

APPRENTICESHIP REPORT
PT INDAH KIAT PULP & PAPER Tbk-PERAWANG MILL
ACCEPTING INCOMING PROPOSALS AND EVENT
ORGANIZER

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INTERNATIONAL BUSINESS ADMINISTRATION STUDY
PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
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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Perawang Mill



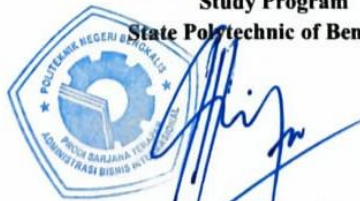
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CHAPTER I

INTRODUCTION

1.1 Background of the apprenticeship

State Polytechnic of Bengkalis is a state university that has produced many experts with education ranging from Diploma II, Diploma III which is equivalent to an Associate Expert degree, and Diploma IV with a Bachelor of Applied Science Degree. Politeknik Negeri Bengkalis currently has 8 departments with 21 study programs such as: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Informatics Engineering, Language, and Maritime.

State Polytechnic of Bengkalis has the responsibility of producing superior, character and competent human resources, especially in achieving quality in its students, because in this era of globalization humans are required to master science and technology, one of which is the work system of the port of goods, humans who do not have education and skills in mastering a job will be more easily left out of today's global competition. The tight competition in the world of work today makes many universities anticipate these developments. Therefore, the college issued a breakthrough, namely by conducting a Apprenticeship program.

Apprenticeship is a form of implementation of the theories and practices that have been learned during lectures which will be directly practiced and applied to an agency or a company. With the existence of the Apprenticeship activity, it aims to equip students to recognize, know, understand the application, linkage of knowledge in the field of science obtained in college, provide work experience, adapt to the surrounding environment and with colleagues, can hone students' skills and abilities in the world of work. Every Bengkalis State Polytechnic (Polbeng) student, especially in the D4 International Business Administration study program, Department of Commercial Administration, is required to take part in this program to fulfill one of the requirements for obtaining a bachelor's degree.

The International Business Administration study program is one of the study programs that discusses the activities of recording and managing trade business data at the domestic and international levels. This study program also learns about import-export mechanisms and trade rules on a global or international scale as well as about managing tax documents, financial reports, cash preparation, brand management, and also English language skills.

By participating in the Practical Work program, students are expected to synergize academic knowledge with the work environment. In addition, if students have a good performance assessment from the company / agency where the Practical Work is carried out, it is not impossible if the student has the opportunity to join the company where he works after graduation.

In this case the author chose PT. Indah Kiat Pulp and Paper in the Port Operation Unit as a place to do Apprenticeship, the reason is because this company is the largest paper company in Asia which must have a very good work system and is supported by the latest technology as well, not only producing Pulp and Paper but also producing Tissue such as the Paseo Brand coupled with the loading and unloading port which is one of the authors' interests in this company, the author also has a dream to get the opportunity to join this operation port. In the smooth delivery of goods produced by the company and the needs of company goods, PT Indah Kiat Pulp and Paper has several ports located on the banks of the Siak River, this port has a very important role because most of the activities of shipping goods go through waterways using Cargo ships with capacities ranging from 5000 tons. Practical Work was carried out for 5 months starting from January 9, 2023 to June 9, 2023. The implementation of Apprenticeship is expected to broaden the author's knowledge about various good and correct tasks and to be able to face the real world of work the experience gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To find out describe job descriptions during practical work.
2. To find out practical workplace system and procedures.
3. To find out the obstacles and solutions during practical work.

1.3 Significances 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

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

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

2. For Companies

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

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

3. For Bengkalis State Polytechnic

There are several benefits from the implementation of the practical work program obtained by the Bengkalis State Polytechnic, namely as follows.

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

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

The company PT Indah Kiat Pulp and Paper Tbk Perawang is a national private company engaged in the Pulp & Paper industry with foreign investment status (PMA). National Private Company engaged in the Pulp & Paper industry with foreign investment status (PMA). PT Indah Kiat Pulp & Paper Tbk Perawang was first pioneered by Soetopo Jananto (Yap Sui Kei) who at that time he led the Berkat Group in 1975.

Berkat Group, which has many adopted children, began cooperation with the Chujng Hwa Pulp Corporation, Taiwan & Yuen Foong Yu Paper Manufacturing, Taiwan, to then conduct a first survey of business feasibility studies with the location of the establishment with a variety of factories including:

1. Paper mill in Serpong, Tangerang, West Java
2. Pulp mills in Central Java, Jambi and Riau as well as seven other regions in Indonesia.

In 1976, land acquisition permits were taken care of, investment permits with the status of Foreign Investment (PMA) with Presidential permission on April 11, 1976, On December 7, 1976 the company PT Indah Kiat Pulp & Paper (IKPP) Tbk Perawang was officially established with the notary Ridwan Soesilo, S.H. The application for the establishment of the factory was carried out with PMA status, intended to bring in foreign workers, because local workers had not mastered papermaking, in addition to providing stimulation so that foreign investors wanted to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine the process, technology and production capacity. After that, the construction of the 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. The mill is located at Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane river.

A year later, 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 of the birth of PT Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of Mr. Soetopo's birth, in addition to making the logo and motto: "Participating in building the country, educating the nation and preserving the environment". The following year, the second survey was conducted in Jambi and Riau provinces ten times, resulting in the Tangerang Paper Mill phase II by installing the 3rd line paper machine with a capacity of 50 tons per day.

Finally, after considering the data from the 1975 site feasibility study. In particular, the location of the factory in accordance with the source of raw materials, transportation and so on, then further studies were carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, land acquisition and licensing were carried out.

In 1982, land clearing and forest leveling were carried out. The Forest Concession Rights owned by PT Indah Kiat Pulp & Paper Tbk Perawang include collection and logging, maintenance and protection and sale of products:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession right with the aim of utilizing wood (Log) 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 types that have high economic value.
3. Timber Utilization Permit (IPK) is the right to utilize timber from a forest area that will be converted into another form within a maximum period of 1 year. This license also means a license to cut timber and/or collect non-timber forest products as a result of non-forestry license activities, among others, from a production forest area that can be converted and has been released.

Meanwhile, the operation of paper machine line 3 at the Tangerang paper mill was carried out in addition to the preparation of the Pulp mill site in Pinang village, Siak Sri Indrapura Regency, Riau Province.



Figure 2.1 PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

A year later the physical construction of the phase I plant began in Riau Province. Simultaneously, loading and unloading facilities were built in the form of a special port that can be navigated by Ocean Ships with a deadweight of more than 6000 tons, which is approximately 1.5 km from the mill site on the banks of the Siak River.

Trial production of the pulp mill was marked by the inauguration of the mill by the President of the Republic of Indonesia, Mr. Soeharto, on May 24, 1984. At that time the capacity of the bleached sulphate pulp mill (Bleached Kraft Pulp) was 75000 per year, so that the need for pulp for paper mills in Tangerang no longer needed to be imported, but was met by the supply of pulp from Riau

Province. The mill is the first wood-based Kelintang Sulphate Pulp mill in Indonesia. This year also saw the start of phase II of the Industrial Plantation Forest (HTI) development.

In this year PT Indah Kiat Pulp & Paper had experienced losses due to the influence of the world recession, quality production was still not stable, in addition to the replacement of leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son.

In 1986, Indah Kiat's ownership rights were purchased by the "SINAR MAS GROUP" led by Mr. Eka Cipta Wijaya, with the following shares:

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

A year later saw the transition from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, son of Mr. Eka Cipta Wijaya. Pulp production of 300 tons per day was also achieved this year following modifications to the production facilities. Construction of phase I of the Perawang paper mill began in 1988 with the installation of one line of cultural paper machines (wood free printing & writing paper) with a capacity of 150 tons per day. This made the Perawang paper mill an integrated Pulp and Paper mill.

In 1989, phase II of the Pulp Mill was built in Perawang with a capacity of 500 tons per day. Commercial production of the first paper mill was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto at Lokseumawe-Aceh. Then in 1990, construction of the phase II paper mill at 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. Trial production of the phase II Pulp mill was conducted. The Company sold shares to the public and cooperatives with a share division of:

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

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 that is included in the ranks of the world's top 150, 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. Society: 16.93%

And the preparation process for the implementation of the foster-foster-child program was carried out, which is a program of linking large industries with small industries by the industrial department and the Riau Dati I regional government.

In 1992, preparations began for the construction of phase II of the pulp mill. The inauguration of foster children was carried out regarding the leather craft industry, leather shoe industry, batik crafts, clothing convection, metal casting, traditional Siak weaving, metal stamping and others. And a year later construction of phase II of the pulp mill began (pulp 8) with a capacity of 1300 tons per day where trial production was carried out at the end of the year. In addition, PT Indah Kiat also helped the government by accepting 20 apprentices from East Timor under the Department of Manpower Program.

In 1994, the phase III pulp mill commenced commercial operations, joining together with pulp mills I & II to produce high quality pulp, increasing its capacity from 800 tons to 1200 tons per day. Phase IV of the pulp mill was constructed the following year with a capacity of 1600 tons per day, with commissioning scheduled for the end of the year.

In 1997, Indah Kiat Pulp & Paper received another Zero Accident award from the President of Indonesia, as well as an ISO 14001 certificate. At that time the company received 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 began at a cost of 2 billion.

PT Indah Kiat Pulp & Paper is one of the national private legal entities trusted by the government to cultivate forests and the forest products industry in the form of HPH Group:

1. PT Arara Abadi, concession area +/- 265,000 Ha.
2. PT Wira Karya Sakti, concession area +/- 220,000 Ha.
3. PT Mapala Rabda, concession area +/- 155,000 Ha.
4. PT Dexter Timber Perkasa Indonesia, concession area +/- 51,000 Ha.
5. PT Murini Timber, concession area +/- 116,000 Ha.

In outline, PT Indah Kiat Pulp & Paper was initially located in Perawang, producing pulp which was then sent to the mill located in Perawang. Attack to be reproduced into packaging paper. After that, the production is sent back to the factory in Tangerang, West Java to be processed into molds and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently Indah Kiat produces pulp, various types of paper products consisting of paper for writing and printing purposes, copy paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated media), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products produced by this company not only fulfill the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the United States.

2.2 Vision and Mission

Every company must have a vision and mission to determine the direction of the business, realize its goals, as a driving force to carry out its respective programs, as well as PT Indah Kiat Pulp and Paper Tbk-Perawang Mill. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk - Perawang Mill:

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk is to become the world's number one pulp and paper producer with international standards in the 21st century, dedicated to providing the best for customers, shareholders, employees and society.

2. Mission

- a. The mission of PT Indah Kiat Pulp & Paper Tbk is as follows:
- b. Increase world market share.
- c. Using the latest technology in the development of new products as well as the implementation of factory efficiency.
- d. Improving human resources through training.
- e. Realizing a sustainable business commitment in all operational activities.

2.3 The Type of Company

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the Pulp and Paper industry. 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/paper products industry. For the paper and pulp product segment, the company produces writing and photocopy paper, and general pulp. While the packaging/industrial paper products segment includes Containerboard (lineboard and corrugated media), corrugated shipping, containers (Convection of containerboard), Boxboard, 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 Organization Structure

Organizational structure is one of the important instruments that a company must have to achieve company goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a line of cooperation and coordination between members in achieving the previously outlined goals.

The organizational structure must also be easily changed to adapt to changes that occur without reducing the smooth running of activities. A good organizational form will depend on the situation and conditions of each company and also on the objectives to be achieved. This is because the organizational form of one company with another company is different. The form of organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be carried out in an orderly manner so that the main objectives of the company that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is arranged according to the provisions with the functions, obligations and responsibilities of each part in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill can be seen in Figure 2.2. below as follows:

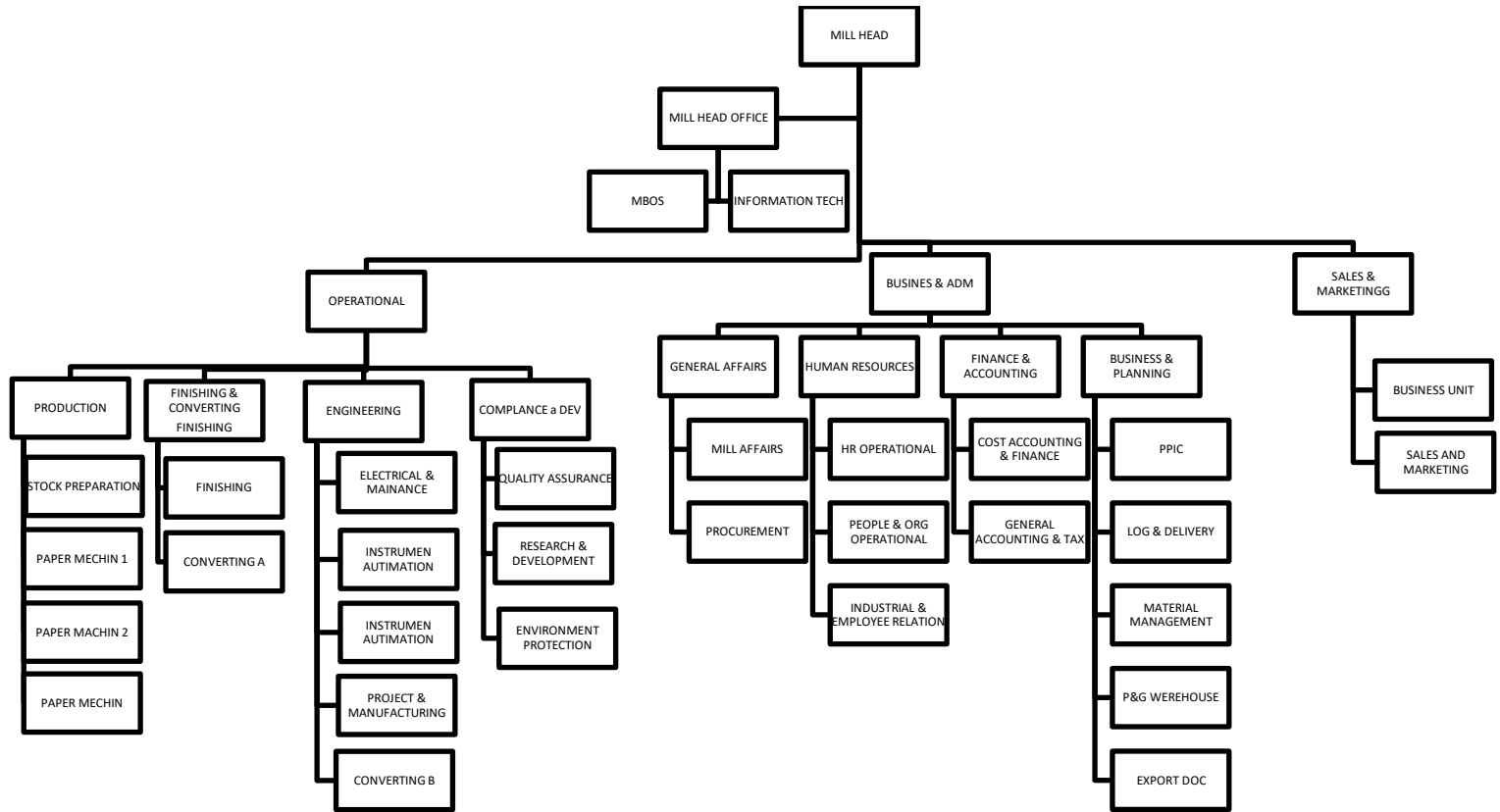


Figure 2.2 The Organization structure of PT Indah Kiat Pulp & Paper
 Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

2.5 Geographical Location of the Company

PT Indah Kiat Pulp & Paper Perawang has two main locations, namely office locations and factory locations. The office location is located on Jl. Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas-Perawang KM 26. Pinang Sebatang Village, Tualang District, Siak Regency, Riau Province Indonesia. A small town called Tualang Perawang or better known as "Perawang with a population of 102,306 people is an industrial city on the banks of the Siak River.

