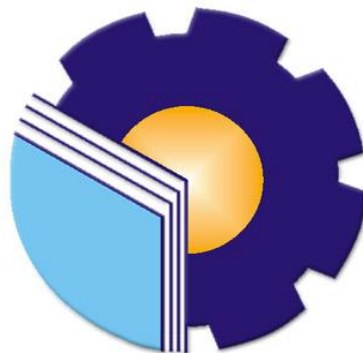


APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL

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APPLIED BECHELOR OF 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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Bengkalis, August 24th, 2023



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TABLE OF CONTENTS

COVER TITLE	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS.....	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purposes of the Apprenticeship.....	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company Profile	5
2.1.1 PT. Indah Kiat Pulp & Paper.....	5
2.2 Vision and Mission.....	10
2.3 Kind of Business	11
2.4 Organization Structure	11
2.4.1 Organizational Structure of PT Indah Kiat Pulp & Paper Perawang Tbk Perawang Mill.....	12
2.4.2 Industrial Relation (IR) Organizational Structure.....	12
2.5 The Working Process	13
2.6 Document Used for Activity	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	20
3.1 Job Description.....	20
3.2 Systems and Procedures	21
3.3 Place of Apprenticeship	33

3.4	Obstacles and Solutions	49
CHAPTER IV CONCLUSION AND SUGGESTION		50
4.1	Conclusions	50
5.1	Suggestions.....	52
REFERENCE		53
APPENDICES		54

LIST OF TABLES

Table 3.1 The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill.....	34
Table 3.2 Daily Activities of January 9 th , 2022 to January 13 th , 2023	34
Table 3.3 Daily Activities of January 16 th , 2022 to January 20 nd , 2023	34
Table 3.4 Daily Activities of January 23 th , 2022 to January 27 th , 2023	35
Table 3.5 Daily Activities of January 30 rd , 2022 to February 3 rd , 2023.....	36
Table 3.6 Daily Activities of February 06 th , 2023 to February 10 th , 2023	37
Table 3.7 Daily Activities of February 13 th , 2023 to February 17 th , 2023	37
Table 3.8 Daily Activities of February 20 nd , 2023 to February 24 th , 2023	38
Table 3.9 Daily Activities of February 27 th , 2023 to March 03 rd , 2023.....	39
Table 3.10 Daily Activities of March 06 th , 2023 to March 10 th , 2023	39
Table 3. 11 Daily Activities of March 13 th , 2023 to March 17 th , 2023.....	40
Table 3.12 Daily Activities of March 20 th , 2023 to March 24 th , 2023	41
Table 3.13 Daily Activities of March 27 th , 2023 to March 31 th , 2023	42
Table 3.14 Daily Activities of April 03 rd , 2023 to April 7 th , 2023.....	42
Table 3.15 Daily Activities of April 10 th , 2023 to April 14 th , 2023	43
Table 3.16 Daily Activities of April 17 th , 2023 to April 21 st , 2023	44
Table 3.17 Daily Activities of April 24 th , 2023 to April 28 th , 2023.....	45
Table 3.18 Daily Activities of May 01 st , 2023 to May 05 th , 2023	45
Table 3.19 Daily Activities of May 8 th , 2023 to May 12 th , 2023	46
Table 3.20 Daily Activities of May 15 th , 2023 to May 19 th , 2023	46
Table 3.21 Daily Activities of May 22 nd , 2023 to May 26 th , 2023.....	47
Table 3.22 Daily Activities of May 29 th , 2023 to June 02 nd , 2023.....	48
Table 3.23 Daily Activities of June 05 th , 2023 to June 09 th , 2023	48

