

**APPRENTICESHIP REPORT**  
**PT. INTI INDOSAWIT SUBUR**  
**BUATAN PLASMA PLANTATIONS**  
**ASIAN AGRI GROUP**  
**PELALAWAN - RIAU**

**SYLVIA MAHARANI**  
**5404191192**



**INTERNATIONAL BUSINESS ADMINISTRATION**  
**STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS - RIAU**  
**2023**

**APPRENTICESHIP REPORT**  
**PT. INTI INDOSAWIT SUBUR**  
**BUATAN PLASMA PLANTATIONS**  
**ASIAN AGRI GROUP**  
**PELALAWAN - RIAU**

Written as one of the condition for completing Apprenticeship Report

**SYLVIA MAHARANI**  
**5404191192**

Pelalawan, June 30<sup>th</sup>, 2023

Manager of Buatan Plasma Plantations  
PT. Inti-Indosawit Subur



**Djuansyah**  
**SAP ID: 1000 8586**

Advisor

**M. Fuad Asrofillah, M.M**  
**NIP. 199304202022031007**

Approved by,  
The head of International Business Administration  
Study Program

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

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Sylvia Maharani  
NIM. 5404191207

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# **CHAPTER I INTRODUCTION**

## **1.1 Background of the Apprenticeship**

Bengkalis State Polytechnic is a state polytechnic located in the province of Riau. Bengkaliz State Polytechnic Campus is located in Bengkaliz which was founded in early 2000 by the Government of Bengkali County through the Bahari Gema Foundation. In his journey, this polytechnic changed its name to Bengkaliz Polytechnic and was under the Human Building Foundation. (YBI). In July 2001, Bengkaliz Polytechnic accepted new first-generation students to date, having produced graduates who have worked and spread across Indonesia, both in governmental and private institutions, both national and multinational companies.

On July 29, 2011, Bengkaliz Polytechnic officially became PTN under the name of Bengkaliz State Polytechnique through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 on the Establishment, Organization and Working System of Politecnics of the State of bengkaliz. On December 26, 2011, Bengkaliz State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Polytechnic State Bengkaliz has a responsibility to improve the quality of SDM resources, especially in achieving student quality. To meet and the educational goals at the college, knowledge is necessary to apply the Science acquired so that students can practice the aspects necessary to enter the world of industry practical work is carried out.

Practical work is the application and implementation of the theory studied with the aim of becoming a means of applying student skills to be used as work experience. Implementation of practical work can give an experience to students by following practical activities in the company. Practical work process is done by jumping directly into the company or industry. This activity is a form of application and practice that is applied in Bengkaliz State Polytechnic in the eighth semester which is compulsory with sufficient and sustainable materials.

The implementation of practical work activities will create a new picture for easier thinking, because here the theory will be implemented so that students can more easily understand about the world of work.

Based on the above, the authors as Students of the Business Administration Department of the International Business Administration Studies Program are required to carry out practical work activities for a minimum of 4 months and a maximum of 6 months. The author selected the place of practice work at Asian Agri Group PT Inti Indosawit Subur. PT Inti Indosawit is one of the leading national private companies in Indonesia that produces crude palm oil through sustainably managed planting. Founded in 1979, Asian Agri has now grown into one of the largest palm coconut companies in Asia, managing a 100,000-hectare palm crustacean plantation in North Sumatra, Riau and Jambi, and supported by more than 22,000 employees joining and growing with the company. Its business involves cultivating, planting, and processing fresh fruit bunches (FFBs) to produce sustainable palm oil in high-tech and environmentally friendly.

The implementation of the Practical Work begins from 1 February 2023 until 30 June 2023. The implementation of Practical Work is expected to add to the insight of the writer to be able to face the real world of work

## **1.2 Purposes of the Apprenticeship**

The internship is one of the activities of Polytechnic State Bengkalis students in completing their studies. In order to the expected results, students need to know the purpose of the internship program. The purpose of the work practice is as follows:

1. To find out the job description of the activity in PT Inti Indosawit Subur, Artificial Plasma Garden.
2. To know the time and place of work in PT Inti Indosawit Subur, Artificial Plasma Garden.
3. To know the system and working procedures in PT Inti Indosawit Subur, Artificial Plasma Garden.

4. To know the obstacles and solutions during the work practice at PT Inti Indosawit Subur, Artificial Plasma Garden.

### **1.3 Significance of the Apprenticeship**

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

1. For students

To improve knowledge and skills through direct involvement in various agency activities, especially at PT Inti Indosawit Subur and gain experience in the world of work to prepare and improve themselves before entering the world of work.

2. For State Polytechnic of Bengkalis

With the internship program, I hope the Polytechnic State Bengkalis can establish cooperation and good relations with various parties.

3. For the Company

The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

Asian Agri was founded by Sukanto Tanoto, who was born on December 29, 1949, the eldest of seven brothers who started from family business to international business. Asian Agri is one of the companies under the umbrella of the Royal Golden Eagle (RGE) which manages a world-class group of companies in the sustainable natural resource-based manufacturing industry based in Jakarta and headquartered in Singapore. Asian Agri is a subsidiary of RGE which currently has 80 subsidiaries spread across Indonesia and abroad.

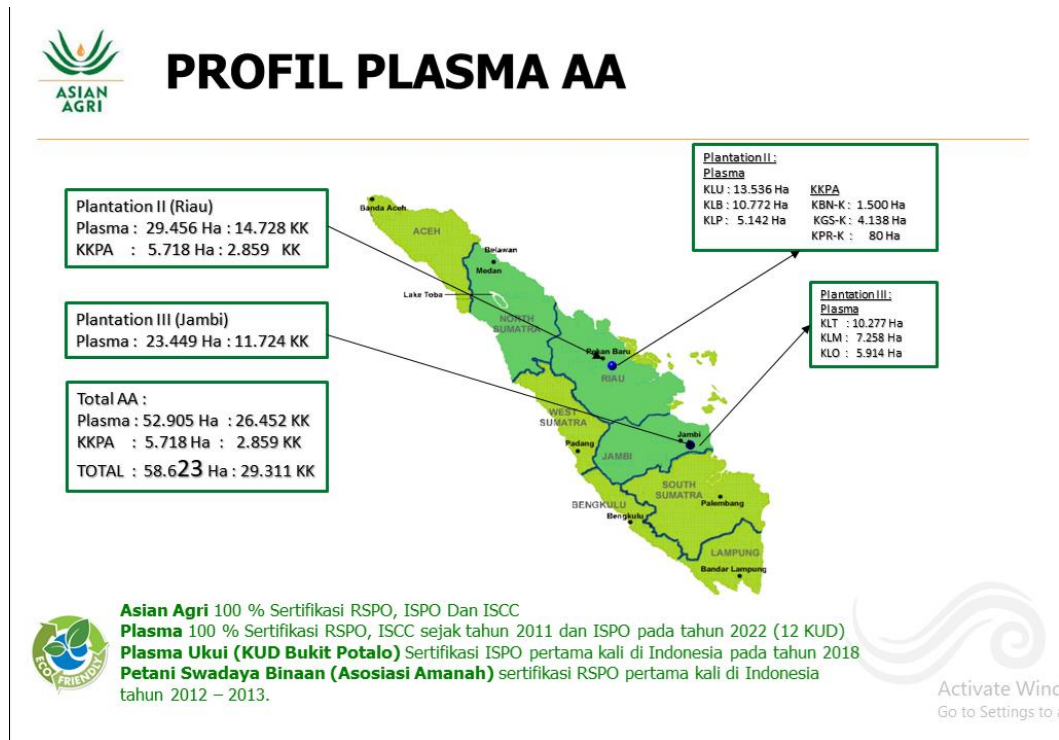
Asian Agri is one of Indonesia's leading national private companies, one of the largest producers of palm oil, Asia Agri has grown into one of Asia's largest palm coconut companies that manages 30 plantations owned by the company covering 100,000 hectares of land in North Sumatra, Riau and Jambi and about 60,000 hectare of plantations belonging to plasma farmers, as well as supported by more than 22,000 employees who join and grow with the company..



**Figure 2.1 Company Logo of PT Inti Indosawit Subur**  
*Source Data: Asian Agri Website*

Asian Agri helps partner farmers to improve productivity, harvest yields, supply chain search capabilities, while supporting certification. Asian Agri is a member of RSPO (Roundtable on Sustainable Palm Oil) which is committed to preserving areas with high carbon stocks (HCS) and high conservation value

(HCV) as well as respecting the rights of communities, workers, and farmers. The company creates shared value, mainly through partnerships and support for the Plasma scheme and private farmers.



**Figure 2.2 Oil Palm Plantation Area of Asian Agri**

*Source Data: PT Inti Indosawit Subur*

The business involves cultivating, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech, environmentally friendly. Asian Agri ensures that sustainable development practices are implemented throughout its operational territory including in gardens owned by farmers. The partnership focuses on developing the technical, financial and sustainability capabilities of farmers' partners through training, assistance and support.

Currently, Asian Agri has 22 palm coconut plants located in North Sumatra, Riau and Jambi. The entire plant has ISCC certification and is specially designed to remove moisture, residues and dirt thoroughly to produce quality CPO. All plants implement high sustainability standards mainly through the reduction of waste generated and the use of renewable energy. The plant uses energy from its

own biogas power plant that turns Palm Oil Methane Effluent (POME) into renewable energy. Located in North Sumatra, Riau and Jambi, this power plant also supplies electricity to the surrounding communities.



**Figure.2.3 Partnerships with farmers**  
*Source Data: Asian Agri Website*

## **2.2 Vision and Mission**

### **2.2.1 Vision of PT. Inti Indosawit Subur**

To be one of the biggest and best sustainable resource-based companies, always creating benefits for Society, Nation, Climate, Customers and Enterprise.

### **2.2.2 Mission of PT. Inti Indosawit Subur**

Improving quality of life through sustainable resource development, Asian Agri uses best agronomic practices, where we focus on 3C: condition, crop, and cost in caring for each tree.