Perawang City is located between 032-0°51' North latitude and 101°28' 101 52' East longitude on the banks of the Siak river, an altitude of 0.5-5 above sea level with an air temperature ranging from 22°C to 33 C. The Perawang area as in general other areas of Siak Regency consists of lowlands with a soil structure generally consisting of yellow red podzolic soil and rock and alluvial and organosol soils that glei humus in the form of swamps or subsoil. The shape of the area is 75% flat to undulating and 25% undulating to hilly.

Other areas that border Perawang City are as follows:

1. North: Mandau sub-district, Minas
2. South: Kerinci Kanan sub-district, Pekanbaru
3. West Side : Minas Sub-district
4. East : Sei Sub-district, Mandau, Koto Gasib Sub-district

The considerations for the selection of the location are:

1. The location is close to the available raw materials
2. Close to water resources, namely Siak river water which has a discharge
3. The location is strategic, which is about 60 Km from the capital of Riau Province, namely Pekanbaru Easy transportation system, where there are land routes and river routes that are smooth in addition to the distance which is quite close to Singapore so that the transit of goods (products and chemicals) becomes young.

PT Indah Kiat Pulp & Paper is an industrial sector that is a very dominant economic driver in Perawang, not only for Perawang itself but also for the

mainstay sector of Siak Regency, so it is no exaggeration if this area is called an industrial area.

2.6 Products and Marketing

PT IKPP Perawang produces:

1. Short fiber pulp sheet (LBKP)
 - a. Pulp sheet size 84 x 61 x 0.4 m
 - b. Moisture of pulp sheet 11-12%
2. Paper in the form of fine paper and free uncoated paper
 - a. Grammage of paper: 40-180 gr
 - b. Most of IKPP Perawang's products are marketed abroad and the rest to meet domestic needs.

The production and marketing aspects of PT Indah Kiat Pulp & Paper Tbk are:

1. Product production capacity of 600,000 tons / year and production will continue to increase.
2. The products produced are pulp, paper, and tissue. These products will be sent to various countries to be marketed and to fulfill orders.
3. The bark from the wood used as raw material is used for boiler fuel.
4. Wastewater is treated before being discharged into the river by several processes.

2.7 Labor

Labor recruitment is carried out by PT IKPP to meet the needs of the right and appropriate workforce. This workforce is divided into two groups, namely permanent employees and partners.

1. Permanent Employees

This employee is a worker who is officially employed by the company with a clear employment status. employees receive a salary every month according to the salary arrangements of the company where they work and get benefits. the process of being appointed as a permanent employee usually works from 6 months to one year.

2. Work partners

An employee who is employed by the contractor in cooperation with PT IKPP with a contract system.

In recruitment, selection is carried out. Selection is a series of certain steps used to determine which applicants will be accepted, namely written tests and interviews, followed by the placement process in a new or existing position. Placement for promotion must go through PAT (End of Year Assessment). Employees are divided into several levels according to their positions which can be seen in Table 2.1 below.

Level	Nama Jabatan
1	Operator
2	Skilled Employee
3	Specialized Skilled Employee
4	Deputy Team Leader
5	Team Leader
6	Deputy Shift Head/Assistant
7	Shift Chief/Assistant
8	Deputy Section Chief
9	Section Chief
10	Deputy Head of Department
11	Department Head
12	Deputy Director
13	Director
14	Senior Director
15	Vice President Director
16	President Director

Table 2.1 Title Name

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

2.8 Work System, Employee Welfare System and K3 Policy

The work system and employee welfare system at PT Indah Kiat Pulp & Paper are as follows:

1. Work System

PT Indah Kiat has regulations that must be obeyed by all employees in order to form discipline in a company. The regulations of PT Indah Kiat Pulp & Paper are as follows:

1. Not allowed to sleep during working hours
2. Not allowed to transfer identification cards (KTP) and helmets to other parties
3. Not allowed to leave the work location without the permission of the CD Section.
4. Speeding is not allowed inside or outside the factory (maximum speed of 35 km/h).
5. Not allowed to take photos in the company environment
6. Not allowed to activate cell phones while working
7. Smoking is not allowed in the company area

The company also has a shift and non-shift work system, in the fire bridge and safety section the shift work pattern is divided into 3 times, namely morning 07.00 to 15.00, afternoon 15.00 to 23.00, and night 23.00 to 07.00. Non-shift work patterns enter from Monday to Friday from 07.00 to 17.00 with a break at 11.00 to 13.00, Saturday and Sunday off. But specifically for fire bridge and safety every Saturday doing sports activities starting at 07.00 to 09.00.

2. Welfare System

Employee welfare is a very important factor for optimal work results. The facilities provided by PT Indah Kiat Pulp & Paper Tbk to employees include:

1. Providing messes for male and female employees which are divided into 3 categories, undergraduate messes, vocational messes, and foreign messes.
2. Providing a clinic that provides first aid services around the factory location.
3. Providing BPJS services to employees and members that are valid until the employee retires.

4. There is a place of worship around the employee mess.
5. Transportation in the form of employee buses.
6. There are sports facilities, namely a swimming pool

2.9 K3 Policy

PT Indah Kiat Pulp & Paper Tbk is committed and responsible for realizing zero accidents, occupational diseases and complying with applicable laws and regulations, increasing the competence of all implementers of OHS implementation on an ongoing basis and placing occupational safety and health aspects as a top priority in all company operational activities. The steps that must be implemented include:

1. Protect the workforce and other people in the workplace as well as the company's property.
2. Implement an occupational safety and health management system in the production process and other operational activities.
3. All employees from the highest to the lowest position must understand and always apply the occupational safety and health system in every activity.
4. Use personal protective equipment by workers according to potential work hazards and install protection for equipment and work areas that have the potential to cause danger and activate safety devices.
5. Carefully monitor OHS performance, and continuous improvement.
6. Emergency response and preparedness.

2.10 Environmental Policy

All operations should be maintained and improved to prevent pollution caused by the environmental impacts of production and operations. Through an open and effective communication to the relevant communities, the company will improve its environmental performance on an ongoing basis by taking into account the expectations of the communities. The company continues to make continuous environmental improvements through the following measures:

1. Comply with environmental regulations and other requirements related to the company.

2. Continuous improvement in production and energy efficiency, recycling of resources, and waste minimization.
3. Sustainably use tropical forest timber by replacing plantation timber and optimize the use of wood resources through continuous research and improvement of wood use efficiency.
4. Improving employee education, training, and motivation and providing adequate resources to achieve target goals and improve wood use efficiency.
5. Communicating environmental policies to all employees of contractors, suppliers, and other related parties.

2.11 The Working Process

The port at the Indah Kiat company has the status of TUKS (Terminal for its own use), which aims to support certain businesses and activities within the work environment and port area of interest. The port at Indah Kiat has several docks ranging from docks 1-10 plus the Rasau Kuning dock. These docks have different functions and activities such as burning/loading bulk goods, containers and spearparts.

The workflow in the port is divided into 2 activities, namely when unloading and loading goods to be shipped. Unloading activities are the activities of unloading goods from the ship using cranes and ship slings to the nearest land on the edge of the ship or dock, then from the dock using lorries, forklifts inserted and arranged into the warehouse. While loading activities are the opposite activities. Loading and unloading operations from/to the ship.

Business activities of loading and unloading goods from and to ships at the port whose mechanisms include:

1. Stevedoring

Stevedoring is one of the important activities in the port world, namely the work of unloading goods from ships to docks / barges / trucks or loading goods from docks / barges / trucks into ships until they are arranged in the hold of the ship using ship cranes or land cranes. the task of a Stevedore is to move goods from ships to warehouses using heavy equipment such as crane.

2. Cargodoring

Is the work of releasing goods from ropes or nets at the dock and transporting from the dock to the warehouse or goods stacking field or vice versa.

3. Receiving/Delivery

The work of moving goods from the pile of piles in the warehouse or piling field and handing them over until they are arranged on the vehicle at the warehouse door / piling field or vice versa.

The organizer of loading and unloading at the port is carried out using loading and unloading equipment that has a proper operation, guarantees work safety, and is carried out by workers who must have a certificate of competence.

The equipment used in loading and unloading activities will be determined by what goods will be unloaded in what conditions the goods will be unloaded. There are 3 (three) categories of tools used according to importance, namely:

1. For Container Loading and Unloading Equipment

Types of equipment for container loading and unloading activities, especially at container terminals, include Rail Mounted Gantry Crane (RMGC), Jib Crane, Reach stacker, and Treler.

2. For General Cargo loading and unloading equipment

The types of equipment used in loading and unloading General Cargo include: Land Crane or Mobile Crane, Floating Crane or Barge Crane Freight barges, Water or Fuel barges, Forklifts, Tronton Trucks, Truck Cars, Hand Trucks or Platforms and fire extinguishers.

3. For Bulk Loading and Unloading Equipment

Types of equipment used in loading and unloading bulk cargo such as Excavators, Crane Cars, Grab, and also Dump Trucks.

2.12 Document Used For Activity

In carrying out its operational activities such as work activities in the port scope, there are several documents and files used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially in the Port Operations Division, including the following:

1. Document Statement Loading-Unloading

The Loading/Unloading Statement document can be seen in Figure 2.3 below as follows:



Figure 2.3 Statement Loading/Unloading Document
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

Document Statement Loading-Unloading is a document that records loading and unloading activities, this document contains information such as: ship name, flag, origin of goods, date of arrival in Perawang, loading port, type of goods, quantity of goods, start unloading, finish unloading, and destination. This document also serves as proof of activity and is accompanied by signatures from several parties.

2. Maintenance Form Report Document

The Maintenance Form Report Document can be seen in Figure 2.4 below as follows:

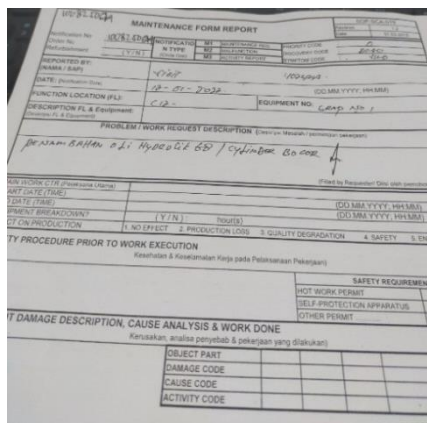


Figure 2.4 Maintenance Form Report Document
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

The Maintenance Form Report document is a daily report filled in by shift employees, especially in the use of heavy equipment such as: forklifts, dump trucks, and trailers. Then this document will later be issued a notification code by office employees. This document contains information such as; Notification Number, Notification Type, Reported By, Date, Function Location and Problem / work Request Description.

3. Heavy Equipment Controlling List Document

The Heavy Equipment Controlling List document can be seen in Figure 2.5 below as follows:

The document consists of two main parts. The left part is a detailed list of equipment units, and the right part is a summary table of breakdowns.

NO	HEAVY EQ. NO	WORKING FOR	READY USE	DESCRIPTION	LOSS TIME (Hour)	REMARKS
1	SAK 004	PELAKSI	-			
2	SAK 005	-	-			
3	SAK 002	-	-	PERAKSI		
4	SAK 001	LANDSI JAM / PSL 11	+			
5	SAK 003	LANDSI JAM / PSL & CSA	+			
6	SAK 003	LANDSI JAM / ST & PFM	+			
7	SAK 005	-	+			
8	SAK 007	-	-	PERAKSI	24 jam	
9	SAK 001	-	+			
10	SAK 002	-	+			
11	SAK 004	-	+			
12	SAK 006	LANDSI JAM / CSA & CR	+			
13	SAK 006	-	+			
14	SAK 000	LANDSI JAM / PSL 3	+			
15	SAK 005	-	+			
16	SAK 001	-	+			

HEAVY EQUIPMENT CONTROLLING LIST
 09 Maret 2023
 H.E.Q. Total : 28 Unit
 Breakdown : 4 Unit
 (Vice) Unite Head :
 Assistant :
 Contractor : (Nokira Dwiwib)

Figure 2.5 Heavy Equipment Controlling List Document
 Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

This document is a daily report made by the vendor, this document is useful for knowing the Breakdown value and working hours on loading and unloading alert activities. Heavy equipment used such as heavy equipment data dump trucks, loosbak trucks, trailers, and reach stackers. This heavy equipment is heavy equipment rented by the Indah Kiat Pulp & Paper company to vendors who cooperate. This document contains information such as: contactor company name, date, Heavy eq. no, working for, description and loss time (hour). Goods Retrieval Note.

4. Receipt of Goods

The Goods Receipt Document can be seen in Figure 2.6 below as follows:

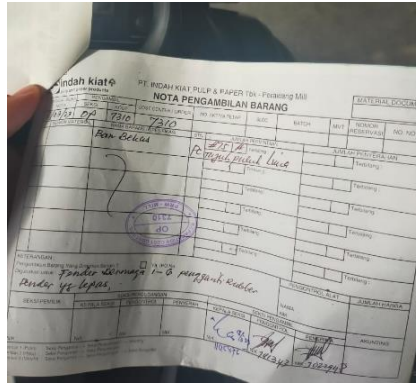


Figure 2.6 Receipt of Goods

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

Nota Pengambilan Barang is a Document Format that has been created and authorized by the Indah Kiat Pulp & Paper Company, this document serves as proof of taking goods from the Operation Port unit. This document contains information such as: Note Opening Date, Taker, Cost Center / Order, signature of the taker section and Name of Goods.