LIST OF FIGURES

Figure 2.1 PT Indah Kiat Pulp & Paper Perawang Tbk.....	5
Figure 2.2 The Organization Structure of PT Indah Kiat Pulp & Paper Tbk Perawang Mill	12
Figure 2.3 The Organization Structure of Industrial Relation Unit	13
Figure 2.4 Form Special Permit Request	16
Figure 2.5 Employee Reprimand or Sanction Letter Form.....	17
Figure 2.6 Employee Violation Report Form	18
Figure 2.7 Sanction Later Book	19
Figure 2.8 Award Certificate (UP2K).....	19
Figure 3.1 Serving Employees Process.....	20
Figure 3.2 Serving Employees	22
Figure 3.3 Entry Data SPR Process.....	24
Figure 3.4 Entry Data SPR.....	25
Figure 3.5 Document SPR	25
Figure 3.6 Sanction Letter Data Entry Process	26
Figure 3.7 Sanction Letter Data Book	27
Figure 3.8 Sanction Letter Documents	27
Figure 3.9 Aspiro Data Entry Process.....	28
Figure 3.10 Aspiro Data Entry Document	29
Figure 3.11 Aspiro Data Entry Document	30
Figure 3.12 Photocopying Documents Process.....	30
Figure 3.13 Photocopying Documents	31
Figure 3.14 Scanning Documents Process	32
Figure 3.15 Scanning Documents Process	33
Figure 3.16 Scanning Documents	33

LIST OF APPENDICES

Appendix 1 : Figure of Job Description.....	54
Appendix 2 : Appreticeship Acceptance Letter	60
Appendix 3 : Appreticeship Statement Letter	61
Appendix 4 : Appraisal Form.....	62
Appendix 5 : Certificate	63
Appendix 6 : List Attendance	64

CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

In order to improve the quality of human resources, education is needed that is able to increase the competence of the resources themselves. Education can be obtained while in lectures and there will be knowledge in the form of theories to be studied by students. As candidates for human resources who are prepared for the future, students must have the abilities and competencies that are in accordance with the field they are engaged in. This is so that students will be able to compete in the world of work and be able to compete with an increasingly global world. The knowledge gained by students during the learning process from books and the delivery of the lecturers they learn in college is not sufficient to meet the requirements to become competent and competitive human resources. For this reason, it is necessary to increase human resources both in quality and quantity. In this case the world of education plays an active role, even our government has made various efforts to improve human resources. One of the steps and efforts taken by the education sector to improve the quality and quantity of human resources is the implementation of Apprenticeship.

The development of education is expected to produce intelligent human beings who are cultured and have personality and the ability to develop. Through quality education, it is hoped that quality human resources will be produced, especially in mastering knowledge, skills and attitudes that are oriented towards increasing mastery of science and technology (IPTEK), professional abilities and work productivity. With quality education, the output of these educational institutions is expected to be able to compete in local, national and global life. The Bengkalis State Polytechnic has a responsibility in preparing its students to compete in the real world of work. One of them is by holding apprenticeship as one of the programs that must be followed by Bengkalis State Polytechnic students as one of the requirements for completing lectures.

Apprenticeship is a learning process to get to know the real world of work directly. Apprenticeship is carried out every year and is mandatory for every Bengkalis State Polytechnic student able to apply the knowledge they have learned to the world of work. Apprenticeship is a series of activities that include understanding scientific theory/concepts that are applied in work according to the profession in the field of study. Apprenticeship can add to students' discourse, knowledge and skills, and be able to solve scientific problems the theory obtained while in college. In general, the implementation of apprenticeship is intended to improve students' abilities and skills according to their fields to be applied directly in various activities in government and private agencies.

The Department of Business Administration is one of the majors at the Bengkalis State Polytechnic. The Department of Business Administration has 3 (three) Study Programs, 1 (one) of which is the D-III Study Program, namely the D-III Business Administration (upgrading D-IV Business Digital). In 2016, 2 (two) D-IV Study Programs were added, namely the D-IV International Business Administration and Public Finance Accounting.

The International Business Administration Study Program is one of the study programs at the Bengkalis State Polytechnic which concentrates on economics and trade. The curriculum of the Bengkalis State Polytechnic International Business Administration Study Program, every student who will complete the study must carry out the Apprenticeship that has been stipulated in the decision of the Director of Bengkalis State Polytechnic in a special regulation.