## **2.3 Core Values (T.O.P.I.C.C) of Asian Agri**

The company holds on to six core values:

### **1. Complementary Team**

We are one in purpose and complement each other in teamwork

### **2. Ownership**

maintain the sense of having to always the best.

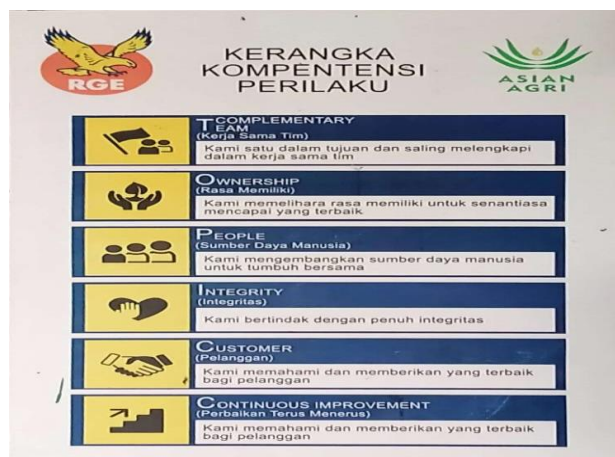
### **3. People**

We develop human resources to grow together

### **4. Integrity**

We act with full integrity

5. Customer  
We understand and give the best for our customers
6. Continuous Improvement  
We understand and give the best for our customers.



**Figure 2.4 Core Values (T.O.P.I.C.C) of Asian Agri**  
*Source Data: PT. Inti Indosawit Subur*

## 2.4 Kind of Business PT. Inti Indosawit Subur, Buatan Plasma Plantations

Asian Agri's business includes seeding, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly factories. From sustainably managed plantations to closed-loop factories, Asian Agri always maintains the highest quality standards for all the products it produces. In line with the commitment to sustainable practices, every part of the oil palm in all plantations is processed into various products through an effective Research and Development process and efficient way of working. Products produced from PT. Inti Indosawit Subur PMKS Artificial 1 branch is a product from raw materials to semi-finished oil and then proceed to factory branch in Dumai to be processed into finished products. Here are some products produced by PT. Inti Indosawit Subur PMKS branch Artificial 1:

### 1. Crude Palm Oil

Crude Palm Oil (CPO) or commonly referred to as crude palm oil is the oil produced from the processing of palm fruit which is obtained through the extraction process of the flesh of the oil palm plant. Oil palm fruit consists



of fruit skin (exocarp), flesh (pulp mesocarp), shell (shell endosperm) and core (kernel endosperm). Exocarp and mesocarp contain a lot of CPO. CPO is used for various food and personal care products as well as fuel. The CPO produced is processed at the refinery into vegetable oils such as cooking oil and margarine, oleochemicals for detergents and lubricants, biodiesel, and lauric acid for cosmetics and soaps..



**Figure 2.5 Crude Palm Oil**  
*Source Data: Asian Agri Website*

## 2. Crude Palm Kernel Oil

Used in food products such as non-dairy cream and ice cream, Crude Palm Kernel Oil (CPKO) is the oil from the kernel of the palm fruit that has been separated from the pulp and shell. After the mesocarp is extracted, the kernel of the palm fruit is split, peeled and crushed to produce CPKO, which is then processed into the final product.



**Figure 2.6 Crude Palm Kernel Oil**  
*Source Data: Asian Agri Website*

3. Palm Kernel Expeller

Similar to CPKO, the Palm Kernel Expeller (PKE) is produced from the palm core. PKE is mainly used in the production of fried feed.



**Figure 2.7 Palm Kernel Expeller**  
*Source Data: Asian Agri Website*

4. Palm Kernel Shell

Palm Kernel Shell is widely used as a plant fuel. The shell is separated when the palm core is crushed to be processed into CPKO and PKE.



**Figure 2.8 Palm Kernel Shell**  
*Source Data: Asian Agri Website*

**2.5 Asian Agri work culture**

There are 3 stages of Asian agri work culture.

1. MSP-BS:

Planting every tree and growing healthy.

- a. Planted seeds are the best choice seeds
- b. Planted in the right and comfortable place

- c. The optimal number of principal per Ha and uniform growth
  - d. Fertilizer absorbed by plants 100%
2. MSP:
- Caring for Every Tree
- a. Rotation on time and best
  - b. Fertilization 4 T
    - 1) Correct Dosage
    - 2) Right Way
    - 3) On time
    - 4) Find a place
  - c. No attacks of pests and diseases
  - d. The entire road can be crossed at any time
3. MSB:
- Cite every Brondolan
- a. Harvest all ripe fruit
  - b. Brondolan quoted clean
  - c. Harvested fruit, all delivered to the factory today



**Figure 2.9 Budaya Kerja Asian Agri**  
 Source Data: PT. Inti Indosawit Subur

## 2.6 Asian Agri Targets 2030

Asian Agri Group PT Inti Indosawit Subur has 4 stages to the target in 2030 namely:

### 1. Smallholder Partnership

Intensive Engagement with Smallholders for Better Livelihoods

- a. Double smallholder income through replanting program

- b. 100% completion of smallholders replanting program
- c. 100% ISPO certification for smallholders
- d. 5.000 independent smallholders to be RSPO certified

**2. Inclusive Growth**

Encourage Strong Participation to Achieve Best Quality of Life

- a. Zero extreme poverty surrounding our operational area
- b. Establishment of Small-Medium Enterprise that covers more than 500.000
- c. Provide quality education access through 5.000 scholarship awards
- d. Optimize recovery of waste oil

**3. Climate Positive**

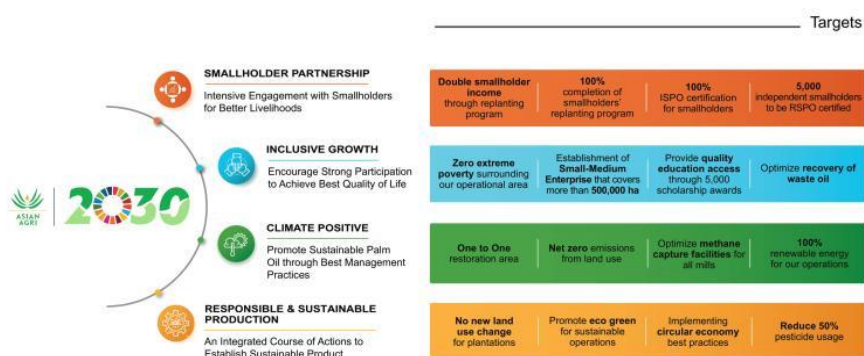
Promote Sustainable Palm Oil through Best Management Practices

- a. One to One restoration area
- b. Net zero emissions from land use
- c. Optimize methane capture facilities for all mills
- d. 100% renewable energy for our operations

**4. Responsible & Sustainable Production**

An Integrated Course of Actions to Establish Sustainable Product

- a. No new land use change for plantations
- b. Promote eco green for sustainable operations
- c. Implementing circular economy best practices
- d. Reuce 50% pesticide usage



**Figure 2.10 Asian Agri Targets 2030**  
*Source Data: Asian Agri Website*

## **2.7 Organization Structure of PT. Inti Indosawit Subur, Buatan Plasma Plantations**

RGE (Royal Golden Eagle) manages a group of natural resource-based manufacturing companies operating in various countries. The business ranges from the upstream sector which includes natural resource development and sustainable harvesting to processing into value-added products for the global market to benefit communities, countries, climate, customers and the company. RGE has offices in Singapore, Hong Kong, Jakarta, Beijing and Nanjing with marketing offices located around the world. The RGE Group of companies is engaged in the following business sectors:

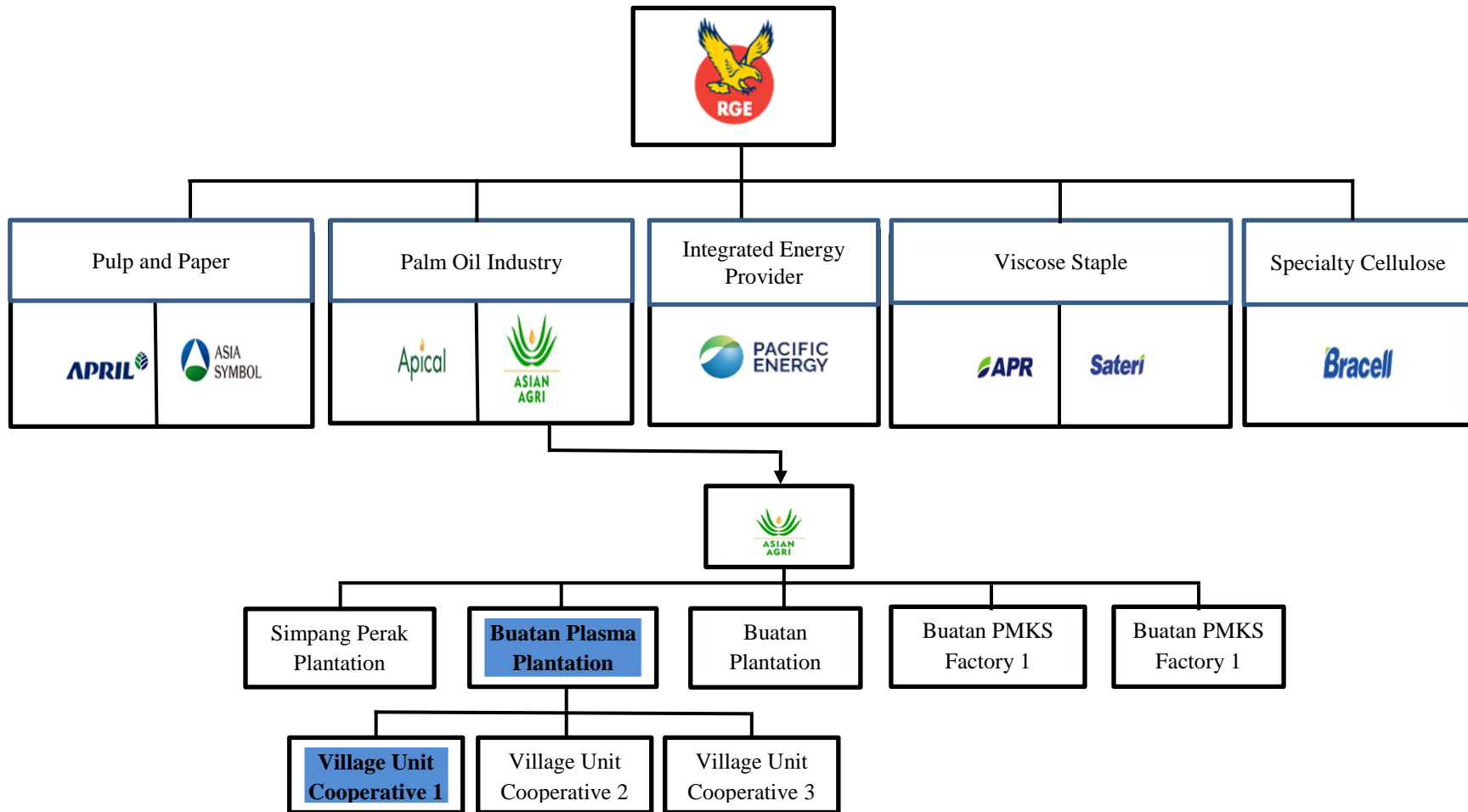
1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Apical & Asian Agri
3. Integrated Energy Provider - Pacific Energy
4. Viscose Staple - Asia Pacific Rayon & Sateri
5. Specialty Cellulose – Bracell