5. Invoice Collection Letter and Tax Invoice

Invoice Collection Letter and Tax Invoice documents can be seen in Figure 2.7 below as follows:

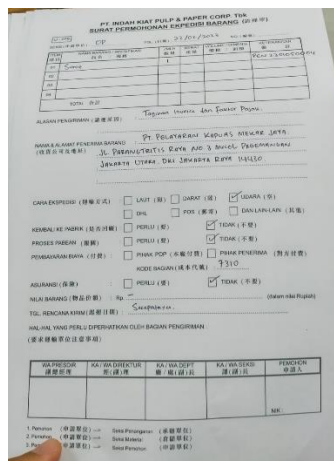


Figure 2.7 Invoice Collection Letter and Tax Invoice

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

In Invoice Billings and Tax Invoices, an important document that is used as a billing tool sent from the seller to the buyer. In this letter sent or given in manual

form, the invoice letter consists of three copies, namely: white sheets are used as proof of delivery of goods to the buyer, red sheets are submitted to the buyer, and yellow sheets are used as company archives. This document contains information such as; section, date, name of goods, quantity, weight, description, reason for delivery, name of the buyer's and seller's address, expedition method, value of goods, payment of fees, date of delivery plan and signature of the seller.

6. Monthly Checklist Inspection Report

The Monthly Checklist Inspection Report document can be seen in Figure 2.8 below as follows:

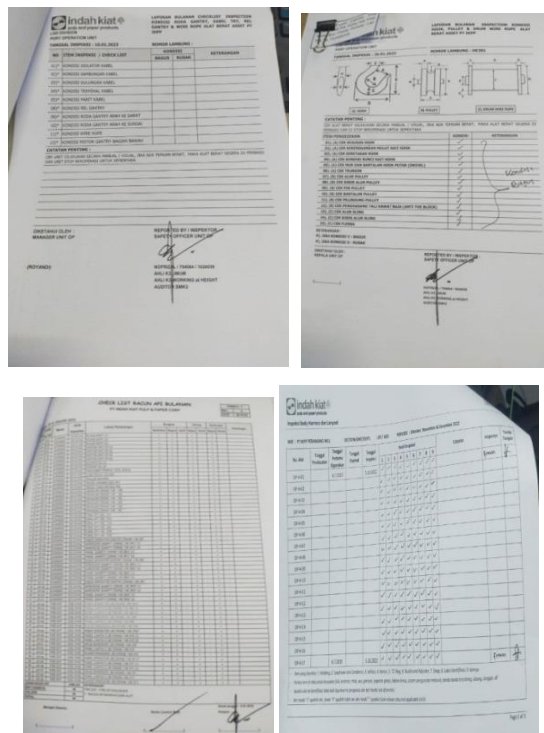


Figure 2.8 Monthly Checklist Inspection Report
Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

This document is a report on the results of periodic checks carried out by safety officers in the port operation unit. The inspection is carried out every 2 times a month, this is done so that the work carried out is in accordance with Occupational Safety and Health (K3) procedures, starting from the tools used to personal protective equipment (PPE). The results of the inspection will be entered into the Checklist Inspection report format using Microsoft Excel and then signed by the head of the port operation unit.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Discription

The practical work program was carried out at PT Indah Kiat Pulp and Paper Tbk-Perawang Mill for 5 months starting from January 9, 2023 to June 9, 2023. During the practical work the author was placed in the Port Operation (Op) unit. There are several routine tasks that are given during practical work, namely:

1. Checking the Loading/Unloading Minutes

Loading/Unloading minutes is a document that records and contains the results of loading and unloading goods.

2. Inputting the daily report of Heavy Equipment Controlling List

The Heavy Equipment Controlling List report is a daily report made by the vendor regarding bulk goods alert activities with the use of heavy equipment such as dump trucks, loosbak trucks, trailers and reach stackers.

3. Inputting and Archiving maintenance report files

The Maintenance Report is a report used in recording the activities of using heavy equipment owned by the Indah Kiat company starting from heavy equipment damage and heavy equipment operational needs such as fuel usage.

4. Assisted in the realization of the Just Do It (JDI) Vendor Dock project.

Just Do It (JDI) is a program / project created to find out problems in working time, work systems and work equipment in a unit.

5. Checking and making Monthly Checklist Inspection Reports

This activity is a routine activity carried out every 2 times a month. This activity aims to control work operations whether they are in accordance with work safety procedures or not. If in the field it is indicated that there are employees who do not follow the procedure, sanctions will be imposed. The inspection is carried out by the safety team of the Port Operation unit (op).

There are several additional tasks outside the port operation unit (OP), namely

1. Cheap basic food bazaar activities in Pekanbaru

Cheap basic food activities are CSR activities held once a year by public relations, with this hope to provide assistance to the community by selling basic necessities at low prices such as cooking oil, rice, eggs and other staple foods.

2. Prepare and carry out the distribution of cheap groceries

The basic food bazaar was also held in the city of Perawang itself by selling cheap basic necessities to the Perawang community and also to employees of Indah Kiat.

3. Preparing the room for the breakfasting event

Joint opening activities are also held once a year with Indah Kiat company employees, IKA UNRI, Siak District Government and the Tualang community.

3.2 System and Procedures

3.2.1 System

Every company needs a system to support its activities in other words the system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in operational activities is an online and offline / manual system process. this system is also used by the port operation unit. The manual system is in the form of a document with a format that has been determined and authorized by the company, usually often used for direct checking of field events or activities such as the process of loading and unloading goods. Manual checking and recording can protect the occurrence of errors ranging from inappropriate goods, excess or reduced goods in the field. The manual system can also be seen when inputting and processing data through Microsoft excel and word. In addition, the Indah Kiat Pulp & Paper company also uses the internet as an online medium to access, control and enter data.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is done can be uniform or in accordance with the standards set by the company. Procedure is a process, steps or stages of a series of activities that are interconnected with one another, procedures also usually involve several people in one or more sections.

A description of the procedures carried out when carrying out practicum work activities (KP) in the Port Operations Division at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Checking the Loading/Unloading Statement Document

Loading/Unloading minutes are documents that record and contain the results of loading and unloading goods such as the type and amount of goods carried by the ship. The steps can be drawn as follows:

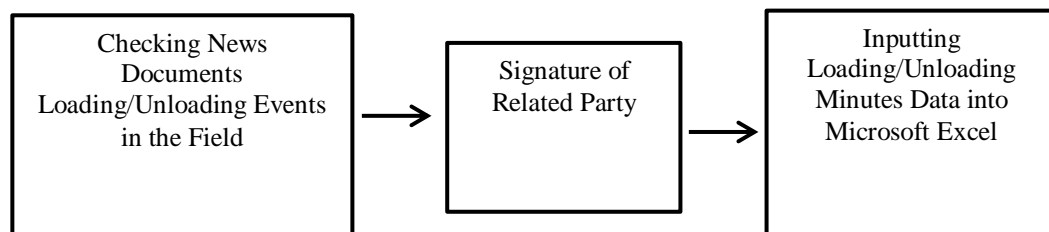


Figure 3.1 Flowchart of Statement Loading/Unloading

Source: Processed Data 2023

The minutes of loading and unloading are made when there will be unloading or loading activities from inside or outside the ship. This document is used to check the goods directly in the field to find out the truth of the goods transported / delivered whether it is in accordance with the minutes or not. This document will be checked and filled in directly by the Tallymen officer in the field, after being recorded and no errors are found in the goods, the document will be signed by the loading and unloading party officer, heavy equipment vendor and the head of the Port Operations unit. After obtaining signatures from the three parties, the document will be collected in the port operations office and then checked again and inputted manually into Microsoft excel. This document can also be used as evidence when there are problems from other parties.

2. Inputting the Heavy Equipment Controlling List report

The Heavy Equipment Controlling List report is a daily report prepared by the vendor to calculate Availability and Utilization. The steps can be drawn as follows:

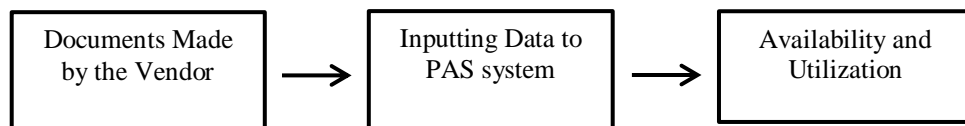


Figure 3.2 Flowchart of Document Transportation Activity

Source: Processed Data 2023

The Heavy Equipment Controlling List report will be directly created by the vendor with their document format, this report is about loading and unloading alert activities with the use of heavy equipment such as dump trucks, loosbak trucks, trailers and reach steerers. After filling out the vendor's officers will come to the port office to report the results of their data, then from the data will be inputted in the PAS system.

Data from the Heavy Equipment Controlling List report will be recapitulated through Microsoft Excel once a month at the end of the month to calculate the Availability and Utilization values.

3. Inputting and Archiving maintenance report files

The Maintenance Report is a report used in recording the activities of using heavy equipment owned by the Indak Kiat company in loading and unloading activities. The steps can be described as follows:

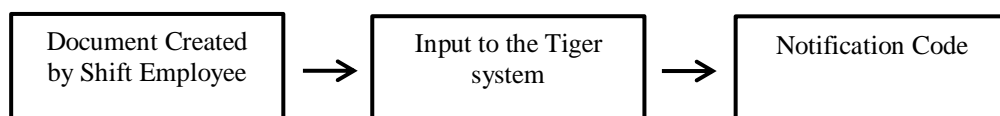


Figure 3.3 Flowchart of Document Transportation Activity

Source: Processed Data 2023

This report records heavy equipment damage and heavy equipment operational needs such as fuel usage. This report will be filled in by shift employees using the maintenance report document and then a notification will be made by inputting the document data into the Tiger system to get the notification code.

4. Assisted in the realization of the Just Do It (JDI) project for the Dock Vender.

Just Do It (JDI) is a program created to find out problems in working time, work systems and work equipment used so that from these problems employees are given the opportunity to pour the best ideas / solutions to solve these problems. Employees who can solve problems in the work system in their unit will be given awards by the company. One of the JDI projects that has been realized is the manufacture of Vender Docks by utilizing scrap goods from used tires of unused heavy equipment. The purpose of making this JDI is to overcome problems when ships/barges that will load and unload. Barges and ships will dock to the dock so that the outer wall of the barge will come into contact / rub directly against the edge of the pier made of iron, so that if a vender is not installed from the rubber composition it will damage the wall of the ship / barge and the edge of the pier.

5. Checking and reporting the condition of fire poisons, K3 boxes, heavy equipment.

This activity is a routine activity carried out twice a month. This activity aims to control work operations in accordance with work safety and in accordance with procedures. This activity is carried out by the safety team in the Operation Port (op) unit. The steps can be described as follows:

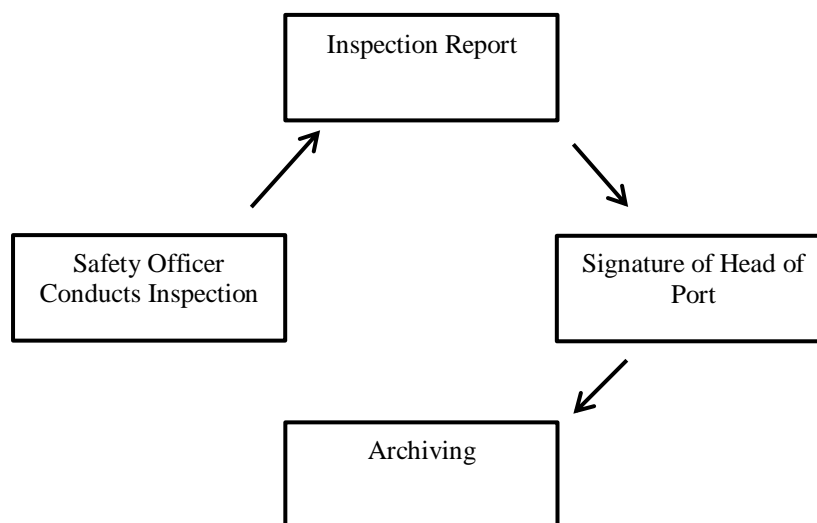


Figure 3.4 Flowchart of Document Transportation Activity
Source: Processed Data 2023

The first step taken is to conduct a direct inspection and then observe whether there is damage or not, the inspection results will be filled in a file that has been authorized by the company, after being filled in and clear, then the document will be given to the head of the port unit to state the evidence that the inspection has been carried out, then the results of the report will be archived according to the type of document.

