

**APPRENTICESHIP REPORT
PT. PELINDO MULTI TERMINAL
BRANCH OF DUMAI**

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

APPROVAL SHEET

**APPRENTICESHIP REPORT
PT. PELINDO MULTI TERMINAL BRANCH OF DUMAI**

Written as one of the requirements to completing for apprenticeship

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Bengkalis, 31 May 2023

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Praise to the presence of Allah SWT who has provided strength and smoothness so that the writer can complete the apprenticeship at PT. Pelindo Multi Terminal Dumai Branch.

Apprenticeship is one of the activities that must be taken in the International Business Administration Study Program, which aims to apply the knowledge gained in class to the work environment.

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The author realizes that this apprenticeship Report (KP) is still far from being perfect, therefore the authors expect constructive criticism and suggestions to improve the perfection of this report in the future. Hopefully this report is useful for all of us.

Bengalis, 31 May 2023

M REZA DARMAWAN
NIM. 54041 91231

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector.

To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later. In line with that, the university requires its students to take the Field Work Practice course which is held in even semesters.

Field Work Practice (KP) is an intra-curricular activity which is part of the subject of State and Community Life (MBB) for all majors at Bengkalis State Polytechnic. In general, the implementation of Field Work Practices is intended to improve students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

After carrying out specific Field Work Practices, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the apprenticeship objectives mentioned above ultimately refers to the formation of professional students who have broad skills and knowledge in the field of International Business Administration. With this ability, it is expected that graduates of the Bachelor of Applied International Business Administration of Bengkalis State Polytechnic can apply their skills and knowledge.

The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to

make workforce ready to use and have a well-executed link and match between the world of industry and the world of education.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out Apprenticeship activities for four months. The author has chosen PT. Pelindo Multi Terminal Dumai Branch as a place to carry out apprenticeship activities. During the implementation of apprenticeship the author got a place in the Education and Training Division of Operational Planning and Control Division. The implementation of this apprenticeship is expected to add to the author's insight about various good and correct implementation of tasks and to be able to face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

The objectives of implementing an apprenticeship at the Bengkalis State Polytechnic are as follows:

1. To find out the various job descriptions at Pelindo multi terminal
2. To find out the systems and work procedures used at the Pelindo multi terminal
3. To know the place and time of apprenticeship
4. To find out the documents used for activities when conducting apprenticeship program at Pelindo multi terminal
5. To find out the obstacles faced and the solutions

1.3 Benefits of the Apprenticeship

The benefits of implementing Apprenticeship activities at the Bengkalis State Polytechnic are as follows:

1. Students get the opportunity to apply knowledge/theoretical concepts gained during lectures into the real world of work.
2. Students get hands-on experience in applying theories/concepts according to their area of expertise.
3. Bengkalis State Polytechnic obtains feedback from the world of work for curriculum development and learning processes.
4. There is cooperation between the world of education and the world of

industry/companies so that the company is known by academics.

5. The company will receive energy assistance from students who do apprenticeship.

1.4 Significance of Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic

1. For Students

There are several benefits from the implementation of the apprenticeship program that students get, namely as follows:

- 1) Get a certificate from the company if you have completed a apprenticeship program.
- 2) Get pocket money and transportation according to the agreement between the apprenticeship participants and the company.
- 3) Students can develop working relationships and add experience to their resume.
- 4) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 5) Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.
- 6) Students have the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

2. For Companies

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

- 1) Companies will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- 2) The company will be recognized by academics and the world of education.

3. For Bengkalis State Polytechnic

There are several benefits from the implementation of the apprenticeship

program obtained by the Bengkalis State Polytechnic, namely as follows:

- 1) There is good cooperation/relationship between campuses and companies where students do apprenticeship.
- 2) Bengkalis State Polytechnic can improve the quality of its graduates through student apprenticeship experience.
- 3) Bengkalis State Polytechnic will be better known in the industrial or corporate world.
- 4) Bengkalis State Polytechnic receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the world of work.
- 5) Bengkalis Country receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

According to Khoiruddin as the Branch Manager of PT. Pelindo Multi Terminal Dumai Branch, Indonesian Port (Pelindo) is a world-class port that offers integrated services between ports in Indonesia based in the largest country with a long history of maritime influence in the world. Pelindo is a company resulting from the integration of 4 (four) port BUMNs, namely PT Pelindo I (Persero), PT Pelindo II (Persero), PT Pelindo III (Persero) and PT Pelindo IV (Persero) which was officially established on October 1 2021 which is centered in Jakarta.

The establishment of Pelindo as a result of this integration is a strategic initiative of the government as a shareholder to create a stronger national connectivity and logistics ecosystem network. Maritime connectivity, both between domestic ports and between domestic and foreign ports will increase. By having better strategic control and supported by strong financial capabilities, Pelindo's business operations will be more coordinated, standardized and efficient so as to provide benefits to the community, especially users of Pelindo's services.



Figure 2.1 Logo PT. Pelindo Multi Terminal Branch of Dumai

Source: PT. Pelindo Multi Terminal Branch of Dumai

Pelindo integration will create a synergy of one Port SOE with standardized operations and more efficient business processes. Port performance will then increase which will have an impact on national social and economic welfare. Pelindo integration will create operational efficiency in all national ports, by standardizing information technology. Integration also provides better strategic

control over overall network planning, reduces logistics costs, and improves infrastructure and capacity. To run its business, Pelindo is supported by 4 business units or subholdings, namely Pelindo Container Terminal (SPPK), Pelindo Multi Terminal (SPMT), Pelindo Maritime Services (PJM), and Pelindo Logistics Solutions.

The company's vision is a world-class integrated maritime ecosystem leader. This vision is a statement of the Company's aspirations to become the main gateway to the global logistics network in Indonesia. These aspirations arise based on geographical potential, business opportunities and national policies that provide opportunities for companies to realize this vision.

The company's mission is to realize a national maritime ecosystem network through improving connectivity services and network integration to support the country's economic growth. The expected goal is to Provide Port and Maritime Services that are Reliable and Integrated with Industrial Areas to Support Indonesian and Global Logistics Networks by Maximizing the Economic Benefits of the Malacca Straits. To run its business, Pelindo is supported by 4 business units or subholdings, namely Pelindo Container Terminal (SPPK), Pelindo Multi Terminal (SPMT), Pelindo Maritime Services (PJM), and Pelindo Logistics Solutions.



Figure 2.2 Company PT. Pelindo Multi Terminal Branch of Dumai

Source: Source: Processed Data 2023.

According to Octenty, PT. Pelindo Multi Terminal (SPMT) starting January 1, 2022 officially operates at the Dumai Port Terminal, Riau. This was marked by the start of the first cargo handling operation at the Dumai Port dry bulk terminal

in early 2022 on the ship MV. Alahas delivered the Panama-flagged vessel on January 1, 2022.

According to Feranda, PT. Pelindo Multi Terminal (SPMT) is a Subholding of PT. Pelabuhan Indonesia (Persero) which was formed on October 1, 2021 in line with the integration process of PT. Indonesian Port (Persero). PT. Pelindo Multi Terminal focuses its port services on managing non-container terminals, such as liquid bulk terminals, dry bulk terminals, multi-purpose or general cargo terminals, to passenger terminals and vehicle terminals.

In the midst of the Covid-19 pandemic, the port of Dumai continues to record positive performance in shipping CPO and its derivatives in Indonesia with an average rate of more than 400,000 tons per month. Types of liquid bulk commodities sent from this port include Crude Palm Oil (CPO) which is exported to India, China and Europe. As for dry bulk, Palm Kernel Expeller (PKE) and Palm Kernel Shell (PKS) are mostly exported to East Asia and Europe.

2.2 Vision and mission

2.2.3 Vision

The company is the champion of Indonesia's connectivity .

2.2.4 Mission

The Company's mission is to become a multipurpose terminal operator by creating an ecosystem that provides added value to stakeholders and the nation.

Based on AKHLAK Values

Trust : holding fast to the trust given

Competent : continuously learning and developing capabilities

Harmonious : mutual care and respect for differences

Loyal : dedicated and prioritizing the interests of the nation and country

Adaptive : continue to innovate and be enthusiastic in moving or face change

2.3 Kind of Business

According to the Articles of Association of PT. Pelindo Multi Terminal Dumai Branch .Based on Deed Number 1 dated 15 August 2008, the company's business activities are as follows:

1. Provision of port services and water pools for ship traffic and berths.
2. Provision of services related to guiding and towing ships.
3. Provision and service of docks and other facilities for mooring, loading and unloading of containers, liquid bulk, dry bulk, multi-use, goods including animals (general cargo) and passenger and vehicle facilities.
4. Provision of loading and unloading services for containers, liquid bulk, dry bulk (general cargo) and vehicles.
5. Provision and service of container terminal services, liquid bulk, dry bulk, multipurpose, passenger, general shipping and RO-RO.
6. Provision and service of warehouses and yards as well as tanks for storing goods, airport transportation, loading and unloading equipment, and port equipment.
7. Provision and service of land for various buildings and fields, industries and buildings related to the smooth running of multimodal transportation.
8. Provision and service of electricity, drinking water, as well as installation of garbage and waste disposal.
9. Provision and service of ship refueling and vehicles in the port environment.