The organization structure of the company can be interpreted as a multilevel line that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from each other and how the relationship between activities and function is limited. In a good organizational structure, it is necessary to explain the authority of who reports to whom, so there is one responsibility for what will happen.

Asian Agri has 3 divisions of oil palm plantation management, which include the Simpang Perak Plantation, Buatan Plasma Plantation and Buatan Plantation. The Simpang Perak Plantation and Buatan Plantation are the company's core plantations, while the Buatan Plasma Plantation is a smallholder-

owned plantation managed by the company with a partnership pattern. Asian Agri also owns two mills that process fresh fruit bunches from oil palm plantations, namely the PMKS Buatan 1 and Buatan 2 Mills, which produce crude palm oil. Buatan Plasma Plantation are offices that manage partnerships with plasma farmers. Plasma is an oil palm plantation owned by farmers independently, which in its development is integrated into Large Private Plantations and Large State Plantations. The development of plasma plantations by large private plantation companies, as a form of obligation to the community around the plantation, especially oil palm plantations that continue to increase. The Village Unit Cooperative is one of the all-round cooperatives that serves as a bridge for oil palm farmers by carrying out its role to increase production, realize fair income and equitable prosperity and improve the economy of members through cooperation with companies. The organization structure at PT. Inti Indosawit Subur, Buatan Plasma Plantations as follows:

:



**Figure 2.10 Organization Structure of Buatan Plasma Plantation**  
 Source: PT. Inti Indosawit Subur

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Descriptions of work in PT. Plasma Plantations Fruit Indosawit Core from 1 February 2023 until 30 June 2023. Specifications of work carried out over 5 months generally in PT. The core of Plasma Plantations is as follows:

1. Observed the growth of the oil palm plantation and the harvesting of 30-month-old FFB that have produced excellent fruit.
2. Thanksgiving event for the first harvest after 30 months of replanting in the SP 4 KUD Jaya Makmur village of Kumbara Main.
3. Input Gang Activity Details (GAD) and fill out the attendance freelance workers.
4. Inputting and calculate the payment of FFB transport vehicles
5. Assist in the preparation of closing books and audits.
6. Preparing the sample for laboratory testing.
7. Photocopy of Document

#### **3.2 Place and Time of Internship**

##### **3.2.1 Buatan Plasma Plantations**

This work practice activity was carried out at PT. Inti Indosawit Subur Made by Plasma Plantations which is located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. The plasma farmers here are farmers who took part in the government's transmigration program which was implemented in 1989 or the People's Nucleus Plantations, known as PIR-trans. In this program, the majority of farmers coming from the island of Java were relocated to rural areas and got 2 hectares of agricultural land for each head of the family. Plus half a hectare of land for housing. These plasma farmers then partner with local companies who provide assistance in the form of workers to prepare the land. After four years their oil palm plantations are ready to be harvested. In the



cooperation scheme implemented, plasma farmers agree to sell their produce to companies at prices set by the government and Asian Agri is one of the first companies to participate in this government program.



**Figure 3.1 Office of Buatan Plasma Plantations**  
*Source Data: PT. Inti Indosawit Subur*

PT. Inti Indosawit Subur Buatan Plasma Plantations works closely with the communities surrounding the plantations. The application of this cooperation system between the company and the community is called the plasma cooperation system, in which the Village Unit Cooperative (KUD) serves as a business entity that bridges between the community and the company concerned (Permentan No. 98 of 2013). PT. Inti Indosawit Subur Artificial Plasma Plantations partners with 12 KUDs namely Bhakti Mandiri, Jaya Makmur, Sumber Rejeki, Sejahtera, Mulus Rahayu, Bhirawa Bhakti, Tani Rukun, Kebun Sawit Harapan, Made Jaya, Business Partners, Makarti Sawit and Bina Mulia. Here's a picture of the full explanation:

No	PMKS	SP	Ha	Jumlah KT	Jumlah KK	Nama KUD	Nama Ketua	No. HP	Badan Hukum
1	PBS	3	980	20	490	BHAKTI MANDIRI	Sugeng Kiswinarno	0812 6172 1047	NO : 1604/BH/XIII, TGL. 31 OKTOBER 1991
2	PBS	4	920	20	460	JAYA MAKMUR	Sudlyono	0813 6590 1967	NO : 1885/BH/XIII, TGL. 08 JULI 1994
3	PBS	5	818	17	409	SUMBER REJEKI	Udlyono	0821 7305 5099	NO : 1734/BH/XIII, TANGGAL 7 JANUARI 1993
4	PBS	6	876	19	438	SEJAHTERA	Sunardi	0813 7853 4074	BADAN HUKUM NO. 1733 / BH / XIII
<b>Sub Total</b>			<b>3,594</b>	<b>76</b>	<b>1,797</b>				
1	PBD	1	698	18	349	MULUS RAHAYU	Pawito	0813 6441 4660	NO. 1633/BH/XIII, Tanggal 24 Januari 1992
2	PBD	2	996	20	498	BHIRAWA BHAKTI	Komar	0852 6319 7546	BADAN HUKUM NO. 1661 / BH / XIII
3	PBD	7	952	21	476	TANI RUKUN	Trianto	0813 6547 7852	BADAN HUKUM No. 102 / BH / II / 1996
4	PBD	8	800	17	400	KEBUN SAWIT HARAPAN	Pudin	0823 8370 5636	BADAN HUKUM NOMOR : 51/BH/KDK. 4.2/1.2/XI/1998
5	PBD	9	860	18	430	BUJATAN JAYA	Suradi	0812 6136 7463	BADAN HUKUM NO. 30 / BH / 518 / VII / 2003
6	PBD	10	1,200	24	600	MITRA USAHA	Nyono	0853 7446 6138	NO. 06/PAD/DISKOP/518/VIII/2003 TGL 04 AGUSTUS 2003
7	PBD	11	800	16	400	MAKARTI SAWIT	Ahmat Sulikin S. Pd	0812 7561 9787	No : 24/BH/KWK.4/5.1/III/1996
8	PBD	12	872	18	436	BINA MULIA	Dwi Ristiyono	0821 6953 6994	No : 04/PAD/BH/IV.8/VI/2010
<b>Sub Total</b>			<b>7,178</b>	<b>152</b>	<b>3,589</b>				
<b>Total</b>			<b>10,772</b>	<b>228</b>	<b>5,386</b>				

**Figure 3.2** **Buatan Plasma Plantations yang bermitra dengan KUD**

*Source Data: PT. Inti Indosawit Subur*

During practical work the writer was placed at KUD Mulus Rahayu Desa Delima Jaya SP 1 to assist in the administration section. The duration of the practical work is 5 months. Starting from February 1, 2023 to June 30, 2023

### 3.2.1.1 KUD Mulus Rahayu

#### a. General description

KUD Mulus Rahayu is located in the village of Delima Jaya, kecamatan kerinci kanan, kabupaten siak, provinsi riau. KUD Mulus Rahayu is registered at the regional office of the department of cooperatives and small entrepreneur development in Riau province with legal entity No. 1633/BH/XIII dated January 24, 1992.

#### b. Management composition

Chairman : Pawito Saring  
Secretary : Yeni Aningtiyas  
Treasurer : Suwardi

#### c. Business unit

The business units managed by KUD Mulus Rahayu are as follows::

1. Savings and Loan Business
2. Waserda Business Unit

PT. Inti Indosawit Subur, Buatan Plasma Plantations has provisions regarding the schedule and time for implementing practical work according to the employee's work schedule. The schedule and time for the internship can be seen in Table 3.1 below:

**Table 3.1 The Working Schedule PT. Inti Indosawit Subur Buatan Plasma Plantations**

No.	Day	Working Hours	Company
1	Monday to Friday	07:00 to 16:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
2	Saturday	07:00 to 12:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
3	Sunday	Day off	Day off

Source: PT. Inti Indosawit Subur Buatan Plasma Plantations, 2023

In the first weeks agenda, we met Mr. Lindu Simatupang as Public Relations in PT. Inti Indosawit Subur to coordinate the internship acceptance letter and discuss the procedure for the implementation of the internship in this company..