3.3 Place of Apprenticeship

This Job Training activity was carried out at PT Indah Kiat Pulp and Paper Tbk - Perawang Factory, which is located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During the practical work the author was placed in the Port Operation Unit (OP) in the Shipping section. The company's provisions regarding the schedule or time of practical work are as follows:

3.4 Daily Report Activites

To find out a clearer description of the activities carried out during practical work at PT Indak Kiat Pulp & Paper Tbk - Perawang Mill in the Operation Port division, it can be seen in the following table:

Tabel 3.1. The Working Schedule of PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

No	Day	Working Time	Break
1	Monday to Thursday	07.00- 17.00 WIB	11.00- 13.00 WIB
2	Friday	07.00- 17.00 WIB	11.30- 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill 2023

The activities carried out during the practical work can be seen below:

Tabel 3.2. Daily Activites of January 12th, 2023 to January 13th, 2023

No	Date and Time	Activities	Place
1	Thursday 12 January 2023	1. Departure from bengkalis to the company pt. Indah kiat pulp & paper tbk perawang mill 2. Registration to enter the bunut ikpp mess and taking work attributes 3. Introductions with the public relations division	1. Bengkalis-Perawang 2. Public Relation 3. Public Relation
2	Friday 13 January 2023	1. K3 Induction 2. Discussion on the division of practical work placement units	1. Public Relation

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

3.3. Daily Activites of January 16th, 2023 to January 20th, 2023

No	Date and Time	Activities	Place
1	Monday 16 January 2023	1. Unit Division Discussion at Operation Port 2. CSR file scan	1. Operation Port 2. Publik Relation
2	Tuesday 17 January 2023	1. Self-introduction 2. Setting up work computer 3. K3 Induction at Operation Port 4. Studying Supply Chain material	1. Operation Port
3	Wednesday 18 January 2023	1. Study incoterms material 2. Prepare meeting equipment 3. Prepare invoice files 4. Study the filling of loading and unloading minutes documents 5. Discussion	1. Operation Port
4	Thursday 19 January 2023	1. Study the loading and unloading minutes document	1. Operation Port
5	Friday 20 January 2023	1. Assist in changing the layout of the shipping room table 2. Checking the loading and unloading minutes document 3. Learning to photocopy 4. Learn to answer the office phone	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.4. Daily Activites of January 23th, 2023 to January 27th, 2023

No	Date and Time	Activities	Place
1	Monday 23 January 2023	1. Inputting Loading/Unloading Shift Report Port Operaton Unit into Excel 2. Moving Work Computer Equipment and tidying up cables in the room 3. Organizing Maintenance Form Report Files by Equipment Number	1. Operation Port
2	Tuesday 24 January 2023	1. Continue Entering Unloading Shift Report into Excel 2. File Loading/Unloading Shift Report Port Operaton Unit 3. Get to know the Jetty and its activities directly in the field	1. Operation Port 2. Jetty 1-4, 5-6, 7-10

3	Wednesday 25 January 2023	<ol style="list-style-type: none"> 1. Checking the Minutes by Matching Goods and Amounts 2. Receiving Office Calls 3. Checking and Compiling Return Bon for Damage Goods from MSL & TBM Vessels 4. Inputting Data Description of Pulp Damage Repair Cost MSL to Excel 	1. Operation Port
4	Thursday 26 January 2023	<ol style="list-style-type: none"> 1. Inputting Description of Pulp Damage Repair Cost PBM/TKBM Data into Excel 2. Typing Attachment-Demurrage/ Despatch File 3. Receiving Office Calls 	1. Operation Port
5	Friday 27 January 2023	<ol style="list-style-type: none"> 1. Learn to Understand Demurrage & Despatch Charging in Excel 2. Delivering Documents to the Harbor Master's Room 3. Delivering Documents to the Invoice Room 4. Receiving Office Phone Calls 5. Distributing Masks to Office Employees 	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.5. Daily Activites of January 30th, 2023 to February 3th, 2023

No	Date and Time	Activities	Place
1	Monday 30 January 2023	<ol style="list-style-type: none"> 1. Compiling and Filing Maintenance Form Report Files 2. Inputting and Checking Container No. in Port Activity System 3. Receiving Office Calls 	1. Operation Port
2	Tuesday 31 January 2023	<ol style="list-style-type: none"> 1. Continue Checking and Inputting Shipment No., Delivery No. and Container No. 2. Inputting Operator Daily Report Data and Heavy Equipment Work Results into Excel 3. Received Office Calls 	1. Operation Port
3	Wednesday 1 February 2023	<ol style="list-style-type: none"> 1. Deliver files to MTD, HIS and IR 2. Receive Office Calls 3. Continue to fill in the Operator's Daily Report 4. Checking the Number of Unloaded Containers Filed Minutes of Loading and Unloading 5. File Maintenance Form Report 	<ol style="list-style-type: none"> 1. MTD, IHS, dan IR 2. Operation Port

4	Thursday 2 February 2023	<ol style="list-style-type: none"> 1. Learn to scan files 2. Filing maintenance files 3. Input excel data monthly report of jetty activity nov-dec 4. Delivering files to shift rooms 5. Received office calls 6. Delivering files to ihs department 	<ol style="list-style-type: none"> 1. Operation Port 2. IHS
5	Friday 3 February 2023	<ol style="list-style-type: none"> 1. Checking the Ship's Arrival and Departure Dates in the Loading and Unloading 2. Mempersiapkan Peralatan Meeting 3. Menginput Data Report Of Draught Survey Ke Excel 4. Melanjutkan Menginput Data Loading/Unloading Shift Report Port Operation Unit 	<ol style="list-style-type: none"> 1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.6. Daily Activites of February 6th, 2023 to February 10th, 2023

No	Date and Time	Activities	Place
1	Monday 6 February 2023	<ol style="list-style-type: none"> 1. Continue Inputting Daily Operator Reports and Machine Work Results in the Portal to Excel 2. Selecting Vessel Name in the September 2022 Document Figure Between Shipment Laycan & Actual Vessel Arrive At Pakning 3. Filing Maintenance Form Report File 4. Receiving Office Calls 5. Scan and Photocopy Files 	<ol style="list-style-type: none"> 1. Operation Port
2	Tuesday 7 February 2023	<ol style="list-style-type: none"> 1. Receive office calls. 2. Inserted and organized invoice letters into envelopes according to the company name. 3. Scan the break bulk shipment plan document. 	<ol style="list-style-type: none"> 1. Operation Port
3	Wednesday 8 February 2023	<ol style="list-style-type: none"> 1. Cleaning the workspace 2. Receiving office calls 3. Searching for loading/unloading minutes document based on ship and voyage name 4. Scan and photocopy files 	<ol style="list-style-type: none"> 1. Operation Port
4	Thursday 9 February 2023	<ol style="list-style-type: none"> 1. Searching for container barcode numbers on the pass system 2. Learning port facility security officer (pfso) material 	<ol style="list-style-type: none"> 3. Operation Port

5	Friday 10 February 2023	<ol style="list-style-type: none"> 1. Filing maintenance form report files 2. Input data log sheet report on the portal system into excel 3. Helped categorize the types of goods imported during January 2023. 4. Assisting in the documentation of firefighting exercises at the Arara Abadi field 	<ol style="list-style-type: none"> 1. Operation Port 2. Arara Abadi
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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 the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.7. Daily Activities of February 13th, 2023 to February 17th, 2023

No	Date and Time	Activities	Place
1	Monday 13 February 2023	<ol style="list-style-type: none"> 1. File the maintenance report form 2. Look up the container number in the fitting system, and match it with the minutes. 3. Delivering files to the harbor master's office. 4. Weekly mutual cooperation around the port area. 5. Delivered files to the ihs and hrd offices. 	<ol style="list-style-type: none"> 1. Operation Port 2. Jetty 1-4 dan 5-6 3. HIS dan HRD
2	Tuesday 14 February 2023	<ol style="list-style-type: none"> 1. Delivering daily report files and heavy equipment conditions to the harbor master's office. 2. Receiving office calls 3. Photocopying and scanning files 	<ol style="list-style-type: none"> 1. Operation Port
3	Wednesday 15 February 2023	<ol style="list-style-type: none"> 1. Checking bill of loading information such as no of delivery, no of pkgs or shipping units, and final destination. 2. Receive office calls 3. Assisted in the documentation of the match at Arara Abadi Field. 	<ol style="list-style-type: none"> 1. Operation Port 2. Arara Abadi
4	Thursday 16 February 2023	<ol style="list-style-type: none"> 1. Attend briefing in the shift room with other employees 2. Helping shift employees deliver cartridges to the harbor master's room 3. Received office calls 4. Delivering maintenance form report files to the harbor master's office. 5. Learning to make notifications in the sap system 	<ol style="list-style-type: none"> 1. Operation Port
5	Friday 17 February 2023	<ol style="list-style-type: none"> 1. Filing hot work, working at height, excavation and trenching, , work permit audit form, behavior based safety (bbs) files. 	

		2. Fill out internal hook inspection report format, internal visual inspection, p3k box contents list, apd master report, internal crane cable inspection, body harness and lanyard inspection, fire extinguisher inspection report.	1. Operation Port
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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 the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.8. Daily Activites of February 20th, 2023 to 24 Februaryth, 2023

No	Date and Time	Activities	Place
1	Monday 20 February 2023	<ol style="list-style-type: none"> 1. Assisted in loading 1 pallet of HVS paper into the invoicing room 2. Received office calls 3. Filing Maintenance Form Report files 4. Typing 40 Feet and 20 Feet container names in excel 5. Scanning files 6. Made PPT of warehouse location 7. Picking up files at the HE office and Fire Fighter gifts at the IHS office 	<ol style="list-style-type: none"> 1. Operation Port 2. IHS
2	Tuesday 21 February 2023	<ol style="list-style-type: none"> 1. Delivering equipment condition report files & heavy equipment status to the head of the port unit 2. Search for May 2022 minutes in the warehouse. 3. Scan the file 4. Deliver the file to the invoice room 5. Pick up work shoes Employee 	<ol style="list-style-type: none"> 1. Operation Port 2. HIS
3	Wednesday 22 February 2023	<ol style="list-style-type: none"> 1. Make PPT of warehouse location 2. Receive office calls 3. Writing invoice billing letters and tax invoices to be sent to Jakarta. 4. Photocopying invoice files 	<ol style="list-style-type: none"> 1. Operation Port
4	Thursday 23 February 2023	<ol style="list-style-type: none"> 1. Learned to input KPI data on Feb 20-22, 2023 from the portal system. 2. Fill out the fire poison check card format and check directly in the field 3. Checking the plan list of containers 1 Of 5 from 1-23 February 2023 in the PAS system. 	<ol style="list-style-type: none"> 1. Operation Port
5	Friday 24 February 2023	<ol style="list-style-type: none"> 1. Deliver Daily Training Report files to the port unit head's room 2. Assisting the documentation of OP employee retirement events in the meeting room 	<ol style="list-style-type: none"> 1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.9. Daily Activites of February 27th, 2023 to March 3th, 2023

No	Date and Time	Activities	Place
1	Monday 27 February 2023	<ol style="list-style-type: none"> 1. Delivering files to the invoice room and the head of the port unit 2. Photocopying and scanning files 3. Filing the Maintenance Form Report File 4. Received office call 5. Continue inputting KPIs from Portal data 6. Stamped the minutes file 	1. Operation Port
2	Tuesday 28 February 2023	<ol style="list-style-type: none"> 1. Scan and photocopy files. 2. Receive office calls 3. Deliver the file to the head of the port unit. 4. Stamped the loading/unloading minutes. 5. Went to Workshop and shift office to check the condition of Apar and K3 box 6. Went to Jetty 7-10 to check the real condition of Gentry wheels 7. Make a report on the results of the inspection at the shift office, workshop and jetty 7-10 	<ol style="list-style-type: none"> 1. Operation Port 2. Jetty 7-10
3	Wednesday 1 March 2023	<ol style="list-style-type: none"> 1. Delivering the delivery letter file to the head of the port unit room 2. Stamp the Loading/Unloading minutes file 3. Photocopying and scanning files 4. Receiving office calls 5. Filing the maintenance form report file 	1. Operation Port
4	Thursday 2 March 2023	<ol style="list-style-type: none"> 1. Delivering files to Arara Abadi office & MTD office 2. Photocopying and scanning files 3. Receiving Office Calls 4. Writing Invoice Letter 5. Checking container status in the fitting system 6. Checking salt unloading at jetty 5-6 	<ol style="list-style-type: none"> 1. Arara Abadi & MTD 2. Operation Port 2. Jetty 5-6
5	Friday 3 March 2023	<ol style="list-style-type: none"> 1. Delivering files to the port unit head's room 2. Photocopying and Scanning Files 3. Receiving office calls 	3. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.10. Daily Activites of March 6th, 2023 to March 10th, 2023

No	Date and Time	Activities	Place
1	Monday 6 March 2023	1. Inputting excavator signatures from the minutes. 2. Received office calls 3. Delivering files to the head of the port unit	1. Operation Port
2	Tuesday 7 March 2023	1. Inputting crane rental data into excel. 2. Received office calls 3. Photocopying files	1. Operation Port
3	Wednesday 8 March 2023	1. Inputting the names of all port operations employees in the tiger system. 2. Photocopying and scanning files 3. Received office calls 4. Checking and assisting in the loading of scrab tires	1. Operation Port 2. SW
4	Thursday 9 March 2023	1. Continue inputting the names of office employees in the tiger system. 2. Checking the status of unprocessed containers through the fitting system 3. Delivered receipts and tonnage for scrap tire pickup	1. Operation Port 2. SW
5	Friday 10 March 2023	1. Inputting container barcode numbers on the fitting system 2. Receiving office calls 3. Photocopying and scanning files 4. Measuring isps code signs at jetties 1-4	1. Operation Port 2. Jetty 1-4

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.11. Daily Activites of March 13th, 2023 to March 17th, 2023

No	Date and Time	Activities	Place
1	Monday 13 March 2023	1. Filing maintenance report form files 2. Received office calls 3. Asked for signatures of all port operation employees 4. Installed venders for ship berths at jetties 5-6	1. Operation Port 2. Jetty 5-6

2	Tuesday 14 March 2023	<ol style="list-style-type: none"> 1. Making molds for writing on isps code signposts 2. Writing invoice letters and tax invoices 3. Scan and photocopy files 4. Receive office calls 	1. Operation Port
3	Wednesday 15 March 2023	<ol style="list-style-type: none"> 1. Continue to make isps code printouts 2. Inputting excavator signature data from the minutes. 3. Stamped the file 4. Photocopying and scanning files 5. Assisted in finding pulp return minutes 6. Filing the goods handover file 	1. Operation Port
4	Thursday 16 March 2023	<ol style="list-style-type: none"> 1. Requesting a signature to the room 2. Inputting excavator signature data from the minutes. 3. Received office calls 4. Photocopying and scanning files 	1. Operation Port
5	Friday 17 March 2023	<ol style="list-style-type: none"> 1. Asked for a signature to the cy room. 2. Filing the maintenance form report file 3. Received office calls 4. Delivering files to the head of the port unit 	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.12. Daily Activites of March 20th, 2023 to March 24th, 2023

No	Date and Time	Activities	Place
1	Monday 20 March 2023	<ol style="list-style-type: none"> 1. Shift rooms check shift employees' signatures 2. Receive office calls 3. Delivering documents to the head of the port unit 4. Typing names of shift & non-shift employees 5. Looking for manifest of unloading minutes 2022 6. Workshop room check the number of tire assemblies for vender 7. Deliver toner to hrd 	<ol style="list-style-type: none"> 1. Operation Port 2. HRD
2	Tuesday 21 March 2023	<ol style="list-style-type: none"> 1. Scan and photocopy files 2. Receiving Office Calls 3. Learning to Input Transportation Activity Data in the Portal System 4. Learn to Calculate Utility & Availability of Heavy Equipment (Treler) 	1. Operation Port