2.4 Organizational structure

Organizational Structure at PT. Pelindo Multi Terminal Dumai Branch can be seen in Figure 2.1 as follows:

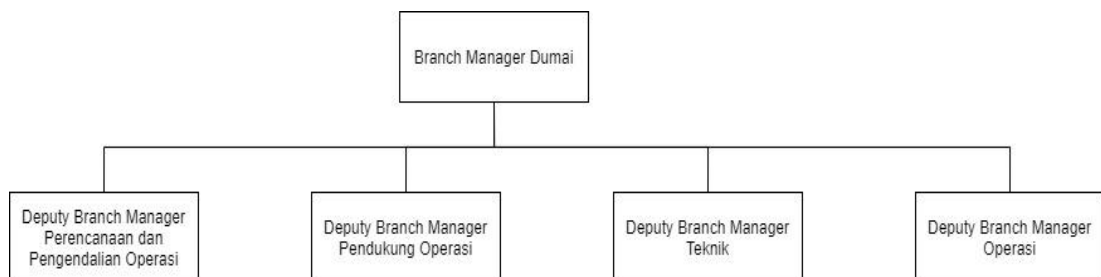


Figure 2.3 Organizational Structure of PT. Pelindo Multi Terminal Dumai Branch

Source: PT. Pelindo Multi Terminal Dumai Branch

Organizational structure of PT. Pelindo Multi Terminal Dumai Branch prepared based on the provisions with the functions, obligations, and responsibilities of each section in the field. Each position has its own duties,

authorities and responsibilities.

2.5 The Working Process

Each position in the organizational structure has its own responsibilities and tasks to achieve organizational goals. This is a description of each position:

1. Dumai Branch Manager

Directing and managing service and production activities through planning, controlling, implementing services and supporting operational services of other related goods and services to support the achievement of business revenue growth and support the achievement of corporate goals and shareholders aspirations. Some of the main duties and responsibilities of the branch manager include:

- 1) Directing and managing service and production activities through planning, controlling, implementing and supporting the operations of goods services and other related services.
- 2) Directing and managing the marketing and customer service activities of goods services and other related services
- 3) Direct and manage the financial administration activities of the Branch Office
- 4) Directing and managing the human resource administration, administrative and housekeeping activities of the Branch Office
- 5) Directing and managing the implementation and management of Health, Safety, Security and Environmental (HSSE) activities in the operation of goods services and other related services
- 6) Directing and managing the implementation of quality and risk management systems
- 7) Directing and managing the activities of managing the readiness of port equipment and facilities
- 8) Directing and managing information technology activities

2. Deputy Branch Manager of Operations planning and Control

Person in charge of managing the activities of goods and services services which includes but is not limited to the activities of mooring, loading and

unloading, cargodoring, and receiving/delivery services as well as implementing the principles of work safety in service operations to support the achievement of company goals and aspirations of shareholders. Some of the main duties and responsibilities of the Deputy Branch Manager of Operations Planning and Control include:

- 1) Reviewing, recommending, coordinating and implementing Branch Office operations planning including allocation of docks, warehouses/fields and shiploads.
- 2) Analyze, coordinate and implement ship mooring plans including allocation and berthing time as well as the resources required.
- 3) Analyze, evaluate and carry out goods service activities in accordance with operational planning, and coordinate, implement, control and supervise goods services and other services.
- 4) Analyze, coordinate and implement allocation plans for the use of loading and unloading equipment, transport equipment, other supporting equipment, and the required human resources.
- 5) Analyze, coordinate and prepare operational performance report data
- 6) Analyze, coordinate and implement HSSE implementation in the Branch operational environment.
- 7) Analyze, coordinate and implement the implementation of quality and risk management systems.

3. Deputy Branch Operations Support Manager

Responsible for managing work programs in support of operations at the Branch which includes commercial activities, customer service, financial management, HR, administration and general affairs to support the achievement of company goals and aspirations of shareholders. Some of the main duties and responsibilities of the Deputy Branch Manager of Operations Support among others:

- 1) Recommend, coordinate, implement and evaluate the management and implementation of commercial and customer service strategies.
- 2) Recommend, coordinate, implement and evaluate financial

management activities.

- 3) Coordinating, analyzing, implementing and evaluating HR management and service activities
- 4) Recommending, coordinating, implementing and evaluating administrative and general activities

4. Deputy Branch Manager Engineering

Responsible for managing work programs and implementing strategies in the engineering field at the Branch which plans, supervises, manages, controls and maintains main Port equipment, main Port facilities, electrical installations, pipes, water and other supports to support the achievement of company goals and aspirations of shareholders. Some of the main duties and responsibilities of the Deputy Branch Manager of Engineering include:

- 1) Developing program planning for supervision and control of maintenance management for the readiness of equipment, installations and port facilities.
- 2) Coordinating, implementing and evaluating the implementation of supervision activities for the readiness of port equipment and facilities in every operational activity
- 3) Coordinating, implementing and evaluating the needs of facilities, installations and mechanical and non-mechanical equipment in operations
- 4) Coordinating, implementing and evaluating equipment and installation maintenance activities
- 5) Inspect, carry out and coordinate troubleshooting activities for equipment and installation disturbances
- 6) Inspect, carry out and coordinate physical condition survey activities, and maintenance of port facilities
- 7) Recommend, implement, coordinate and evaluate the management of information technology activities

5. Deputy branch Operations Manager

Responsible for managing the operation of goods and other services at the

Branch which includes mooring, loading and unloading, cargodoring and receiving/shipping services in accordance with performance standards and production realization to support the achievement of company goals and shareholder aspirations. Some of the main duties and responsibilities of the Deputy branch Operations Manager include:

- 1) Review, recommend, coordinate and carry out the management and implementation of strategies for goods, warehouse and mooring services according to performance standards.
- 2) Prepare and verify reports on the management of goods service activities and other services

2.6 Document Used for Activity

In carrying out apprenticeship, there are several documents needed to complete the work given. These documents are as follows:

1. Tool work orders

SPK is a work order for a trucking company to transport cargo from a port location to a certain port or route outside. The document is the realization of trucking activities, namely billing from service users to Pelindo.

PT. IVO MAS TUNGGAL

SURAT PERINTAH KERJA

Kepada Yth PT. Pelindo Multi Terminal

Dari : Manager IMT Upstream Dumai
Tanggal : 09 Februari 2023
Nomor : 015B/SPK/IMT/02/2023
Hal : Penunjukan Lansir PKE dan Jasa EMKL

Dengan ini kami menunjuk PT. Pelindo Multi Terminal sebagai pengurus izin transport lansir PKE dan Jasa EMKL untuk pengapalan PALM KERNEL EXPPELLER di Dumai pada tanggal 14 – 15 Februari 2023 dengan keterangan sebagai berikut :

Jenis Barang	: PALM KERNEL EXPPELLER
Nama Kapal	: MV GALAXY SKY
Tujuan	: CHINA
Quantity	: 818.890 MT
Jumlah Truck	: 6 Truck

Mohon pada Nota Tagihan Penerima Jasa di cantumkan nama PT & Nomor NPWP. Tersebut di bawah ini dengan lengkap dan benar.

PT. IVO MAS TUNGGAL
Sinar Mas Land Plaza Menara 2 Lt. 30
Jl. MH Thamrin No. 51
Gondangdia, Menteng, Jakarta Pusat, DKI Jakarta - 10350
NPWP : 01.213.128.0 - 092.000

Demikian disampaikan atas kerja samanya diucapkan terima kasih

Homat kami,
Pembeli Perintah
PT. IVO MAS TUNGGAL
(Mahdi Barli)

Penerima Perintah
PELINDO
PT. Pelindo Multi Terminal

Figure 2.4 Tool work orders
Source: Source: Processed Data 2023.

2. Time sheet

Is a record of the length of time the work is carried out by work in the field in the form of equipment rental used by the vendor company. This document contains the types of activities, working hours, and the types of tools used.

Figure 2.5 Time sheet

Source: Source: Processed Data 2023.

3. List the number of heavy equipment activities

This document is used to match time sheet data on working hours that occur in the field with data received from the vendor company . This document contains the name of the equipment, the name of the ship, the activity location, activity date, working hours, and the operator's name.