**Table 3.2 Agenda of Activities of the Week 1 (Februari 01<sup>st</sup>, 2023 to Februari 04<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Wednesday, Februari 1 <sup>st</sup> , 2023	Met with Public Relations and discussed the internship acceptance letter	Office of Buatan Plantations
2	Thursday, Februari 2 <sup>nd</sup> , 2023	Introduction to all staff in the KBN office	Office of Buatan Plantations
3	Friday, Februari 3 <sup>rd</sup> , 2023	Discussion with Mr. ardy as KTU at the KBN office Regarding the Asian Agri business side	Office of Buatan Plantations
4	Saturday, Februari 4 <sup>th</sup> , 2023	Sick	-

Source: Processed Data, 2023

In the second week's agenda, we were directed by Mr. Djuamsyah as the manager at the Artificial Plasma Plantation Office to the Artificial Healthy Asian Agri Clinic (AASB) for 2 weeks to help input BPJS Employment data and assist prospective employees who will carry out Medical Cek Up (MCU). Week two schedule (February 6<sup>th</sup> to February 11<sup>th</sup>, 2023) can be seen in table 3.3 below:

**Table 3.3 Agenda of Activities of the Week 2 (Februari 6<sup>th</sup>, 2023 to Februari 11<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, Februari 6 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Familiarization with employees at the Asian Agri artificial health clinic</li> <li>2. Write the patient's BPJS data in the registration section</li> <li>3. Assist doctors in examining Medical Check Up (MCU) patients</li> </ol>	Buatan Healthy Asian Agri Clinic
2	Tuesday, Februari 7 <sup>th</sup> , 2023	Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic

No.	Day and Time	Activities	Place
3	Wednesday, Februari 8 <sup>th</sup> , 2023	1. Write the patient's BPJS data in the registration section 2. Filling out the medicine stock book	Buatan Healthy Asian Agri Clinic
4	Thursday, Februari 9 <sup>th</sup> , 2023	1. Check the stock of medicine that is still available at the clinic 2. Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
5	Friday, Februari 10 <sup>th</sup> , 2023	1. Recapitulate data on visitors who seek treatment at the Clinic 2. Filling out the medicine stock book	Buatan Healthy Asian Agri Clinic
6	Saturday, Februari 11 <sup>th</sup> , 2023	Write the patient's BPJS data in the registration section	Buatan Healthy Asian Agri Clinic

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Healthy Asian Agri Clinic Third Week (Februari 13<sup>th</sup> to Februari 18<sup>th</sup>, 2023) can be seen in table 3.4 below:

**Table 3.4 Agenda of Activities of the Week 3 (Februari 13<sup>th</sup>, 2023 to Februari 18<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, Februari 13 <sup>th</sup> , 2023	1. Recapitulate data on visitors who seek treatment at the Clinic 2. Filling out the medicine stock book	Buatan Healthy Asian Agri Clinic
2	Tuesday, Februari 14 <sup>th</sup> , 2023	Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
3	Wednesday, Februari 15 <sup>th</sup> , 2023	1. Write the patient's BPJS data in the registration section Assist doctors in examining 2. Medical Check Up (MCU) patients	Buatan Healthy Asian Agri Clinic
4	Thursday, Februari 16 <sup>th</sup> , 2023	1. Check the stock of medicine that is still available at the clinic 2. Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
5	Friday, Februari 17 <sup>th</sup> , 2023	1. Write the BPJS data of the patient on registration 2. Recapitulate data on visitors who seek treatment at the Clinic	Buatan Healthy Asian Agri Clinic
6	Saturday, Februari 18 <sup>th</sup> , 2023	National Holiday	-

Source: *Processed Data, 2023*

In the fourth week's agenda, we were placed in the artificial plasma garden office. In this fourth week we introduced the staff of the garden and jumped directly to the field to see the palm plantation and met with farmers who have

long partnered with the company in the SP 4 KUD Jaya Makmur village of Kumbara Main. The agenda for the fourth week (February 6th to February 11th, 2023) can be seen in table 3.5 below: Week (February 20th to Feb 25th, 2023) can be viewed in table 3.5 below::

**Table 3.5 Agenda of Activities of the Week 4 (Februari 20<sup>th</sup>, 2023 to Februari 25<sup>th</sup>, 2023**

No.	Day and Time	Activities	Place
1	Monday, Februari 20 <sup>th</sup> , 2023	Introduction to the farmer who has long partnered with the company in SP 4 KUD Jaya Makmur village of Kumbara Main	Palm tree plantation SP2
2	Tuesday, Februari 21 <sup>st</sup> , 2023	Observing the 30-month-old FFB harvest process in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Palm tree plantation SP2
3	Wednesday, Februari 22 <sup>nd</sup> , 2023	1. Conduct a survey and see the development of oil palm plantations that have been replanted with the Replanting Assistant at SP 2 KUD Bhirawa Bhakti Buana Bhakti village. 2. Seeing the process of treating oil palm trees to avoid pests.	Palm tree plantation SP2
4	Thursday, Februari 23 <sup>rd</sup> , 2023	Seeing the pesticide control process on palm oil trees with mandor in the SP 2 KUD Bhirawa Bhakti village of Buana Bhakti area	Palm tree plantation SP2
5	Friday, Februari 24 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. fill out the attendance freelance workers.	Office of Buatan Plasma Plantations
6	Saturday, Februari 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifth Week (Februari 27<sup>th</sup> to March 4<sup>th</sup>, 2023) can be seen in table 3.6 below:

**Table 3.6 Agenda of Activities of the Week 5 (Februari 27<sup>th</sup>, 2023 to March 4<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, Februari 27 <sup>th</sup> , 2023	1. Enter and calculate the payment of FFB transport vehicles 2. Photocopy of documents 3. Remove and save files.	Office of Buatan Plasma Plantations
2	Tuesday, Februari 28 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

No.	Day and Time	Activities	Place
3	Wednesday, March 1 <sup>st</sup> , 2023	Going to the field with the manager to see the garden that is in SP 1 KUD Mulus Rahayu	Perkebunan kelapa sawit di SP 1
4	Thursday, March 2 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers .	Office of Buatan Plasma Plantations
5	Friday, March 3 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, March 4 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles.	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixth Week (March 6<sup>th</sup> to March 11<sup>th</sup>, 2023) can be seen in table 3.7 below:

**Table 3.7 Agenda of Activities of the Week 6 (March 6<sup>th</sup>, 2023 to March 11<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 6 <sup>th</sup> , 2023	First harvest thanksgiving event after going through a 30 month Replanting period in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Perkebunan kelapa sawit di SP 4
2	Tuesday, March 7 <sup>th</sup> , 2023	Recapitulate data on farmers with the company	Office of Buatan Plasma Plantations
3	Wednesday, March 8 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
4	Thursday, March 9 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, March 10 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
6	Saturday, March 11 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of work agreement documents with the contractor 3. Remove the file.	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventh Week (March 13<sup>th</sup> to March 18<sup>th</sup>, 2023) can be seen in table 3.8 below:

**Table 3.8 Agenda of Activities of the Week 7 (March 13<sup>th</sup>, 2023 to March 18<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 13 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, March 14 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
3	Wednesday, March 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences attendance Daily Workers	Office of Buatan Plasma Plantations
4	Thursday, March 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, March 17 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, March 18 <sup>th</sup> , 2023	Audit preparation for ISCC	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighth Week (March 20<sup>th</sup> to March 25<sup>th</sup>, 2023) can be seen in table 3.9 below:

**Table 3.9 Agenda of Activities of the Week 8 (March 20<sup>th</sup>, 2023 to March 25<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 20 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, March 21 <sup>st</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, March 22 <sup>nd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, March 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

No.	Day and Time	Activities	Place
5	Friday, March 24 <sup>th</sup> , 2023	Input Employee Attendance data and Gang Activity Detail (GAD)	Office of Buatan Plasma Plantations
6	Saturday, March 25 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Remove the file.	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Ninth Week (March 27<sup>th</sup> to April 1<sup>st</sup>, 2023) can be seen in table 3.10 below:

**Table 3.10 Agenda of Activities of the Week 9 (March 27<sup>th</sup>, 2023 to April 1<sup>st</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 27 <sup>th</sup> , 2023	Preparing the sample for laboratory testing.	Office of Buatan Plasma Plantations
2	Tuesday, March 28 <sup>th</sup> , 2023	Preparing the sample for laboratory testing.	Office of Buatan Plasma Plantations
3	Wednesday, March 29 <sup>th</sup> , 2023	Preparing the sample for laboratory testing.	Office of Buatan Plasma Plantations
4	Thursday, March 30 <sup>th</sup> , 2023	Prepare the dried leaf samples for delivery	Office of Buatan Plasma Plantations
5	Friday, March 31 <sup>st</sup> , 2023	Preparing the sample for laboratory testing.	Office of Buatan Plasma Plantations
6	Saturday, April 1 <sup>st</sup> , 2023	Assist with book closing preparations	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Tenth Week (April 3<sup>rd</sup> to April 8<sup>th</sup>, 2023) can be seen in table 3.11 below:

**Table 3.11 Agenda of Activities of the Week 10 (April 3<sup>rd</sup>, 2023 to April 8<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 3 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
2	Tuesday, April 4 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of documents	Office of Buatan Plasma Plantations



No.	Day and Time	Activities	Place
3	Wednesday, April 5 <sup>th</sup> , 2023	Going to the field with the manager to see the garden that is in SP 1 KUD Mulus Rahayu	Perkebunan Kelapa Sawit SP 1
4	Thursday, April 6 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of document	Office of Buatan Plasma Plantations
5	Friday, April 7 <sup>th</sup> , 2023	Prepare the dried leaf samples for delivery.	Office of Buatan Plasma Plantations
6	Saturday, April 8 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eleventh Week (April 10<sup>th</sup> to April 15<sup>th</sup>, 2023) can be seen in table 3.12 below:

**Table 3.12 Agenda of Activities of the Week 11 (April 10<sup>th</sup>, 2023 to April 15<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 10 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
2	Tuesday, April 11 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of documents	Office of Buatan Plasma Plantations
3	Wednesday, April 12 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, April 13 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
5	Friday, April 14 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
6	Saturday, April 15 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

On the Twelfth Week from April 17<sup>th</sup> to April 22<sup>nd</sup>, 2023 they give a day off to interns. Since because I come from outside the province of riau I wa given early leave.

