the receipts for material request, purchase order services to submit to the showroom.

Table 3.16 Daily Activities of April 10, 2023 to April 15, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / April 10, 2023	<ol style="list-style-type: none"> 1. Morning briefing , 2. Input material request 3. Check goods receiving notes 4. Recap receipts notes to showrooms and budget recap for submitting car unit funds 5. Recap of operational cost reports and recap of the history of purchasing goods in excel 	Maintenance Manager
2	Tuesday / April 11, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports and recap of the history of purchasing goods in excel 	Maintenance Manager
3	Wednesday / April 12, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational cost reports and recap of the history of purchasing goods in excel 	Maintenance Manager
4	Thursday / April 13, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational cost reports and recap of goods purchase history in excel 	Maintenance Manager
5	Friday / April 14, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational cost reports and recap of the history of purchasing goods in excel 	Maintenance Manager
6	Saturday / April 15, 2023	<ol style="list-style-type: none"> 1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap receipts notes to showrooms and budget recap for submitting car unit funds 6. Recap of operational cost reports and recap of the history of purchasing goods in excel 	Maintenance Manager

Source: Processed Data, 2023

In table 3.16 the third week of April, The Author did the same work the previous week.

Table 3.17 Daily Activities of April 17, 2023 to April 22, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / April 17, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / April 18, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager
3	Wednesday / April 19, 2023	1. Morning briefing , workshop input, 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Budget recap for adding funds, asset report recap, and note receipt recap 7. Print and photocopy of material requests	Maintenance Manager
4	Thursday / April 20, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Stand by at the receptionist 6. Package receipt recap 7. Print and photocopy of material requests	Maintenance Manager
5	Friday / April 21, 2023	1. Stand by at the receptionist 2. Workshop input 3. Input material request 4. Check goods receiving 5. Print and photocopy of material requests	Maintenance Manager
6	Saturday / April 22, 2023	OFF (EID AL-FITR)	-

Source: Processed Data, 2023

In table 3.17 the fourth week of April, The Author did the same task the previous week and The Author was asked to stand by at the receptionist to serve customers because at that time there was a shortage of people.

Table 3.18 Daily Activities of April 24, 2023 to April 29, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / April 24, 2023	1. Stand by at the receptionist 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational expense reports	Maintenance Manager

		7. Print and photocopy of material requests	
2	Tuesday / April 25, 2023	1. Stand by at the receptionist 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational expense reports 7. Print and photocopy of material requests	Maintenance Manager
3	Wednesday / April 26, 2023	1. Morning briefing , Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Recap of operational expense reports 6. Print and photocopy of material requests	Maintenance Manager
4	Thursday / April 27, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Recap of operational expense reports 7. Print and photocopy of material requests	Maintenance Manager
5	Friday / April 28, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Budget submission recap 7. Print and photocopy of material requests	Maintenance Manager
6	Saturday / April 29, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

In table 3.18 the last week of April, The Author does the same task as the previous week.

Table 3.19 Daily Activities of May 01, 2023 to May 06, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / May 01, 2023	OFF (LABOR DAY)	-
2	Tuesday / May 02, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Check goods receiving notes 6. Photocopy and print material request	Maintenance Manager
3	Wednesday / May 03, 2023	1. Morning briefing , 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Operational cost report recap	Maintenance Manager

4	Thursday / May 04, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Print and photocopy of material requests	Maintenance Manager
5	Friday / May 05, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
6	Saturday / May 06, 2023	1. Workshop input 2. Input material request 3. Input purchase order services 4. Check goods receiving notes 5. Process material requests to the purchasing division 6. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

Table 3.19 is the first week of May, The Author does the same work as the previous week, the cycle was the same, but the knowledge was very useful.

Table 3.20 Daily Activities of May 08, 2023 to May 11, 2023

No	Day / Date	Description of Activities	Task Assignor
1	Monday / May 08, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Adjusting the oil palm plantation weighing slip 7. Print and photocopy of material requests	Maintenance Manager
2	Tuesday / May 09, 2023	OFF (PERMISSION)	-
3	Wednesday / May 10, 2023	1. Morning briefing 2. Workshop input 3. Input material request 4. Input purchase order services 5. Check goods receiving notes 6. Print and photocopy of material requests	Maintenance Manager
4	Thursday / May 11, 2023	1. Process material requests to the purchasing division 2. Print and photocopy of material requests	Maintenance Manager

Source: Processed Data, 2023

In table 3.20 is the second week of May, which is the last week of the apprenticeship, this week The Author gets work, checking or matching the weight values and the date of the slip of the scales with those in Excel.

