

**APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL
INDUSTRIAL RELATION UNIT**

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**INTERNATIONAL BUSINESS ADMINISTRATION
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2023**

APPROVAL SHEET

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL

Written as one of the requirements for completing the apprenticeship

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Perawang, June 9th, 2023

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The Bengkalis Regency Government, through the Gema Bahari Foundation established a university under the name of Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In its journey, Bengkalis Shipping Polytechnic changed its name to Bengkalis Polytechnic and was under the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001 Bengkalis Polytechnic accepted the first batch of new students. In 2006 Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Information Engineering.

As of December 26, 2011 Bengkalis Polytechnic officially became a State University under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of the State Polytechnic of Bengkalis (OTK Polbeng), which was inaugurated by the Minister of Education and Culture of the Republic of Indonesia. Currently, State Polytechnic of Bengkalis has 8 (eight) majors including the Department of Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Commercial Administration, English, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis carries out a Apprenticeship program that must be followed by all final semester students. Apprenticeship is a means for students to develop

themselves when they will later enter the world of work. This Apprenticeship activity can make a meaningful contribution to the development of students to prepare themselves as well as possible before entering the world of work and for the development of competencies at the State Polytechnic of Bengkalis.

This Apprenticeship is carried out after State Polytechnic of Bengkalis students complete at least 4 (four) semesters and fully graduate. Apprenticeship is carried out for 4 (Four) months. Based on the above, the author as a student of the Business Administration Study Program is required to carry out Apprenticeship for 4 (Four) months. The author has chosen PT. Indah Kiat Pulp & Paper Tbk. as a place to carry out Apprenticeship activities because the author wants to get the opportunity to apply theoretical knowledge / concepts obtained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concepts in accordance with their field of expertise. Then the author has the opportunity to analyze problems related to science applied in work according to his study program.

During the implementation of Apprenticeship the author gets a place in the Industrial Relations Unit in the *Human Resources Department*. The implementation of this Apprenticeship starts from January 9, 2023 to June 9, 2023. The implementation of this Apprenticeship is expected to increase the author's insight into various good and correct task implementations and be able to face the real world of work with the experience he gains. Apprenticeship is one of the activities for State Polytechnic of Bengkalis students in completing their assignments. In order to achieve the expected results, it is necessary to know the purpose and benefits of holding the Apprenticeship. The objectives and benefits of Apprenticeship are as follows:

1.2 Purpose and Benefits of Apprenticeship

1.2.1 Purpose of Apprenticeship

The objectives of implementation of Apprenticeship are as follows:

- 1 To find out the specifics of the work carried out in the Industrial relations Unit.

- 2 To find out the expected targets of the work carried out in the Industrial Relations Unit
- 3 To find out the data needed during Apprenticeship in Industrial relations Unit.
- 4 To find out the documents and files produced during Apprenticeship in the Industrial relations Unit.
- 5 To find out the obstacles and solutions faced while doing Industrial Relations Unit Apprenticeship.

1.2.2 Benefits of Apprenticeship

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

- 1 Get the opportunity to apply the knowledge of theory / concepts obtained during lectures into the real world of work.
- 2 As a comparison between the knowledge gained by students in the world of work and education.
- 3 Students can train a sense of responsibility and discipline in the world of work.
- 4 Gain experience in the world of work to improve themselves before being recruited into the world of work.
- 5 Obtain the opportunity to get to know and operate various equipment used by companies, agencies, and offices in carrying out actual work activities.

1.3 Significances of the Apprenticeship

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

1. For Students

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

- 1) Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.

- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 4) Students have the opportunity to be able to analyze problems related to science that are applied in 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) There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.
- 2) The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- 3) The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

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

- 1) There is good cooperation/relationship between the campus and the company where students do apprenticeship.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experience.
- 3) State Polytechnic of Bengkalis will be better known in the industrial or corporate world

CHAPTER II

GENERAL DESCRIPTION OF PT. INDAH KIAT PULP AND PAPER TBK

2.1. Company Profile

2.1.1 Sinarmas Group

Sinar Mas is a business group with business operations engaged in various sectors, such as Pulp and Paper, Agribusiness and Food, Financial Services, Developer and Real Estate, Telecommunications, and Energy and Infrastructure, including Health and Education. Since 2003, Sinar Mas no longer refers to itself as Sinar Mas Group, because after the restructuring, Sinar Mas no longer has a holding, but a President office that facilitates/assists the business pillars. In 1968, Sinar Mas' first vegetable oil and copra refinery, Bitung Manado Oil Limited Plant was established in North Sulawesi. Along with its development, Sinar Mas acquired the Tjiwi Kimia chemical soda factory in 1972, which later became Sinar Mas' first paper mill. The year 1972 also marked the beginning of the developer and real estate business pillar, known as PT Duta Pertiwi Tbk. Then in 1982, PT Internas Artha Leasing was established and developed into an integrated financial services company. In 1986, Sinar Mas Forestry managed its first industrial timber plantation. PT Dian Swastatika Sentosa was established in 1996 to supply electricity to Sinar Mas' inland production facilities. In 2010, smartfren was established as a result of a merger with one of the telecommunication providers, Fren.



Figure 2.1 Sinarmas Group logo
Source: PT Indah Kiat Pulp & Paper Tbk

2.1.2 Asia Pulp & Paper Sinarmas (APP Sinarmas)

Asia Pulp & Paper (APP) Sinar Mas, headquartered in Jakarta, Indonesia, is one of the world's leading pulp, paper and packaging producers. Since its establishment in 1972, Asia Pulp & Paper (APP) Sinar Mas has grown to market its products in more than 150 countries on six continents, with an annual conversion capacity of over 20 million tonnes. Today, Asia Pulp & Paper (APP) Sinar Mas employs more than 30,000 people in countries such as Indonesia, the United States, the United Kingdom, Singapore and Hong Kong.

As one of the most integrated and scalable pulp and paper production facilities in the world, Asia Pulp and Paper (APP) Sinar Mas is committed to delivering exceptional quality amid growing demand for quality paper products worldwide. Asia Pulp and Paper (APP) Sinar Mas products are available in a variety of forms, including sturdy multipurpose corrugated cartons.

The integrity of Sinar Mas' Asia Pulp and Paper (APP) supply chain and strong commitment to the Sustainability Roadmap Vision 2030 are critical to the company's operations as part of its vision for a better future. This is to maintain the company's reputation by leveraging international business and operating standards across manufacturing and supply chains, collaborating with communities, and leveraging the latest technologies and innovations to streamline its processes. The organization aims to fulfill its commitments to achieve carbon neutrality, conserve biodiversity, protect forests, and support communities across its operations by 2030.

Sinar Mas' Asia Pulp and Paper (APP) ideology transcends borders and is guided by a vision of a brighter future. That's why the company has been working on expanding its presence in different countries, such as the United States and Singapore. Through a constant vision to drive the company forward, the company's employees are committed to creating new ways of life and innovation.

In addition to its employees, Asia Pulp & Paper (APP) Sinar Mas believes that the company's success depends largely on the support of its loyal customers, including the community, partners and you. Together, we grow tomorrow.



Figure 2.2 APP Sinarmas logo
Source: PT Indah Kiat Pulp & Paper Tbk

2.1.3 PT. Indah Kiat Pulp & Paper Tbk. (PT. IKPP)

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status.



Figure 2.3 PT. IKPP Tbk logo
Source: PT Indah Kiat Pulp & Paper Tbk

PT. IKPP (Indah Kiat Pulp and Paper) Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas - Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.



**Figure 2.4 PT Indah Kiat Pulp & Paper
Perawang Mill**
*Source: PT Indah Kiat Pulp & Paper Tbk -
Perawang Mill*

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jannto (Yap Sui Kei). At that time he led the Blessing Group. In 1975, the Blessing Group, which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tangerang, West Java and pulp mills in Central Java, Jambi, Riau and seven other areas

In 1976, it took care of permits for land acquisition, arrangements for investment permits with the status of Foreign Investment (PMA) with the

permission of the President on April 11, 1976. On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established by notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine process, technology and production capacity. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane river.

A year later a trial production was carried out at the factory with satisfactory results. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to making the logo and motto: "Participate in building the country, educating the nation and preserving the environment".

Then the following year a second survey was carried out in Jambi and Riau Provinces ten times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data in 1975.

Particularly for the location of the factory according to the source of raw materials, transportation and so on, a follow-up study was carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, land acquisition and permits were carried out. In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat

Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance and protection as well sales results:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession to utilize timber (Logs) for sale with sustainable principles and principles.
2. HPH (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value..

A timber utilization permit is a right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later, the physical construction of the phase I factory began in Riau Province. Simultaneously, a loading and unloading facility was built, in the form of a special port where ocean ships with a deadweight of more than 6,000 tons can dock, which is approximately 1.5 km from the factory on the banks of the Siak River.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24,

1984. At that time, the capacity of the bleached pulp pulp mill (Bleached Kraft Pulp) was 75,000 per year, so that the need for pulp for the paper mill in Tangerang did not need to be imported again, but was fulfilled by a supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year the construction of phase I also began (HTI).

This year, PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, production quality was still unstable, in addition to changes in leadership from Mr. Soetopo

Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Satria Perkasa Agung : 67%.
2. Chung Hwa Pulp Corp : 23%.
3. Yuen Fong Paper Manufacturing : 10 %

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year, pulp production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory.

In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of paper mill I was marked by the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day, which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

1. PT. Puri Nusa Eka Persada : 58.23%
2. Cung Hwa Pulp Corp : 19.99%
3. Yuen Fong Yu Paper Manufacturing : 8.69%
4. Masyarakat : 13,09%

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991, which was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT. Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers, which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22

cooperatives carried out with the distribution of shares:

1. PT. Puri Nusa Eka Persada : 54.39%
2. Cung Hwa Pulp Corporation : 19.99%
3. Yuen Fong Yu Paper Manufacturing : 8.69%
4. Masyarakat : 16.93%

And the preparation process for the implementation of the foster father- adopted child program was carried out, which was a linkage program for large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of phase II of the pulp mill began. The inauguration of adopted children is carried out regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing convection, metal casting, traditional Siak weaving, metal stamps and others.

And a year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1300 tons per day and production trials were carried out at the end of the year. Besides that, PT. Indah Kiat also helped the government by accepting apprentices from Timor as many as 20 people based on the Department of Workforce Program. In 1994, the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of the phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, the company accepted 5 workers from East Timor. In 1998, the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started.

PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry

in the form of HPH Groups:

1. PT. Arara Abadi, luas konsesi +/- 265.000 Ha.
2. PT. Wira Karya Sakti, luas konsesi +/- 220.000 Ha.
3. PT Mapala Rabda, luas konsesi +/- 155.000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, luas konsesi +/- 51.000 Ha.
5. PT. Murini Timber, luas konsesi +/- 116.000 Ha

2.2. Vision & Mision

2.2.1 Vision of PT. Indah Kiat Pulp & Paper Tbk.

The vision of PT. Indah Kiat Pulp & Paper Tbk. is "To be the number one Pulp & Paper company of the 21st century with the highest international standards in the world, and with a strong commitment to deliver superior value to customers, shareholders, employees, and society."