This Apprenticeship is carried out at PT. Indah Kiat Pulp and Paper Perawang Mill which was carried out for 24 weeks starting from January 09 to June 9, 2023. The author reason for choosing an Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk Perawang Mill because this company is one of the largest companies in Asia, there are lots of opportunities to seek knowledge at PT. Indah Kiat Pulp & Paper Tbk Perawang Mill because the courses in the international business administration study program are very synchronous with the field of performance at PT. Indah Kiat Pulp & Paper Tbk Perawang Mill. During the apprenticeship the author was placed in the Industrial Relations division. In

several Industrial Relations activities it also implements activities that support the concept of human resource management which is one of the courses in international business administration. After carrying out apprenticeship students are required to make a apprenticeship report as a form of accountability for each activity carried out while carrying out apprenticeship.

1.2. Purposes of the Apprenticeship

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

1. To find out the job descriptions during apprenticeship.
2. To know the place and time of apprenticeship
3. To find out the apprenticeship place systems and procedures.
4. To find out the obstacles and solutions during apprenticeship.

1.3. Significances of the Apprenticeship

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

1. For Students

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

- 1) Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures real world of work.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 4) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

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

- 1) There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.
- 2) The company will receive labor assistance from students who do apprenticeship so that the work becomes a little lighter and easier.
- 3) The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

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

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

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company Profile

2.1.1 PT. Indah Kiat Pulp & Paper Tbk Perawang Mill

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

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



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

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known

as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

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

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

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

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

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

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

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

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

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

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp mill (Bleached Kraft Pulp) was 75,000 per year, so that the need for pulp for the paper mill in

Tangerang did not need to be imported again, but was fulfilled by a supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year the construction of phase I also began (HTI).

This year, PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

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

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

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

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

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991, which was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT.

Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers, which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

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

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

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

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

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

2.2 Vision and Mission

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

1. Vision

Vision from PT. Indah Kiat Pulp & Paper Tbk (IKPP) Perawang is a pulp and paper company with international standards with excellent paper quality and can compete with other paper companies both domestically and internationally.

2. Mission

While the mission of PT. Indah Kiat Pulp & Paper Tbk Perawang Mill is:

- a. Increase market share in the world.
Using the latest technology in new product development as well application of factory efficiency..
- b. Improving human resources through training.
- c. Realizing a sustainable business commitment in all operational activities.
- d. Cooperate with integrity and commitment to customers, employees and shareholders at the same time and pay attention to monitoring the performance and excellent quality of PT. IKPP.

2.3 Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (lineboard and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The company's organizational structure is a system that defines hierarchies within a company. Ideally, every company has an organizational structure so that it can run well. The company's organizational structure is an arrangement or level that includes the distribution of roles and tasks for each individual in a company based on their position. These levels are also known as hierarchies. The company structure is usually depicted in the form of a chart or hierarchical line, with the chart at the top indicating the higher rank. The chart also shows the components that make up the company.

The organizational structure serves as a guideline for a company related to management in developing strategies and achieving predetermined targets. Without a clear organizational structure, it is certain that the company will find it difficult to develop and not have good potential. 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 arranged regularly so that the main goals of the company that have been previously set can be achieved properly.

2.4.1 Organizational Structure of PT Indah Kiat Pulp & Paper Perawang Tbk Perawang Mill

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. below as follows:

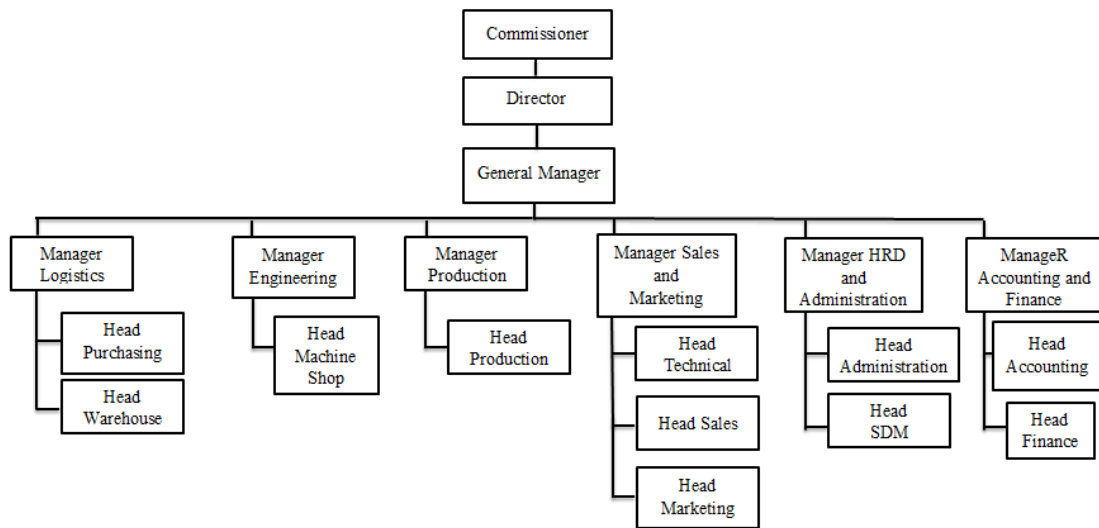


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk Perawang Mill
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.4.2 Industrial Relation (IR) Organizational Structure

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is prepared according to the provisions with the functions, obligations and responsibilities of each section in their respective fields. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.3 below as follows:

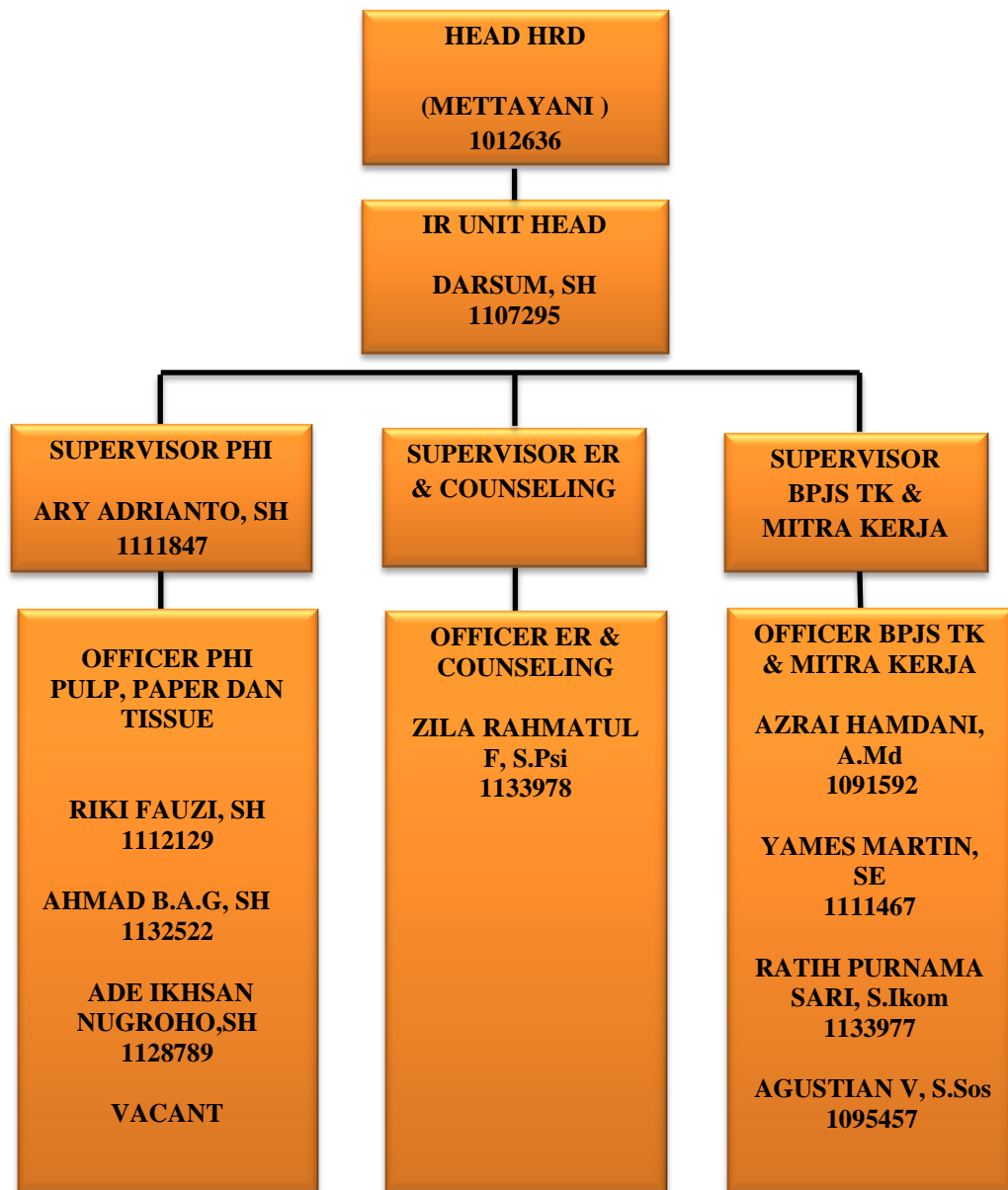


Figure 2.3 The organization structure of industrial relation unit

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

2.5 The Working Process

Industrial Relation is a professional staff member whose role is to carry out fostering relations between employees and management to create a conducive work environment, establish relationships with related third parties and the community. Industrial Relation are more commonly known as a form of collaboration and interpersonal communication within a company. Industrial Relation have a strategic function in creating a conducive, safe and comfortable

working climate as well as ensuring compliance with company regulations related to workforce. The scope of Industrial Relation in general is the relationship between workers and employers with various problems, such as economic, social, political and cultural. The scope is divided into two, namely labor marketing and workforce management.

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

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

1. The concept and function of Industrial Relation discusses the realm of cooperation & the realm of negotiation in IR.
2. The basics of cooperation between workers and management and the challenges of their implementation.
3. Determine the objectives, nature, functions and structure of the form of cooperation between workers and management
4. How to start, manage, monitor the cooperation of company workers
5. Laws and regulations concerning IR (Laws, PP/Kepmen/SE, Company Regulations/PKB/PP
6. Institutions in the field of IR. (Bipartite, Tripartit, PPHI, and others)
7. The challenges behind the existence of Trade Unions. (Regulations related to SP, Cooperation and challenges)

8. Functions and critical aspects of company regulations and collective labor agreements
9. Settlement of Industrial Relation disputes Related to outsourcing, social security, PKWT, PKWTT and others
10. The right mental attitude for a professional IR to become the initiator in every stage of IR: the realm of cooperation, the realm of negotiation and internal company law enforcement.
11. IR Clinic is one of the functions of Industrial Relation in creating a conducive, safe and comfortable working climate such as handling labor and trade union issues (SP/SB).

2.6 Document Used for Activity

In the implementation of apprenticeship, there are several documents needed

to complete the work given. The documents are as follows:

1. Special Permit Request

Special Permit Request is a document requesting permission to borrow an employee bus which is usually used for permission for employee medical treatment, employee re-control, wife for medical treatment, work accident, child medical treatment, child re-control, personal needs, and family members who have passed away. Allow it to be used for treatment in hospitals outside the city of Perawang, including Eka Hospital Pekanbaru, Prima Hospital, and Awal Bros Pekanbaru Hospital. The bus request service to the hospital is only valid during working hours, namely only Monday to Friday.