3.4 Obstacle and Solution

The problem that The Author faced during the apprenticeship at the company was an unstable network and a system that likes errors, this causes tasks to be carried out such as inputting material requests , input purchase orders services, and others to be hampered and slow. If this happens frequently, it will cause several jobs to pile up and the company's operations to become inefficient.

Apart from that, the problem that The Author once faced was the wrong input of the nominal amount of goods in the system, which should have used a comma behind it, The Author put a period because it had not been explained by the apprentice supervisor, this caused the material request to be unable to be edited and deleted

The solution to solving the system error problem is that The Author tells the IT person to fix the system, so it takes time to wait for the system to return to normal and unstable network problems can be solved by using a personal hotspot, The Author connects the hotspot to the computer that The Author uses.

For the problem of incorrectly inputting the nominal weight resulting in an error, The Author solves it by contacting an Information and Technology Divisons and making a new material request while waiting for the previous material request to be deleted, in order to duplicate requests for goods do not occur.

CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

Based on the apprenticeship activities that have been completed by The Author at PT. Bengkalis Kuda Laut, The Author has achieved the goals that have been formulated, namely The Author has carried out various jobs in the admin maintenance division provided by the apprentice supervisor and is able to finish well and quickly. The Author gets a lot of new insights and knowledge about being an admin in the maintenance section which is extraordinary because it is required to be able to know and know the parts of the car. The Author gained extraordinary experience for 4 months which will be used in the future when he is already in the world of work. In addition, author are also required to be able to analyze car problems and other problems, in order to this will make author more willing to take risks and be responsible for a job.

4.2 Suggestion

Based on the problems The Author faced during the apprenticeship, The Author has several suggestions that can be applied and useful for the future, namely:

1. Each division needs to carry out an evaluation once a week or once a month, this is implemented in order to co-workers can hold tight to each other and know each other's strengths and weaknesses so they can be improved together.
2. The maintenance admin division that is in the office to be able to go into the field to see car units that are being repaired, this is done in order to the maintenance admin especially women can know and recognize car spare parts, besides that this can also make the atmosphere more relaxed because it's not tense at the office.

REFERENCES

- Meirza. (2020). Culture and Values Are the Foundation of the Company, (Online), (<https://www.soocadesign.com/blog/nilai-perusahaan/>) accessed on April 24, 2023.
- Suhesti, B. N (2022). PT. Bengkalis Kuda Laut in Pekanbaru-Riau Human Resources Development Division, (Online), (<eprints.polbeng.ac.id/7358/4/KP-5404181153-Full%20Text.pdf>) accesses on March 11, 2023
- Suyoto, Peng. (2020). *Tentang Kami* – Bengkalis Kuda Laut, (Online), (<https://bklrent.id/about-us/>) accessed on March 10, 2023.

APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter



PT. BENGKALIS KUDA LAUT

LIGHT VEHICLES AND HEAVY EQUIPMENT RENTAL

● **BRANCH OFFICE :**

Jl. H. Imam Munandar No. 67 AA Tangkerang
Tel. (0761) 862842 (Hunting)
Fax. (0761) 33128
Pekanbaru - Riau - Indonesia
Email : mainoffice@bengkaliskudalaut.com

Pekanbaru, 12 Desember 2022
Reff.: 0240/BKL-SKU-KNTR-HRD/XII/2022

Kepada Yth.:
POLITEKNIK NEGERI BENGKALIS
Jl. Bathin Alam, Sungai Alam, Bengkalis
Up.: Bapak Guswandi, ST.,MT

Perihal : Penerimaan Kerja Praktek (KP)

Dengan hormat,

Merujuk surat No 5835/PL31/TU/2022, mengenai Permohonan Kerja Parektek (KP) , atas nama Mahasiswi :

1. Feby Sisca : NIP 5404191218
2. Kartika Alfira : NIP 5404191215

Maka perusahaan kami, menerima Penerimaan Kerja Praktek untuk mahasiswi tersebut, dan kami mengharapkan mahasiswi tersebut sudah bisa bergabung dengan PT. Bengkalis Kuda Laut pada awal January 2023.

Demikian yang dapat kami sampaikan, atas perhatian dan kerjasamanya, kami mengucapkan terima kasih.