2.2.2 Mission of PT. Indah Kiat Pulp & Paper Tbk.

As for the mission of PT. Indah Kiat Pulp and Paper Tbk. used in realizing the expected objectives are as follows:

1. Increase global market share
2. Using cutting-edge technology in developing new products and achieving plant efficiency
3. Improve the quality of human resources through training and fostering corporate culture
4. Realizing sustainability commitments across all operations

2.3. Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (lineboard and corrugating medium), corrugated shipping, containers (Convection from containerboard),

Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4. Organizational Structure

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

Organizational Structure of PT. Riau Andalan Pulp And Paper follows a type of line and staff organization where power and responsibility branch out to each leader from top to bottom, each position is not responsible to each other but only responsible to their respective directors. Each superior has a certain number of subordinates and his subordinates receive orders from each of their superiors.

3.2.1 Organizational Structure of PT. Indah Kiat Pulp & Paper Tbk.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.5. below as follows:

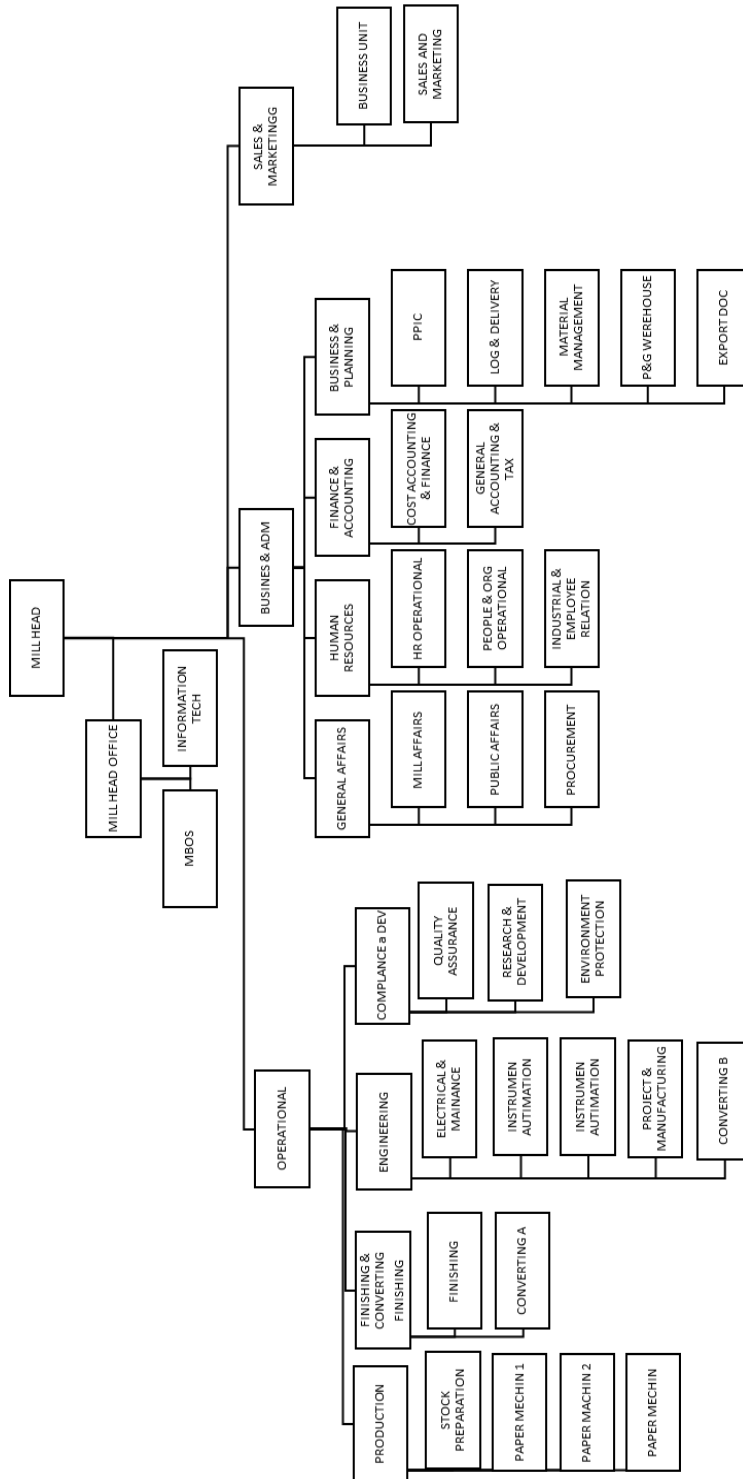


Figure 2.5 Organizational Structure of PT. Indah Kiat Pulp & Paper Tbk

Source: PT. Indah Kiat Pulp and Paper Tbk

3.2.2 Organizational Structure of Industrial Relation Unit

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.6 below as follows:

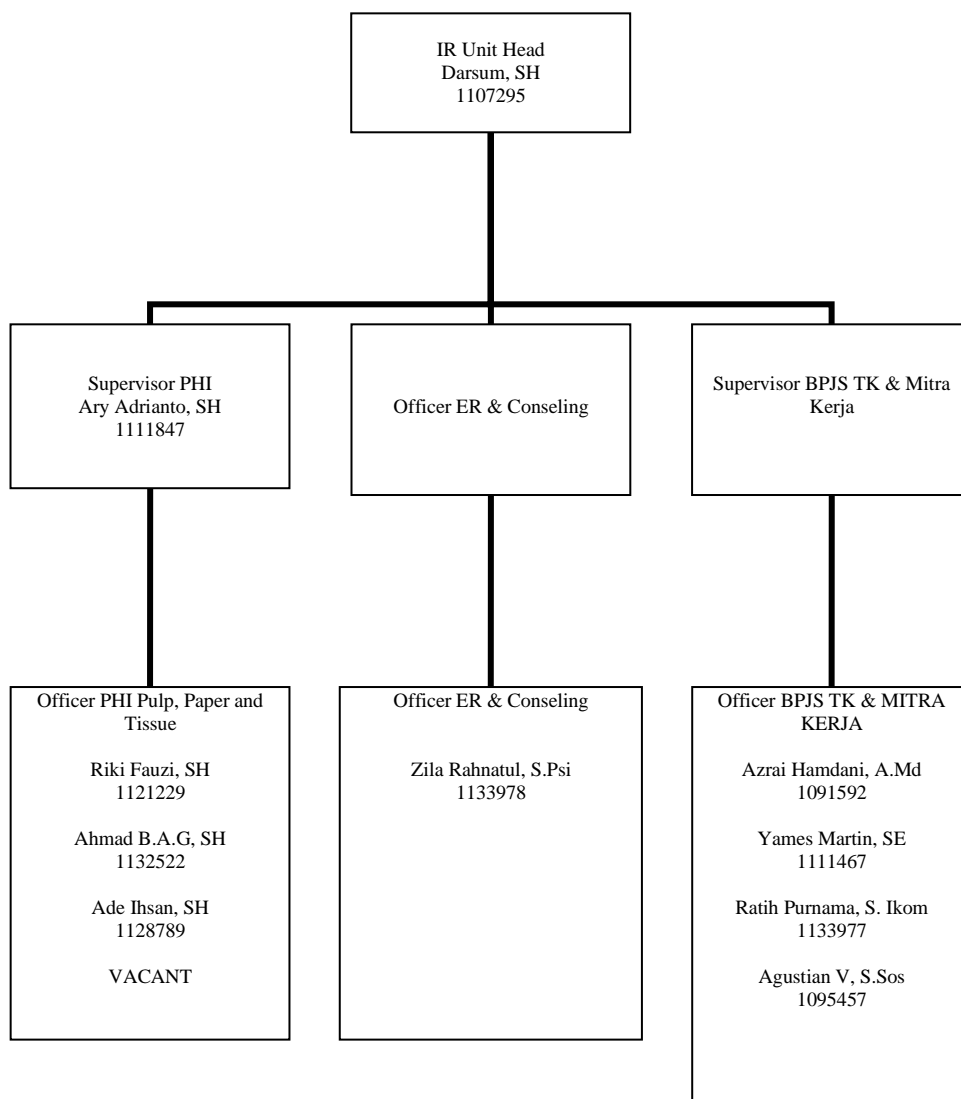


Figure 2.6 Organizational Structure of Industrial Relation Unit

Source: PT. Indah Kiat Pulp and Paper Tbk

2.5. The Work Process

Industrial Relations is a professional staff member whose role is to carry out fostering relations between employees and management to create a conducive work environment, establish relationships with related third parties and the community. Industrial relations are more commonly known as a form of collaboration and interpersonal communication within a company. Industrial relations have a strategic function in creating a conducive, safe and comfortable working climate as well as ensuring compliance with company regulations related to workforce. The scope of industrial relations in general is the relationship between workers and employers with various problems, such as economic, social, political and cultural. The scope is divided into two, namely labor marketing and workforce management.

Views of industrial relations as work arrangements relate to broader economic, social and political structures. Meanwhile, a broader view of industrial relations emphasizes conflicts between employers and employees, economic and social injustice, and the structure and distribution of power as the main components of industrial relations. In short, it can be said that the view is broader. Regarding industrial relations, it is about behavior and interactions between individuals or between groups in the workplace. This is similar to the fields of human resource management and organizational behavior, which focus on aspects of the employment relationship.

To deal with problems that occur in trade unions/labor unions, a work process is needed according to procedures. The work process and duties and responsibilities in the industrial relations division of PT. Indah Kiat pulp & Paper Tbk Perawang Mill Tbk are as follows:

1. The concept and function of Industrial Relations discusses the realm of cooperation & the realm of negotiation in IR.
2. The basics of cooperation between workers and management and the challenges of their implementation.
3. Determine the objectives, nature, functions and structure of the form of cooperation between workers and management

4. How to start, manage, monitor the cooperation of company workers
5. Laws and regulations concerning IR (Laws, PP/Kepmen/SE, Company Regulations/PKB/PP)
6. Institutions in the field of IR. (Bipartite, Tripartite, PPHI, and others)
7. The challenges behind the existence of Trade Unions. (Regulations related to SP, Cooperation and challenges)
8. Functions and critical aspects of company regulations and collective labor agreements
9. Settlement of industrial relations disputes Related to outsourcing, social security, PKWT, PKWTT and others
10. The right mental attitude for a professional IR to become the initiator in every stage of IR: the realm of cooperation, the realm of negotiation and internal company law enforcement.
11. IR Clinic is one of the functions of Industrial Relations in creating a conducive, safe and comfortable working climate such as handling labor and trade union issues (SP/SB).

2.6 Document Used for Activity

In the implementation of Apprenticeship, there are several documents needed to complete the work given. The documents are as follows:

1. Letter of Reprimand/Sanction

A letter of reprimand is a letter to give a warning as a form of company coaching to employees and is a letter made and given to employees who have violated or made mistakes in company regulations. Usually, this letter is issued before later imposing layoffs on employees who have committed violations. This letter is made to avoid employee layoffs.