3	Wednesday 22 March 2023	1. Holiday	
4	Thursday 23 March 2023	1. Review breakdown data, working hours, standby hours to calculate availability utility 2. Receiving Office Calls 3. Filing Maintenance Form Report File	1. Operation Port
5	Friday 24 March 2023	1. Make Internal Report of Hook, Pulley, Drum Wire Inspection, NDT Visual Inspection, Fire Extinguisher, APD, Body Harness and Lanyard Inspection	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.13 Daily Activites of March 27th, 2023 to March 31th, 2023

No	Date and Time	Activities	Place
1	Monday 27 March 2023	1. Inputting truck luggage data into the transportation activity portal system. 2. Delivering files to the head of the port unit 3. Picking up paint at the warehouse	1. Operation Port 2. Warehouse H-10
2	Tuesday 28 March 2023	1. Input data of dump truck, trailer, reach streker to transportation activity portal system. 2. Requesting signatures for company policy socialization 3. Received office calls 4. Delivering files to the head of the port unit 5. Preparing invoice letter 6. Typing a letter requesting the release of partner goods	1. Operation Port
3	Wednesday 29 March 2023	1. Delivering money and taking cheap food coupons 2. Requesting OP Employee Signature Regarding Socialization 3. Filing Maintenance Form Report Files 4. Receiving Office Calls	1. Mess Bunut 2. Operation Port
4	Thursday 30 March 2023	1. Input shipment realization data 2. Requesting op training employee signatures 3. Delivering printer to itd room	1. Operation Port 2. ITD
5	Friday 31 March 2023	1. Inputting shipment realization data 2. Stamp the loading and unloading minutes 3. Categorizing actual tapioca pictures	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.14 Daily Activites of April 3th, 2023 to April 7th, 2023

No	Date and Time	Activities	Place
1	Monday 3 April 2023	1. Training loading process 2. Scan and Photocopy Files 3. Receiving Office Calls 4. Taking Printer at ITD	1. Operation Port 2. ITD
2	Tuesday 4 April 2023	1. Inputting data on trailers, loosbaks, dump trucks, reach streakers 2. Scan and photocopy files 3. Receive office calls 4. Submitting files to the head of the port unit 5. Filing maintenance files	1. Operation Port
3	Wednesday 5 April 2023	1. Photocopying and scanning files 2. Preparing March availability report 3. Inputting pulp loading data per crane 4. Ikpp jetty tour	1. Operation Port 2. Jetty 1-10, Rasau Kuning, Pindo Deli
4	Thursday 6 April 2023	3. Checking the unloading system/unloading status whether it has been sent or not. 4. Receive office calls 5. Delivering files to the port unit 6. Scan and photocopy files 7. Installing jetty fenders 1-4	8. Operation Port 9. Jetty 1-4
5	Friday 7 April 2023	10. Holiday	

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.15 Daily Activites of April 10th, 2023 to April 14th, 2023

No	Date and Time	Activities	Place
1	Monday 10 April 2023	1. Inputting data on trailers, loosbaks, dump trucks, reach streakers 2. Scan and photocopy files 3. Preparing for cooking oil bazaar activities at mess 26 field	1. Operation Port 2. Mess 26

2	Tuesday 11 April 2023	1. Inputting data of trailers, loosbaks, dump trucks, reach streakers. 2. Scan and photocopy files 3. Cooking oil bazaar activities	1. Operation Port 2. Mess 26
3	Wednesday 12 April 2023	1. Inputting excavator signatures 2. Receiving office calls 3. Scanning and photocopying files	1. Operation Port
4	Thursday 13 April 2023	1. Inputting moisture data from unloading minutes 2022-2023 2. Received office calls 3. Scan and photocopy files	1. Operation Port
5	Friday 14 April 2023	1. Continue inputting moisture data from unloading minutes 2022-2023 2. Requesting signatures and taking toner 3. Activities to prepare for opening together with the regent of Siak	1. Operation Port 2. HRD 3. Mess Bunut

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.16 Daily Activites of April 17th, 2023 to April 21th, 2023

No	Date and Time	Activities	Place
1	Monday 17 April 2023	1. Inputting moisture data from unloading minutes 2022-2023 2. Stamped the minutes 3. Scanning and photocopying files	1. Operation Port
2	Tuesday 18 April 2023	1. Holiday	
3	Wednesday 19 April 2023	1. Holiday	
4	Thursday 20 April 2023	1. Holiday	
5	Friday 21 April 2023	1. Holiday	

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.17 Daily Activites of April 24th, 2023 to April 28th, 2023

No	Date and Time	Activities	Place
1	Monday 24 April 2023	1. Holiday	

2	Tuesday 25 April 2023	1. Holiday	
3	Wednesday 26 April 2023	1. Holiday	
4	Thursday 27 April 2023	1. Inputting data of trailers, loosbaks, dump trucks, reach streakers 2. Receive office calls 3. Scan and photocopy files	1. Operation Port
5	Friday 28 April 2023	1. Inputting 2022-2023 crane bill data 2. Training incoterms 3. Picking up toner	1. Operation Port 2. HRD

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of Job Training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operations Division from Mei 1 to Mei 5, 2023 can be seen in the following table:

Tabel 3.18 Daily Activites of Mei 1th, 2023 to Mei 5th, 2023

No	Date and Time	Activities	Place
1	Monday 1 Mei 2023	1. Holiday	
2	Tuesday 2 Mei 2023	1. Container Arrangement Rules Training 2. Deliver Job Training File to HRD	1. Operation Port 2. HRD
3	Wednesday 3 Mei 2023	1. Inputting Data for Trailer, Loosbak, Dump Truck, Reach Streaker 2. Mutual Aid 3. Receiving Office Calls 4. Scan and Photocopy Files	1. Operation Port
4	Thursday 4 Mei 2023	1. Inputting Excavator Signatures 2. Creating a Apar Report 3. Create a First Aid Medicine Table of Contents Report 4. Receiving Office Calls 5. Scan and Photocopy Files	1. Operation Port
5	Friday 5 Mei 2023	1. Checking the number of tires for fender mounting 2. Scan and Photocopy Files. 3. Preparing Availability Report	1. Operation Port

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the internship at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Port Operation Division from January 16 to January 20, 2023 can be seen in the following table:

Tabel 3.19 Daily Activites of Mei 8th, 2023 to June 7th, 2023

No	Date and Time	Activities	Place
1	8 Mei – 4 june	1. Making a Case Study with the title "Efficiency of Using Ramp Door in the Loading and Unloading Process of Inbulk Cargo"	1. Public Relation
2	Wednesday 7 June 2023	1. Persentation	1. Public Relation

Source: Processed Data 2023

3.5 Obstacle and Solution

3.5.1 Obstacle

There are several obstacles that hinder the author's performance while undergoing the field of work such as:

1. Limitations in providing explanations for certain jobs, because employees are busy while working and require high accuracy, when providing data or tasks, it is not explained enough, making the tasks given incomplete and clear and confidential.
2. Limited computer access because the computer can only be accessed in its own program and cannot open other websites and cannot even open a flashdisk for file delivery / storage space.

3.5.2 Solution

The solutions to the obstacles that the author got during the field work practice are as follows:

1. To get better results and performance in the future, the team that gives the assignment is expected to be more clear so that it is easy to understand.
2. Storage space / delivery via usb / flash disk must be accessible and usable to make future work easier.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT Indah Kiat Pulp and Paper Tbk -Perawang-Mill, the following conclusions can be drawn:

1. There are several types of work during the practical work program, namely:
 - a. Checking the Minutes of Loading / Unloading
 - b. Inputting daily Transportation activity report to PAS system
 - c. Inputting and Filing maintenance report files
 - d. Assist in the realization of the Just Do It (JDI) project of the Dock Vender
 - e. Checking and reporting Monthly Checklist Inspection Report
2. Implementation of the practical work program at PT Indah Kiat Pulp and Paper Tbk - Perawang Mill in the Port Operation Unit. The program was carried out for 5 months starting from January 09, 2022 to June 9, 2022.
3. Work systems and procedures in the Port Operation section use online systems in the form of applications and manual systems. All of these systems greatly facilitate the work of the Port Operations section.
4. Limitations in providing explanations for a particular job, because employees are busy while working and require high accuracy, when providing data or tasks it is not explained enough so that the tasks given are incomplete and clear and confidential.
5. Limited computer access because the computer can only be accessed in its own program and cannot open other websites and cannot even open a flasdisk for file delivery / storage space.

4.2 Suggestion

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

1. I also realize that there are many shortcomings in the implementation of this internship. However, I still try to give my best. Moreover, this report is also quite far from perfect. Therefore, I also accept constructive suggestions so that it can be better and more optimal.
2. Internship participants are expected to better prepare themselves before going directly to work in the industry. For example, learning the basic things that must be done during an internship at the company to make it easier and not feel confused.
3. For the company PT Indah Kiat Pulp & Paper, I hope that in the future it can better guide interns without any embarrassment. The goal is that interns can work more optimally and effectively and efficiently.
4. Monitoring from the campus for students who are currently doing internships or who are just about to carry out internships should be further enhanced to convince the company of this internship program.

REFERENCES

Sinarmas, A. (2023, januari senin). *Indah Kiat Pulp and Paper Products*. Retrieved Agustus Senin, 2023, from Indah Kiat: <https://indahkiat.co.id/in/>

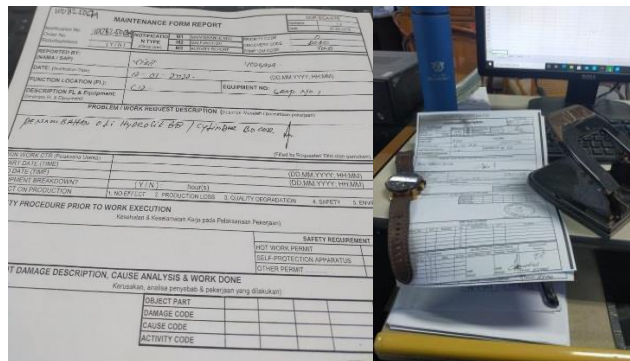
APPENDICES

Appendix 1 : Figure of Job Description

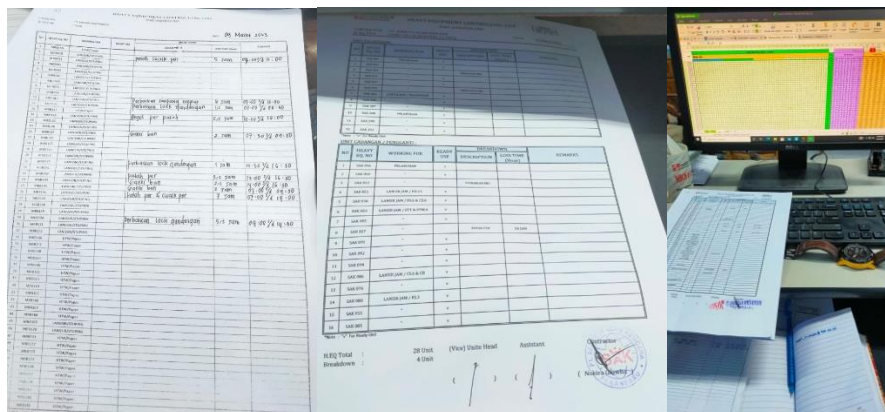
1. Checking Loading/Unloading Statement Documents



2. Inputting and archiving Maintenance Form Report files



3. Inputting and creating Heavy Equipment Controlling List reports



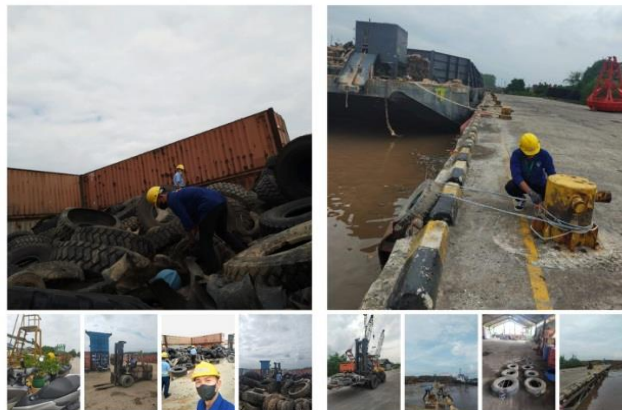
4. Conduct Field Inspection and make monthly report Checklist Inspection Report



This is a detailed inspection checklist table with columns for 'No. Inspeksi', 'Tempat Inspeksi', 'Kategori Inspeksi', 'Jenis Inspeksi', 'Tanggal Inspeksi', 'Nama Inspektor', 'Status Inspeksi', and 'Catatan Inspeksi'. The table contains numerous handwritten entries in Indonesian, detailing various inspection points and findings.