Hormat kami,
PT. Bengkalis Kuda Laut



Vollevna
Manager HRD

MAIN OFFICE : Jl. Yos Sudarso Telp. (0766) 22439 Bengkalis - Riau - Indonesia

BRANCH OFFICE : Rukan Gading Bukit Indah RC 7 Jl. Bukit Gading Raya Blok RC 7 RT/RW. 009/D18 Kel. Kelapa Gading Barat
Kec. Kelapa Gading Kota Administrasi Jakarta Utara

Appendix 2 : Apprenticeship Certificate



Appendix 3 : Company Apprenticeship Assessment



PT. BENGKALIS KUDA LAUT

FORMULIR PENILAIAN PRAKTEK KERJA LAPANGAN

Nama	Feby Sisca
NIM	5404191218
Jurusan / Program Studi	Administrasi Niaga / D-IV Administrasi Bisnis Internasional
Perguruan Tinggi	Politeknik Negeri Bengkalis
Periode Magang	12 Januari – 11 Mei 2023
Nama Perusahaan	PT. Bengkalis Kuda Laut
Divisi	Admin Maintenance
Alamat Perusahaan	Jl. Imam Munandar No.67, Tengkerang Utara, Kec. Bukit Raya, Kota Pekanbaru, Riau 28126
Pembimbing Magang	Reni Handayanti

No	Unsur Penilaian	Nilai	
		Angka	Huruf
Kedisiplinan			
1	Ketepatan waktu / disiplin	100	A
2	Sikap kerja / prosedur kerja	95	A
3	Tanggung jawab terhadap tugas	95	A
4	Kehadiran / absensi	100	A
Prestasi Kerja			
5	Kemampuan kerja	96	A
6	Keterampilan kerja	95	A
7	Kualitas hasil kerja	90	A
Kemampuan Beradaptasi			
8	Kemampuan berkomunikasi	91	A
9	Kerjasama	94	A
10	Kerajinan / inisiatif	90	A
Lain-lain			
11	Memiliki rasa percaya diri	100	A
12	Mematuhi aturan dan tata tertib magang	100	A
13	Penampilan / kerapian	100	A
Nilai Rata-rata		1.246 / 13 = 95,8	A

Ketentuan Penilaian: 80 s/d 100: Nilai A, 68 s/d 79: Nilai B dan 56 s/d 67: Nilai C.

Pekanbaru, 11 Mei 2023
PT. Bengkalis Kuda Laut

Pembimbing Magang,

Reni Handayanti
Staff Admin Maintenance



Yusvantoro
Manager Maintenance

Appendix 4 : Apprenticeship Attendance



ABSENSI SISWA MAGANG

15

NAMA SISWA/I : FEBY SISKA
 SEKOLAH/LEMBAGA : Politeknik Negeri Bergau

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	SISWA/I	PENGAWAS	
1	Kamis	12/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input Bengkel, MR, Pa JASA (tugas hari)
2	Jumat	13/01-2023	08.00 WIB	11.30 - 13.30 WIB	16.30 WIB	[Signature]	[Signature]	input bengkel, MR, Pa Jasa, Pa Service, Morning briefing
3	Sabtu	14/01-2023	08.00 WIB	-	11.30 WIB	[Signature]	[Signature]	input Bengkel, MR
4	Senin	16/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	morning briefing, input bengkel, MR, Pa Jasa, input GRN
5	Selasa	17/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input Pa Jasa, MR, bengkel, cek GRN
6	Rabu	18/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	morning briefing, input bengkel, MR, Bengkel, Pa Jasa, cek GRN
7	Kamis	19/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input bengkel, MR, Pa Service, Print factor Rajou, cek GRN
8	Jumat	20/01-2023	08.00 WIB	11.30 - 13.30 WIB	16.30 WIB	[Signature]	[Signature]	morning briefing, input bengkel, MR, Pa Jasa, cek GRN
9	Sabtu	21/01-2023	08.00 WIB	-	11.30 WIB	[Signature]	[Signature]	input bengkel, MR, cek GRN, Perbaiki MR
10	Senin	23/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	morning briefing, input bengkel, MR, cek GRN, cek GRN
11	Selasa	24/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input bengkel, MR, Pa Jasa, cek GRN, input Pa Service, Print MR
12	Rabu	25/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input bengkel, MR, Pa Jasa, Morning briefing, cek GRN, Pa Bort, CamScanner Box, input MR, Monitor
13	Kamis	26/01-2023	08.00 WIB	12.00 WIB - 13.00 WIB	16.30 WIB	[Signature]	[Signature]	input bengkel, MR, Pa Jasa, cek GRN
14	Jumat	27/01-2023	08.00 WIB	11.30 - 13.30 WIB	16.30 WIB	[Signature]	[Signature]	morning briefing, input bengkel, MR, Pa Jasa, cek GRN, cek MR, Pa Service
15	Sabtu	28/01-2023	08.00 WIB	-	11.30 WIB	[Signature]	[Signature]	Cek GRN
16	Senin	30/01-2023	-	-	-	-	-	IZIN
17	Selasa	31/01-2023	-	-	-	-	-	IZIN
18	Rabu	01/02-2023	-	-	-	-	-	
19	Kamis	02/02-2023	-	-	-	-	-	
20	Jumat	03/02-2023	-	-	-	-	-	
21	Sabtu	04/02-2023	-	-	-	-	-	
22	Senin	06/02-2023	-	-	-	-	-	
23	Selasa	07/02-2023	-	-	-	-	-	
24	Rabu	08/02-2023	-	-	-	-	-	
25	Kamis	09/02-2023	-	-	-	-	-	
26	Jumat	10/02-2023	-	-	-	-	-	