The first warning letter (SP1) is generally issued to reprimand employees who make mistakes that are classified as mild and can still be tolerated by the company. Usually there are no sanctions because the aim is to give an early warning so that they no longer break the rules. Then, the

person most entitled to give the warning letter is the leader or direct supervisor of the employee who made the mistake. Even though the SP is made and issued with the knowledge of HRD or the personnel department, during the process only the leadership has the right to do so.



Figure 2.7 Letter of sanction

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

2. Employee Violation Report Attachment (LPK)

Employee Violation Report (LPK) is a system that is used to collect, process and follow up as well as make reports submitted by complainants both from internal parties (Sections/Work Units) and external regarding acts of violation/alleged violations that occur within the Company. Violation is an act that violates Legislation, Collective Labor Agreement (PKB). Violating activities include violating company regulations/policies and operational procedures such as maximum speed limits at company locations, sleeping during working hours, damaging company items and employee discipline when entering/leaving the company, other fraudulent acts that can cause financial losses or non-financial, and related to actions that endanger the health and safety of work.

Figure 2.8 Employee Violation Report Form

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

4. Book of Sanction LettersSanction

Letter Book is an administration book that is used for inputting the number of the sanction letter, the name of the violation behavior, SAP (Personal Attendance Standard), division/unit, sanctions given (ST1-ST3) and (SP1-SP3). This sanction letter book functions for archiving employee data that has committed violations and if, at the time, this data is needed, it can already be checked in this sanction book. Using this sanction book makes it very easy for IR workers to check reports of violations committed by employees even from a few years ago. Information or data that is inputted into the sanction book must be the same as the data on the server. If it is not the same, then there will be errors in data processing and it will make it difficult for IRs to process data about violations committed by IKPP employees.



Figure 2.9 Sunction

Latter Book

*Source: PT Indah Kiat Pulp & Paper Tbk-
Perawang Mil*

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter there are several descriptions of activities or tasks during Apprenticeship . Apprenticeship is carried out for 5 months, starting from January 9 to June 9, 2023 at the Industrial Relations Unit *Human Resources Department* of PT . Indah Kiat Pulp & Paper Tbk. Virging Mill.

During the implementation of Apprenticeship, many opportunities are given to do work that is the task of the industrial relatio unit. As well as a lot of new knowledge and experience that can be taken in the world of work, especially in the field of administration. To be clearer and easier in reporting activities that have been carried out, there are several descriptions of weekly activities, so that every work done can be reported clearly and in detail.

The tasks that have been carried out for 23 (Twenty-three) weeks in the Industrial Relations Unit are as follows:

1. Prepare the SOP (standard operating procedures) files in order of time and then made copies of the files. Authors are asked to sort SOP files according to time to facilitate archiving.
2. Archive the of case resolution/layoff monitoring sheet files. Archiving aims to make it easier to record every mistake from employees.
3. Make a copy of the partner/vendor company's files. Make a useful copy as a backup in case there are necessary files.
4. Be training on how to input case resolution/layoffs. The author follows the direction of the employee/mentor on how to input in each employee case resolution.
5. Archive the documents IKPP Care, SPI report, MBOS Activity, Proposal and others. This archiving aims to facilitate the search for files if needed.
6. Make a copy of the file on the IKPP employee layoff checklist. This is useful for if there are missing files, the company has a backup of the

necessary files.

7. Study materials related to work violations in import export. The author is given an understanding of export-import problems that have occurred in the company.
8. Create a lay out of the person in charge of the IR Unit. Because there are changes, the lay out needs to be updated.
9. Check the requirements documents of partner companies or vendors. This is very necessary to facilitate when there are periodic audits.
10. Create SPI report HRD Division. The author is asked to write a report from SPI that has been implemented.
11. Prepare audit materials, employee breakdown, and others. The author is asked to prepare material that will later be used for company audits.
12. Assist in socialization preparation related to the flow of coaching low-performing workers. Help the unit prepare socialization for other unit heads.
13. Be participate in campus recruitment at State Polytechnic of Bengkalis. Participate in assisting company management to conduct campus recruitment.
14. Follow up the Unit IR file to MHO. Foll up or check the status of files on the MHO unit.
15. MB24 case field survey. Setiap kasus harus dilakukan survey untuk melihat keadaan yang sebenarnya di lapangan. Each case must be surveyed to see the actual situation on the ground.

3.2 Systematic & Procedure

3.2.1 Systematic`

The company needs a system to support the company's activities, in other words, the system is a series of procedures that are interconnected and together form a function aimed at achieving company goals. The system used

by PT. Indah Kiat Pulp & Paper Tbk. In its factory, operational activities are online and offline/manual system processes. PT Indah Kiat Pulp & Paper Tbk is a company engaged in paper whose main raw materials are acacia wood and Eucaliptus wood. Apart from Virging, PT. Indah Kiat Pulp & Paper Tbk also has operating areas in several regions in Indonesia. In order for these areas to be separated from each other, in their operational activities, in terms of data transmission, PT. Indah Kiat Pulp & Paper Tbk uses a special internet based company application.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is the system process online and offline/ manual. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper and pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area, but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet based company application. Work systems and procedures in the industrial relations unit use online systems, application systems and manual systems. Services carried out by industrial relations directly by employees and also using portal application systems and other applications that make it easier for industrial relations workers to complete work. As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedure

A company in carrying out its activities requires a procedure so that everything done or done is uniform or in accordance with the standards set by the company. A procedure is a sequence of work involving several people in one or more parts, arranged to ensure equal treatment of frequent transactions.

1. Preparation of SOP files according to time

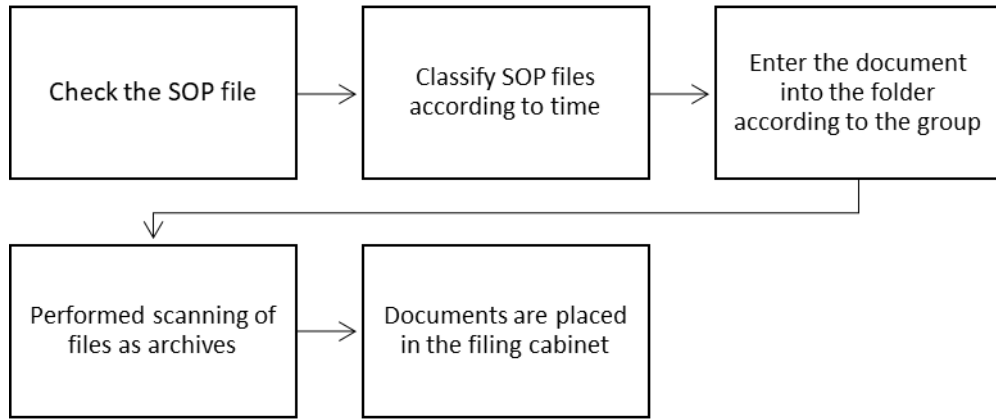


Figure 3.1 Preparation SOP File Process
Source : Process data 2023

In practice, the IR unit also functions as a unit that regulates everything related to employees, including employee procedures in carrying out their work. This is considered necessary because the work area allows work accidents if the procedure is not regulated in it. And if employees are proven to violate, they will be subject to sanctions according to applicable rules.



Figure 3.2 Preparation SOP File
Source : Process data 2023

2. Archive of case resolution/layoff monitoring sheet files

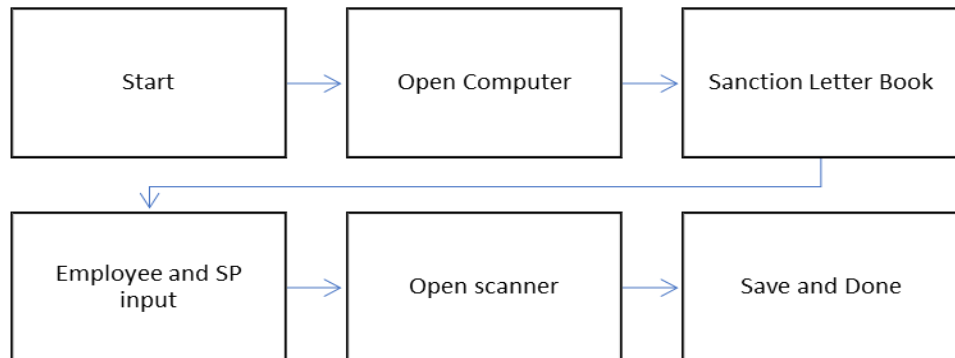


Figure 3.3 Archive case monitoring process
Source : Process data 2023

The input of violation case data is carried out after the employee violation report has been processed until the case is closed. Enter employee case data using a computer and a sanction book. It is important to input employee case data so that if anyone wants to look up Person A's data, they will find out when Person A committed a violation, how many violation letters, or what violations A has committed. This makes it easier for IR employees to obtain data if needed. The steps for inputting violation case data into warning letters (ST1-ST3) and warning letters (SP1-SP3) for IKPP employees:

- a. Start by turning on the computer that is used as the data input medium.
- b. Prepare a book of sanctions and a pen as a means of inputting the book of sanctions
- c. Inputting letters of sanction or reprimand (ST1-ST3) and warning letters (SP1-SP3) in the form of letter numbers, employee names, SAP, units/divisions, descriptions of violations, sanctions given, ticket numbers that have been sent to aspiro, and date of delivery letter of sanction to aspiro.
- d. Open the scanner application that functions to scan employee sanction letters that have been printed and entered in the sanction book.
- e. After inputting it using a scanner application, then saving the data in

the format of the letter number, month of letter, employee name and the sanctions given.

- f. After that, the data is stored on the H300 server, which is a special storage place for employee sanction letter data.

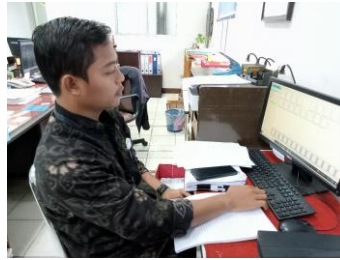


Figure 3.4 Archive case monitoring
Source : Process data 2023

- 3. Make a copy of the partner/vendor company's files

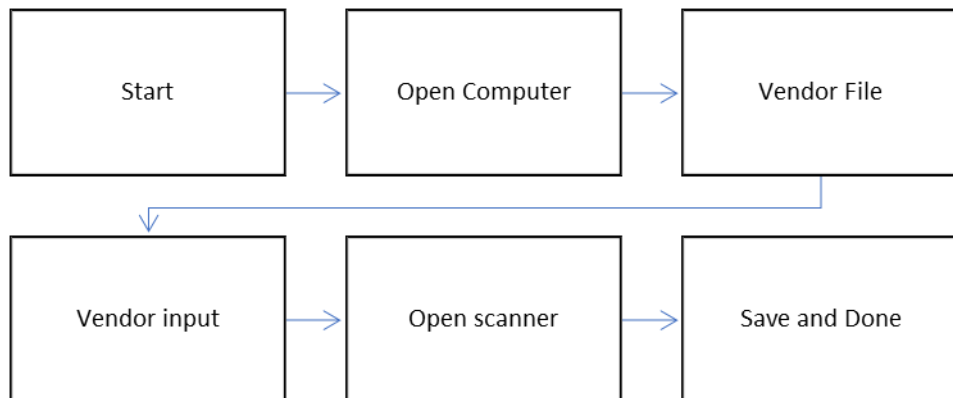


Figure 3.5 Copy Vendor File Process
Source : Process data 2023

Documents from vendor companies need to be made copies to serve as guidelines from companies about existing employment relationships. So that if things happen that are not desirable, actions can be taken in accordance with the existing employment contract.