5. Realize the vender jetty project



6. Jetty Tour



7. Organized the cheap food bazar



Appendix 2 : Apprenticeship Acceptance Letter



SURAT KETERANGAN 001/SKV-IKPP/MI/2023

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

Nama : **Firman Syahputra**
NIM/NIS : 5404191210
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, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp: (62-761) 91088, 91030 (Hunting), Fax: (62-761) 91373, 91376

Appendix 3 : Apprenticeship Statement Letter

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

Name : Firman Syahputra
 Student's Identity No. : 5404191210
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	94
2.	Responsibility	25%	92
3.	Adjustment/Adaptation	10%	94
4.	Work Result	30%	90
5.	Behavior in General	15%	91
	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:
Normalnya Work Result

Perawang, July 11th, 2023

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

Appendix 4 : List of Attendance

LIST PRESENT OF THE JOB TRAINING PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
 Nim : 5404191210
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Sec/Dept : OP/Operation Port

No	Day	Date	Absence Statment	Tanda Tangan
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	Januari 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	
16	Monday	January 30 th . 2023	Present	
17	Tuesday	January 31 th . 2023	Present	

Perawang, July 11th, 2023

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

LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
 Nim : 5404191210
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Sec/Dept : OP/Operation Port

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Wednesday	February 1 th , 2023	Present		
2	Thursday	February 2 th , 2023	Present		
3	Friday	February 3 th , 2023	Present		
4	Monday	February 6 th , 2023	Present		
5	Tuesday	February 7 th , 2023	Present		
6	Wednesday	February 8 th , 2023	Present		
7	Thursday	February 9 th , 2023	Present		
8	Friday	February 10 th , 2023	Present		
9	Monday	February 13 th , 2023	Present		
10	Tuesday	February 14 th , 2023	Present		
11	Wednesday	February 15 th , 2023	Present		
12	Thursday	February 16 th , 2023	Present		
13	Friday	February 17 th , 2023	Present		
14	Monday	February 20 th , 2023	Present		
15	Tuesday	February 21 th , 2023	Present		
16	Wednesday	February 22 th , 2023	Present		
17	Thursday	February 23 th , 2023	Present		
18	Friday	February 24 th , 2023	Present		
19	Monday	February 27 th , 2023	Present		
20	Tuesday	February 28 th , 2023	Present		

Perawang, July 11th, 2023

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

LIST PRESENT OF THE JOB TRAINING

PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
 Nim : 5404191210
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Sec/Dept : OP/Operation Port

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Wednesday	March 1 th . 2023	Present		
2	Thursday	March 2 th . 2023	Present		
3	Friday	March 3 th . 2023	Present		
4	Monday	March 6 th . 2023	Present		
5	Tuesday	March 7 th . 2023	Present		
6	Wednesday	March 8 th . 2023	Present		
7	Thursday	March 9 th . 2023	Present		
8	Friday	March 10 th . 2023	Present		
9	Monday	March 13 th . 2023	Present		
10	Tuesday	March 14 th . 2023	Present		
11	Wednesday	March 15 th . 2023	Present		
12	Thursday	March 16 th . 2023	Present		
13	Friday	March 17 th . 2023	Present		
14	Monday	March 20 th . 2023	Present		
15	Tuesday	March 21 th . 2023	Present		
16	Wednesday	March 22 th . 2023	Hari Raya Suci Nyepi		
17	Thursday	March 23 th . 2023	Present		
18	Friday	March 24 th . 2023	Present		
19	Monday	March 27 th . 2023	Present		
20	Tuesday	March 28 th . 2023	Present		
21	Wednesday	March 29 th . 2023	Present		
22	Thursday	March 30 th . 2023	Present		
23	Friday	March 31 th . 2023	Present		

Perawang, July 11th, 2023

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

LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
 Nim : 5404191210
 Jurusan/Prodi : Administrasi Niaga/D-IVAdministrasi Bisnis Internasional
 Sec/Dept : OP/Operation Port

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Monday	April 3 th 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	Present		
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 th 2023	Cuti Lebaran		
16	Monday	April 24 th 2023	Cuti Lebaran		
17	Tuesday	April 25 th 2023	Cuti Lebaran		
18	Wednesday	April 26 th 2023	Cuti Lebaran		
19	Thursday	April 27 th 2023	Present		
20	Friday	April 28 th 2023	Present		

Perawang, July 11th, 2023

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

LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
 Nim : 5404191210
 Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
 Sec/Dept : OP/Operation Port

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Monday	May 1 th , 2023	Hari Buruh Nasional		
2	Tuesday	May 2 th , 2023	Present		
3	Wednesday	May 3 th , 2023	Present		
4	Thursday	May 6 th , 2023	Present		
5	Friday	May 7 th , 2023	Present		
6	Monday	May 8 th , 2023	Present		
7	Tuesday	May 9 th , 2023	Present		
8	Wednesday	May 10 th , 2023	Present		
9	Thursday	May 13 th , 2023	Present		
10	Friday	May 14 th , 2023	Present		
11	Monday	May 15 th , 2023	Present		
12	Tuesday	May 16 th , 2023	Present		
13	Wednesday	May 17 th , 2023	Present		
14	Thursday	May 20 th , 2023	Present		
15	Friday	May 21 th , 2023	Present		
16	Monday	May 22 th , 2023	Present		
17	Tuesday	May 23 th , 2023	Present		
18	Wednesday	May 24 th , 2023	Present		
19	Thursday	May 27 th , 2023	Present		
20	Friday	May 28 th , 2023	Present		
21	Monday	May 29 th , 2023	Present		
22	Tuesday	May 30 th , 2023	Present		
23	Wednesday	May 31 th , 2023	Present		

Perawang, July 11th, 2023

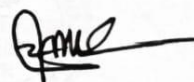
Armadi, S.E., M.E
 SAP.1013966

LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Firman Syah Putra
Nim : 5404191210
Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional
Sec/Dept : OP/Operation Port

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Thursday	June 1 th , 2023	Present		
2	Friday	June 2 th , 2023	Present		
3	Monday	June 3 th , 2023	Present		
4	Tuesday	June 6 th , 2023	Present		
5	Wednesday	June 7 th , 2023	Present		
6	Thursday	June 8 th , 2023	Present		
7	Friday	June 9 th , 2023	Present		

Perawang, July 11th, 2023





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


Appendix 5 : Daily Activities



**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : Thursday & Friday

DATE : January 12th – January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Thursday 12 January 2023	<ul style="list-style-type: none"> • Departure from bengkalis to the company pt. Indah kiat pulp & paper tbk perawang mill • Registration to enter the bunut ikpp mess and taking work attributes • Introductions with the public relations division 	Jasmadi	
2	Friday 13 January 2023	<ul style="list-style-type: none"> • K3 Induction • Discussion on the division of practical work placement units 	Jasmadi	






NO	WORKING	EXPLANANTION
1	<p>The following is a picture of the company PT Indah Kiat Pulp & Paper Tbk Perawang Mill.</p> 	Pt. Indah Kiat Pulp & Paper is a company engaged in the manufacture of paper, pulp and paper.
2	Work attribute equipment	Equipment such as helmets and panniers are attributes that must always be used when entering the factory area or working.


		
3	Mess	Mess is the lodging facility that we got for our 5-month internship. kedepan.
4	Induction K3 	For new employees or students who will carry out practical work, it is mandatory to carry out K3 Induction for safety and recognize the rules or violations that should not be done.
5	Job distribution discussion in Human Resource Development 	The following is a discussion about the division of units to do practical work, one of which is in the IR office






DAILY ACTIVITIES OF THE JOB TRAINING

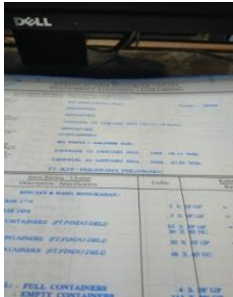
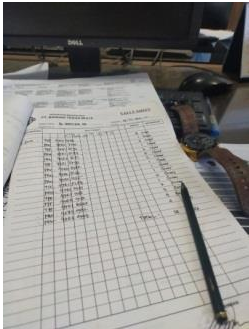


DAY : Monday - Friday

DATE : January 16th - January 20th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 16 January 2023	<ul style="list-style-type: none"> Unit Division Discussion at Operation Port CSR file scan 	Jasmadi	
2	Tuesday 17 January 2023	<ul style="list-style-type: none"> Self-introduction Setting up work computer K3 Induction at Operation Port Studying Supply Chain material 	Jasmadi	
3	Wednesday 18 January 2023	<ul style="list-style-type: none"> Studying incoterms material Prepare meeting equipment Preparing invoice files Studying the filling of loading and unloading minutes documents Discussion 	Jasmadi	
4	Thursday 19 January 2023	<ul style="list-style-type: none"> Study the loading and unloading minutes document 	Jasmadi	
5	Friday 20 January 2023	<ul style="list-style-type: none"> Assist in changing the layout of the shipping room table Checking the loading and unloading minutes document Learning to photocopy Learn to answer the office phone 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Job Division at Operation Port 	Before carrying out practical work, the public relations department will communicate with the unit leaders to be able to place students in their respective units, one of which is in the port operation unit.






2	<p>CSR File Scan</p> 	<p>Important documents must be stored regularly and stored properly, one of which is by utilizing a technology system to reduce the loss of document data. one of them is inputting CSR data from year to year.</p>
3	<p>K3 Induction at Operation Port</p>  	<p>After being placed in the unit, the first day of entry will be given an OHS Induction to provide information about regulations, prohibitions, fines and work safety.</p>
4	<p>Studying Supply Chain material</p>	<p>A series of production process networks to distribute a product so that it can be received by the last consumer. This includes the processing of raw materials, as well as the transportation of products to consumers.</p>
5.	<p>Studying incoterms material</p> 	<p>International Commercial Terms (Incoterms) is a collection of terms created to explain the rights and obligations between importers and exporters in relation to the shipment of goods.</p>
6	<p>Compile invoice files</p> 	<p>Filing invoice documents based on Invoice Number</p>

7	<p>Checking Loading and Unloading Minutes Documents</p> 	<p>Loading/Unloading file is an important document that contains the amount of goods to be shipped, this document contains information such as consignee, shipping date, name of vessel, port of shipment, destination.</p>
8	<p>Checking Loading and Unloading Minutes Documents</p> 	<p>Rechecking is done to find out if there are items that have been sent incorrectly, less, or more. This checking is done when inputting hard file data into Excel.</p>
9	<p>Learn to Photocopy and Scan</p> 	<p>Photocopying and scanning company work documents is a daily activity. Karne in the port operation unit</p>
10	<p>Learn to Answer the Office Phone</p> 	<p>To facilitate communication between one unit and another or with coworkers within a company, each employee will be given telephone facilities with different extension numbers for each person.</p>

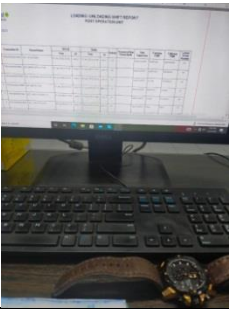



DAILY ACTIVITIES OF THE JOB TRAINING

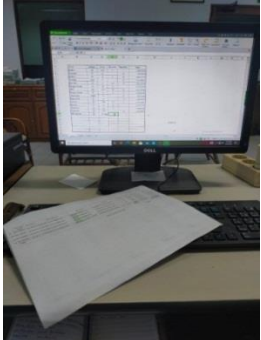
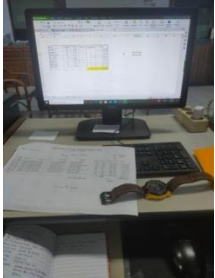
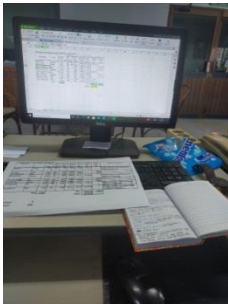
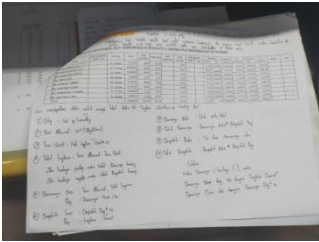
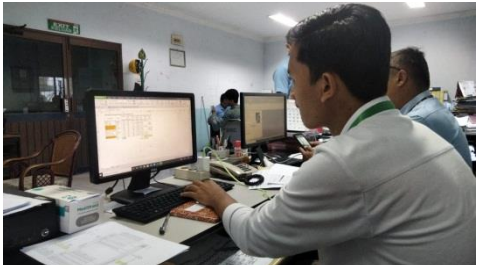
DAY : Monday - Friday

DATE : January 23th - January 27th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 23 January 2023	<ul style="list-style-type: none"> • Inputting Loading/Unloading Shift Report Port Operaton Unit into Excel • Moving Work Computer Equipment and tidying up cables in the room • Organizing Maintenance Form Report Files by Equipment Number 	Jasmadi	
2	Tuesday 24 January 2023	<ul style="list-style-type: none"> • Continue Inputting Loading/Unloading Shift Report Port Operaton Unit into Excel • File Loading/Unloading Shift Report Port Operaton Unit • Get to know the Jetty and its activities directly in the field 	Jasmadi	
3	Wednesday 25 January 2023	<ul style="list-style-type: none"> • Checking the Minutes by Matching Goods and Amounts • Receiving Office Calls • Checking and Compiling Return Bon for Damage Goods from MSL & TBM Vessels • Inputting Data Descriptiom of Pulp Damage Repair Cost MSL to Excel 	Jasmadi	
4	Thursday 26 January 2023	<ul style="list-style-type: none"> • Inputting Description of Pulp Damage Repair Cost PBM/TKBM Data into Excel • Typing Attachment-Demurrage/ Despatch File • Receiving Office Calls 	Jasmadi	
5	Friday 27 January 2023	<ul style="list-style-type: none"> • Learn to Understand Demurrage & Despatch Charging in Excel • Delivering Documents to the Harbor Master's Room • Delivering Documents to the Invoice Room 	Jasmadi	

	<ul style="list-style-type: none"> • Receiving Office Phone Calls • Distributing Masks to Office Employees 		
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NO	WORKING	EXPLANANTION
1	Input Loading/Unloading Shift Report Port Operaton Unit into Excel 	
2	Organize Maintenance Form Report Files by Equipment Number 	
3	Getting to Know Jetties and Their Activities in the Field 	
4	Checking the Minutes by Matching Goods and Amounts 	


5	<p>Menginput Data Biaya Perbaikan Kerusakan Pulp MSL ke Excel</p> 	
6	<p>Menginput Data Biaya Perbaikan Kerusakan Pulp PBM/TKBM ke Excel</p> 	
7	<p>Mengetik File Lampiran Demurrage / Pengiriman</p> 	
8	<p>Demurrage- und Versandgebühren in Excel verstehen lernen</p>  	

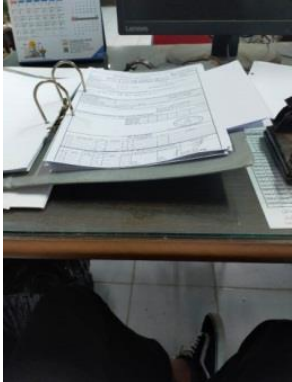
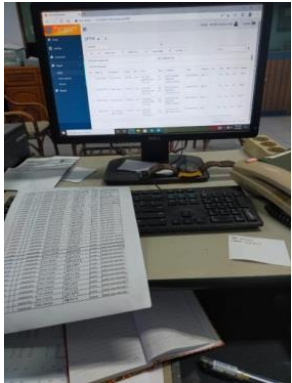
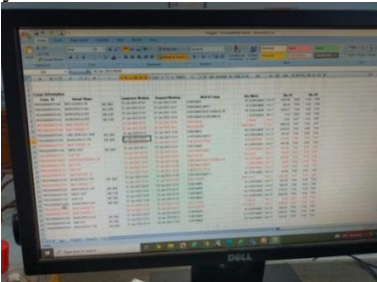
DAILY ACTIVITIES OF THE JOB TRAINING

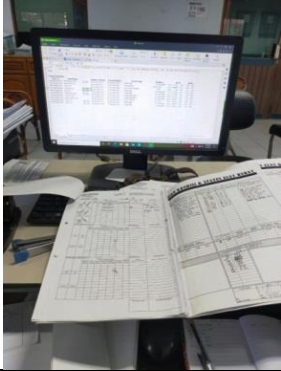
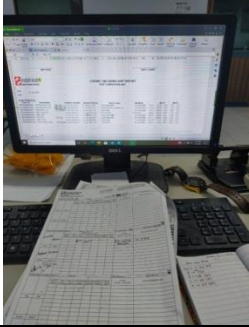