ditandatangani oleh Ce SHARY octavia

PEKANBARU, 31 / 01 / 2023

DIKETAHUI:
 [Signature]
 Siswa Magang

[Signature]
 Elva Utami
 Pengawas Magang

Manager HRD



ABSENSI SISWA MAGANG

NAMA SISWA/I : FEBY SISCA
 SEKOLAH/LEMBAGA : Politeknik Negeri Bengkalis

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	SISWA/I	PENGAWAS	
1	Rabu	01/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, closed bengkel, SPK, Poservice, cek GRN, Print MR/Poservice
2	Kamis	02/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Rekap MR, Poservice, cek GRN, cek Report Po, closed bengkel
3	Jumat	03/02-2023	08.00 wib	11.30 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, Poservice, cek GRN, Print MR,
4	Sabtu	04/02-2023	08.00 wib	-	11.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, closed bengkel
5	Senin	06/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, Rekap MR, PoJasa, closed bengkel, fotocopy MR
6	Selasa	07/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, closed bengkel
7	Rabu	08/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, cek GRN, Rekap history, fotocopy MR
8	Kamis	09/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, cek GRN, Revisi MR, closed bengkel
9	Jumat	10/02-2023	08.00 wib	11.30 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, Poservice, cek MR, cek GRN, closed bengkel
10	Sabtu	11/02-2023	08.00 wib	-	11.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, cek GRN, Rekap history di excel, closed bengkel
11	Senin	13/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, Rekap Po di Excel, fotocopy Print MR, cek GRN
12	Selasa	14/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, Rekap (Kategori) di excel, cek GRN, input
13	Rabu	15/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, fotocopy Bonfire, cek GRN, Poservice
14	Kamis	16/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, Rekap history di Excel, cek GRN
15	Jumat	17/02-2023	08.00 wib	11.30 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, PoJasa, Update data Poservice MFM 7 di excel
16	Sabtu	18/02-2023	L	I	B	U	R	Tanggal merah, Isra Mi'raj, Alabi Muhammad SAW
17	Senin	20/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	-	input bengkel, MR, PoJasa, Poservice IZIN SAKIT (Montolok)
18	Selasa	21/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	-	input bengkel, MR, PoJasa, Poservice IZIN SAKIT (Montolok)
19	Rabu	22/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, Poservice, cek GRN, input MR Monex, History excel
20	Kamis	23/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, Poservice, closed bengkel, Re MR/bon, Rekap bo, cek GRN
21	Jumat	24/02-2023	08.00 wib	11.30 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input MR, PoJasa, Poservice, input Assman oks, cek GRN, input bon, closed bengkel
22	Sabtu	25/02-2023	08.00 wib	-	11.30 wib	<i>Febby</i>	<i>[Signature]</i>	input bengkel, MR, PoJasa, input SPK, Print MR, cek GRN
23	Senin	27/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	Morning briefing, input bengkel, MR, PoJasa, closed bengkel, Nambach dik / Hom & lokoni project
24	Selasa	28/02-2023	08.00 wib	12.00 wib	16.30 wib	<i>Febby</i>	<i>[Signature]</i>	rekap data rsi ketenangan versal, 28.02.2023 - 28 Februari ke HRD
25								
26								