LAPORAN KEGIATAN PERALATAN B/M MARET 2022									
PT PELINDO MULTI TERMINAL AREA DUMAI									
No	NAMA ALAT	NAMA KAPAL	LOKASI KEGIATAN	TANGGAL KEGIATAN		JAM KERJA	NAMA OPERATOR	KETERANGAN	
				MULAI	SELESAI				
1	WHEEL LOADER								
2	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	28-Feb-23	1-Mar-23	10	ERFAN	97	
3	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	1-Mar-23	1-Mar-23	10	JUMIANTO		
4	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	1-Mar-23	2-Mar-23	10	RIO PARIADO		
5	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	2-Mar-23	2-Mar-23	10	JUMIANTO		
6	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	2-Mar-23	3-Mar-23	10	ALEXANDER		
7	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	3-Mar-23	3-Mar-23	10	FADIL		
8	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	3-Mar-23	4-Mar-23	10	RIO PARIADO		
9	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	4-Mar-23	4-Mar-23	10	ERFAN		
10	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	4-Mar-23	5-Mar-23	10	JUMIANTO		
11	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	5-Mar-23	5-Mar-23	7	ERFAN		
12	WHEEL LOADER 03	MV. NORDIC OASIS	DERMAGA C	28-Feb-23	1-Mar-23	10	SUPIAN	94	
13	WHEEL LOADER 02	MV. NORDIC OASIS	DERMAGA C	1-Mar-23	1-Mar-23	10	FADIL		


Figure 2.6 Documents for recapitulation of heavy equipment operators' working time

Source: Source: Processed Data 2023.

4. SOF (Statement Of Fact)

Is a record of the minutes of every ship loading and unloading activity that passes through the Pelindo dock. This document contains the minutes of loading and unloading activities at pier c in the form of dry bulk. These minutes contain

the name of the ship carrying out the activity, the time of activity, the company carrying out the loading and unloading activities, the loading port, the port of destination, the type of goods and the quantity of goods.



STATEMENT OF FACT
Loading Report

We here Stevedoring Ltd PT Pelindo Multi Terminal Branch Dumai as cargo handling / indicated to carry out loading Palm Kernel Shell to MV. PROSPECT OCEAN, explain that the **Commenced** loading on March 06, 2023 at 13.50 hrs and up to **Completed** on March 11, 2023 at 04.50 hrs.

For Further information as follows :

1. Port of Loading : Dumai Port – Indonesia
2. Port of Discharging : Komatsushima Port, Japan
3. Description of cargo : Palm Kernel Shell
- PT. SDS (Sari Dumai Sejati)
5. Cargo loaded Shore Scale : **PT. SDS = 10.609,670 MT**
6. Remarks Stevedore : Loading By Box KPDM & Conveyor PGI


	Shore Scale	Equipment
H1	4.295,650 MT	BOX KPDM
H2	3.812,900 MT	BOX KPDM
H2	2.501,120 MT	Conveyor PGI
Total	10.609,670 MT	

Total	Draft Survey	10.503,464 MT
--------------	---------------------	----------------------

We here certify that above mentioned as true on correct

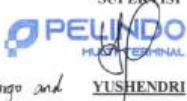
Dumai, 11th March 2023

MASTER / CHIEF OFFICER




Ship's Remarks: 1. The ship is OK/R for net cargo and Cargo quality.
2. The cargo weights as per surveyor's draft.

SUPERVISI



PELINDO
MULTI TERMINAL
YUSHENDRI



Call: Tole Dept. 2447

Figure 2.7 SOF (Statement Of Fact)
Source: Source: Processed Data 2023.

5. Official memo

This document is used to complete payments between companies PT. Pelindo multi terminal dumai with a company that collaborates on ship loading and unloading activities at the port of PT. Pelindo. This document contains letter numbers, terms and agreements that have been agreed upon by several parties.

NOTA DINAS

Nomor: KU.02.02/10/8/15/BDMI1/-22

Kepada Yth. : Senior Vice President Pengelolaan Keuangan dan Perpajakan
Dari : Senior Vice President Peralatan Pelabuhan PT Pelindo Multi Terminal
Perihal : Permohonan Pembayaran penyediaan dan pengoperasian Dump Truck (Trucking) di Pelabuhan Dumai Atas Lansir PKS Dari GDG 07 Ke Kapal MV. Lucky Chaterine

Memperhatikan:

1. Perjanjian tambahan (Addendum II) antara PT Pelabuhan Indonesia (Persero) Cabang Dumai dengan PT. Farika Riau Perkasa Nomor: UM.58/22/10/DMI/REG1-21.TU tanggal 27 Desember 2021 tentang Kerjasama Penyediaan dan Pengoperasian Dump Truck di Pelabuhan Dumai;
2. Perjanjian Novasi antara PT Pelabuhan Indonesia (Persero) dengan PT. Farika Riau Perkasa dan PT Pelindo Multi Terminal Nomor: B.XV-6/DUM/REG1-US.15, 057/FRP/PKU/1/2022 & KS.02/3/1/8/DAPU/LABU/PLMT-22 tanggal 03 Januari 2022 tentang Kerjasama Penyediaan dan Pengoperasian Dump Truck di Pelabuhan Dumai;
3. Berita Acara Kesepakatan Nomor: KS.02/7/4/3/DAPU/LABU/PLMT-22 tanggal 7 April 2022 tentang Kerjasama Penyediaan dan Pengoperasian Dump Truck di Pelabuhan Dumai;
4. Berita Acara Nomor: KU.02.02/29/7/7/BDMI1/DIOP/PLMT-22 tanggal 29 Juli 2022 tentang verifikasi pembayaran penyediaan dan pengoperasian Dump Truck (Trucking) di Pelabuhan Dumai atas lansir PKE & PKS;

Dengan ini disampaikan bahwa telah dilakukan verifikasi atas tagihan penyediaan dan pengoperasian Dump Truck (Trucking) di Pelabuhan Dumai atas lansir PKS sebagaimana Berita Acara pada butir 4 (empat) diatas. Sehubungan dengan hal tersebut, mohon bantuannya untuk dapat memproses lebih lanjut sesuai dengan ketentuan yang berlaku.

Dumai, 10 Agustus 2022

SENIOR VICE PRESIDENT PERALATAN PELABUHAN PT PELINDO MULTI TERMINAL



PRAMUJAYA SIMBOLON, S.T.
NIP. 101791

Tembusan Yth : Senior Vice President Pengelolaan Operasi

Figure 2.8 Official Memo
Source: Source: Processed Data 2023.

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

Job description Apprenticeship at PT. Pelindo Multi Terminal Dumai Branch which starts on 01 February to 31 May 2023. The specifications for tasks carried out for 17 (seventeen) weeks at the business terminal of PT . Pelindo Multi Terminal Dumai Branch are as follows:

1. Monthly Timesheet Recapitulation

The monthly team sheet recap report is a document that is used to report heavy equipment production activities for one month based on the type of tool, activity time and operator.

2. Match the Timesheet

The timesheet document is proof of working hours of heavy equipment for loading and unloading activities, dock cleaning or on board the ship and moving equipment or goods.

3. Making equipment rental production reports

The heavy equipment rental production report document is a document that is used as data on company income from equipment rental used by vendor companies.

4. SOF recapitulation

This document is data that is used as a report on the incoming and outgoing ships to the Pelindo docks which carry out loading and unloading starting from the arrival of the ship until the ship leaves.

5. SPB archiving

Archiving SPB which is a loading and unloading order document that has been used to be stored and grouped based on activity time.

6. SOF archiving

SOF archiving which is a document of minutes that has been used to be

stored and grouped based on the time of activity and the name of the ship.

3.2 Systems and Procedures

3.2.1 System

To make it easier for employees to do their job, the company uses an internet-based system. Every computer in one division is connected to other divisions in all Business Units at PT. Pelindo Multi Terminal Dumai Branch . But not all work is done online, some work is done offline and manually, some of the work I do is done more online than offline.

3.2.3 Procedure

Apprenticeship procedures that have been carried out at PT. Pelindo Multi Terminal Dumai Branch starting from 01 February to 31 May 2023 in the business terminal division are as follows:

1. Monthly Timesheet Recapitulation

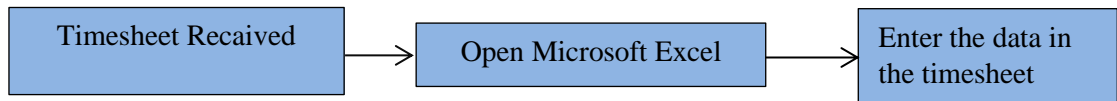


Figure 3.1 Flowchart Monthly Timesheet Recapitulation

Source: Processed Data 2023.