**Table 3.13 Agenda of Activities of the Week 12 (April 17<sup>th</sup>, 2023 to April 22<sup>nd</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 17 <sup>th</sup> , 2023	Eid Al-Fitr	
2	Tuesday, April 18 <sup>th</sup> , 2023		
3	Wednesday, April 19 <sup>th</sup> , 2023		
4	Thursday, April 20 <sup>th</sup> , 2023		
5	Friday, April 21 <sup>st</sup> , 2023		
6	Saturday, April 22 <sup>nd</sup> , 2023		

Source: *Processed Data, 2023*

On the Thirteenth Week from April 24<sup>th</sup> to April 29<sup>th</sup>, 2023 they give a day off to interns. Since because I come from outside the province of riau I wa given early leave.

**Table 3.14 Agenda of Activities of the Week 13 (April 24<sup>th</sup>, 2023 to April 29<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 24 <sup>th</sup> , 2023	Eid Al-Fitr	
2	Tuesday, April 25 <sup>th</sup> , 2023		
3	Wednesday, April 26 <sup>th</sup> , 2023		
4	Thursday, April 27 <sup>th</sup> , 2023		

No.	Day and Time	Activities	Place
5	Friday, April 28 <sup>th</sup> , 2023		
6	Saturday, April 29 <sup>th</sup> , 2023		

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fourteenth Week (May 1<sup>st</sup> to May 6<sup>th</sup>, 2023) can be seen in table 3.15 below:

**Table 3.15 Agenda of Activities of the Week 14 (May 1<sup>st</sup>, 2023 to May 6<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 1 <sup>st</sup> , 2023	National Holiday	-
2	Tuesday, May 2 <sup>nd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, May 3 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, May 4 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
5	Friday, May 5 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, May 6 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifteenth Week (May 8<sup>th</sup> to May 13<sup>th</sup>, 2023) can be seen in table 3.16 below:

**Table 3.16 Agenda of Activities of the Week 15 (May 8<sup>th</sup>, 2023 to May 13<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 8 <sup>th</sup> , 2023	Sick	-

No.	Day and Time	Activities	Place
2	Tuesday, May 9 <sup>th</sup> , 2023	Sick	-
3	Wednesday, May 10 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, May 11 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, May 12 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, May 13 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixteenth Week (May 15<sup>th</sup> to May 20<sup>th</sup>, 2023) can be seen in table 3.17 below:

**Table 3.17 Agenda of Activities of the Week 16 (May 15<sup>th</sup>, 2023 to May 20<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, May 16 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
3	Wednesday, May 17 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, May 18 <sup>th</sup> , 2023	National Holiday	-
5	Friday, May 19 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, May 20 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventeenth Week (May 22<sup>nd</sup> to May 27<sup>th</sup>, 2023) can be seen in table 3.18 below:

**Table 3.18 Agenda of Activities of the Week 17 (May 22<sup>nd</sup>, 2023 to May 27<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, May 23 <sup>rd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
3	Wednesday, May 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, May 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers.	Office of Buatan Plasma Plantations
5	Friday, May 26 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, May 27 <sup>th</sup> , 2023	Copy of work agreement documents with the contractor	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighteenth Week (May 29<sup>th</sup> to June 3<sup>rd</sup>, 2023) can be seen in table 3.19 below:

**Table 3.19 Agenda of Activities of the Week 18 (May 29<sup>th</sup>, 2023 to June 3<sup>rd</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 29 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, May 30 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, May 31 <sup>st</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations

No.	Day and Time	Activities	Place
4	Thursday, June 1 <sup>st</sup> , 2023	National Holiday	-
5	Friday, June 2 <sup>nd</sup> , 2023	National Holiday	-
6	Saturday, June 3 <sup>rd</sup> , 2023	Assistant in preparing plasma farmer data	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Nineteenth Week (June 5<sup>th</sup> to June 10<sup>th</sup>, 2023) can be seen in table 3.20 below:

**Table 3.20 Agenda of Activities of the Week 19 (June 5<sup>th</sup>, 2023 to June 10<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Tuesday, June 5 <sup>th</sup> , 2023	Assistant in preparing plasma farmer data	Office of Buatan Plasma Plantations
2	Tuesday, June 6 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, June 7 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
4	Thursday, June 8 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, June 9 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
6	Saturday, June 10 <sup>th</sup> , 2023	Assistant in preparing plasma farmer data	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty Week (June 12<sup>th</sup> to June 17<sup>th</sup>, 2023) can be seen in table 3.21 below:

**Table 3.21 Agenda of Activities of the Week 20 (June 12<sup>th</sup>, 2023 to June 17<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 12 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
2	Tuesday, June 13 <sup>th</sup> , 2023	Visit to the manufactured PMKS factory 1 to see the products produced by the company	Office of PMKS Buatan 1
3	Wednesday, June 14 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, June 15 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, June 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, June 17 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-first Week (June 19<sup>th</sup> to June 24<sup>th</sup>, 2023) can be seen in table 3.22 below:

**Table 3.22 Agenda of Activities of the Week 21 (June 19<sup>th</sup>, 2023 to June 24<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 19 <sup>th</sup> , 2023	Preparing for the KTU plasma mutation farewell event to the Palembang	Office of Buatan Plasma Plantations
2	Tuesday, June 20 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
3	Wednesday, June 21 <sup>st</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, June 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
5	Friday, June 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, June 24 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers .	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-second Week (June 26<sup>th</sup> to June 30<sup>th</sup>, 2023) can be seen in table 3.23 below:

**Table 3.23 Agenda of Activities of the Week 22 (June 26<sup>th</sup>, 2023 to June 30<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 26 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Mulus Rahayu Freelance Daily Workers	Office of Buatan Plasma Plantations
2	Tuesday, June 27 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, June 28 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, June 29 <sup>th</sup> , 2023	National Holiday	-
5	Friday, June 30 <sup>th</sup> , 2023	Reviewing TBS Plasma payment receipts	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

### 3.3 System dan Procedure

#### 3.3.1 System

To make it easier for employees to perform their tasks, the company uses a dedicated local networking system for artificial plasma garden office employees. Each computer in one division is connected to another division in the Business Unit itself. However, not all work is done online, there are work done offline and manually.

#### 3.3.2 Procedure

Apprenticeship procedures that have been carried out at PT. Inti Indosawit Subur Buatan Plasma Plantations from Februari 1<sup>st</sup> to June 30<sup>th</sup>, 2023 is as follows:

1. Observed the growth of the palm plantation aged 30 months that has already produced very good fruits and see the harvest process of the 30 month old TBS in the area of SP 4 KUD Jaya Makmur ,village of Kumbara utama.





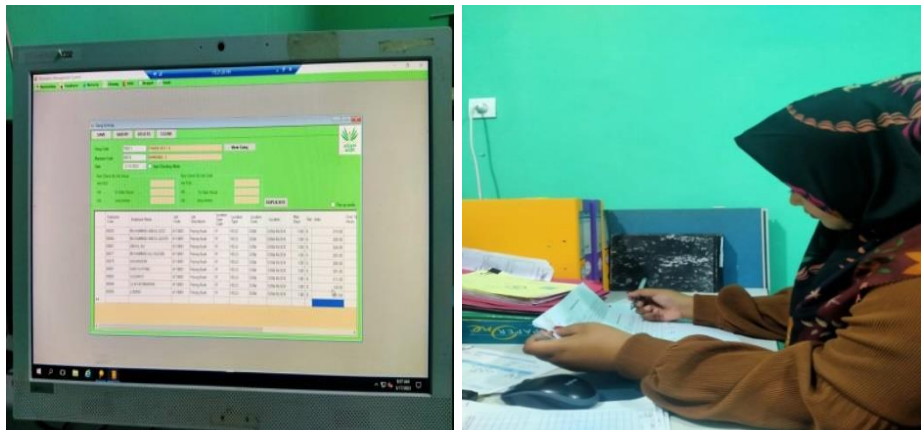
**Figure 3.3 Harvest 30-month-old FFB**  
*Source: PT. Inti Indosawit Subur*

2. Thanksgiving ceremony for the first harvest after 30 months of replanting in the SP 4 KUD Jaya Makmur village of Kumbara Main



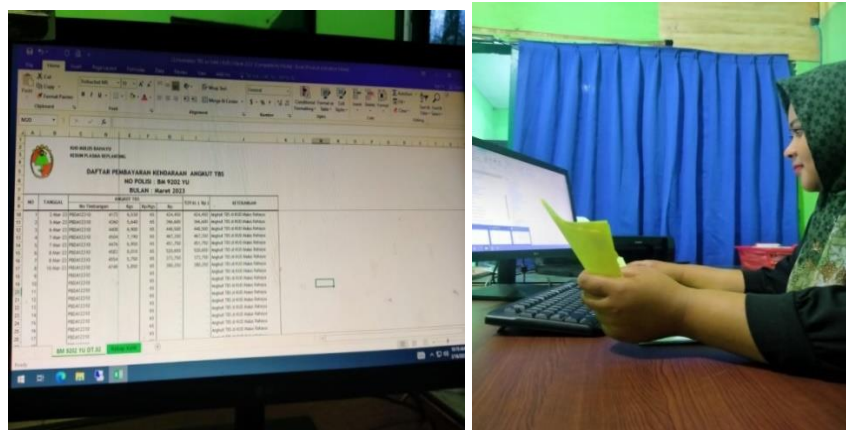
**Figure 3.4 First harvest thanksgiving event**  
*Source: PT. Inti Indosawit Subur*

3. Entering Gang activity Details (GAD) and filling out the absences of Post-Day Workers (PHL) using the application from the company Plantation Management System (PMS). GAD is filled based on PHL work that occurs in the field. After inputting the GAD data, proceed with filling in the workers' absences according to the attendance list. Examples of input work include fertilizing, harvesting, spraying and lifting wood..