Beralih materi baru (input boni Nambach di)

PEKANBARU, 24 /02 /20 23

DIKETAHUI:

 Siswa Magang

Pengawas Magang

Manager HRD



**ABSENSI KARYAWAN MAGANG
(MARET)**

NAMA : FEBY SISCA

INSTANSI : (POLITEKNIK NEGERI BENGKULU)

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Kamis	01/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
2	Kamis	02/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
3	Jum'at	03/03/2023	08:00 WIB	11:30 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
4	Sabtu	04/03/2023	08:00 WIB	-	11:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
5	Senin	06/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
6	Senin	06/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
7	Rabu	08/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
8	Kamis	09/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
9	Jum'at	10/03/2023	08:00 WIB	11:30 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
10	Sabtu	11/03/2023	08:00 WIB	-	11:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
11	Senin	13/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
12	Senin	13/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
13	Rabu	15/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
14	Kamis	16/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
15	Jum'at	17/03/2023	08:00 WIB	11:30 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
16	Sabtu	18/03/2023	08:00 WIB	-	11:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
17	Senin	20/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
18	Senin	20/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
X	Pete	22/03/2023	-	-	-	-	-	LIBUR HARI Suci NYEPi
20	Kamis	23/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
21	Jum'at	24/03/2023	08:00 WIB	11:30 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
22	Sabtu	25/03/2023	08:00 WIB	-	11:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
23	Senin	27/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
24	Senin	27/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
25	Rabu	29/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
26	Kamis	30/03/2023	08:00 WIB	12:00 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa
27	Jum'at	31/03/2023	08:00 WIB	11:30 WIB	16:30 WIB	<i>[Signature]</i>	R	Mening briefing, input budget, MR, PO Jasa

Revisi data
dan revisi
budget (cek)

DIKETAHUI:

[Signature]
(Feby Sisca)
Magang

[Signature]
(Pimpinan)
Pengawas Magang

Manager HRD

Nota :



ABSENSI KARYAWAN MAGANG

APRIL

NAMA KARYAWAN : FEBY SISCA

POLITEKNIK NEGERI BANGKALIS

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	KARYAWAN	PENGAWAL	
1	Sabtu	01/04-2023	08.00	-	11.30	[Signature]	[Signature]	input bengkel, MR, cek GRN kecup TT (Bon) /kanda tangan
2	Senin	02/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, Rekap Bo history, MR Print
3	Selasa	03/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Po Service cek GRN, Rekap budget
4	Rabu	04/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, morning briefing, input MR, Po service, Rekap Bo & History, print
5	Kamis	05/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Po Service kecup TT ke Showroom, Rekap budget
6	Jumat	06/04-2023	-	-	-	-	-	JUM'AT AGUNG (OFF)
7	Sabtu	07/04-2023	08.00	-	11.30	[Signature]	[Signature]	input bengkel, MR, Po Service, Rekap TT ke Showroom, Print.
8	Senin	10/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, Po Service, Rekap Bo, History/GRN
9	Selasa	11/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Po Service, Rekap Bo, Rekap history/GRN/trace
10	Rabu	12/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, Po Service, Rekap Bo & History/GRN
11	Kamis	13/04-2023	08.00	-	10.00	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Rekap Bo KLIN SETERANGAN HARI (SHE IT/PITAM)
12	Jumat	14/04-2023	08.00	11.30	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, Po Service, Rekap Bo, Print, cek GRN/GRN
13	Sabtu	15/04-2023	08.00	-	11.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Po Service Rekap Bo, Rekap history/GRN
14	Senin	17/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, Rekap Bo Rekap history/GRN - print/cek
15	Selasa	18/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, cek GRN, kecup TT
16	Rabu	19/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, tambah budget, Rekap/trace
17	Kamis	20/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, cek GRN standby di Receptionist, tertanam
18	Jumat	21/04-2023	08.00	11.30	15.00	[Signature]	[Signature]	Standby di Receptionist (15.00 pulang ke Showroom)
19	Sabtu	22/04-2023	-	-	-	-	-	HARI RAYA (DUL FITRI) (OFF)
20	Senin	24/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	Standby di Receptionist, input bengkel, MR, Po Jasa, cek GRN, LAP Bo
21	Selasa	25/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	Jaga Receptionist, input bengkel, MR, Po Jasa, Print Bo, MR, cek GRN
22	Rabu	26/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	morning briefing, input bengkel, MR, Po Jasa, Amby Pokokan MR, Rekap Bo
23	Kamis	27/04-2023	08.00	12.00	16.30	[Signature]	[Signature]	input MR, Po Jasa, cek GRN, Rekap laporan Bo by Andri, input bengkel
24	Jumat	28/04-2023	08.00	11.30	16.30	[Signature]	[Signature]	morning briefing, input MR, input budget input bengkel
25	Sabtu	29/04-2023	08.00	-	11.30	[Signature]	[Signature]	input bengkel, MR, Po Jasa, cek GRN
26								