The documents used to find out how long the heavy equipment activities took to carry out the work can be seen through the timesheet documents that have been received by each supervisor for each activity. After the timesheet document is received from the supervision, a summary can be made as soft data to be used as a report on the production of heavy equipment in the company. For a summary, enter the data in the timesheet which contains service users, commodities, ship names, activity locations, activity dates, working hours, and operator names.

2. Matching Timesheet

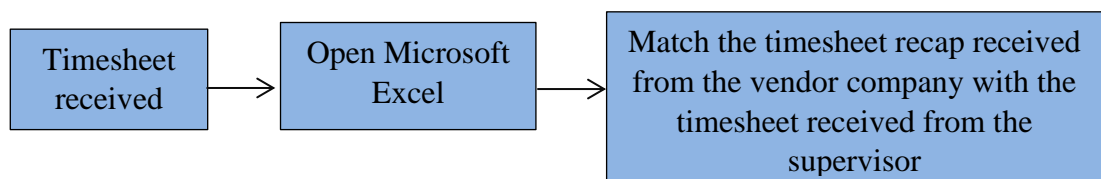


Figure 3.2 Flowchart Matching Timesheet

Source: Processed Data 2023.

The timesheet document that has been received is matched with the timesheet obtained from the vendor company, after receiving the timesheet recapitulation document from the vendor company then open Microsoft Excel and then match the data that has been obtained from the company with the data received from the supervisor in the field.

3. Generate equipment rental production reports

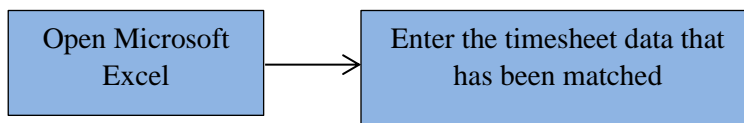


Figure 3.3 Flowchart Generate equipment rental production reports

Source: Processed Data 2023.

To make a report on the production of equipment rental using Microsoft Excel, after the data is correct, a report can be made that can be validated by the operations branch manager.

4. SOF recapitulation

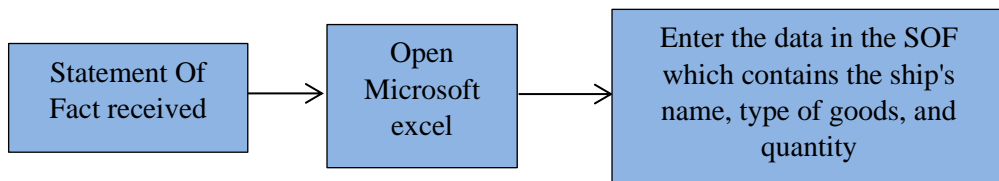


Figure 3.4 Flowchart SOF recapitulation

Source: Processed Data 2023.

The Statement Of Fact document is a document that is used for ship berthing activities that will carry out loading and unloading activities, SOF is received then opens Microsoft Excel to enter data in the SOF (Statement Of Fact).

5. Archiving SPB

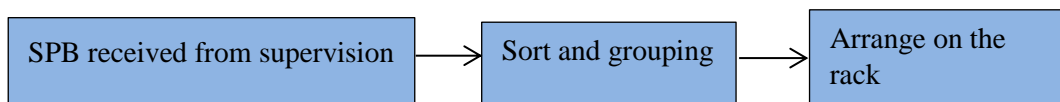


Figure 3.5 Flowchart Archiving SPB

Source: Processed Data 2023.

Archiving is an activity of managing records (files) starting from making, receiving, recording, storing. In the SPB document filing process, files are archived based on the company name and month of trucking activity.

6. Archiving SOF

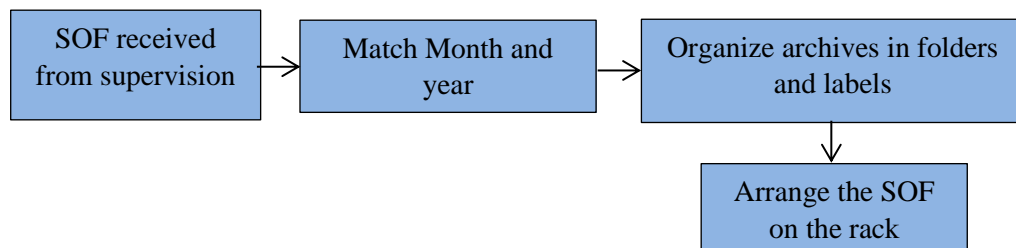


Figure 3.6 Flowchart Archiving SOF

Source: Processed Data 2023.

Archiving is an activity of managing records (files) starting from making, receiving, recording, storing. In the SOF document filing process, In the SOF document filing process, files are archived by company name, month, and ship name.

3.3 Time and Place of Apprenticeship

3.3.1 Apprenticeship time

Implementation of Apprenticeship carried out for 4 months. Starting from 01 February to 31 May 2023

No	Day	Working hours	Agency
1	Monday to Friday	08:00 to 17:00	PT. Pelindo Multi Terminal Dumai Branch
2	Saturday and Sunday	Holiday	Holiday

Table 3.1. Apprenticeship Schedule

Source: Processed Data, 2023

3.3.2 Apprenticeship place

This Apprenticeship was carried out at PT. Pelindo Multi Terminal Dumai Branch, Jl. Sultan Syarif Kasim No: 1, Tlk. Binjai, East Dumai, City of Dumai, Riau. The head office and administrative affairs are located on Jl. Pasoso No1, Tanjung Priok, North Jakarta, Indonesia. Apprentices are placed in the Operations Planning and Control Division.



Figure 3.7 Office of PT. Pelabuhan Indonesia Multi Terminal Branch of Dumai

Source : PT. Pelabuhan Indonesia Multi Terminal Branch of Dumai

3.4 Daily Report Activities

To find out more clearly the description of the activities carried out during Apprenticeship at PT. Pelindo Multi Terminal Dumai Branch in the Operations Planning and Control division can be seen in the following table:

Table 3.2. Week 1 Apprenticeship Report (01 February to 03 February 2023)

NO	Date and time	Activity Description	Division
1	Wednesday, 01 February 2023	Introduce and provide direction regarding regulations in the apprenticeship place	operations planning and control
2	Thursday, 02 February 2023	Copy the Timesheet document	operations planning and control
3	Friday, 03 February 2023	Scan Document Statement Of Fact	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for February 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.3. Week 2 Apprenticeship Report (February 6 to February 10, 2023)

NO	Date and time	Activity Description	Division
1	Monday, 06 February 2023	Archive the unloading orders that have been grouped into ships	operations planning and control
2	Tuesday, 07 February 2023	Scan Document Statement Of Fact	operations planning and control
3	Wednesday, 08 February 2023	Go down to the port environment introduction field	operations planning and control
4	Thursday, 09 February 2023	Scan Timesheet	operations planning and control
5	Friday, February 10, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for February 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.4 Week 3 Apprenticeship Report (February 13th to February 17, 2023)

NO	Date and time	Activity Description	Division
1	Monday, February 13, 2023	Document data recap Statement Of Fact	operations planning and control
2	Tuesday, February 14, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
3	Wednesday, February 15, 2023	Scan Document Statement Of Fact	operations planning and control
4	Thursday, February 16, 2023	Scan Timesheet	operations planning and control
5	Friday, February 17, 2023	Scan the Statement of Fact document and copy the statement of fact document	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for February 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.5 Week 4 Apprenticeship Report (February 20th to February 24, 2023)

NO	Date and time	Activity Description	Division
1	Monday, February 20, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
2	Tuesday, February 21, 2023	Scan Timesheet	operations planning and control
3	Wednesday, February 22, 2023	Machine timesheet archive	operations planning and control
4	Thursday, February 23, 2023	Scan the Statement of Fact document	operations planning and control
5	Friday, February 24, 2023	Scan the Statement of Fact document	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for February 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.6 Week 5 Apprenticeship Report (February 27th to March 3, 2023)

NO	Date and time	Activity Description	Division
1	Monday, February 27, 2023	Making equipment rental production reports	operations planning and control
2	Tuesday, February 28, 2023	Scan the Statement of Fact document	operations planning and control

3	Wednesday, March 01, 2023	Scan the Statement of Fact document	operations planning and control
4	Thursday, March 02, 2023	Scan the Statement of Fact document and copy the statement of fact document	operations planning and control
5	Friday, March 03, 2023	Classify the Unloading Warrants into ships	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for February-March 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.7 Week 6 Apprenticeship Report (March 6th March 10, 2023)