DAY : Monday - Friday



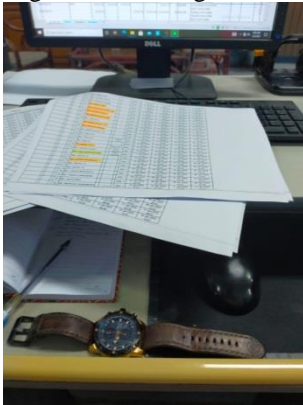
DATE : January 30th - February 3th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 30 January 2023	<ul style="list-style-type: none"> • Compiling and Filing Maintenance Form Report Files • Inputting and Checking Container No. in Port Activity System • Receiving Office Calls 	Jasmadi	
2	Tuesday 31 January 2023	<ul style="list-style-type: none"> • Continue Checking and Inputting Shipment No., Delivery No. and Container No. • Inputting Operator Daily Report Data and Heavy Equipment Work Results into Excel • Received Office Calls 	Jasmadi	
3	Wednesday 1 February 2023	<ul style="list-style-type: none"> • Deliver files to MTD, HIS and IR • Receive Office Calls • Continue to fill in the Operator's Daily Report • Checking the Number of Unloaded Containers Filed Minutes of Loading and Unloading • File Maintenance Form Report 	Jasmadi	
4	Thursday 2 February 2023	<ul style="list-style-type: none"> • Learn to scan files • Filing maintenance files • Input excel data monthly report of jetty activity nov-dec • Delivering files to shift rooms • Received office calls • Delivering files to ihs department 	Jasmadi	

5	Friday 3 February 2023	<ul style="list-style-type: none"> • Checking the Ship's Arrival and Departure Dates in the Loading and Unloading File Menerima Telepon Kantor • Mempersiapkan Peralatan Meeting • Menginput Data Report Of Draught Survey Ke Excel • Melanjutkan Menginput Data Loading/Unloading Shift Report Port Operation Unit 	Jasmadi	
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NO	WORKING	EXPLANANTION
1.	Compiling and Filing Maintenance Form Report Files 	
2	Inputting and Checking Container No at Port Activity System 	
3	Continue Checking and Inputting Shipment No., Delivery No. and Container No. 	

4	<p>Operator Daily Report Data and Machine Work Results to Excel</p> 	
5	<p>Fill out Operator Daily Report</p> 	
6	<p>Checking the number of unloaded containers in the loading and unloading minutes</p> 	
7	<p>Delivering Files to IHS Section.</p> 	






8	Preparing for the Meeting 	
9	Input Draft Survey Report Data to Excel 	
10	Checking the Ship's Arrival and Departure Dates in the Loading and Unloading File 	

DAILY ACTIVITIES OF THE JOB TRAINING



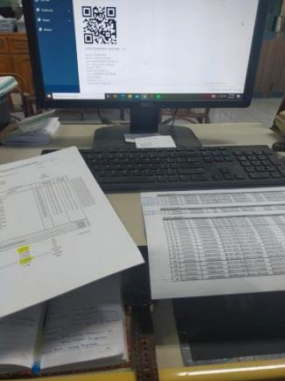

DAY : Monday - Friday

DATE : February 6th - February 10th, 2023

Tabel 3.6. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 6 February 2023	<ul style="list-style-type: none"> • Continue Inputting Daily Operator Reports and Machine Work Results in the Portal to Excel • Selecting Vessel Name in the September 2022 Document Figure Between Shipment Laycan & Actual Vessel Arrive At Pakning • Filing Maintenance Form Report File • Receiving Office Calls • Scan and Photocopy Files 	Jasmadi	
2	Tuesday 7 February 2023	<ul style="list-style-type: none"> • Receive office calls. • Inserted and organized invoice letters into envelopes according to the company name. • Scan the break bulk shipment plan document. 	Jasmadi	
3	Wednesday 8 February 2023	<ul style="list-style-type: none"> • Cleaning the workspace • Receiving office calls • Searching for loading/unloading minutes document based on ship and voyage name • Scan and photocopy files 	Jasmadi	
4	Thursday 9 February 2023	<ul style="list-style-type: none"> • Searching for container barcode numbers on the pass system • Learning port facility security officer (pfs) material 	Jasmadi	
5	Friday 10 February 2023	<ul style="list-style-type: none"> • Filing maintenance form report files • Input dtaa log sheet report on the portal system into excel • Helped categorize the types of goods imported during January 2023. 	Jasmadi	





		<ul style="list-style-type: none"> Assisting in the documentation of firefighting exercises at the Arara Abadi field 	
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NO	WORKING	EXPLANANTION
1		
2	<p>Insert and organize invoice letters into envelopes according to the company name.</p> 	
3	<p>Searching for Container Barcode Numbers in the Pass System</p> 	
4	<p>Documentation of Fire Fighting Training at Arara Abadi Field</p> 	


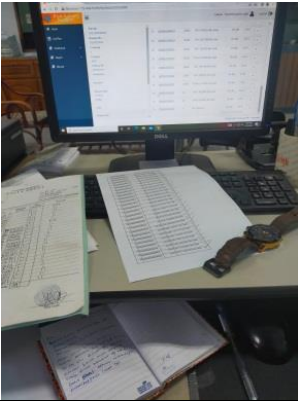
DAILY ACTIVITIES OF THE JOB TRAINING

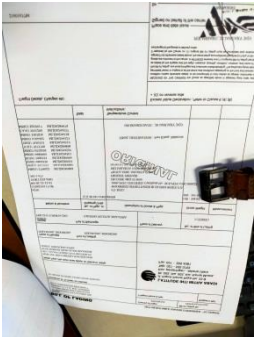

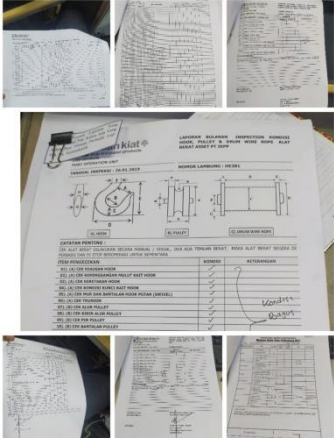
DAY : Monday - Friday

DATE : February 13th - February 17th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 13 February 2023	<ul style="list-style-type: none"> • File the maintenance report form • Look up the container number in the fitting system, and match it with the minutes. • Delivering files to the harbor master's office. • Weekly mutual cooperation around the port area. • Delivered files to the ihs and hrd offices. 	Jasmadi	
2	Tuesday 14 February 2023	<ul style="list-style-type: none"> • Delivering daily report files and heavy equipment conditions to the harbor master's office. • Receiving office calls • Photocopying and scanning files 	Jasmadi	
3	Wednesday 15 February 2023	<ul style="list-style-type: none"> • Checking bill of loading information such as no delivery, no of pkgs or shipping units, and final destination. • Receive office calls • Assisted in the documentation of the match at Arara Abadi Field. 	Jasmadi	
4	Thursday 16 February 2023	<ul style="list-style-type: none"> • Attend briefing in the shift room with other employees • Helping shift employees deliver cartridges to the harbor master's room • Received office calls • Delivering maintenance form report files to the harbor master's office. • Learning to make notifications in the sap system 	Jasmadi	

5	Friday 17 February 2023	<ul style="list-style-type: none"> • Filing hot work, working at height, excavation and trenching, safety performance index (spi), work permit audit form, behavior based safety (bbs) files. • Fill out internal hook inspection report format, internal visual inspection, p3k box contents list, apd master report, internal crane cable inspection, body harness and lanyard inspection, fire extinguisher inspection report. 	Jasmadi	
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NO	WORKING	EXPLANANTION
1	Weekly Gotong Royong Around the Port Area 	
2	Searching for Container Numbers in the PAS System, and Matching with the Minutes of the Event 	
3	Deliver Daily Report Files and Heavy Equipment Conditions to the Harbor Master's Office	


4	<p>Checking Bill Of Loading information such as No Delivery, No Pkgs or Delivery Units, and Final Destination</p> 	
5	<p>Assisting in the Documentation of Matches at Arara Abadi Field</p> 	
6	<p>Fill out the Internal Hook Inspection Report Format, Internal Visual Inspection, First Aid Kit Table of Contents, PPE Master Report, Crane Cable Inspection, Body Herness and Lanyard Inspection, Fire Extinguisher Inspection Report</p> 	


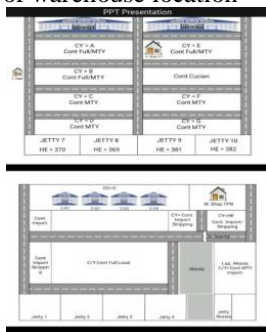
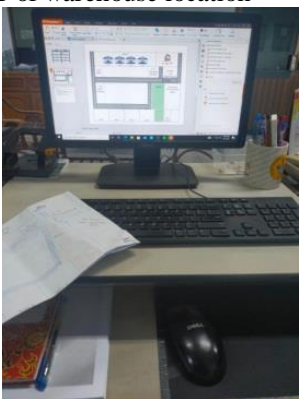
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

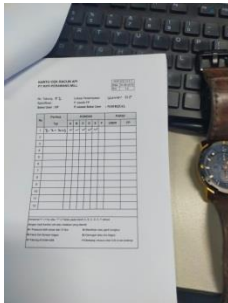
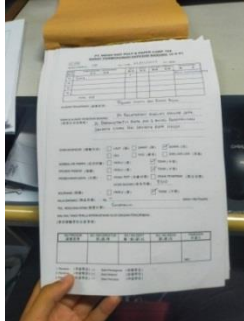
DATE : February 20th - February 24th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 20 February 2023	<ul style="list-style-type: none"> • Assisted in loading 1 pallet of HVS paper into the invoicing room • Received office calls • Filing Maintenance Form Report files • Typing 40 Feet and 20 Feet container names in excel • Scanning files • Made PPT of warehouse location • Picking up files at the HE office and Fire Fighter gifts at the IHS office 	Jasmadi	
2	Tuesday 21 February 2023	<ul style="list-style-type: none"> • Delivering equipment condition report files & heavy equipment status to the head of the port unit • Search for May 2022 minutes in the warehouse. • Scan the file • Deliver the file to the invoice room • Pick up work shoes Employee 	Jasmadi	
3	Wednesday 22 February 2023	<ul style="list-style-type: none"> • Make PPT of warehouse location • Receive office calls • Writing invoice billing letters and tax invoices to be sent to Jakarta. • Photocopying invoice files 	Jasmadi	
4	Thursday 23 February 2023	<ul style="list-style-type: none"> • Learned to input KPI data on Feb 20-22, 2023 from the portal system. • Fill out the fire poison check card format and check directly in the field • Checking the plan list of containers 1 Of 5 from 1-23 February 2023 in the PAS 	Jasmadi	

		system.		
5	Friday 24 February 2023	<ul style="list-style-type: none"> • Deliver Daily Training Report files to the port unit head's room • Assisting the documentation of OP employee retirement events in the meeting room • Scan Proposal File Request Approval Form A 24 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Picking up files at HE office and Fire Fighter gifts at IHS office 	
2	Making PPT of warehouse location  <p>Catatan:</p> <ol style="list-style-type: none"> 1. Bongkaran Cont langsung kelengkapan (cy) tidak pakai Trailer yang di jetty 7-10. 2. Cont yang sudah siap stapping G1-2 dan G2-2 langsung susun ke C1Y full C1y A dan E) tidak pakai trailer. 3. Cont yang sudah siap stapping di GD-C langsung susun ke c/y = tidak pakai trailer. 4. Pemasangan segel di c/y poin 2 dan 3 diatas. 	
3	Making PPT of warehouse location 	




4	<p>Write invoice billing letters and tax invoices to be sent to Jakarta.</p>	
5	<p>Fill out the fire poison check card format and check directly in the field.</p>	
6	<p>Documentation of OP employee retirement event in the meeting room</p>	
7	<p>Deliver the Daily Training Report file to the harbor unit head's office.</p>	





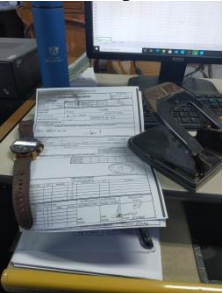


DAILY ACTIVITIES OF THE JOB TRAINING



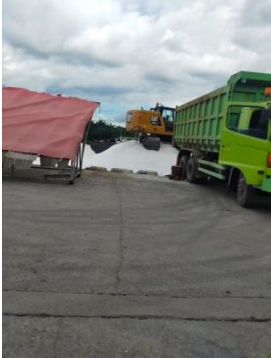
DAY : Monday - Friday

DATE : February 27th - March 3th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 27 February 2023	<ul style="list-style-type: none"> • Delivering files to the invoice room and the head of the port unit • Photocopying and scanning files • Filing the Maintenance Form Report File • Received office call • Continue inputting KPIs from Portal data • Stamped the minutes file 	Jasmadi	
2	Tuesday 28 February 2023	<ul style="list-style-type: none"> • Scan and photocopy files. • Receive office calls • Deliver the file to the head of the port unit. • Stamped the loading/unloading minutes. • Went to Workshop and shift office to check the condition of Apar and K3 box • Went to Jetty 7-10 to check the real condition of Gentry wheels • Make a report on the results of the inspection at the shift office, workshop and jetty 7-10 	Jasmadi	
3	Wednesday 1 March 2023	<ul style="list-style-type: none"> • Delivering the delivery letter file to the head of the port unit room • Stamp the Loading/Unloading minutes file • Photocopying and scanning files • Receiving office calls • Filing the maintenance form report file 	Jasmadi	

4	Thursday 2 March 2023	<ul style="list-style-type: none"> • Delivering files to Arara Abadi office & MTD office • Photocopying and scanning files • Receiving Office Calls • Writing Invoice Letter • Checking container status in the fitting system • Checking salt unloading at jetty 5-6 	Jasmadi	
5	Friday 3 March 2023	<ul style="list-style-type: none"> • Delivering files to the port unit head's room • Photocopying and Scanning Files • Receiving office calls 	Jasmadi	

NO	WORKING	EXPLANANTION
1	File Maintenance Form Report 	
2	Checking fire extinguishers, and crane rail conditions in shift offices, workshops and jetties 7-10 	
3	Stamp the Loading/Unloading minutes file 	