Figure 3.6 Copy Vendor File Process
Source : Process data 2023

4. Photocopy Of IR Unit File



Figure 3.7 Photocopy IR unit File
Source : Process data 2023

Doubling/copying documents is a method of making copies or copies of documents on paper using the irradiation process. This technique is assisted by a photocopier, while the procedure for photocopying documents is as follows:

1. Prepare documents or files to be photocopied.
2. The file to be photocopied is inserted on the glass which is the photocopy area. The next step click the start button.
3. The start button is used to start copying documents.
4. Select the quantity/number of copies to be duplicated if you want to copy 3 copies of paper then you can press the (+) button to add further to reduce the number you can press the (-) button.
5. Wait for the photocopying process to take place When finished, the photocopied sheet will come out.
6. And the photocopying process is complete.

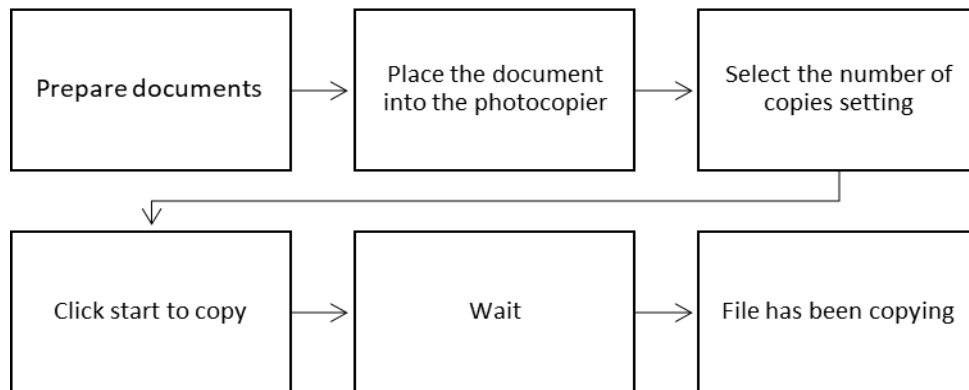


Figure 3.8 Photocopy IR unit File Process
Source : Process data 2023

5. Checklist and check the requirements documents of partner companies or vendors

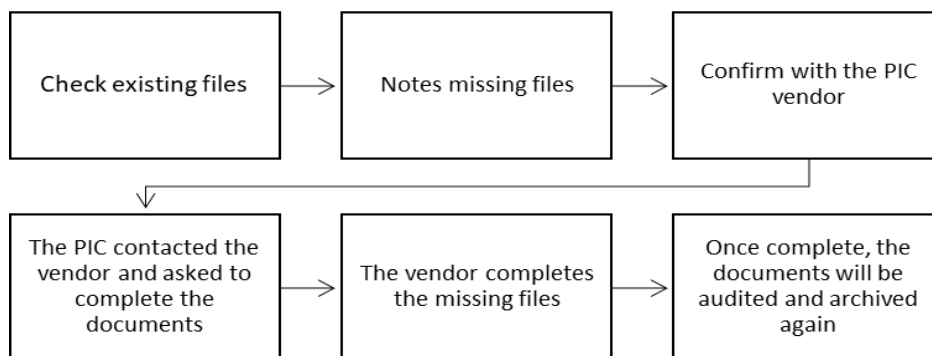


Figure 3.9 Check of Vendor Document Process
Source : Process data 2023

One of the tasks of the IR unit is also to evaluate files from vendor companies in order to supervise the performance of vendor companies, especially in handling employees.



Figure 3.10 Check of Vendor Document
Source : Process data 2023

6. Scanning documents

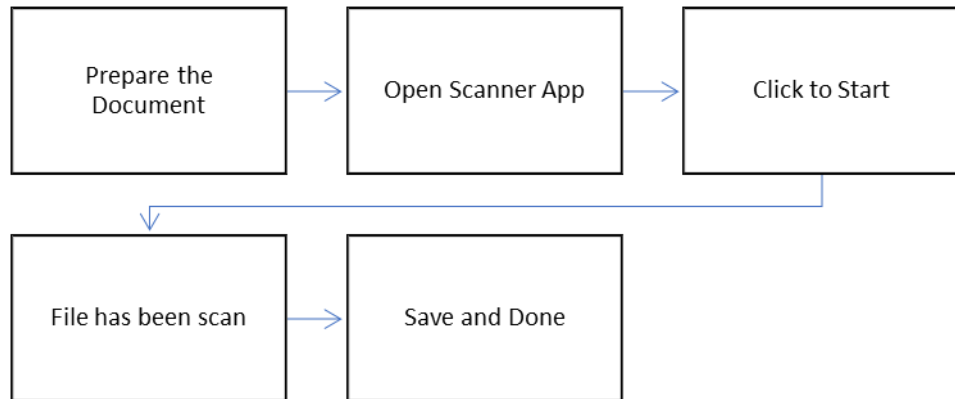


Figure 3.11 Scanning document Process
Source : Process data 2023

Scanning is scanning documents or photos. The scanned document is in the form of a hard copy which can later be scanned and converted into a soft copy.

While the procedure for scanning documents is as follows:

1. Prepare documents to be scanned
2. Open the scanner application
3. The file to be scanned is inserted on the glass which is the scan area
4. Click the scan icon on the scanner application, then the scanner engine runs by itself
5. After the document has been successfully scanned, the results of the scanned document will be attached as a soft copy file
6. Then save the file in the folder



Figure 3.12 Scanning Document
Source : Process data 2023

3.3 Place of Apprenticeship

1. Schedule or time of Apprenticeship

This Apprenticeship activity is carried out at PT. Indah Kiat Pulp & Paper Tbk. From January 9 to June 9, 2023. During Apprenticeship the author is placed in the Industrial Relations Unit. The company's provisions regarding the schedule or time of implementation of Apprenticeship are as follows:

Table 3.1. Work Schedule of PT. Indah Kiat Pulp Paper Tbk

No	Day	Working Hours	Break
1	Monday – Friday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Saturday	-	-
3	Sunday	Holiday	Holiday

Source: PT. IKPP Tbk.

3.3.1 Apprenticeship agenda report

Description of the work that has been done during the Apprenticeship which began on January 9 to June 9, 202 at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit. The details of its activities can be seen in the following table:

Table 3.2 Work Agenda Report 12 January- 13 January 2023

No	Day/Date	Activities	Place of Implementation
1	Thursday, January 12 2023	• Registration Mess	• Mess Bunut
2	Friday, January 13 2023	• Introduction and Induction of K3 • KP job distribution	• PR Office • IR Office Unit

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.3 Work Agenda Report January 16-January 20, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, January 16 2023	<ul style="list-style-type: none"> • Prepare the SOP files in time order • Make a copy of the SOP file 	IR Unit Office
2	Tuesday, January 17 2023	<ul style="list-style-type: none"> • Make a copy of the job description file 	IR Unit Office
3	Wednesday, January 18 2023	<ul style="list-style-type: none"> • Make a copy of partner/vendor files 	IR Unit Office
4	Thursday, January 19 2023	<ul style="list-style-type: none"> • Archive the employee case resolution / layoff monitoring sheet files • Make a copy of partner/vendor files 	IR Unit Office
5	Friday, January 20 2023	<ul style="list-style-type: none"> • Training on how to input case resolution/layoffs • Make a copy of the file to a partner/vendor 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.4 Work Agenda Report 23 January- 27 January 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, January 23 2023	<ul style="list-style-type: none"> • Archive IKPP Care documents, SPI Report, MBOS Activity, Proposal and others. 	<ul style="list-style-type: none"> • IR Unit Office
2	Tuesday, January 24 2023	<ul style="list-style-type: none"> • Make a copy of the file on the IKPP employee layoff watchlist 	<ul style="list-style-type: none"> • IR Unit Office
3	Wednesday, January 25 2023	<ul style="list-style-type: none"> • Study materials related to export-import violations 	<ul style="list-style-type: none"> • IR Unit Office
4	Thursday, January 26 2023	<ul style="list-style-type: none"> • Make Twibbon IKPP anniversary, international labor day, and others 	<ul style="list-style-type: none"> • IR Unit Office
5	Friday, January 27 2023	<ul style="list-style-type: none"> • Log out the IR Unit responsible 	<ul style="list-style-type: none"> • IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.5 Work Agenda Report Week 4 30 January – 3 February 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 30 January 2023	• IR Unit Lay out Manufacturing	• IR Unit Office
2	Tuesday, 31 January 2023	• Advance revisions to make IR lay out units	• IR Unit Office
3	Wednesday, 1 February 2023	• Check requirements documents at corporate partners or vendors • Create SPI report HRD Division	• IR Unit Office • IR Unit Office
4	Thursday, February 2 2023	• Create SPI report HRD Division • Advance checkist and data inspection of partner companies or vendors	• IR Unit Office
5	Friday, February 3 2023	• Employee data graphing and vaccinations	• IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.6 Week 5 Work Agenda Report on February 6-February 10, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 6 February 2023	• Prepare audit materials, employee breakdown, etc.;	• IR Unit Office
2	Tuesday, 7 February 2023	• Make a copy of the employee data file for auditing	• IR Unit Office
3	Wednesday, 8 February 2023	• Check data and complete documents of partner companies or vendors	• IR Unit Office
4	Thursday, 9 February 2023	• Prepare and inspect audit documents of partner companies or vendors	• IR Unit Office
5	Friday, 10 February 2023	• Make copies of multiple IR-related documents	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.7 Week 6 Work Agenda Report February 13-February 17, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 13 February 2023	• Check of audit data completeness of partner companies or vendors	• IR Unit Office
2	Tuesday, 14 February 2023	• Check of audit data completeness of partner companies or vendors	• IR Unit Office
3	Wednesday, 15 February 2023	• Create a low-performing worker monitoring form	• IR Unit Office
4	Thursday, 16 February 2023	• Create a low-performing worker coaching proposal form	• IR Unit Office
5	Friday, February 17 2023	• Make a copy of the employee sanction letter file	• IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.8 Work Agenda Report Week 7 20 February - 24 February 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 20 February 2023	• Make a copy of the employee sanction letter file	• IR Unit Office
2	Tuesday, 21 February 2023	• Make a copy of the employee sanction letter file	• IR Unit Office
3	Wednesday, 22 February 2023	• Allowed	• IR Unit Office
4	Thursday, 23 February 2023	• Allowed	• IR Unit Office
5	Friday, 24 February 2023	• Permission	• IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.9 Week 8 Work Agenda Report 27 February – 3 March 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 27 February 2023	<ul style="list-style-type: none"> Rearrange IR Unit office rooms and documents 	<ul style="list-style-type: none"> IR Unit Office
2	Tuesday, 28 February 2023	<ul style="list-style-type: none"> Assist in socialization preparation related to the flow of coaching low-performing workers (PBR) 	<ul style="list-style-type: none"> IR Unit Office
3	Wednesday, 1 March 2023	<ul style="list-style-type: none"> Input of employee violation report (LPK) 	<ul style="list-style-type: none"> IR Unit Office
4	Thursday, 2 March 2023	<ul style="list-style-type: none"> Make copies of employee sanctions files 	<ul style="list-style-type: none"> IR Unit Office
5	Friday, 3 March 2023	<ul style="list-style-type: none"> IR Unit office document filing 	<ul style="list-style-type: none"> IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.10 Week 9 Work Agenda Report March 6-March 10, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 6 March 2023	<ul style="list-style-type: none"> Rearrange the IR Unit room layout 	IR Unit Office
2	Tuesday, 7 March 2023	<ul style="list-style-type: none"> Rearrange the IR Unit room layout 	IR Unit Office
3	Wednesday, 8 March 2023	<ul style="list-style-type: none"> Make a copy of the announcement document file 	IR Unit Office
4	Thursday, 9 March 2023	<ul style="list-style-type: none"> Prepare the employee documents of PT. IKPP 	IR Unit Office