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**SPECIAL PERMIT REQUEST
UNTUK KEPERLUAN BEROBAT (RUMAH SAKIT)**

I. EMPLOYEE'S INDIVIDUAL DETAILS :

NAME	ADDRESS IN	MESS
GAP ID	PERAWANG	OPN ID
UNIT / DIV	SEKSI / BID	SLK, No. RA-08
DIRECT SUPERVISOR		Sektor Perawang

II. SPECIAL PERMIT DESCRIPTION :

REQUEST DATE	20-Mar-2023
PERMIT DATE	From (DD/MM/YY) : 21 Maret 2023 To (DD/MM/YY) : 21 Maret 2023
PERMIT DURATION	1 hari
RELEVANT	<input type="checkbox"/> Df WIB to Hospital Pekanbaru: Eka Hospital
PERMIT TYPE	
TRANSPORTATION	<input checked="" type="checkbox"/> Company Car / Van / Bus
MODE TO	<input type="checkbox"/> Perangin / Private Car / Motor Cycles
TRANSPORTATION	<input type="checkbox"/> Jan Berangkat: 07:00 <input type="checkbox"/> Jan Pulang: 13:00 WIB
TRAVEL CAR / VAN / BUS	<input type="checkbox"/> Jumlah : 2 orang <input type="checkbox"/> Tempat berangkat: Klinik KPS 1
	<input type="checkbox"/> No. RP : 08290011982
THE REASON	<input type="checkbox"/> Berhalal karyawan / suami / istri / Anak / Orang Tua
	<input checked="" type="checkbox"/> Kasual (Yang karyawan / suami / istri / Anak / Orang Tua)
	<input type="checkbox"/> Kasual (Yang / Cleaning (Tutup Kasur) Kelelahan Kerja (SK)
	CKL Eka Hospital

APPROVAL :

APPROVED BY	APPROVED	CHECKED	APPLICANT
HR-CA	[Signature]	[Signature]	[Signature]

Spesifikasi :

1. Special Permit Request Untuk Berobat
2. Surat Perizinan Pemakaian Kendaraan Pribadi (Spesifik Menggunakan Kendaraan Pribadi)
3. Surat Kasual (Yang Berobat Sakit)
4. Surat Rutin (Dokter Klinik)

Nota :

- Jan Keberangkatan Kendaraan Ke Rumah Sakit Eka Hospital (Pulah 07:00 WIB dan Pulah 13:45 WIB)
- Jan Keperluan Kendaraan Ke Rumah Sakit Eka Hospital (Pulah 13:00 WIB dan 20:00 WIB)
- Tempat berangkat Kendaraan Ke Rumah Sakit Eka Hospital (Klinik KPS 1 dan Masjid 2018)
- Jumlah Kendaraan Ke Rumah Sakit Eka Hospital Hanya Ada Di Hari Senin-Sabtu (Hari Minggu dan Tanggal Merah Tidak Ada Armada)
- Untuk Karyawan 53 (Berumahan Kerja) Yang Menggunakan Kendaraan Khusus 53 Tetap Mengikuti Kendaraan Melalui Stasiun B-Kebirde

Figure 2.4 Form Special Permit Request
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

2. Letter of Reprimand/Sanction

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

The first warning letter (SP1) is generally issued to reprimand employees who make mistakes that are classified as mild and can still be tolerated by the company. Usually there are no sanctions because the aim is to give an early warning so that they no longer break the rules. Then, the person most entitled to give the warning letter is the leader or direct supervisor of the employee who made the mistake. Even though the SP is made and issued with the knowledge of HRD or the personnel department, during the process only the leadership has the right to do so.

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SURAT TEGURAN
NOMOR : ~~XXXXXXXXXX~~

Pinang Sebatang, 8 Maret 2023

Dari Pimpinan Perusahaan,

Diberikan Kepada

Nama : ~~XXXXXXXXXX~~
Nik / SAP : ~~XXXXXXXXXX~~
level : 3
Seksi / Divisi : WPS / WPD

Halwa Saudara pada tanggal 7 Januari 2023 pukul 14.43 WIB di Simpang CM 10 telah tertangkap oleh Petugas Safety mengendarai sepeda motor melebihi kecepatan maksimal dalam areal pabrik yakni 40 km/jam.