**Figure 3.5 Input Gang activity Detail (GAD)**  
*Source: PT. Inti Indosawit Subur*

4. Inputing and calculating payments for FFB transport vehicles using Microsoft Excel, inputting begins based on the weighing card number, vehicle license plate (Truck/Dum Truck), total tonnage multiplied by the value of palm oil per kilo.



**Figure 3.6 Input payment for FFB transport vehicle**  
*Source: PT. Inti Indosawit Subur*

5. Assist in audit preparation

Assist in preparing auditing files such as the required farm data. This audit is a process of collecting and examining data to obtain and evaluate evidence objectively regarding statements about economic activities and events in a company. The purpose of this auditing process is to produce an audit report.



**Figure 3.7 Audit Preparation**  
*Source: PT. Inti Indosawit Subur*

6. Preparing the sample for laboratory testing

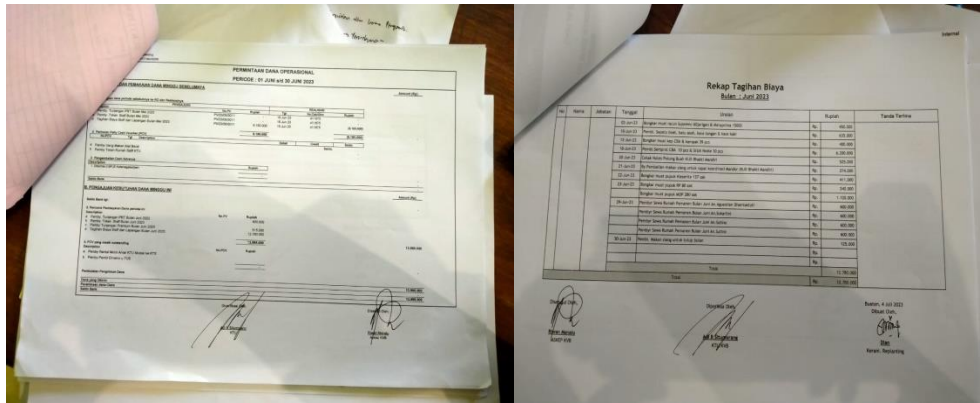
This activity is carried out to find out whether the level of fertilizer sown is in accordance with the dosage. The leaves are taken from the oil palm tree and then cut into thin pieces to facilitate the drying process. After it's finished drying, it's then packed to be sent to the bagulung lab which is on a high cliff..



**Figure 3.8 leaf sample for lab test**  
*Source: PT. Inti Indosawit Subur*

## 7. Copy of file

Copy remis funds files for operating costs and field costs each month in their respective KUD



**Figure 3.9** Fotocopy file  
Source: PT. Inti Indosawit Subur

## 3.4 Obstacles and Solution of Apprenticeship

### 3.4.1 Obstacles

There are several obstacles that occur during the implementation of practical work at PT. Inti Indosawit Subur is as follows:

1. Inadequate office equipment to support office operations, such as computers which are only available in a few units, so I have to wait for other employees to input data.
2. The data provided by the foreman for inputting is sometimes unclear, such as the writing in the data, so I have to ask the assignor again regarding the data that is still in doubt.

### 3.4.2 Solution

Solution that can be found from the obstacles encountered during the internship at PT. Inti Indosawit Subur are:

1. The number of computer units needs to be increased so that I don't have to take turns in inputting data, so that the office operational process runs smoothly.
2. To the foreman to make the data given more clear so that there is no risk of errors in inputting.

## **CHAPTER IV**

### **CONCLUSION AND SUGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Inti Indosawit Subur Buatan Plasma Plantations, it can be concluded follows:

1. In conclusion, there are several types of work during practical work, namely:
  - a. Observed the growth of the oil palm plantation and the harvesting of 30-month-old FFB that have produced excellent fruit Thanksgiving event for the first harvest after 30 months of replanting in the SP 4 KUD Jaya Makmur village of Kumbara Main
  - b. Input Gang Activity Details (GAD) and fill out the attendance freelance workers.
  - c. Enter and calculate the payment of FFB transport vehicles
  - d. Preparing for closing books and audits.
  - e. Preparing the sample for laboratory testing.
  - f. Copy of file
2. This practice is carried out in PT. Inti of Indosawit Subur Plasma This work practice activity was carried out at PT. Inti Indosawit Subur Made by Plasma Plantations which is located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. During my practical work I was assigned to the KUD Mulus Rahayu clerk at Delima Jaya Village, SP 1, working in the administration section to assist the KUD Bhakti Mandiri clerk. The duration of the practicalwork is 5 months. Starting from February 1, 2023 to June 30, 2023.
3. Working processes and procedures in PT. Inti Indosawit Subur Buatan Plasma Plantations in particular in the cranial part of KUD Mulus Rahayu Village Delima Jaya is to input Gang activity Details (GAD) and fill the

absence of the day-to-day workers (PHL) using the application from the company namely Plantation Management System (PMS). GAD is filled based on the work of PHL that occurs in the lapangan. After entering the data GAD continued by filling out the absences of employees with the presence list. Examples of labors such as fertilization, harvesting, spraying and hoarding.

4. The obstacles faced by the author during practical work are: the first is inadequate office equipment to support office operations, such as computers that are only available in a few units, so I have to wait for other employees to input data. the next obstacle is that the data provided by the foreman to be inputted is sometimes unclear, such as the writing in the data, so I have to ask the assignor again about the data that is still in doubt. To overcome obstacles in the work process, the number of computer units needs to be increased so that I do not need to take turns in inputting data, so that the office operational process runs smoothly. and To the foreman so that the data provided is more clarified so that there are no errors in inputting.

#### **4.2 Sugestion**

After doing practical work at PT Inti Indosawit Subur Buatan Plasma Plantations, several suggestions can be given as follows:

1. **Students**

Establish good communication with employees at the practical workplace, so that a relationship is established, so that there is no awkwardness when you want to know new information about unknown things during practical work .

2. **Bengkalis State Polytechnic**

It is hoped that the campus can arrange a KP debriefing schedule properly, so that all students who will carry out KP can get information related to the debriefing directly.

3. PT. Inti Indosawit Subur

It is hoped that its cooperation and participation to support the practical work activities of students from the bengkalis state polytechnic by being open to accepting students who will carry out practical work for the future are expected to be well guided.

## REFERENCES

PT. Inti Indosawit Subur Profile, <https://www.asianagri.com/id/>, Accessed on July 3<sup>rd</sup>, 2023

Royal Golden Eagle (RGE) Group Profile, <https://www.rgei.com/id/>, Accessed on August 24th, 2023



## APPENDICES

### Appendix 1 Apprenticeship Acceptance Letter



PT. Inti Indosawit Subur – Group Buatan, KM 66 Desa Mekar Jaya, Pangkalan Kerinci

NO. : 38/GM-IIS/HMS/Ext./XII/2022  
LAMP. : -  
PERIHAL : Jawaban Surat Pemohonan Kerja Praktek (KP)

Kepada Yth,  
Direktur Politeknik Negeri Bengkalis  
Di  
Tempat  
Dengan hormat,

Menanggapi surat Bapak/Ibu tertanggal 28 November 2022 Nomor : 5710/PL31/TU/2022, dengan Hal: Pemohonan Kerja Praktek atas nama Sri Mas Ayu, Mora Lisa Rangkuti dan Sylvia Maharani pada dasarnya dapat kami terima dengan persyaratan sebagai berikut:

1. Prosedur penerimaan peserta Kerja Praktek yang berdasar pada protocol Cegah Covid-19 yang berlaku di Perusahaan
2. Perusahaan tidak menyediakan akomodasi apapun selain tempat Kerja bagi peserta Kerja Praktek.
3. Peserta Kerja Praktek wajib terdaftar di BPJS Ketenagakerjaan, untuk memperoleh Jaminan Kecelakaan Kerja dan Jaminan Kematian.
4. Waktu yang diberikan untuk Peserta Kerja Praktek adalah mulai dari tanggal Februari 2023 s/d July 2023

Dan untuk pengaturan selanjutnya, Bapak/Ibu dapat berkoordinasi dengan Humas PT Inti Indosawit Subur – Group Buatan; Bpk. Lindu Simatupang

Demikian kami sampaikan, dan atas pengertian Bapak/Ibu, kami ucapkan terima kasih.  
Pangkalan Kerinci, 10 Desember 2022