NO	Date and time	Activity Description	Division
1	Monday, March 06, 2023	Archive the unloading orders that have been grouped into ships	operations planning and control
2	Tuesday, March 07, 2023	Field survey of loading and unloading activities at dock C and dock B	operations planning and control
3	Wednesday, March 08, 2023	Recapitulation of Statment Of Fact document data from January and February	operations planning and control
4	Thursday, March 09, 2023	Work Order Numbering Document Recap Statement Of Fact Crosscheck timesheet	operations planning and control
5	Friday, March 10, 2023	permission (sick)	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for March 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.8 Week 7 Apprenticeship Report (March 13th March 17 2023)

NO	Date and time	Activity Description	Division
1	Monday, March 13, 2023	Scan of the Tool Work Order document Scan the Statement Of Fact document Inputting heavy equipment time data at Pelindo during February Scan Timesheet October, November, and December.	operations planning and control
2	Tuesday, March 14, 2023	Machine timesheet archive	operations planning and control
3	Wednesday, March 15, 2023	October 2022 Timesheet Recap	operations planning and control
4	Thursday, March 16, 2023	Crosscheck the loading document	operations planning and control
5	Friday, March 17, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for March 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.9 Week 8 Apprenticeship Report (March 20th March 24, 2023)

NO	Date and time	Activity Description	Division
1	Monday, March 20, 2023	Go down to the field to measure the warehouse	operations planning and control
2	Tuesday, March 21, 2023	March timesheet recapitulation	operations planning and control
3	Wednesday, March 22, 2023	Hari Raya Nyepi	operations planning and control
4	Thursday, March 23, 2023	Cuti Bersama	operations planning and control
5	Friday, March 24, 2023	Crosscheck recapitulation data from vendors	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for March 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.10 Week 9 Apprenticeship Report (March 27th March 31, 2023)

NO	Date and time	Activity Description	Division
1	Monday, March 27, 2023	Recap of crane performance production utilization	operations planning and control
2	Tuesday, March 28, 2023	Making equipment rental production reports	operations planning and control
3	Wednesday, March 29, 2023	Grouping the Statement Of Fact for containers and dry bulk	operations planning and control
4	Thursday, March 30, 2023	Adding March Statment Of Fact Recap	operations planning and control
5	Friday, March 31, 2023	Scan of the Statment Of Fact documents for docks A and port C for March	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for April 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.11 Week 10 Apprenticeship Report (April 3th April 7 2023)

NO	Date and time	Activity Description	Division
1	Monday, April 03, 2023	Go down to the field to check the condition of the truck's in and out flow	operations planning and control
2	Tuesday, April 04, 2023	Go down to the field to check the condition of the truck's in and out flow	operations planning and control
3	Wednesday, April 05, 2023	Go down to the field to check the condition of the truck's in and out flow	operations planning and control

4	Thursday, April 06, 2023	Scan the Statement Of Fact document	operations planning and control
5	Friday, April 07, 2023	Cuti Wafat Isya Almasih	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for April 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.12 Week 11 Apprenticeship Report (April 10th April 14, 2023)

NO	Date and time	Activity Description	Division
1	Monday, April 10, 2023	Crosscheck timesheet	operations planning and control
2	Tuesday, April 11, 2023	Scan of the Tool Work Order document	operations planning and control
3	Wednesday, April 12, 2023	Scan the Statement Of Fact document	operations planning and control
4	Thursday, April 13, 2023	Scan the Statement Of Fact document	operations planning and control
5	Friday, April 14, 2023	Scan the Docker A Statement Of Fact document	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for April 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.13 Week 12 Apprenticeship Report (April 17th April 21, 2023)

NO	Date and time	Activity Description	Division
1	Monday, April 17, 2023	Grouping the Statement Of Fact for containers and dry bulk	operations planning and control
2	Tuesday, April 18, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
3	Wednesday, April 19, 2023	Cuti Hari Raya Idul Fitri	operations planning and control
4	Thursday, April 20, 2023	Cuti Hari Raya Idul Fitri	operations planning and control
5	Friday, April 21, 2023	Cuti Hari Raya Idul Fitri	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for April 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.14 Week 13 Apprenticeship Report (April 24th April 28, 2023)

NO	Date and time	Activity Description	Division
1	Monday, April 24, 2023	Cuti Hari Raya Idul Fitri	operations planning and control

2	Tuesday, April 25, 2023	Cuti Hari Raya Idul Fitri	operations planning and control
3	Wednesday, April 26, 2023	Crosscheck timesheet	operations planning and control
4	Thursday, April 27, 2023	Machine timesheet archive	operations planning and control
5	Friday, April 28, 2023	Copy of Statement Of Fact	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for April 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.15 Week 14 Apprenticeship Report (01 May to 05 June, 2023)

NO	Date and time	Activity Description	Division
1	Monday, May 01, 2023	Hari Buruh Nasional	operations planning and control
2	Tuesday, May 02, 2023	Scan the Statement Of Fact document	operations planning and control
3	Wednesday, May 03, 2023	Scan the Statement Of Fact document	operations planning and control
4	Thursday, May 04, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
5	Friday, May 05, 2023	Scan of the Tool Work Order document	operations planning and control

Source: Processed Data, 2022

Weekly Apprenticeship activity report for May 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.16 Week 15 Apprenticeship Report (May 8 to May 12, 2023)

NO	Date and time	Activity Description	Division
1	Monday, May 08, 2023	Machine timesheet archive	operations planning and control
2	Tuesday, May 09, 2023	Scan Statement Of Fact	operations planning and control
3	Wednesday, May 10, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
4	Thursday, May 11, 2023	Crosscheck timesheet	operations planning and control
5	Friday, May 12, 2023	Scan Statement Of Fact	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for May 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.17 Week 16 Apprenticeship Report (May 15th to May 19, 2023)

NO	Date and time	Activity Description	Division
1	Monday, May 15, 2023	Scan of the Tool Work Order document	operations planning and control
2	Tuesday, May 16, 2023	Scan Statement Of Fact	operations planning and control
3	Wednesday, May 17, 2023	permission (sick)	operations planning and control
4	Thursday, May 18, 2023	Cuti Kenaikan Isa Almasih	operations planning and control
5	Friday, May 19, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for May 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.18 Week 17 Apprenticeship Report (22 Mayth to 26 May, 2023)

NO	Date and time	Activity Description	Division
1	Monday, May 22, 2023	Crosscheck timesheet	operations planning and control
2	Tuesday, May 23, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
3	Wednesday, May 24, 2023	Archive the unloading orders that have been grouped into ships	operations planning and control
4	Thursday, May 25, 2023	Scan of the Tool Work Order document	operations planning and control
5	Friday, May 26, 2023	Machine timesheet archive	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for May 2023 which was carried out at PT. Pelabuhan Indonesia Multi Terminal in the operations planning and control division.

Table 3.19 Week 18 Apprenticeship Report (May 29th to May 31, 2023)

NO	Date and time	Activity Description	Division
1	Monday, May 29, 2023	Cross check recapitulation of heavy equipment operator working time	operations planning and control
2	Tuesday, May 30, 2023	Making equipment rental production reports	operations planning and control
3	Wednesday, May 31, 2023	Good Bye	operations planning and control

Source: Processed Data, 2023

Weekly Apprenticeship activity report for May 2023 which was carried out at PT. Pelindo Multi Terminal in the operations planning and control division.

3.5 Obstacles and Solutions Apprenticeship

3.5.1 Obstacles Apprenticeship

During carrying out Apprenticeship carried out at PT. Pelabuhan Indonesia Multi Terminal Branch of Dumai experienced several obstacles, namely as follows:

1. There was an error in the data on the timesheet which was cross-checked with the supervised data.
2. There is difficulty in understanding the work that is given because of the irregularity of the work that is given.
3. There are no computers that can be used by intern students, making it difficult for intern students to understand the work that is given.

3.5.2 Solutions Apprenticeship

Solutions that can be taken to overcome obstacles during the Apprenticeship process include:

1. To avoid errors in checking data on the timesheet, apprentice students group the timesheets based on the type of heavy equipment, and the month of operation of the heavy equipment.
2. To understand the work given by apprentice students to focus more on and learn from the employees around them.
3. Apprentice students are required to have a laptop to be able to participate in carrying out the work given.