PEKANBARU, 02/05/2023

DIKEIAHUI:

[Signature] (Feby Sisca)

App Pak toro by uca
02.05.2023

Karyawan Magang

Pengawas Magang

Manager HRD



MEI

ABSENSI SISWA MAGANG

NAMA SISWA/I : Febry Sisca
SEKOLAH/LEMBAGA : Politeknik Negeri Bengkalis

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	SISWA/I	PENGAWAS	
1	Senin	01/05-2023	-	-	-	-	-	HABI BURUH (OFF)
2	Selasa	02/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	input MR, PO Jasa, Print Copy, cek GEN
3	Rabu	03/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	Morning briefing, input MR, PO JASA, cek GEN
4	Kamis	04/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	input anggaran MR, cek GEN
5	Jumat	05/05-2023	08.00	11.30	16.30	<i>Febry</i>	<i>R</i>	Morning briefing, input MR, PO JASA, cek GEN
6	Sabtu	06/05-2023	08.00	-	11.30	<i>Febry</i>	<i>R</i>	Jahitan MR
7	Senin	08/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	Morning briefing, input MR, cek suplikasi
8	Selasa	09/05-2023	-	-	-	-	-	IZIN (OFF)
9	Rabu	10/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	Morning briefing, input MR, SPE, cek GEN
10	Kamis	11/05-2023	08.00	12.00	16.30	<i>Febry</i>	<i>R</i>	Jahitan MR ke PO
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25								

PEKANBARU, 11 / 05 / 2023

DIKETAHUI:

Febry
Febry Sisca
Siswa Magang

Wahyuntoro
Wahyuntoro
Pengawas magang

Manager HRD

Appendix 5 : Photos during Apprenticeship at PT. Bengkalis Kuda Laut



Figure 1 : Input Material Request in the BKL System
Source : Personal Documentation, 2023



Figure 2 : Input Purchase Order Services in the BKL System
Source : Personal Documentation, 2023



Figure 3 : Morning Briefings in the Morning
Source : Personal Documentation, 2023



Figure 4 : Take Care of Absences in the Iftar Event With PT. BKL
Source : Personal Documentation, 2023



Figure 5 : Photo After Breaking the Fast With the Owner of PT. BKL
Source : Personal Documentation, 2023



Figure 6 : Photo With the Maintenance Division in Parting Apprentice Farewell
Source : Personal Documentation, 2023



Figure 7 : Photo with the Maintenance Division as a Momento
Source : Personal Documentation, 2023



Figure 8 : Visit of Apprentice Coordinator and Deputy Director 3 to PT. Bengkalis Kuda Laut

Source : Personal Documentation, 2023



Figure 9 : Photo with PT. Bengkalis Kuda Laut Big Family
Source : Personal Documentation, 2023



Figure 10 : Photo With HRD Manager
Source : Personal Documentation, 2023



Figure 11 : Photo With the Operational Director
Source : Personal Documentation, 2023



Figure 12 : Submission of Plaques to PT. Bengkalis Kuda Laut
Source : Personal Documentation, 2023

WRITER BIOGRAPHY



Feby Sisca was born in Bengkalis Regency, Riau Province on February 2, 2001 as the second child of two siblings. Father named Khe Tjang and mother named Sri Wahyuni. In 2006 The Author entered SDN 029 Air Putih, Bengkalis and graduated in 2013. In 2013 The Author completed junior high school at SMPN 03 Bengkalis and graduated in 2017.

Then The Author continued to high school., at SMK Negeri 1 Bengkalis and graduated in 2019. After that, The Author continued studying at the Bengkalis State Polytechnic, majoring in Business Administration, International Business Administration Study Program.

In January 12, 2023 to May 11, 2023 The Author carried out an apprenticeship at a company in Pekanbaru, namely PT. Bengkalis Kuda Laut placed in the admin maintenance division.