5	Friday, 10 March 2023	<ul style="list-style-type: none"> Make a copy of the employee sanction letter file of PT. IKPP 	IR Unit Office
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Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.11 Week 10 Work Agenda Report March 13-March 17, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 13 March 2023	<ul style="list-style-type: none"> Campus recruitment PT. IKPP 	IR Unit Office
2	Tuesday, 14 March 2023	<ul style="list-style-type: none"> Campus recruitment PT. IKPP 	IR Unit Office
3	Wednesday, 15 March 2023	<ul style="list-style-type: none"> Campus recruitment PT. IKPP 	IR Unit Office
4	Thursday, 16 March 2023	<ul style="list-style-type: none"> Make a copy of the employee sanction letter file 	IR Unit Office
5	Friday, 17 March 2023	<ul style="list-style-type: none"> Make ramadan greeting video 1444 H 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.12 Work Agenda Report Week 11 March 20-March 24, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 20 March 2023	<ul style="list-style-type: none"> Follow Up IR Unit File to MHO 	IR Unit Office
2	Tuesday, 21 March 2023	<ul style="list-style-type: none"> Archive the employee case files 	IR Unit Office
3	Wednesday, 22 March 2023	<ul style="list-style-type: none"> Archive the employee case files 	IR Unit Office
4	Thursday, 23 March 2023	<ul style="list-style-type: none"> Field survey to MB24 	IR Unit Office
5	Friday, 24 March 2023	<ul style="list-style-type: none"> Employee case file filing 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.13 Week 12 Work Agenda Report 27 March – 31 March 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 27 March 2023	<ul style="list-style-type: none"> Prepare cheap basic food coupons for employees of PT. IKPP 	IR Unit Office
2	Tuesday, March 28, 2023	<ul style="list-style-type: none"> Make a copy of the employee sanction letter file Prepare cheap basic food coupons for employees of PT. IKPP 	IR Unit Office
3	Wednesday, 29 March 2023	<ul style="list-style-type: none"> Distribute cheap staple food coupons to employees 	IR Unit Office
4	Thursday, 30 March 2023	<ul style="list-style-type: none"> Distribute cheap staple food coupons to employees 	IR Unit Office
5	Friday, 31 March 2023	<ul style="list-style-type: none"> Allowed 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.14 Work Agenda Report Week 13 April – 7 April 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, April 3, 2023	<ul style="list-style-type: none"> Rearrange the IR Unit room Take spare parts for IR Unit operational equipment Make a copy of the employee's sanski letter file 	IR Unit Office
2	Tuesday, April 4, 2023	<ul style="list-style-type: none"> Prepare the employee LPK documents Send the Unit IR file to the MHO 	IR Unit Office
3	Wednesday, April 5, 2023	<ul style="list-style-type: none"> Make copies of work and rest time deviation permit files 	IR Unit Office

		<ul style="list-style-type: none"> Participate in distributing cheap basic necessities to employees of PT. IKPP 	
4	Thursday, April 6, 2023	<ul style="list-style-type: none"> Participate in distributing cheap basic necessities to employees of PT. IKPP 	IR Unit Office
5	Friday, 7 April 2023	<ul style="list-style-type: none"> Holiday 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.15 Work Agenda Report Week 14 April – 14 April 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, April 10, 2023	<ul style="list-style-type: none"> Filing employee sanction letter files 	IR Unit Office
2	Tuesday, April 11, 2023	<ul style="list-style-type: none"> Participating in the committee of the Sinarmas cooking oil bazaar in the logistics department 	IR Unit Office
3	Wednesday, April 12, 2023	<ul style="list-style-type: none"> Filing employee sanction letter files 	IR Unit Office
4	Thursday, April 13, 2023	<ul style="list-style-type: none"> Making a copy of the iftar invitation file with LKS Bipartite, SP/SB, and PT. IKPP 	IR Unit Office
5	Jum'at, 14 April 2023	<ul style="list-style-type: none"> Helping to prepare for iftar with PT. IKPP, IKA Unri, Siak Regency Government and Tualang community 	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.16 Work Agenda Report Week 15 April – April 21, 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, April 17, 2023	<ul style="list-style-type: none"> Iftar with SP / SB management, Bipartite LKS management and PT. IKPP & Group Mill Perawang 	IR Unit Office

2	Tuesday, April 18, 2023	• Filing employee sanction letter files	IR Unit Office
3	Wednesday, April 19, 2023	• Eid holiday	-
4	Thursday, April 20, 2023	• Eid holiday	-
5	Jum'at, 21 April 2023	• Eid holiday	-

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.17 Work Agenda Report Week 16 24 April – 28 April 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, April 24, 2023	• Eid Holiday	-
2	Tuesday, April 25, 2023	• Eid Holiday	Main store
3	Wednesday, April 26, 2023	• Eid Holiday	Main store
4	Thursday, April 27, 2023	• Process invoice/payment unit IR file to SSC/Aspiro	IR Unit Office
5	Jum'at, 28 April 2023	• Follow up the IR unit file from the MHO unit	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.18 Week 17 Work Agenda Report 1 May - 5 May 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 1 May 2023	• International Workers' Day holiday	IR Unit Office
2	Tuesday, 2 May 2023	• File archiving of employee sanski letters	IR Unit Office
3	Wednesday, 3 May 2023	• File archiving of employee sanski letters	IR Unit Office
4	Thursday, 4 May 2023	• Filing monthly IR Unit safety report	IR Unit Office
5	Friday, 5 May 2023	• Vendor old file archiving	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.19 Work Agenda Report Week 18 08 May - 12 May 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 8 May 2023	• Case study report work	IR Unit Office
2	Tuesday, 9 May 2023	• Case study report work	IR Unit Office
3	Wednesday, 10 May 2023	• Case study report work	IR Unit Office
4	Thursday, 11 May 2023	• Case study report work	IR Unit Office
5	Friday, 12 May 2023	• Case study report work	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.20 Work Agenda Report Week 19 May - 19 May 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 15 May 2023	• Case study report work	IR Unit Office
2	Tuesday, 16 May 2023	• Case study report work	IR Unit Office
3	Wednesday, 17 May 2023	• Case study report work	IR Unit Office
4	Thursday, 18 May 2023	• Case study report work	IR Unit Office
5	Friday, 19 May 2023	• Case study report work	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.21 Work Agenda Report Week 20 22 May - 26 May 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 22 May 2023	• Case study report work	IR Unit Office
2	Tuesday, 23 May 2023	• Case study report work	IR Unit Office

3	Wednesday, 24 May 2023	• Case study report work	IR Unit Office
4	Thursday, 25 May 2023	• Case study report work	IR Unit Office
5	Friday, 26 May 2023	• Case study report work	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.22 Work Agenda Report Week 21 29 May – 2 June 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 29 May 2023	• Case study report work	IR Unit Office
2	Tuesday, 30 May 2023	• Case study report work	IR Unit Office
3	Wednesday, 31 May 2023	• Case study report work	IR Unit Office
4	Thursday, 1 June 2023	• Case study report work	IR Unit Office
5	Friday, 2 June 2023	• Case study report work	IR Unit Office

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk in Industrial Relation Unit is as follows:

Table 3.23 Week 17 Work Agenda Report 22 June – 9 June 2023

No	Day/Date	Activities	Place of Implementation
1	Monday, 5 June 2023	• Case study report work	IR Unit Office
2	Tuesday, 6 June 2023	• Case study report work	IR Unit Office
3	Wednesday, 7 June 2023	• Case study report work	IR Unit Office
4	Thursday, 8 June 2023	• Case study report work	IR Unit Office
5	Friday, 9 June 2023	• Case study report work	IR Unit Office

Source: Processed Data 2023

3.4 Obstacles and Solutions

3.4.1 Obstacles

The obstacles faced during Apprenticeship in the Industrial Relations Unit are as follows:

1. Job opportunities provided are sometimes not supported by company regulations that limit what can be handled by students who are doing Apprenticeship
2. There is a large amount of confidential employee data, so care must be taken when inputting employee data, so as not to occur fatal errors and limitations in obtaining data for certain jobs, because the data provided is unclear and incomplete.

3.4.2 Solutions

As for the solutions to the obstacles that the author gets during Field Work Practice, we hope that in the future they are:

1. Companies can provide opportunities for Apprenticeship students while still getting assistance and guidance.
2. In inputting confidential data later in order to get extra supervision in the input process.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the implementation of Apprenticeship activities in the Industrial Relations Unit, the author gained a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally when carrying out Apprenticeship. Apprenticeship is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Apprenticeship report, it can be concluded that there are several theories and practices that have been taught during lectures applied during Apprenticeship. The theory and Apprenticeship used are computer application, HR management, professional ethics, and archiving. The following are the conclusions of the work carried out during the Apprenticeship:

1. The specification of the work carried out by the Industrial Relations Unit is to handle and solve any problems that exist at PT. IKPP Tbk Virging Mill. In addition, the IR Unit also has the authority to conduct coaching to employees who have problems or perform so that these employees have the opportunity to improve performance. All forms of matters related to employees will certainly be the responsibility of the IR Unit.
2. The expected target of the work that has been carried out during the Apprenticeship in the Industrial Relations Unit is that later the author is able to understand how a company treats employees. The author also hopes to understand more about the HR management of a company. The problems that exist in the company must also be understood so that later it will be useful if the author enters the real world of work.
3. Software and *hardware* used during the Industrial Unit Apprenticeship are *Microsoft Word, Microsoft Excel*. As for hardware (hardware) among

others: monitors, *keyboards, mice, scanners and printers*

4. The equipment used during the implementation of Apprenticeship activities is: printing machine (*printer*). As for the equipment used during the implementation of Apprenticeship activities, namely: pen, scissors, *paper-clip, stapler, perforator*, calculator, file basket, and *Map ordner*.
5. The data needed when carrying out Apprenticeship is confidential employee data.