Hormat kami,

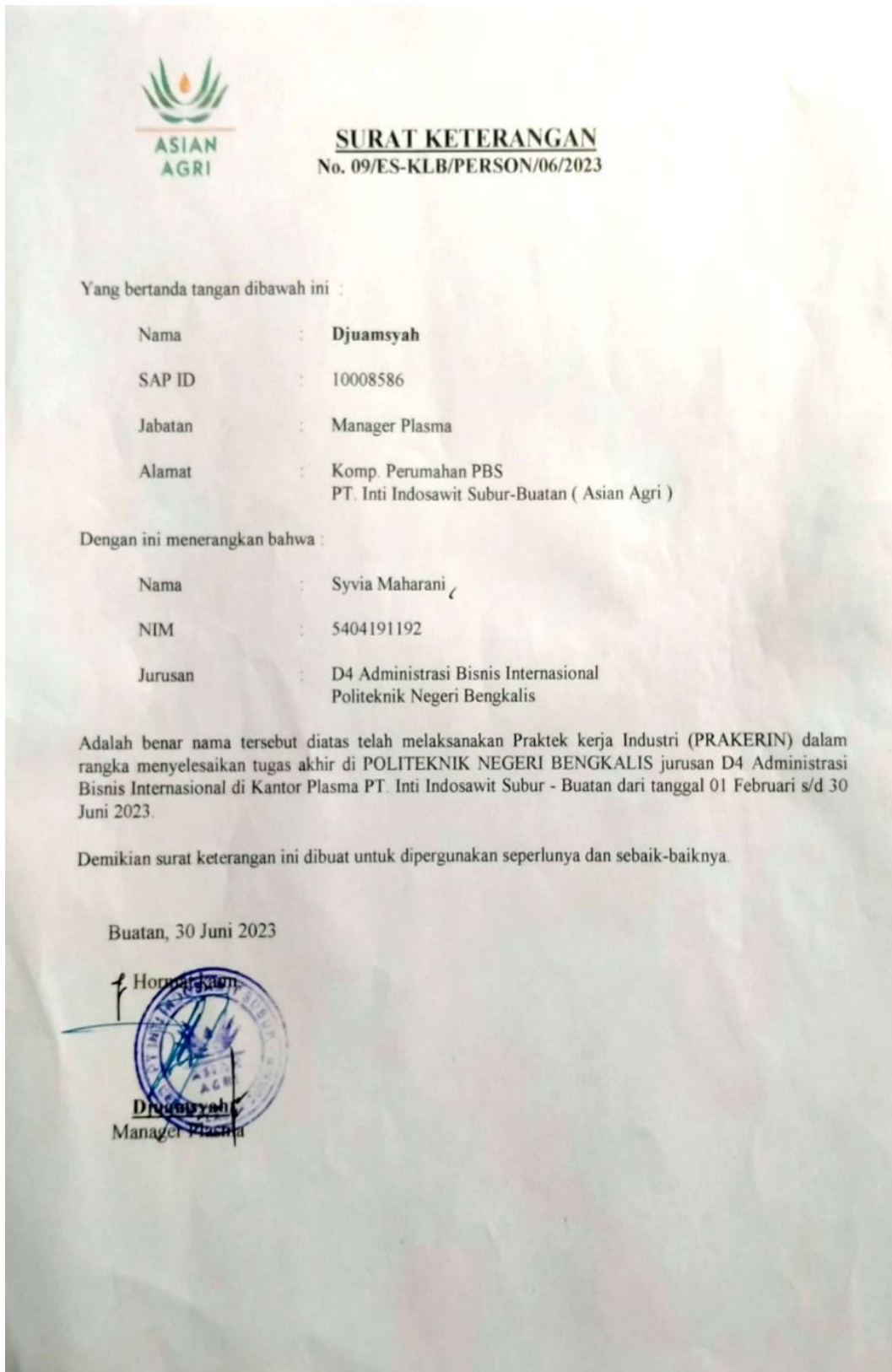
  
Gatot Sihuea  
Group Manager  
CC :- ROTI Asian Agri Group –Pekanbaru

- File

Appendix 2 Apprenticeship Certificate



### Appendix 3 Apprenticeship Statement Letter



## Appendix 4 list of Apprenticeship Assessment Sheet

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. INTI INDOSAWIT SUBUR

Nama : Sylvia Maharani  
Nim : 5404191192  
Program Studi : D4 - Administrasi Bisnis Internasional

No	Aspek penilaian	Bobot	Nilai
1	Disiplin	20%	80 (Delapan puluh)
2	Tanggung-jawab	25%	80 (Delapan puluh)
3	Penyesuaian diri	10%	86 (Delapan puluh Enam)
4	Hasil kerja	30%	80 (Delapan puluh)
5	Perilaku secara umum	15%	82 (Delapan puluh Dua)
	Total jumlah (1+2+3+4+5)	100%	408 (Empat Ratus Delapan)

Keterangan :  
**Nilai : Kriteria**  
82-100 : Istimewa  
71-80 : Baik sekali  
66-70 : Baik  
61-65 : Cukup Baik  
56-60 : Cukup

Notes :

Pelatawan, 30 Juni 2023

  
**Djuamsyah**  
Manager

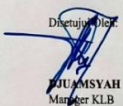
## Appendix 5 list of Apprenticeship Attandance


DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
POLITEKNIK NEGERI BENGKALIS  
DI PT INTI INDOSAWIT SUBUR  
BULAN : FEBRUARI 2023

No.	NAMA	NIM	TANGGAL																											
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Sylvia Maharani	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Note :  
Biru : Tidak Hadir (Sakit)  
Hijau : Hari Minggu  
Merah : Tanggal Merah

Buatn, 28 Februari 2023

  
**D. AMSYAH**  
 Manager KLB

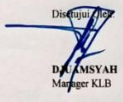
  
**YUSMIATY**  
 KTU KLB

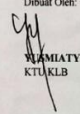
DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
POLITEKNIK NEGERI BENGKALIS  
DI PT INTI INDOSAWIT SUBUR  
BULAN : MARET 2023

No.	NAMA	NIM	TANGGAL																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
2	Sylvia Maharani	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
3	Sri Mas Ayu	5404191197	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	

Note :  
Biru : Tidak Hadir (Sakit)  
Hijau : Hari Minggu  
Merah : Tanggal Merah

Buatn, 31 Maret 2023

  
**D. AMSYAH**  
 Manager KLB

  
**YUSMIATY**  
 KTU KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DI PT INTI INDOSAWIT SUBUR  
 BULAN : APRIL 2023

No.	NAMA	NIM	TANGGAL																													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Mora Lisa Rkt	5404191207	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs
2	Sylvia Maharani	5404191192	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl
3	Sri Mas Ayu	5404191197	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab

Note :  
 Biru : Tidak Hadir (Cuti Lebaran)  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah

Buatan, 30 April 2023

Dibuat Oleh:  
  
**DUA MSYAH**  
 Manager KLB

Dibuat Oleh:  
  
**YUSMIATY**  
 KTB KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DI PT INTI INDOSAWIT SUBUR  
 BULAN : MEI 2023

No.	NAMA	NIM	TANGGAL																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Mora Lisa Rkt	5404191207	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs
2	Sylvia Maharani	5404191192	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl	Skl
3	Sri Mas Ayu	5404191197	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab

Note :  
 Biru : Tidak Hadir (Sakit)  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah

Buatan, 31 Mei 2023

Dibuat Oleh:  
  
**DUA MSYAH**  
 Manager KLB

Dibuat Oleh:  
  
**YUSMIATY**  
 KTB KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
POLITEKNIK NEGERI BENGKALIS  
DI PT INTI INDO SAWIT SUBUR  
BULAN : JUNI 2023

No.	NAMA	NIM	TANGGAL																													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Mora Lisa Rkt	5404191207																														
2	Sylvia Maharani	5404191192																														
3	Sri Mas Ayu	5404191197																														

Note :  
Biru : Tidak Hadir  
Hijau : Hari Minggu  
Merah : Tanggal Merah

Buatan, 30 Juni 2023


Ditetapkan oleh:  
  
DHUAMSYAH  
Manager KLB

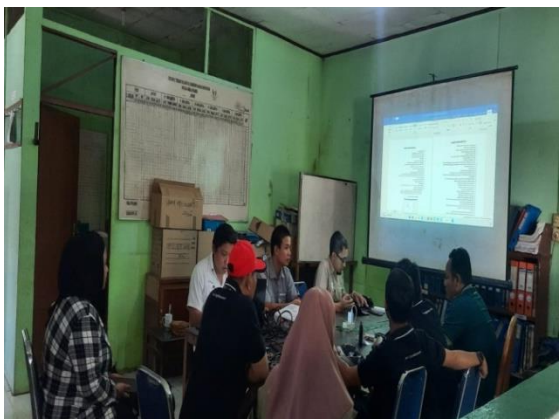
Dibuat oleh:  
  
YUSMATY  
KTU KLB

## Appendix 6 Daily activities

### DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday – friday  
DATE : Februari 1- February 3, 2023

NO.	DAY AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Wednesday, Februari 1 <sup>st</sup> , 2023	Met with Public Relations and discussed the internship acceptance letter.	Tri Nurhasanah	
2	Thursday, Februari 2 <sup>nd</sup> , 2023	Introduction to all staff in the KBN office		
3	Friday, Februari 3 <sup>rd</sup> , 2023	Discussion with Mr. ardy as KTU at the KBN office Regarding the Asian Agri business side		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		In the first weeks agenda, we met Mr. Lindu Simatupang as Public Relations in PT. Inti Indosawit Subur to coordinate the internship acceptance letter and discuss the procedure for the implementation of the internship in this company.



## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : Februariy 6- February 11, 2023


NO.	DAY AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, Februari 6 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Familiarization with employees at the Asian Agri artificial health clinic</li> <li>2. Write the patient's BPJS data in the registration section</li> <li>3. Assist doctors in examining Medical Check Up (MCU) patients</li> </ol>	Tri Nurhasannah	
2	Tuesday, Februari 7 <sup>th</sup> , 2023	Inputting patient BPJS data online		
3	Wednesday, Februari 8 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Write the patient's BPJS data in the registration section</li> <li>2. Filling out the medicine stock book</li> </ol>		
4	Thursday, Februari 9 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Check the stock of medicine that is still available at the clinic</li> <li>2. Inputting patient BPJS data online</li> </ol>		
5	Friday, Februari 10 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Recapitulate data on visitors who seek treatment at the Clinic</li> <li>2. Filling out the medicine stock book</li> </ol>		
6	Saturday, Februari 11 <sup>th</sup> , 2023	Write the patient's BPJS data in the registration section		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		In the second week's agenda recapitulate data on visitors who seek treatment at the Clinic Asian Agri Sehat dan Filling out the medicine stock book