CHAPTER IV

CONCLUSIONS AND SUGGESTION

4.1 Conclusion

From the explanation in the previous chapter, an overview of the activities during Apprenticeship at PT. Pelindo Multi terminal Branch of Dumai, the author will provide conclusions based on the results of the discussion of the chapter, including:

1. When doing Field Apprenticeship at PT. Pelindo Multi terminal Dumai Branch. The type of work carried out is a scan of the Statement of Fact document, Monthly Timesheet Recapitulation, Matching Timesheets, Making equipment rental production reports, SOF Recapitulation, SPB Archiving, and SOF Archiving
2. This Apprenticeship was carried out at PT. Pelindo Multi Terminal Dumai Branch , Jl. Sultan Syarif Kasim No: 1, Teluk. Binjai, Kab. East Dumai, City of Dumai, Riau. The head office and administrative affairs are located on Jl. Pasoso No1, Tanjung Priok, North Jakarta, Indonesia. And the time for implementing the Field Work Practice (KP) is carried out for 4 months starting from February 1, 2023 up to 31 May 2023.
3. To facilitate employees in carrying out their duties, the company uses an internet-based system. Every computer in one division is connected to other divisions in all Business Units at PT. Pelindo Multi terminal Dumai Branch . But not all work is done online, some work is done offline and manually.
4. The hardware/software used in carrying out these tasks are: a computer which includes a monitor, keyboard, mouse, CPU (Central Processing Unit), Microsoft Word and Excel.
5. Obstacles and solutions encountered while carrying out Apprenticeship at PT. Pelindo Multi terminal Branch of Dumai, namely: apprentice workers cannot easily understand the tasks given from the system used by the company and the time to complete the tasks given is longer. The solution to

overcome these obstacles is The author must focus and pay attention to the system used.

4.2 Suggestion

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do Apprenticeship in the next period, for companies and for the Bengkalis State Polytechnic.

1. Author

Suggestions for writers to be more careful, thorough and concentrated in writing works. Make it a habit to read first before acting, and think realistically and rationally, and carry out tasks according to the directions or orders given by the employee concerned.

2. Student

The author also provides suggestions that may be useful for students who will carry out Apprenticeship activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always being patient and obedient and learning to manage everything Assigned work.

3. Company

After the author carried out Apprenticeship activities at PT. Pelindo Multi Terminal Branch of Dumai. which is in the operations planning and control division. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to apprentice students to be supervised, guided and taught the steps. Companies should provide computers for apprentices to easily do the assigned tasks.

4. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of the Bengkalis Campus to hold Field Work Practices can be used as evaluation material, and should be given to students before carrying out Field Work Practices in accordance with the field or course material in accordance with the Work Practice companies. And those concerned will accompany students who will do Apprenticeship

on the first day of admission, and pick them up again when students have finished doing Apprenticeship.

REFERENCES

PT. Pelabuhan Indonesia (Persero) Branch of Dumai, 2023.

PT. Pelindo Multi Terminal Branch of Dumai, 2023.

APPENDICES

Appendix 1: Apprenticeship Reply letter



Dumai, 16 Januari 2023

Nomor : DL.04/16/1/1/BDM2/BDM/PLMT-23
Lampiran : 1
Perihal : Persetujuan Permohonan Kerja Praktek (KP)

Kepada Yth. Direktur Politeknik Bengkalis

Menindaklanjuti surat nomor 6564/PL31/TU/2022 tanggal 30 Desember 2022 Perihal Permohonan Kerja Praktek (KP) Sehubungan hal tersebut diatas dengan ini disampaikan bahwa pada prinsipnya perusahaan kami dapat menerima Mahasiswa Bapak untuk melaksanakan Praktek Kerja Lapangan (PKL) Februari 2023 s/d Juli 2023 Untuk Pelaksanaan Praktek Kerja Lapangan (PKL) dimaksud kepada Mahasiswa agar memperhatikan hal-hal sebagai berikut :

1. Sebelum Memulai Kegiatan Praktek Kerja Lapangan (PKL) wajib melapor ke Dinas Pendukung Operasi Area Dumai di PT. Pelindo Multi Terminal.
2. Mentaati semua Peraturan Praktek Kerja (PKL) yang berlaku di Perusahaan dan wajib memahaminya.
3. Membuat Surat Pernyataan apabila terjadi kecelakaan kerja maka perusahaan tidak bertanggung jawab.
4. Terkait kebijakan Perusahaan pada masa pandemi covid 19 harus tetap mematuhi Protokol Kesehatan.
5. Memastikan Kondisi sehat dengan melampirkan surat keterangan bebas covid 19 (Rapid/Swab Antigen).

Demikian disampaikan atas perhatiannya diucapkan terimakasih

DIREKSI PT PELINDO MULTI TERMINAL
DIREKTORAT OPERASI
BRANCH MANAGER DUMAI



KHOIRUDDIN LUBIS, S.E.
NIP. 102182



Appendix 2: Statement of completion Apprenticeship



SURAT KETERANGAN SELESAI PRAKTEK KERJA LAPANGAN

Yang bertanda tangan di bawah ini :

Nama : Dian Octenty

Jabatan : Deputy Branch Manager Pendukung Operasi

Menyatakan bahwa yang beridentitas di bawah ini :

Nama : M Reza Darmawan

NIM : 5404191231

Jurusan : Administrasi Niaga

Tempat PKL : PT Pelindo Multi Terminal Cabang Dumai

Telah selesai melaksanakan kegiatan praktek kerja lapangan di PT Pelindo Multi Terminal Cabang Dumai di bimbing oleh Anggie Santa Kaloka dengan jabatan Junior Officer Perencanaan dan Pengendalian Operasi dari tanggal 1 Februari 2023 sampai dengan 31 Mei 2023 sesuai dengan surat permohonan dari Politeknik Negeri Bengkalis.

Selama melaksanakan kegiatan praktek kerja lapangan di perusahaan/instansi kami, peserta sangat antusias dan dapat menjalankan tugas-tugas yang kami berikan dengan baik dan bisa dipertanggung jawabkan.

Demikian surat keterangan ini kami buat, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Deputy Branch Manager
Pendukung Operasi



DIAN OCTENTY

Branch Dumai
Jl. Sultan Syarif Kasim No. 1, Dumai 28813
T +765 31469 | E: dumai@pelindomultiterminal.co.id


www.pelindo.co.id





Appendix 3 : Apprenticeship Assesment Sheet

**LIST PRESENT OF THE JOB TRAINING
PT. PELINDO MULTI TERMINAL, BRANCH DUMAI**

Name : M REZA DARMAWAN
 NIM : 5404191231
 Program Studi : DIV ADMINISTRASI BISNIS INTERNASIONAL

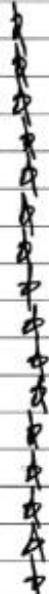
FEBRUARY			
No	Day	Date	Signed by the supervisor
1	Wednesday	February 01 st , 2023	
2	Thursday	February 02 nd , 2023	
3	Friday	February 03 rd , 2023	
4	Monday	February 06 th , 2023	
5	Tuesday	February 07 th , 2023	
6	Wednesday	February 08 th , 2023	
7	Thursday	February 09 th , 2023	
8	Friday	February 10 th , 2023	
9	Monday	February 13 th , 2023	
10	Tuesday	February 14 th , 2023	
11	Wednesday	February 15 th , 2023	
12	Thursday	February 16 th , 2023	
13	Friday	February 17 th , 2023	
14	Monday	February 20 th , 2023	
15	Tuesday	February 21 st , 2023	
16	Wednesday	February 22 nd , 2023	
17	Thursday	February 23 rd , 2023	
18	Friday	February 24 th , 2023	
19	Monday	February 27 th , 2023	
20	Tuesday	February 28 th , 2023	

MARCH			
No	Day	Date	Signed by the supervisor
1	Wednesday	March 01 st , 2023	
2	Thursday	March 02 nd , 2023	
3	Friday	March 03 rd , 2023	
4	Monday	March 06 th , 2023	
5	Tuesday	March 07 th , 2023	
6	Wednesday	March 08 th , 2023	
7	Thursday	March 09 th , 2023	
8	Friday	March 10 th , 2023	IZ-in (Sakit)
9	Monday	March 13 rd , 2023	
10	Tuesday	March 14 th , 2023	
11	Wednesday	March 15 th , 2023	
12	Thursday	March 16 th , 2023	
13	Friday	March 17 th , 2023	
14	Monday	March 20 th , 2023	
15	Tuesday	March 21 st , 2023	
16	Wednesday	March 22 nd , 2023	Hari Raya ngopi
17	Thursday	March 23 rd , 2023	Cuti bersama ngopi
18	Friday	March 24 th , 2023	
19	Monday	March 27 th , 2023	
20	Tuesday	March 28 th , 2023	
21	Wednesday	March 29 th , 2023	
22	Thursday	March 30 th , 2023	
23	Friday	March 31 st , 2023	

APRIL			
No	Day	Date	Signed by the supervisor
1	Monday	April 03 rd , 2023	
2	Tuesday	April 04 th , 2023	