4.2 Suggestion

After doing Apprenticeship at PT. Indah Kiat Pulp and Paper, there are several suggestions, namely:

1. Author

Suggestions for writers to be more thorough, thorough and concentrating in writing. Make it a habit to read first before acting, and think realistically and rationally, and carry out tasks in accordance with 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 assignments 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 internship activities at PT. Indah Kiat Pulp and Paper Tbk Perawang Mill. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to internship students to be supervised, guided and taught the step.

4. **Institution**

The author hopes that in the future the campus can pay more attention to the internship programs held, especially those that are directly related to industry. The internship program must have standard regulations and a clear system so that the internship program is more focused in the future.

REFERENCES

- Admin Polbeng 2017, Sejarah Politeknik Negeri Bengkalis, URL
<http://kemahasiswaan.polbeng.ac.id/konten-20160921165631.html>
- PT. Indah Kiat Pulp and Paper Tbk Perawang Mill Profile,<https://indahkiat.co.id/in/indah-kiat-peraw>

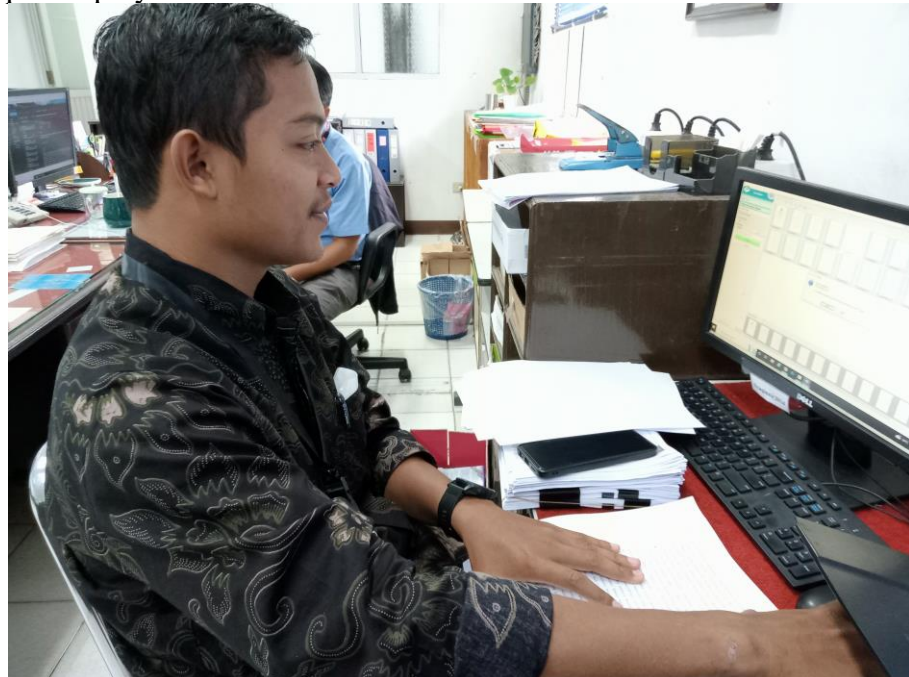
APPENDICES

Appendices 1 : Figure Of Job Description

1. Complete vendor company files from previously checked data



2. Input employee case files



3. Check the vendor company's files and then record the shortcomings of existing files.



4. Perform SOP file processing according to time



Appendices 2 : Apprenticeship Acceptance Letter



No : 016 /PA - IKPP/XII / 2022
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 14 Desember 2022

Kepada Yth,
Bapak Armada, ST, MT
Wakil Direktur 1 Politeknik
Negeri Bengkalis (POLBENG)
Di Jalan Bathin Alam, Sungai Alam,
Bengkalis

Dengan hormat,
Menanggapi surat no. 5708/PL31/TU/2022, Perihal Permohonan Kuliah Kerja
Praktek, bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah
Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan
tersebut untuk atas nama

1. Nama : Cut Mu'aznah
NIM : 5404191208
2. Nama : Nurliandari
NIM : 5404191196
3. Nama : Shinta Karunia
NIM : 5404191203
4. Nama : Juanda Ardiansyah
NIM : 5404191193
5. Nama : Hazratul Sabila
NIM : 5404191205
6. Nama : Firman Syahputra
NIM : 5404191210
7. Nama : Zalida
NIM : 5404191254

Adapun kerja praktek dilaksanakan pada 9 Januari 2023 sampai dengan Juli
2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

Armadi
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk

Head Office : Wina INDAH KIAT, Jl. Raya Sepung Km.3, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (tumbag), Fax : (62-21) 53120366, 53120040, 53120324-25
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
Telp : 081-763-1111

Appendices 3 : Apprenticeship statement letter



SURAT KETERANGAN 001/SKV-IKPP/VII/2023

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk, menerangkan bahwa:

Nama : Juanda Ardiansyah
NIM/NIS : 5404191193
Jurusan/Prodi : Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politenik Negeri Bengkalis
Waktu : 12 Januari 2023 - 09 Juni 2023

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 12 Januari 2023 - 09 Juni 2023 di PT. Indah Kiat Pulp & Paper Tbk.

Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 11 Juli 2023
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk

Armadi, SE., ME
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.

Office : Sinarmas Land Plaza Menara II, 7th Floor Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp. (021) 3929266-69 (hunting) Fax. (021) 3929276 3929276
Mill Site : Jl. Raya Minas - Perawang Km 26 Kec. Tualang Kab. Siak 28772, Riau - Indonesia
Telp. (62-761) 91068 91030 (Hunting) Fax. (62-761) 91373 91376

Appendices 4 : Appraisal form

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MILL**

Name : Juanda Ardiansyah
 Student's Identity No. : 5404191193
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis


No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	89
2.	Responsibility	25%	92
3.	Adjustment/Adaptation	10%	96
4.	Work Result	30%	94
5.	Behavior in General	15%	90
Total (1+2+3+4+5)		100%	92,2

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

Notes:

Tingkah laku disiplin

Perawang, July 11th, 2023


 Armadi, S.E., M.E
 Head of Public Relation



Nomor : 004 / SRF / PA-IKPP / VIII / 2023

SERTIFIKAT

Diberikan kepada:

Juanda Ardiansyah

POLITEKNIK NEGERI BENGKALIS | ADMINISTRASI BISNIS INTERNASIONAL

Telah menyelesaikan program Praktek Kerja Lapangan dengan Baik
di PT. Indah Kiat Pulp & Paper Tbk, Perawang
sejak tanggal 09 Januari - 09 Juni 2023

Perawang, 18 Agustus 2023
PT. Indah Kiat Pulp & Paper Tbk, Perawang


Arnadi, SE, ME
Public Affair Head



Appendices 6 : List Of Attendances

LIST PRESENT OF THE JOB TRAINING PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL.

Nama : Juanda Ardiansyah
 NIM : 5404191193
 Jurusan / Prodi : Administrasi Niaga D-IV Administasi Bisnis Internasional
 Section / Divisi : HRD / Industrial Relation

No	Day	Date	Absence Statement	Signature	
1	Monday	January 09 th 2023	Present		
2	Tuesday	January 10 th 2023	Present		
3	Wednesday	January 11 th 2023	Present		
4	Thursday	January 12 th 2023	Present		
5	Friday	January 13 th 2023	Present		
6	Monday	January 16 th 2023	Present		
7	Tuesday	January 17 th 2023	Present		
8	Wednesday	January 18 th 2023	Present		
9	Thursday	January 19 th 2023	Present		
10	Friday	January 20 th 2023	Present		
11	Monday	January 23 th 2023	Present		
12	Tuesday	January 24 th 2023	Present		
13	Wednesday	January 25 th 2023	Present		
14	Thursday	January 26 th 2023	Present		
15	Friday	January 27 th 2023	Present		
15	Monday	January 30 th 2023	Present		
16	Tuesday	January 31 th 2023	Present		
17	Wednesday	February 1 st 2023	Present		
18	Thursday	February 2 nd 2023	Present		
19	Friday	February 3 rd 2023	Present		

Perawang, July 11th, 2023
 Head Of Public Relation

Armadi, S.E., M.E.
 SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Nama : Juanda Ardiansyah
NIM : 5404191193
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation














No	Day	Date	Absence Statement	Signature	
1	Monday	May 1 st 2023	Hari Buruh Nasional	-	-
2	Tuesday	May 2 nd 2023	Present		<i>Juanda</i>
3	Wednesday	May 3 rd 2023	Present	<i>Juanda</i>	
4	Thursday	May 4 th 2023	Present		<i>Juanda</i>
5	Friday	May 5 th 2023	Present	<i>Juanda</i>	
6	Monday	May 8 th 2023	Present		<i>Juanda</i>
7	Tuesday	May 9 th 2023	Present	<i>Juanda</i>	
8	Wednesday	May 10 th 2023	Present		<i>Juanda</i>
9	Thursday	May 11 th 2023	Present	<i>Juanda</i>	
10	Friday	May 12 th 2023	Present		<i>Juanda</i>
11	Monday	May 15 th 2023	Present	<i>Juanda</i>	
12	Tuesday	May 16 th 2023	Present		<i>Juanda</i>
13	Wednesday	May 17 th 2023	Present	<i>Juanda</i>	
14	Thursday	May 18 th 2023	Present		<i>Juanda</i>
15	Friday	May 19 th 2023	Present	<i>Juanda</i>	
15	Monday	May 22 nd 2023	Present		<i>Juanda</i>
16	Tuesday	May 23 rd 2023	Present	<i>Juanda</i>	
17	Wednesday	May 24 th 2023	Present		<i>Juanda</i>
18	Thursday	May 25 th 2023	Absence	<i>Juanda</i>	
19	Friday	May 26 th 2023	Present		<i>Juanda</i>

Perawang, July 11th, 2023
Head of Public Relation

Armadi, S.E., M.F.
SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Nama : Juanda Ardiansyah
NIM : 5404191193
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

No	Day	Date	Absence Statement	Signature	
1	Monday	April 3 rd 2023	Present		
2	Tuesday	April 4 th 2023	Present		
3	Wednesday	April 5 th 2023	Present		
4	Thursday	April 6 th 2023	Present		
5	Friday	April 7 th 2023	Hari Wafat Isa Almasih	-	-
6	Monday	April 10 th 2023	Present		
7	Tuesday	April 11 th 2023	Present		
8	Wednesday	April 12 th 2023	Present		
9	Thursday	April 13 th 2023	Present		
10	Friday	April 14 th 2023	Permit		
11	Monday	April 17 th 2023	Present		
12	Tuesday	April 18 th 2023	Present		
13	Wednesday	April 19 th 2023	Cuti Lebaran	-	-
14	Thursday	April 20 th 2023	Cuti Lebaran	-	-
15	Friday	April 21 st 2023	Cuti Lebaran	-	-
15	Monday	April 24 th 2023	Cuti Lebaran	-	-
16	Tuesday	April 25 th 2023	Cuti Lebaran	-	-
17	Wednesday	April 26 th 2023	Cuti Lebaran	-	-
18	Thursday	April 27 th 2023	Present		
19	Friday	April 28 th 2023	Present		