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : Februari 13- February 18, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	Signature
1	Monday, Februari 13 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Recapitulate data on visitors who seek treatment at the Clinic</li> <li>2. Filling out the medicine stock book</li> </ol>	Tri Nurhasanah	
2	Tuesday, Februari 14 <sup>th</sup> , 2023	Inputting patient BPJS data online		
3	Wednesday, Februari 15 <sup>th</sup> , 2023	Write the patient's BPJS data in the registration section Assist doctors in examining Medical Check Up (MCU) patients		
4	Thursday, Februari 16 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Check the stock of medicine that is still available at the clinic</li> <li>2. Inputting patient BPJS data online</li> </ol>		
5	Friday, Februari 17 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Write the BPJS data of the patient on registration</li> <li>2. Recapitulate data on visitors who seek treatment at the Clinic</li> </ol>		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>In the Third week's agenda write the patient's BPJS data in the registration section Assist doctors in examining Medical Check Up (MCU) patients</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : Februari 20- February 28, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	Signature
1	Monday, Februari 20 <sup>th</sup> , 2023	introduction to the farmer who has long partnered with the company in SP 4 KUD Jaya Makmur village of Kumbara Main	Tri Nurhasanah	
2	Tuesday, Februari 21 <sup>st</sup> , 2023	Observing the 30-month-old FFB harvest process in the SP 4 KUD Jaya Makmur area, Kumbara Utama village		
3	Wednesday, Februari 22 <sup>nd</sup> , 2023	<ol style="list-style-type: none"> <li>1. Conduct a survey and see the development of oil palm plantations that have been replanted with the Replanting Assistant at SP 2 KUD Bhirawa Bhakti Buana Bhakti village.</li> <li>2. Seeing the process of treating oil palm trees to avoid pests.</li> </ol>		
4	Thursday, Februari 23 <sup>rd</sup> , 2023	Seeing the pesticide control process on palm oil trees with mandor in the SP 2 KUD Bhirawa Bhakti village of Buana Bhakti area		
5	Friday, Februari 24 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
6	Saturday, Februari 25 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
7	Monday, Februari 27 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Enter and calculate the payment of TBS transport vehicles</li> <li>2. Photocopy of documents</li> </ol>		
8	Tuesday, Februari 28 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>3. Inputting and calculating payments for FFB transport vehicles</li> </ol>		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
	  	<p>In the fourth week's agenda introduction to the farmer who has long partnered with the company in SP 4 KUD Jaya Makmur village of Kumbara Main and Conduct a survey and see the development of oil palm plantations that have been replanted with the Replanting Assistant at SP 2 KUD Bhirawa Bhakti Buana Bhakti village. And Seeing the process of treating oil palm trees to avoid pests.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday – Saturday

DATE : March 1- March 4, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Wednesday, Maret 1 <sup>th</sup> 2023	going to the field with assistants to see the spraying of oil palm pests in SP 1 KUD Mulus Rahayu.	Tri Nurhasannah	
2	Thursday, Maret 2 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL.)</li> </ol>		
3	Friday, Maret 3 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
4	Saturday, Maret 4 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles.		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Next weeks going to the field with assistants to see the spraying of oil palm pests in SP 1 KUD Mulus Rahayu.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday-saturday

DATE : March 6<sup>th</sup>-March 11<sup>th</sup> 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, Maret 6 <sup>th</sup> 2023	The first harvest thanksgiving event after going through the Replanting period for 30 months in the SP 4 KUD Jaya Makmur area, Kumbara Utama village	Tri Nurhasannah	
2	Tuesday, March 7 <sup>th</sup> , 2023	Recapitulate data on farmers with the company		
3	Wednesday, March 8 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
4	Thursday, March 9 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, March 10 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
6	Saturday, March 11 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Inputting and calculating payments for FFB transport vehicles</li> <li>2. copy of work agreement documents with the contractor</li> <li>3. Remove the file.</li> </ol>		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		The first harvest thanksgiving event after going through the Replanting period for 30 months in the SP 4 KUD Jaya Makmur area, Kumbara Utama village, attended by the village head and the head of the village unit cooperative

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday- Saturday

DATE : March 13-18 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, Maret 13 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>	Tri Nurhasannah	
2	Tuesday, March 14 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
3	Wednesday, March 15 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
4	Thursday, March 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, March 17 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
6	Saturday, March 18 <sup>th</sup> , 2023	Audit preparation for ISCC		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Entering and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 20 - March 25, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, Maret 20 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>	Tri Nurhasannah	
2	Tuesday, Maret 21 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, Maret 22 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, Maret 23 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, Maret 24 <sup>th</sup> 2023	Input Employee Attendance data and Gang Activity Detail (GAD)		
6	Saturday, Maret 25 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Inputting and calculating payments for FFB transport vehicles</li> <li>Remove the file.</li> </ol>		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		<p>Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name.</p>



## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 27 – April 01, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, Maret 27 <sup>th</sup> 2023	Preparing the sample for laboratory testing.	Tri Nurhasannah	
2	Tuesday, Maret 28 <sup>th</sup> 2023	Preparing the sample for laboratory testing.		
3	Wednesday, Maret 29 <sup>th</sup> 2023	Preparing the sample for laboratory testing.		
4	Thursday, Maret 30 <sup>th</sup> 2023	Preparing the sample for laboratory testing.		
5	Friday, Maret 31 <sup>th</sup> 2023	Preparing the sample for laboratory testing.		
6	Saturday, Maret 1 <sup>th</sup> 2023	Assist with book closing preparations		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		<p>Preparing samples for laboratory testing to determine whether a nutrient in oil palm plants is in an optimal state or not .Leaf sampling is carried out once a year</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 03 – April 08, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 03 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles	Tri Nurhasannah	
2	Tuesday, April 04 <sup>rd</sup> 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of documents		
3	Wednesday, April 05 <sup>th</sup> , 2023	Going to the field with the manager to see the garden that is in SP 1 KUD Mulus Rahayu		
4	Thursday, April 06 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy of document		
5	Friday, April 07 <sup>th</sup> , 2023	Prepare the dried leaf samples for delivery.		
6	Saturday, April 08 <sup>th</sup> ,2023	Inputting and calculating payments for FFB transport vehicles.		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Going to the field with the manager to see farmers taking care of oil palm trees in SP 1 KUD Mulus Rahayu

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 10 – April 15, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 10 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles	Tri Nurhasannah	
2	Tuesday, April 11 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Inputting and calculating payments for FFB transport vehicles</li> <li>2. Photocopy of documents</li> </ol>		
3	Wednesday, April 12 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, April 13 <sup>rd</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
5	Friday, April 14 <sup>rd</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
6	Saturday, April 15 <sup>rd</sup> ,2023	Enter and calculate the payment of TBS transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday – Saturday

DATE : May 2 – May 6, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Tuesday, May 02 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles	Tri Nurhasanah	
2	Wednesday, May 03 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
3	Thursday, May 04 <sup>rd</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
4	Friday, May 05 <sup>rd</sup> . 2023	Inputting and calculating payments for FFB transport vehicles		
5	Saturday, May 06 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : wednesday – Saturday

DATE : May 10 – May 13, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Wednesday, May 10 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles	Tri Nurhasanah	
2	Thursday, May 11 <sup>rd</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
3	Friday, May 12 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Saturday, May 13 <sup>rd</sup> . 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 15 – May 20, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	monday, May 15 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>	Tri Nurhasanah	
2	Tuesday, May 16 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
3	Wenesday, May 17 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Friday, May 19 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Saturday , May 20 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 22 – May 27, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 22 <sup>nd</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).	Tri Nurhasanah	
2	Tuesday, May 23 <sup>rd</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
3	Wednesday, May 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, May 25 <sup>th</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
5	Friday, May 26 <sup>th</sup> , 2023	inputting and calculating payments for FFB transport vehicles		
6	Saturday, May 27 <sup>th</sup> , 2023	Copy of work agreement documents with the contractor		
		Notes by Industrial Coach		


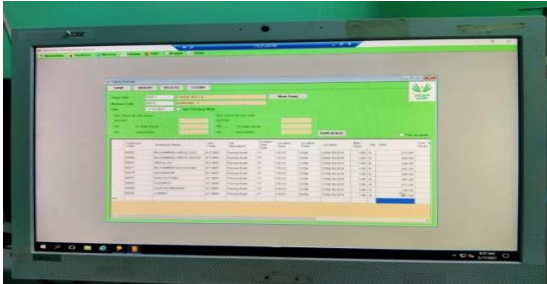
No	WORKING	EXPLANATION
		Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 29 – June 03, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 29 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>	Tri Nurhasanah	
2	Tuesday, May 30 <sup>th</sup> 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wenesday, May 31 <sup>st</sup> , 2023	<ol style="list-style-type: none"> <li>input Gang Activity Detail (GAD)</li> <li>Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
4	Saturday, June 3 <sup>rd</sup> , 2023	Assistant in preparing plasma farmer data		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
	 	<p>Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.</p>




## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 05 – June 10, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 05 <sup>th</sup> , 2023	Assistant in preparing plasma farmer data	Tri Nurhasanah	
2	Tuesday, June 06 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, June 07 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
4	Thursday, June 08 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, June 09 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
6	Saturday, June 10 <sup>th</sup> , 2023	Assistant in preparing plasma farmer data		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 12 – June 17, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 12 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Tri Nurhasanah	
2	Tuesday, June 13 <sup>th</sup> , 2023	Visit to the manufactured PMKS factory 1 to see the products produced by the company		
3	Wednesday, June 14 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, June 15 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, June 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
6	Saturday, June 17 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. input Gang Activity Detail (GAD)</li> <li>2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).</li> </ol>		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputted based on date, vehicle number, block, weight, and driver's name

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 19 – June 24, 2023


No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 19 <sup>th</sup> , 2023	Preparing for the KTU plasma mutation farewell event to the Palembang	Tri Nurhasanah	
2	Tuesday, June 20 <sup>th</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
3	Wednesday, June 21 <sup>st</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, June 22 <sup>nd</sup> , 2023	1. input Gang Activity Detail (GAD) 2. -Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
5	Friday, June 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
6	Saturday, June 24 <sup>th</sup> , 2023	1. input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 26 – June 30, 2023

No.	Day and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 26 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the absences of Mulus Rahayu Freelance Daily Workers (PHL).	Tri Nurhasanah	
2	Tuesday, June 27 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, June 28 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Friday, June 30 <sup>th</sup> , 2023	Reviewing TBS Plasma payment receipts		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Input Gang Activity Detail (GAD) and Fill in Mulus Rahayu's Daily Laborer (PHL) absences in the Plantation Management System (PMS) inputted based on date, foreman code, job code, location code and man days.

## Appendix 7 : Visit to PMKS Factory Buatan 1



**Appendix 8 : Gift To The Company**