APRIL			
No	Day	Date	Signed by the supervisor
3	Wednesday	April 05 th , 2023	
4	Thursday	April 06 th , 2023	
5	Friday	April 07 th , 2023	
6	Monday	April 10 th , 2023	LEGUR wasal iso Amah
7	Tuesday	April 11 th , 2023	
8	Wednesday	April 12 th , 2023	
9	Thursday	April 13 th , 2023	
10	Friday	April 14 th , 2023	
11	Monday	April 17 th , 2023	
12	Tuesday	April 18 th , 2023	
13	Wednesday	April 19 th , 2023	Cuti Bersama Idul Fitri
14	Thursday	April 20 th , 2023	Cuti Bersama Idul Fitri
15	Friday	April 21 st , 2023	Cuti Bersama Idul Fitri
16	Monday	April 24 th , 2023	Cuti Bersama Idul Fitri
17	Tuesday	April 25 th , 2023	Cuti Bersama Idul Fitri
18	Wednesday	April 26 th , 2023	Cuti Bersama Idul Fitri
19	Thursday	April 27 th , 2023	Cuti Bersama Idul Fitri
20	Friday	April 28 th , 2023	

MAY			
No	Day	Date	Signed by the supervisor
1	Monday	May 01 st , 2023	hari Buruh Internasional
2	Tuesday	May 02 nd , 2023	
3	Wednesday	May 03 rd , 2023	
4	Thursday	May 04 th , 2023	
5	Friday	May 05 th , 2023	
6	Monday	May 08 th , 2023	
7	Tuesday	May 09 th , 2023	

MAY			
No	Day	Date	Signed by the supervisor
8	Wednesday	May 10 th , 2023	
9	Thursday	May 11 th , 2023	
10	Friday	May 12 th , 2023	
11	Monday	May 15 th , 2023	
12	Tuesday	May 16 th , 2023	
13	Wednesday	May 17 th , 2023	
14	Thursday	May 18 th , 2023	
15	Friday	May 19 th , 2023	
16	Monday	May 22 nd , 2023	
17	Tuesday	May 23 rd , 2023	
18	Wednesday	May 24 th , 2023	
19	Thursday	May 25 th , 2023	
20	Friday	May 26 th , 2023	
21	Monday	May 29 th , 2023	
22	Tuesday	May 30 th , 2023	
23	Wednesday	May 31 st , 2023	

Dumai, May 31st 2023

Supervisor




Dian Octenty

NIP. 102810

Appendix 4: Apprenticeship Activities

DAILY ACTIVITIES APPRENTICESHIP

Name : M Reza Darmawan

Date : 01 February to 28 February 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASK	INITIALS
1	<ul style="list-style-type: none"> Introduce and provide direction regarding regulations in the apprenticeship place Copy the Timesheet document Scan Document Statement Of Fact 	Rilly Feranda Anggie Santa Kaloka	
2	<ul style="list-style-type: none"> Archive the unloading orders that have been grouped into ships Scan Document Statement Of Fact Go down to the port environment introduction field Scan Timesheet Cross check recapitulation of heavy equipment operator working time 	Rilly Feranda Anggie Santa Kaloka	
3	<ul style="list-style-type: none"> Document data recap Statement Of Fact Cross check recapitulation of heavy equipment operator working time Scan Document Statement Of Fact Scan Timesheet Scan the Statement of Fact document and copy the statement of fact document 	Anggie Santa Kaloka	
4	<ul style="list-style-type: none"> Cross check recapitulation of heavy equipment operator working time Scan Timesheet Machine timesheet archive Scan the Statement of Fact document Scan the Statement of Fact document 	Anggie Santa Kaloka	
5	<ul style="list-style-type: none"> Making equipment rental production reports Scan the Statement of Fact document 	Anggie Santa Kaloka	
Industry Advisory Notes			

No	SHOP DRAWING	INFORMATION
1		Introduce and provide direction regarding regulations in the apprenticeship place


DAILY ACTIVITIES APPRENTICESHIP

Name : M Reza Darmawan

Date : 01 March to 31 March 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASK	INITIALS
1	<ul style="list-style-type: none"> • Scan the Statement of Fact document • Scan the Statement of Fact document and copy the statement of fact document • Classify the Unloading Warrants into ships 	Anggie Santa Kaloka	
2	<ul style="list-style-type: none"> • Archive the unloading orders that have been grouped into ships • Field survey of loading and unloading activities at dock C and dock B • Recapitulation of Statment Of Fact document data from January and February • Crosscheck timesheet 	Anggie Santa Kaloka	
3	<ul style="list-style-type: none"> • Scan of the Tool Work Order document • Scan the Statement Of Fact document • Inputting heavy equipment time data at Pelindo during February • Scan Timesheet October, November, and December. • Machine timesheet archive • October 2022 Timesheet Recap 	Anggie Santa Kaloka	

	<ul style="list-style-type: none"> • Crosscheck the loading document • Cross check recapitulation of heavy equipment operator working time 		
4	<ul style="list-style-type: none"> • Go down to the field to measure the warehouse • March timesheet recapitulation • Crosscheck recapitulation data from vendors 	Rilly Feranda Anggie Santa Kaloka	
5	<ul style="list-style-type: none"> • Recap of crane performance production utilization • Making equipment rental production reports • Grouping the Statement Of Fact for containers and dry bulk • Adding March Statment Of Fact Recap • Scan of the Statment Of Fact documents for docks A and port C for March 	Anggie Santa Kaloka	
Industry Advisory Notes			

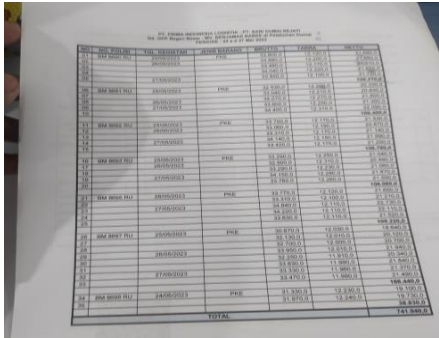
No	SHOP DRAWING	INFORMATION
1		Document data recap Statement Of Fact

DAILY ACTIVITIES APPRENTICESHIP

Name : M Reza Darmawan

Date : 03 April to 28 April 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASK	INITIALS
1	<ul style="list-style-type: none"> Go down to the field to check the condition of the truck's in and out flow Scan the Statement Of Fact document 	Anggie Santa Kaloka	
2	<ul style="list-style-type: none"> Crosscheck timesheet Scan of the Tool Work Order document Scan the Statement Of Fact document Scan the Docker A Statement Of Fact document 	Anggie Santa Kaloka	
3	<ul style="list-style-type: none"> Grouping the Statement Of Fact for containers and dry bulk Cross check recapitulation of heavy equipment operator working time 	Anggie Santa Kaloka	
4	<ul style="list-style-type: none"> Crosscheck timesheet Machine timesheet archive Copy of Statement Of Fact 	Anggie Santa Kaloka	
Industry Advisory Notes			

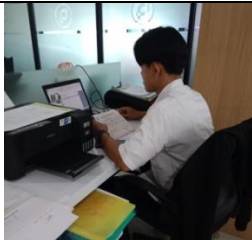
No	SHOP DRAWING	INFORMATION
1		Crosscheck recapitulation data unloading Truck from vendors

DAILY ACTIVITIES APPRENTICESHIP

Name : M Reza Darmawan

Date : 02 May to 31 May 2023

NO	DESCRIPTION OF ACTIVITIES	ASSIGNMENT OF TASK	INITIALS
1	<ul style="list-style-type: none"> • Scan the Statement Of Fact document • Cross check recapitulation of heavy equipment operator working time • Scan of the Tool Work Order document 	Anggie Santa Kaloka	
2	<ul style="list-style-type: none"> • Machine timesheet archive • Scan Statement Of Fact • Cross check recapitulation of heavy equipment operator working time • Crosscheck timesheet • Scan Statement Of Fact 	Anggie Santa Kaloka	
3	<ul style="list-style-type: none"> • Scan of the Tool Work Order document • Scan Statement Of Fact • Cross check recapitulation of heavy equipment operator working time 	Anggie Santa Kaloka	
4	<ul style="list-style-type: none"> • Crosscheck timesheet • Cross check recapitulation of heavy equipment operator working time • Archive the unloading orders that have been grouped into ships • Scan of the Tool Work Order document • Machine timesheet archive 	Anggie Santa Kaloka	
5	<ul style="list-style-type: none"> • Cross check recapitulation of heavy equipment operator working time • Making equipment rental production reports 	Anggie Santa Kaloka	
Industry Advisory Notes			