Perawang, July 11th, 2023
Head of Public Relation



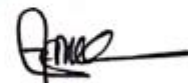
Armadi, S.E., M.E
SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Nama : Juanda Ardiansyah
NIM : 5404191193
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

No	Day	Date	Absence Statement	Signature	
1	Monday	March 6 th 2023	Present	<i>Juanda</i>	
2	Tuesday	March 7 th 2023	Present		<i>Juanda</i>
3	Wednesday	March 8 th 2023	Present	<i>Juanda</i>	
4	Thursday	March 9 th 2023	Present		<i>Juanda</i>
5	Friday	March 10 th 2023	Present	<i>Juanda</i>	
6	Monday	March 13 th 2023	Present		<i>Juanda</i>
7	Tuesday	March 14 th 2023	Present	<i>Juanda</i>	
8	Wednesday	March 15 th 2023	Present		<i>Juanda</i>
9	Thursday	March 16 th 2023	Present	<i>Juanda</i>	
10	Friday	March 17 th 2023	Present		<i>Juanda</i>
11	Monday	March 20 th 2023	Present	<i>Juanda</i>	
12	Tuesday	March 21 st 2023	Present		<i>Juanda</i>
13	Wednesday	March 22 nd 2023	Hari Raya Suci Nyepi	-	-
14	Thursday	March 23 rd 2023	Present		<i>Juanda</i>
15	Friday	March 24 th 2023	Present	<i>Juanda</i>	
15	Monday	March 27 th 2023	Present		<i>Juanda</i>
16	Tuesday	March 28 th 2023	Present	<i>Juanda</i>	
17	Wednesday	March 29 th 2023	Present		<i>Juanda</i>
18	Thursday	March 30 th 2023	Present	<i>Juanda</i>	
19	Friday	March 31 st 2023	Present		<i>Juanda</i>

Perawang, July 11th, 2023
Head of Public Relation



Armadi, S.E., M.F
SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Nama : Juanda Ardiansyah
NIM : 5404191193
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation











No	Day	Date	Absence Statement	Signature	
1	Monday	February 6 th 2023	Present		
2	Tuesday	February 7 th 2023	Present		
3	Wednesday	February 8 th 2023	Present		
4	Thursday	February 9 th 2023	Present		
5	Friday	February 10 th 2023	Present		
6	Monday	February 13 th 2023	Present		
7	Tuesday	February 14 th 2023	Present		
8	Wednesday	February 15 th 2023	Present		
9	Thursday	February 16 th 2023	Present		
10	Friday	February 17 th 2023	Present		
11	Monday	February 20 th 2023	Present		
12	Tuesday	February 21 st 2023	Present		
13	Wednesday	February 22 nd 2023	Present		
14	Thursday	February 23 th 2023	Present		
15	Friday	February 24 th 2023	Present		
15	Monday	February 27 th 2023	Present		
16	Tuesday	February 28 th 2023	Present		
17	Wednesday	March 1 st 2023	Present		
18	Thursday	March 2 nd 2023	Present		
19	Friday	March 3 rd 2023	Present		

Perawang, July 11th, 2023
 Head of Public Relation

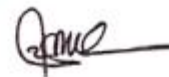
Armadi, S.E., M.E.
 SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT. INDAH KIAT PULP & PAPER Tbk PERAWANG MILL.**

Nama : Juanda Ardiansyah
NIM : 5404191193
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

No	Day	Date	Absence Statement	Signature	
1	Monday	May 29 th 2023	Present		
2	Tuesday	May 30 th 2023	Present		
3	Wednesday	May 31 st 2023	Present		
4	Thursday	June 1 st 2023	Present		
5	Friday	June 2 nd 2023	Permit		
6	Monday	June 5 th 2023	Present		
7	Tuesday	June 6 th 2023	Present		
8	Wednesday	June 7 th 2023	Present		
9	Thursday	June 8 th 2023	Present		
10	Friday	June 9 th 2023	Present		

Perawang, July 11th, 2023
 Head of Public Relation



Armadi, S.E., M.E
 SAP.1013966

Daily Activities

Daily Activities of Apprenticeship

Day : Thursday-Friday

Date : 12 – 13 January 2023











MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK					
Nama		: Juanda Ardiansyah			
Politeknik		: Politeknik Negeri Bengkalis			
Jurusan/Prodi		: Administrasi Niaga/D-IV Administrasi Bisnis Internasional			
Tanggal Praktek		: 12 Januari 2023 sd Juli 2023			
No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing Koord Lapangan	Public Relation
	Kamis, 12 Januari 2023	<ul style="list-style-type: none"> Berangkat ke PT.IKPP Tbk Perawang Registrasi untuk masuk ke dalam mess 	<ul style="list-style-type: none"> Mess Bunut 	<i>[Signature]</i>	<i>[Signature]</i>
	Jumat, 13 Januari 2023	<ul style="list-style-type: none"> Perkenalan K3 Diskusi dan pembagian job KP di PT. IKPP Tbk 	<ul style="list-style-type: none"> PR Office HRD Office 	<i>[Signature]</i>	<i>[Signature]</i>
	Sabtu, 14 Januari 2023	<ul style="list-style-type: none"> Libur 			
	Minggu, 15 Januari 2023	<ul style="list-style-type: none"> Libur 			

NO	Activities	Decription
1		In this first week, the author checked in to the dormitory and also did K3 induction before finally distribute work duties.


Day : Monday – Friday
 Date : 16 – 20 January 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 16 Januari 2023	<ul style="list-style-type: none"> Penyusunan berkas SOP (Standar Operasional Prosedur) sesuai urutan waktu/tanggal, bulan dan tahun. Membuat salinan berkas SOP 	Industrial Relation		
2.	Selasa, 17 Januari 2023	<ul style="list-style-type: none"> Membuat salinan berkas job description 	Industrial Relation		
3.	Rabu, 18 Januari 2023	<ul style="list-style-type: none"> Membuat salinan berkas mitra perusahaan atau vendor 	Industrial Relation		
4.	Kamis, 19 Januari 2023	<ul style="list-style-type: none"> Pengarsipan berkas lembar monitoring penyelesaian kasus/PHK Membuat salinan berkas pada mitra perusahaan atau vendor 	Industrial Relation		
5.	Jumat, 20 Januari 2023	<ul style="list-style-type: none"> Training cara menginput penyelesaian kasus/PHK Membuat salinan berkas pada mitra perusahaan atau vendor 	Industrial Relation		











Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
1		The first week in each author's unit gets the task of filing and checking several documents


Day : Monday – Friday
 Date : January 23 - January 27 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 23 Januari 2023	<ul style="list-style-type: none"> Melakukan pengarsipan dokumen IKPP Care, SPI Report, MBOS Activity, proposal, dan lain-lain. 	Industrial Relation		
2.	Selasa, 24 Januari 2023	<ul style="list-style-type: none"> Membuat salinan berkas pada daftar pengawasan PHK Karyawan IKPP 	Industrial Relation		
3.	Rabu, 25 Januari 2023	<ul style="list-style-type: none"> Mempelajari materi terkait pelanggaran/kesalahan kerja di ekspor impor 	Industrial Relation		
4.	Kamis, 26 Januari 2023	<ul style="list-style-type: none"> Membuat twibbonize hari jadi IKPP, hari buruh nasional, hari meyambut puasa ramadhan, dan hari idul fitri 	Industrial Relation		
5.	Jumat, 27 Januari 2023	<ul style="list-style-type: none"> Pembuatan Log Out penanggung jawab IR Unit 	Industrial Relation		











Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		Perform some tasks related to archiving unit documents and some additional tasks such as making twibbons for big day anniversaries.


Day : Monday – Friday
 Date : January 30 - February 3 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 30 Januari 2023	• Pembuatan Lay Out IR Unit	Industrial Relation		
2.	Selasa, 31 Januari 2023	• Revisi/lanjutan pembuatan Lay Out Ir Unit	Industrial Relation		
3.	Rabu, 1 Februari 2023	• Melakukan checklist dan pemeriksaan dokumen persyaratan pada mitra perusahaan atau vendor	Industrial Relation		
4.	Kamis, 2 Februari 2023	• Membuat SPI Report HRD Division • Lanjutan checklist dan pemeriksaan data perusahaan mitra atau vendor	Industrial Relation		
5.	Jumat, 3 Februari 2023	• Pembuatan grafik data karyawan dan vaksinasi	Industrial Relation		











Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the author carried out several activities such as making SPI reports for company audits


Day : Monday – Friday
 Date : January 30 - February 3 2023

**MAGANG INDUSTRI
 KIIAT PULP AND PAPER Tbk PERAWANG
 MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 6 Februari 2023	• Mempersiapkan materi audit breakdown kaeyawan dan lain-lain.	Industrial Relation		
2.	Selasa, 7 Februari 2023	• Membuat salinan berkas data karyawan untyk audit.	Industrial Relation		
3.	Rabu, 8 Februari 2023	• Melakukan pengecekan dan pelengkapan dokumen perusahaan mitra atau vendor.	Industrial Relation		
4.	Kamis, 9 Februari 2023	• Melakukan penyusunan dan pemeriksaan dokumen audit perusahaan mitra atau vendor.	Industrial Relation		
5.	Jumat, 10 Februari 2023	• Membuat salinan beberapa dokumen terkait IR.	Industrial Relation		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		The preparation of vendor files is the main task in this imggu. This also aims to audit the implementation of employment contracts for vendor companies

Day : Monday – Friday


Date : February 13 - February 17 2023

MAGANG INDUSTRI
KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 13 Februari 2023	• Checklist kelengkapan data audit perusahaan mitra atau vendor.	Industrial Relation		
2.	Selasa, 14 Februari 2023	• Checklist kelengkapan data audit perusahaan mitra atau vendor.	Industrial Relation		
3.	Rabu, 15 Februari 2023	• Membuat form monitoring pekerja berkinerja rendah.	Industrial Relation		
4.	Kamis, 16 Februari 2023	• Membuat form usulan pembinaan pekerja berkinerja rendah.	Industrial Relation		
5.	Jumat, 17 Februari 2023	• Membuat salinan berkas surat sanksi karyawan.	Industrial Relation		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan











NO	Activities	Decription
		This week the author is still working on vendor company documents and some other administrative work

Day : Monday – Friday


Date : February 20 - February 24 2023

MAGANG INDUSTRI
KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 20 Februari 2023	• Membuat salinan berkas surat sanksi karyawan	Industrial Relation		
2.	Selasa, 21 Februari 2023	• Membuat salinan berkas surat sanksi karyawan	Industrial Relation		
3.	Rabu, 22 Februari 2023	• Izin	Industrial Relation		
4.	Kamis, 23 Februari 2023	• Izin	Industrial Relation		
5.	Jumat, 24 Februari 2023	• Izin	Industrial Relation		











Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		Make a copy of the file serve as a document archive for the IR unit.