4	<p>Photocopying and scanning files</p> 	
5	<p>Delivering files to Arara Abadi office & MTD office</p> 	
6	<p>Checking the unloading of salt dijetty 5-6</p> 	

DAILY ACTIVITIES OF THE JOB TRAINING

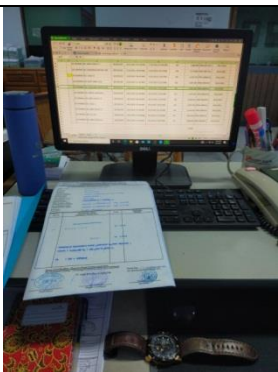
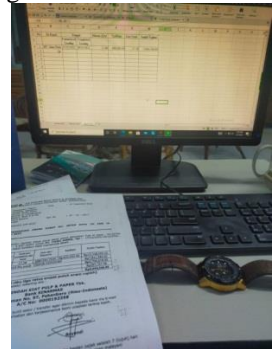


DAY : Monday - Friday

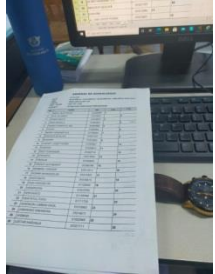
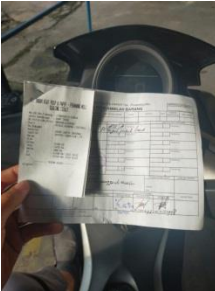
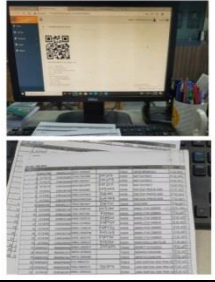

DATE : March 6th – March 10th, 2023

Tabel 3.10. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 6 March 2023	<ul style="list-style-type: none"> • Inputting excavator signatures from the minutes. • Received office calls • Delivering files to the head of the port unit 	Jasmadi	
2	Tuesday 7 March 2023	<ul style="list-style-type: none"> • Inputting crane rental data into excel. • Received office calls • Photocopying files 	Jasmadi	
3	Wednesday 8 March 2023	<ul style="list-style-type: none"> • Inputting the names of all port operations employees in the tiger system. • Photocopying and scanning files • Received office calls • Checking and assisting in the loading of scab tires 	Jasmadi	
4	Thursday 9 March 2023	<ul style="list-style-type: none"> • Continue inputting the names of office employees in the tiger system. • Checking the status of unprocessed containers through the fitting system • Delivered receipts and tonnage for scrap tire pickup 	Jasmadi	
5	Friday 10 March 2023	<ul style="list-style-type: none"> • Inputting container barcode numbers on the fitting system • Receiving office calls • Photocopying and scanning files • Measuring isps code signs at jetties 1-4 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Input Excavator Signature from Minutes	






		
2	<p>Inputting Crane Rental Data to Excel</p> 	
3	<p>Input the names of all Port Operation employees in the Tiger system</p> 	
4	<p>Checked and helped load tire scrub goods</p> 	

5	<p>Entering Office Employee Names in Tiger System</p> 	
6	<p>Delivering Bon and Tonnage for Used Tire Collection</p> 	
7	<p>Inputting Container Barcode Number on PAS System</p> 	
8	<p>Measuring ISPS Code Signs at Jetties 1-4</p> 	



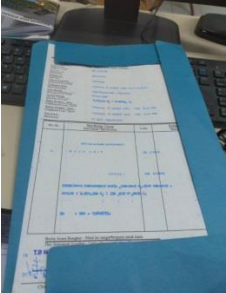
DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : March 13th – March 17th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 13 March 2023	<ul style="list-style-type: none"> • Filing maintenance report form files • Received office calls • Asked for signatures of all port operation employees • Photocopying and scanning files • Installed venders for ship berths at jetties 5-6 	Jasmadi	
2	Tuesday 14 March 2023	<ul style="list-style-type: none"> • Making molds for writing on isps code signposts • Writing invoice letters and tax invoices • Scan and photocopy files • Receive office calls 	Jasmadi	
3	Wednesday 15 March 2023	<ul style="list-style-type: none"> • Continuing to make isps code printouts • Inputting excavator signature data from the minutes. • Stamped the file • Photocopying and scanning files • Assisted in finding pulp return minutes • Filing the goods handover file 	Jasmadi	
4	Thursday 16 March 2023	<ul style="list-style-type: none"> • Requesting a signature to the room • Inputting excavator signature data from the minutes. • Received office calls • Photocopying and scanning files 	Jasmadi	
5	Friday 17 March 2023	<ul style="list-style-type: none"> • Asked for a signature to the cy room. • Filing the maintenance form report file • Received office calls • Delivering files to the head of the port unit 	Jasmadi	






				
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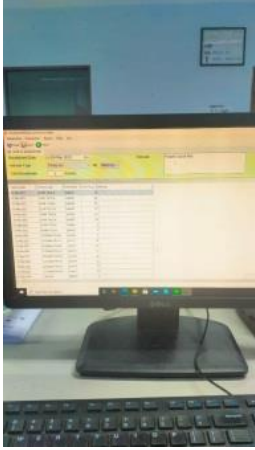


NO	WORKING	EXPLANANTION
1	Obtain signatures of all Port Operation employees 	
2	Installing Vender for Ship Backrest at Jetty 5-6 	
3	Making Molds for ISPS Code Signs 	
4	Input Excavator Signature Data from Minutes of Event 	

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : March 20th – March 24th, 2023





NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 20 March 2023	<ul style="list-style-type: none"> • Shift rooms check shift employees' signatures • Receive office calls • Delivering documents to the head of the port unit • Typing names of shift & non-shift employees • Looking for manifest of unloading minutes 2022 • Workshop room check the number of tire assemblies for vender • Deliver toner to hrd 	Jasmadi	
2	Tuesday 21 March 2023	<ul style="list-style-type: none"> • Scan and photocopy files • Receiving Office Calls • Learning to Input Transportation Activity Data in the Portal System • Learn to Calculate Utility & Availability of Heavy Equipment (Traler) 	Jasmadi	
3	Wednesday 22 March 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
4	Thursday 23 March 2023	<ul style="list-style-type: none"> • Review breakdown data, working hours, standby hours to calculate availability utility • Receiving Office Calls • Filing Maintenance Form Report File 	Jasmadi	
5	Friday 24 March 2023	<ul style="list-style-type: none"> • Make Internal Report of Hook, Pulley, Drum Wire Inspection, NDT Visual Inspection, Fire Extinguisher, APD, Body Harness and Lanyard Inspection 	Jasmadi	


NO	WORKING	EXPLANANTION
1	<p data-bbox="379 338 780 398">Input Transportation Activity Data in the Portal System.</p>  	
2	<p data-bbox="379 1352 772 1440">Restudy BreakDown Data, Working Hour, Standby Hours to Calculate Availability Utility.</p> 	

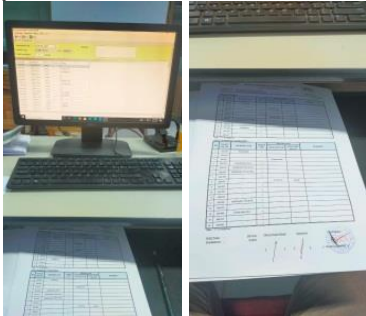

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : March 27th – March 31th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 27 March 2023	<ul style="list-style-type: none"> • Inputting truck luggage data into the transportation activity portal system. • Delivering files to the head of the port unit • Picking up paint at the warehouse 	Jasmadi	
2	Tuesday 28 March 2023	<ul style="list-style-type: none"> • Input data of dump truck, trailer, reach streker to transportation activity portal system. • Requesting signatures for company policy socialization • Scan and photocopy files • Received office calls • Delivering files to the head of the port unit • Preparing invoice letter • Typing a letter requesting the release of partner goods 	Jasmadi	
3	Wednesday 29 March 2023	<ul style="list-style-type: none"> • Delivering money and taking cheap food coupons • Requesting OP Employee Signature Regarding Socialization • Filing Maintenance Form Report Files • Receiving Office Calls • Scanning and Photocopying Files 	Jasmadi	
4	Thursday 30 March 2023	<ul style="list-style-type: none"> • Input shipment realization data • Requesting op training employee signatures • Photocopying and scanning files • Delivering printer to itd room 	Jasmadi	

5	Friday 31 March 2023	<ul style="list-style-type: none"> • Inputting shipment realization data • Stamp the loading and unloading minutes • Photocopying and scanning files • Categorizing actual tapioca pictures 	Jasmadi	
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NO	WORKING	EXPLANANTION
1.	Inputting Truck Outage Data into the Transportation Activity Portal System. 	
2	Picking up Paint in the Warehous 	
3	Delivering Money and Taking Food Coupons	

		
4	<p>Requesting OP Employee Signatures Regarding Socialization</p> 	
5	<p>Inputting Delivery Realization Data</p> 	

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : April 3th - April 7th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 3 April 2023	<ul style="list-style-type: none"> • Training loading process • Scan and Photocopy Files • Receiving Office Calls • Taking Printer at ITD 	Jasmadi	
2	Tuesday 4 April 2023	<ul style="list-style-type: none"> • Inputting data on trailers, loosbaks, dump trucks, reach streakers • Scan and photocopy files • Receive office calls • Submitting files to the head of the port unit • Filing maintenance files 	Jasmadi	
3	Wednesday 5 April 2023	<ul style="list-style-type: none"> • Photocopying and scanning files • Preparing March availability report • Inputting pulp loading data per crane • Ikpp jetty tour 	Jasmadi	
4	Thursday 6 April 2023	<ul style="list-style-type: none"> • Checking the unloading system/unloading status whether it has been sent or not. • Receive office calls • Delivering files to the port unit • Scan and photocopy files • Installing jetty fenders 1-4 	Jasmadi	
5	Friday 7 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Inputting Data for Trailer, Loosbak, Dump Truck, Reach Streaker	






		
2	<p>Training loading process</p> 	
3	<p>Tour Jetty IKPP</p>  	

4	<p>Inputting Pulp Loading Data Per Crane.</p> 	
5	<p>Installing Jetty Venders 1-4</p>   	

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : April 10th – April 14th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 10 April 2023	<ul style="list-style-type: none"> • Inputting data on trailers, loosbaks, dump trucks, reach streakers • Scan and photocopy files • Preparing for cooking oil bazaar activities at mess 26 field 	Jasmadi	
2	Tuesday 11 April 2023	<ul style="list-style-type: none"> • Inputting data of trailers, loosbaks, dump trucks, reach streakers. • Scan and photocopy files • Cooking oil bazaar activities 	Jasmadi	
3	Wednesday 12 April 2023	<ul style="list-style-type: none"> • Inputting excavator signatures • Receiving office calls • Scanning and photocopying files 	Jasmadi	
4	Thursday 13 April 2023	<ul style="list-style-type: none"> • Inputting moisture data from unloading minutes 2022-2023 • Received office calls • Scan and photocopy files 	Jasmadi	
5	Friday 14 April 2023	<ul style="list-style-type: none"> • Continue inputting moisture data from unloading minutes 2022-2023 • Requesting signatures and taking toner • Activities to prepare for opening together with the regent of Siak 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Preparing for the Cooking Oil Bazaar at Mess 26 Field	



2

Bazar activities for cooking oil and cheap groceries








DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : April 17th – April 21th, 2023

Tabel 3.17. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 17 April 2023	<ul style="list-style-type: none"> • Inputting moisture data from unloading minutes 2022-2023 • Stamped the minutes • Scanning and photocopying files 	Jasmadi	
2	Tuesday 18 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
3	Wednesday 19 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
4	Thursday 20 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
5	Friday 21 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	






NO	WORKING	EXPLANANTION
1.		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : April 24th - April 28th, 2023

Tabel 3.18. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 24 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
2	Tuesday 25 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
3	Wednesday 26 April 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
4	Thursday 27 April 2023	<ul style="list-style-type: none"> • Inputting data of trailers, loosbaks, dump trucks, reach streakers • Receive office calls • Scan and photocopy files 	Jasmadi	
5	Friday 28 April 2023	<ul style="list-style-type: none"> • Inputting 2022-2023 crane bill data • Training incoterms • Picking up toner 	Jasmadi	






NO	WORKING	EXPLANANTION
1.		


DAILY ACTIVITIES OF THE JOB TRAINING



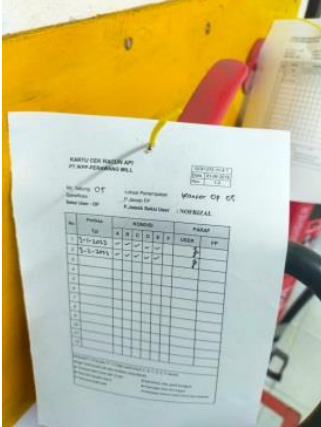
DAY : Monday - Friday

DATE : January 23th - January 26th, 2023

Tabel 3.19. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	Monday 1 Mei 2023	<ul style="list-style-type: none"> • Holiday 	Jasmadi	
2	Tuesday 2 Mei 2023	<ul style="list-style-type: none"> • Container Arrangement • Rules Training • Deliver Job Training File to HRD 	Jasmadi	
3	Wednesday 3 Mei 2023	<ul style="list-style-type: none"> • Inputting Data for Trailer, Loosbak, Dump Truck, Reach Streaker • Mutual Aid • Receiving Office Calls • Scan and Photocopy Files 	Jasmadi	
4	Thursday 4 Mei 2023	<ul style="list-style-type: none"> • Inputting Excavator Signatures • Creating a Apar Report • Create a First Aid Medicine Table of Contents Report • Receiving Office Calls • Scan and Photocopy Files 	Jasmadi	
5	Friday 5 Mei 2023	<ul style="list-style-type: none"> • Checking the number of tires for fender mounting • Scan and Photocopy Files. • Preparing Availability Report 	Jasmadi	

NO	WORKING	EXPLANANTION
1	Gotong Royong Around Jetty 1-4 	



		
2	<p>Fire Poison Check and Reporting Checklist Inspection</p>  	

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday - Friday

DATE : January 23th - January 26th, 2023

Tabel 3.19. Daily Activites of January 9th, 2023 to January 13th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1	8 Mei – 4 june	<ul style="list-style-type: none"> Making a Case Study with the title "Efficiency of Using Ramp Door in the Loading and Unloading Process of Inbulk Cargo" 	Jasmadi	
2	Wednesday 7 June 2023	<ul style="list-style-type: none"> Persentation 	Jasmadi	

NO	WORKING	EXPLANANTION
1.		