No	SHOP DRAWING	INFORMATION
1		Crosscheck timesheet

Dumai, May 31st 2023

Supervisor



Dian Octenty

NIP. 102810

Appendix 5: Handover of souvenirs after apprenticeship



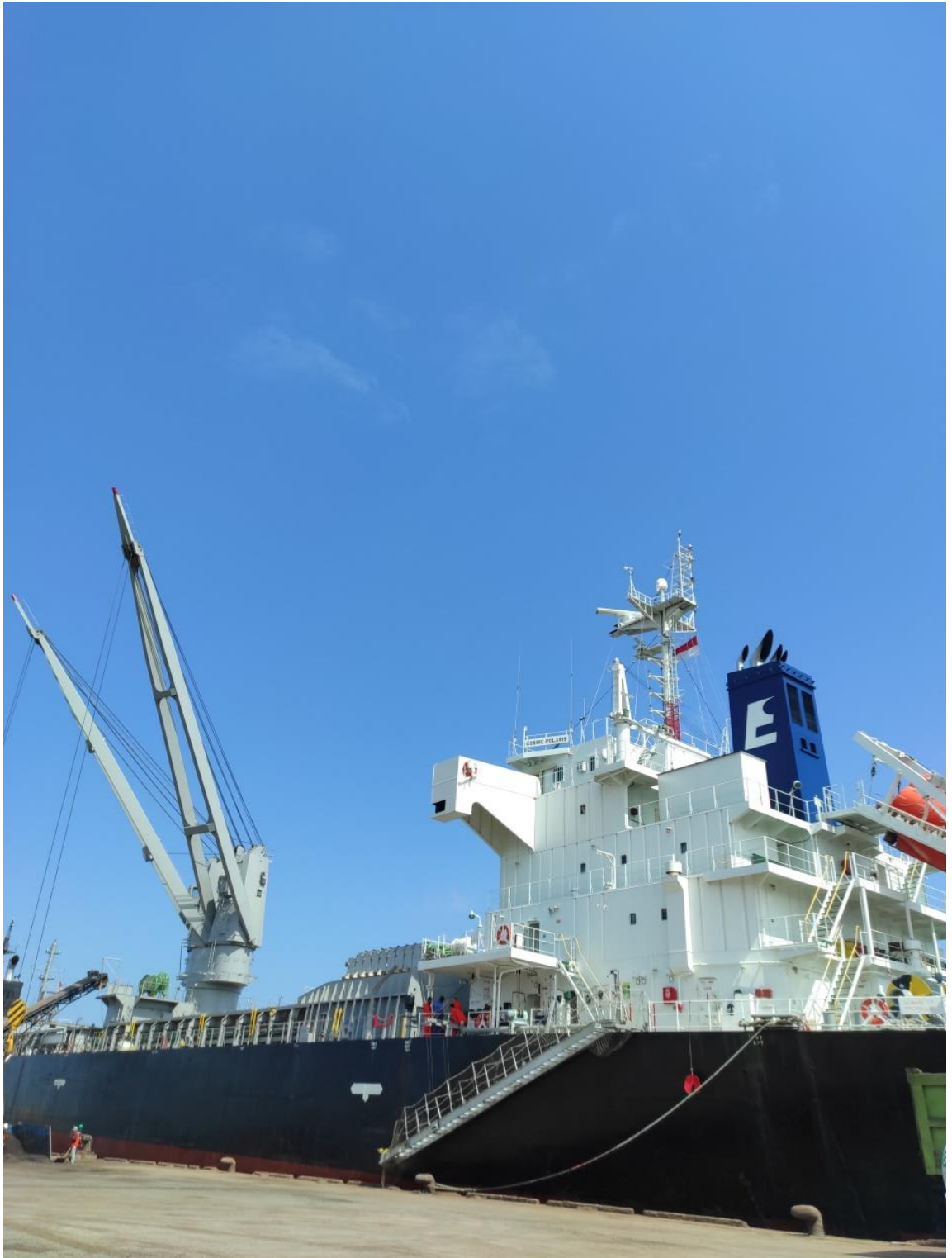
Appendix 6: Socialization of occupational health and safety management system activities



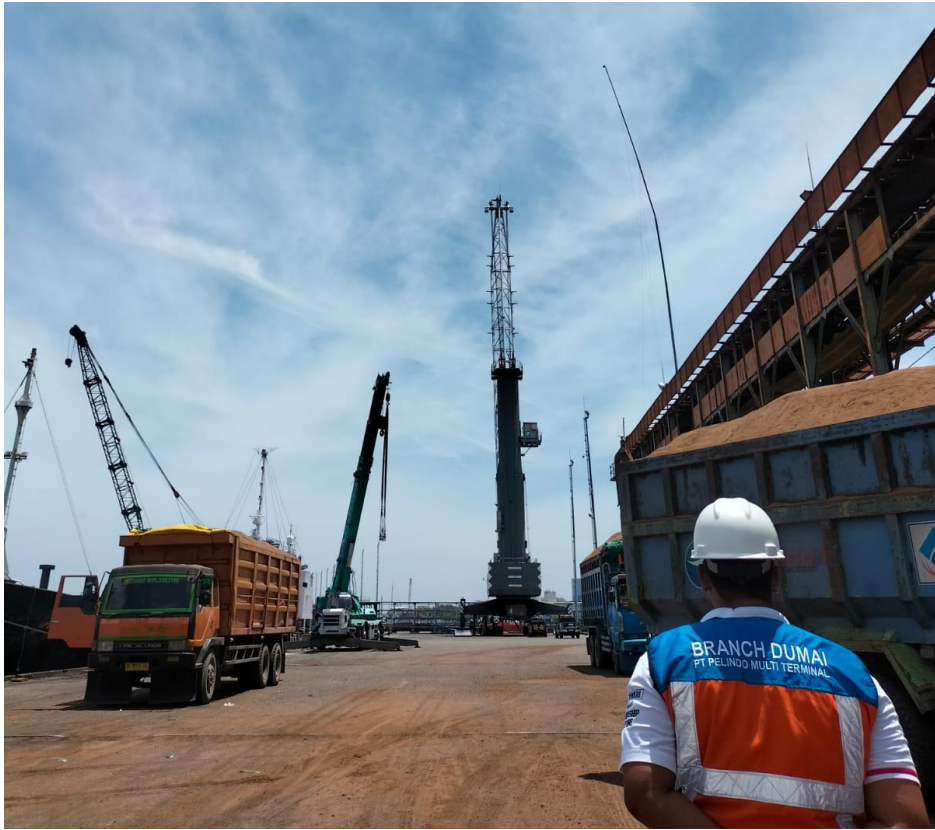
Appendix 7: Down to the dock environment introduction field














CONSULTATION SHEET
APPRENTICESHIP REPORT
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : M REZA DARMAWAN
 Student's Identity No. : 5404191231
 Apprenticeship Place : PT. Pelabuhan Indonesia Multi Terminal Dumai
 Advisor : Adrian Irnanda Pratama, S. Sos., M.B.A

No	Date and time	Revision	Signature
1	09/08/2023	Datar Belakang, tujuan, manfaat dan bab III	
2	10/08/2023	Jata tulis (margin) bab III	
3	10/08/2023	Acc	
4			
5			

Bengkalis, July 2023

Advisor



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

	KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI POLITEKNIK NEGERI BENGKALIS JURUSAN ADMINISTRASI NIAGA PROGRAM STUDI DIV ADMINISTRASI BISNIS INTERNASIONAL Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714 Telepon: (0766) 7008877, Faximile (0766) 8001000 Website : http://www.polbeng.ac.id
	LEMBAR SARAN DAN PERBAIKAN SIDANG KERJA PRAKTEK

Tahun : 2023



Nama : M Reza Darmawan
 NIM : 5404191231
 Judul : PT. Pelindo Multi Terminal Branch of Dumai

Nama Dosen Penguji : Armita Novriana Rambe, S Pd., M.Hum

Materi perbaikan dari Dosen Penguji :

Pay attention to the Revision notes that written in four report

24/08/23 Acc filed 1.

	6-08-2023		24-08-2023
Tanda Tangan		Tanda Tangan	

	KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI POLITEKNIK NEGERI BENGKALIS JURUSAN ADMINISTRASI NIAGA PROGRAM STUDI DIV ADMINISTRASI BISNIS INTERNASIONAL Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714 Telepon: (0766) 7008877, Faximile (0766) 8001000 Website : http://www.polbeng.ac.id	
	LEMBAR SARAN DAN PERBAIKAN SIDANG KERJA PRAKTEK	Tahun : 2023

Nama : M Reza Darmawan
 NIM : 5404191231
 Judul : PT. Pelindo Multi Terminal Branch of Dumai

Nama Dosen Pembimbing : Adrian Irmanda Pratama, S.Sos., M.B.A

Materi perbaikan dari Dosen Pembimbing :

1. Jata Jular
2. Acc.

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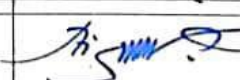
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Tanda Tangan 	Tanda Tangan 
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