Day : Monday – Friday
 Date : February 27 – March 3 2023

MAGANG INDUSTRI
KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 27 Februari 2023	• Melakukan penataan ulang ruangan dan dokumen kantor IR Unit	Industrial Relation		
2.	Selasa, 28 Februari 2023	• Membantu persiapan sosialisasi terkait alur pembinaan pekerja berkinerja rendah (PBR)	Industrial Relation		
3.	Rabu, 1 Maret 2023	• Penginputan laporan pelanggaran karyawan (LPK).	Industrial Relation		
4.	Kamis, 2 Maret 2023	• Membuat salinan berkas surat sanksi karyawan.	Industrial Relation		
5.	Jamat, 3 Maret 2023	• Pengarsipan dokumen kantor IR Unit.	Industrial Relation		


Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week was spent a lot of inputt and archive some documents


Day : Monday – Friday
 Date : March 6 – March 10 2023

MAGANG INDUSTRI
KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 6 Maret 2023	• Melakukan penyusunan ulang lay out ruangan IR Unit.	Industrial Relation		
2.	Selasa, 7 Maret 2023	• Melakukan penyusunan ulang lay out ruangan IR Unit.	Industrial Relation		
3.	Rabu, 8 Maret 2023	• Membuat salinan berkas dokumen pengumuman.	Industrial Relation		
4.	Kamis, 9 Maret 2023	• Penyusunan dokumen karyawan PT. IKPP.	Industrial Relation		
5.	Jumat, 10 Maret 2023	• Membuat salinan berkas surat sanksi karyawan.	Industrial Relation		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week also did a lot of filing and also made changes to the lay out of the IR unit office


Day : Monday – Friday
 Date : March 6 – March 10 2023

MAGANG INDUSTRI
KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 13 Maret 2023	• Campus Recruitment PT. IKPP	Politeknik Negeri Bengkalis		
2.	Selasa, 14 Maret 2023	• Campus Recruitment PT. IKPP	Politeknik Negeri Bengkalis		
3.	Rabu, 15 Maret 2023	• Campus Recruitment PT. IKPP	Politeknik Negeri Bengkalis		
4.	Kamis, 16 Maret 2023	• Membuat salinan brerkas surat sanksi karyawan	Industrial Relation		
5.	Jumat, 17 Maret 2023	• Pembuatan vidio ucapan ramadhan 1444 H.	Industrial Relation		











Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the author conducted a company service to take part in Campus recruitment at the Bengkalis State Polytechnic

Day : Monday – Friday
 Date : March 20 – March 24 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 20 Maret 2023	• Memfollow up berkas Ir ke MHO	• Industrial relation		
2.	Selasa, 21 Maret 2023	• Melakukan pengarsipan berkas kasus karyawan	Industrial relation		
3.	Rabu, 22 Maret 2023	• Melakukan pengarsipan berkas kasus karyawan	Industrial relation		
4.	Kamis, 23 Maret 2023	• Surey lapangan ke MB24	MB24 Area		
5.	Jumat, 24 Maret 2023	• Pengarsipan berkas kasus karyawan	Industrial relation		











Catatan;
Lembar Monitoring ini hanya diserahkan ke public relation setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the author carried out many activities that were difficult to obtain documentation because they related to company secrets.

Day : Monday – Friday
 Date : March 27 – March 31 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 27 Maret 2023	<ul style="list-style-type: none"> Mempersiapkan kupon sembako murah untuk karyawan PT. IKPP Tbk. 	Industrial Relations		
2.	Selasa, 28 Maret 2023	<ul style="list-style-type: none"> Membuat salinan berkas surat sanksi karyawan Mempersiapkan kupon sembako murah untuk karyawan PT. IKPP Tbk. 	Industrial Relations		
3.	Rabu, 29 Maret 2023	<ul style="list-style-type: none"> Melakukan pembagian kupon sembako murah kepada karyawan 	Industrial Relations		
4.	Kamis, 30 Maret 2023	<ul style="list-style-type: none"> Melakukan pembagian kupon sembako murah kepada karyawan 	Industrial Relations		
5.	Jumat, 31 Maret 2023	<ul style="list-style-type: none"> Izin 	Industrial Relations		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relations setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the author carried out many activities related to the distribution of basic necessities to employees, starting with the distribution of coupons

Day : Monday – Friday
 Date : April 3 – April 7 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 3 April 2023	<ul style="list-style-type: none"> Melakukan penyusunan ulang ruangan IR unit Melakukan pengambilan sparepart alat operasional IR unit Membuat salinan berkas surat sanksi karyawan 	Industrial Relations		
2.	Selasa, 4 April 2023	<ul style="list-style-type: none"> Memperiapkan dokumen LPK karyawan Mengirimkan berkas IR Unit ke MHO 	Industrial Relations		
3.	Rabu, 5 April 2023	<ul style="list-style-type: none"> Membuat salinan berkas izin penyimpangan waktu kerja dan waktu istirahat. Ikut serta melakukan pembagian sembako murah kepada karyawan PT. IKPP Tbk. 	Aula Bunut		
4.	Kamis, 6 April 2023	<ul style="list-style-type: none"> Ikut serta melakukan pembagian sembako murah kepada karyawan PT. IKPP Tbk. 	Aula Bunut		
5.	Jumat, 7 April 2023	<ul style="list-style-type: none"> Libur 	Industrial Relations		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relations setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the distribution of basic necessities to employees is the company's annual agenda

Day : Monday – Friday
 Date : April 10 – April 14 2023











MAGANG INDUSTRI KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK					
Nama		: Juanda Ardiansyah			
Politeknik		: Politeknik Negeri Bengkalis			
Jurusan/Prodi		: Administrasi Niaga/D-IV Administasi Bisnis Internasional			
Tanggal Praktek		: 9 Januari 2023 sd Juli 2023			
No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 10 April 2023	• Pengarsipan berkas surat sanksi karyawan	Industrial Relation		
2.	Selasa, 11 April 2023	• Ikut serta menjadi panitia bazar minyak goreng Sinarmas pada bagian logistik	Lap. Sepakbola 26K		
3.	Rabu, 12 April 2023	• Pengarsipan berkas surat sanksi karyawan	Industrial Relation		
4.	Kamis, 13 April 2023	• Membuat salinan berkas undangan buka puasa bersama LKS Bipartit, SP/SB dan manajemen PT. IKPP tbk.	Industrial Relation		
5.	Jumat, 14 April 2023	• Membantu mempersiapkan acara buka puasa bersama PT. IKPP, IKA Unri, Pemkab Siak dan masyarakat Tualang	Aula bunut		
Catatan Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan					

NO	Activities	Decription
		<p>This week the distribution of basic necessities to employees is an annual agenda of the company and is also open together with the Tualang community</p>

Day : Monday – Friday
 Date : April 17 – April 21 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 17 April 2023	• Buka bersama pengurus SP/SB, pengurus LKS Bipartit dan management PT. IKPP & Group Mill Perawang	Hotel Aryaduta, Pekanbaru		
2.	Selasa, 18 April 2023	• Pengarsipan berkas surat sanksi karyawan	Industrial Relations		
3.	Rabu, 19 April 2023	• Libur Hari Raya Idul Fitri			
4.	Kamis, 20 April 2023	• Libur Hari Raya Idul Fitri			
5.	Jumat, 21 April 2023	• Libur Hari Raya Idul Fitri			

Catatan
Lembar monitoring ini harap diserahkan ke Public Relations setiap hari senin untuk pengesahan

NO	Activities	Decription
		This week the author opens together with the management of SP/SB, LKS and company management

Day : Monday – Friday
 Date : April 24 – April 28 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 24 April 2023	• Libur Hari Raya Idul Fitri			
2.	Selasa, 25 April 2023	• Libur Hari Raya Idul Fitri			
3.	Rabu, 26 April 2023	• Libur Hari Raya Idul Fitri			
4.	Kamis, 27 April 2023	• Memproses berkas invoice/payment unit IR ke SSC/Aspiro	Industrial Relations		
5.	Jumat, 28 April 2023	• Memfollow up kembali berkas unit IR dari unit MHO	Industrial Relations		










Catatan
Lembar monitoring ini harap diserahkan ke Public Relations setiap hari senin untuk pengesahan

NO	Activities	Decription
		Process invoice files to aspiro


Day : Monday – Friday
 Date : May 1 – May 5 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
 Tanggal Praktek : 9 Januari 2023 sd Juli 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 1 Mei 2023	• Libur hari Buruh internasional			
2.	Selasa, 2 Mei 2023	• Pengarsipan berkas surat sanksi karyawan	Industrial Relations		
3.	Rabu, 3 Mei 2023	• Pengarsipan berkas surat sanksi karyawan	Industrial Relations		
4.	Kamis, 4 Mei 2023	• Pengarsipan laporan bulanan safety IR Unit	Industrial Relations		
5.	Jumat, 5 Mei 2023	• Pengarsipan berkas lama vendor PT. IKPP	Industrial Relations		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relations setiap hari senin untuk pengesahan











NO	Activities	Decription
		This is the last week of being in the IR unit and doing some file archive

Day : Monday – Friday

Date : May 8 – May 12 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 8 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 9 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 10 April 2023	Pengerjaan laporan studi kasus	Public Relation Office		
4.	Kamis, 11 April 2023	Pengerjaan laporan studi kasus	Public Relation Office		
5.	Jumat, 12 April 2023	Pengerjaan laporan studi kasus	Public Relation Office		

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Day : Monday – Friday
 Date : May 15 – May 19
 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
Politeknik : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Tanggal Praktek : 12 Januari 2023 sd Juni 2023











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 15 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	al
2.	Selasa, 16 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	al
3.	Rabu, 17 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	al
4.	Kamis, 18 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	al
5.	Jumat, 19 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	al

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Day : Monday – Friday
 Date : May 22 – May 26
 2023

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Tanggal Praktek : 12 Januari 2023 sd Juni 2023






No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 22 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 23 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 24 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
4.	Kamis, 25 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		
5.	Jumat, 26 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office		

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Day : Monday – Friday
 Date : May 29 – June 2
 2023











**MAGANG INDUSTRI
 PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
 MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Juanda Ardiansyah
 Politeknik : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Tanggal Praktek : 12 Januari 2023 sd Juni 2023

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 29 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	
2.	Selasa, 30 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	
3.	Rabu, 31 Mei 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	
4.	Kamis, 1 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	
5.	Jumat, 2 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office	f	

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Day : Monday – Friday
 Date : June 5 –
 June

MAGANG INDUSTRI PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MONITORING PELAKSANAAN KERJA PRAKTEK					
Nama		: Juanda Ardiansyah			
Politeknik		: Politeknik Negeri Bengkalis			
Jurusan/Prodi		: Administrasi Niaga/D-IV Administrasi Bisnis Internasional			
Tanggal Praktek		: 12 Januari 2023 sd Juni 2023			
No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	Senin, 05 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		
2.	Selasa, 06 Juni 2023	Pengerjaan laporan studi kasus	Public Relation Office		
3.	Rabu, 07 Juni 2023	Mempresentasikan laporan Studi kasus	Public Relation Office		
4.	Kamis, 08 Juni 2023	Mengurus surat menyurat dan pengumpulan laporan Studi kasus	Public Relation Office		
5.	Jumat, 09 Juni 2023	1. Persiapan berkas Pulang 2. Check out keluar dari mess	Public Relation Office		

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9 2023