Saudara melanggar Perjanjian Kerja Bersama PKB Pasal 12 Ayat (2) point (a). *Berhsnyl : "Mengendarai kendaraan di lokasi pabrik melebihi kecepatan maksimum >35 s.d 40 km/jam."*

Untuk tujuan pembinaan, maka Perusahaan memberikan sanksi Administratif terhadap Saudara berupa :

SURAT TEGURAN KETIGA (ST 3) ✓

Harap hal diatas menjadi pelajaran bagi Saudara dan semoga tidak terulang kembali.

a.n Pimpinan Perusahaan
Mill Human Resources Division
PT Indah Kiat Pulp & Paper Tbk
Industrial Relation Unit Head

Tembusan :
1. Seksi/Dept/Divisi : WPS / WPD
2. IHO Unit / MOP
3. Serikat Pekerja
4. Arsip

Revisi : 18/03/2013

Figure 2.5 Employee Reprimand or Sanction Letter Form
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

3. Employee Violation Report Attachment (LPK)

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

LAPORAN PELANGGARAN KARYAWAN (LPK) PULP GROUP EMPLOYEE DISSABODIENT REPORT OF PULP GROUP					
I. Identitas Karyawan / Personal Identity			II. Tgl. Waktu, Tempat, Kejadian		
Nama Karyawan / Employee Name	SAP No / SAP No	NIK / NIK	Level / Level	Unit / Div / Unit / Div	Tempat / Tempat
			3	WPN / WPN	07.01.2023 / 14-43 W/b
III. Div / Unit Pelapor / Report by			IV. Pihak Pelanggaran / Sanksi / Overseped		
Div. / Unit	Unit Head	Keterangan / Detail Explanation	Saksi / Witness	SKK / ID No.	Unit / Div / Unit / Div
		Overseped di lokasi (Melanggar pasal 36.5.3 bahwa kecepatan dibatasi maksimum 15 km per jam)			IHS / SSD
V. Hasil Proses & Pendapat Industrial Relation (IR) (The Point of Process Included Opinion) by Industrial Relation (IR)					
<p>1. Berdasarkan LPK dari IHS, bahwa : [redacted] pada tanggal 7 Januari 2023 pukul 14.43 WIB di simpang CM 10 telah melanggar ketentuan lalu lintas, yakni mengendarai sepeda motor melebihi batas kecepatan maksimal di lokasi pabrik. (Lampiran Terlampir).</p> <p>2. Sdr. Murawir telah melakukan pelanggaran ketentuan lalu lintas melebihi kecepatan maksimal (over speed) di lokasi perusahaan, namun ybs tidak mengukainya disebabkan posisi ybs berada dibelakang bus tiba-tiba ada seorang petugas safety yang memanggil dan ybs menghampiri, saat belia sampai langsung difoto dan difinis oleh petugas tanpa meminta identitas serta mencari informasi dari pihak lain terkait identitas dirinya. (Pernyataan Terlampir).</p> <p>3. Berdasarkan pernyataan di atas, IR Section berpendapat bahwa setiap karyawan yang membawa kendaraan ke lokasi pabrik mematuhi ketentuan lalu lintas yang sudah ditetapkan dan harus bisa mengatur waktu dan sehingga terhindar dari kecelakaan, kemudian keterangan dan alasan yang dikemukakan ybs tidak dapat dibenarkan, dan sesuai ketentuan PKB Pasal Larangan Pekerja Bab IV Pasal 12 ayat (2) point (a) dapat diberikan sanksi berupa Surat Teguran Ketiga.</p> <p>4. Berdasarkan hasil proses dan pendapat di atas, serta untuk tujuan pembinaan terhadap karyawan, maka diusulkan terhadap [redacted] diberikan Sanksi Administratif berupa <u>Surat Teguran Ketiga (ST 3)</u>.</p> <p>Demikian dilaporkan mohon advis pimpinan.</p>					
<p>Handwritten signatures and initials: LOPD, [redacted], [redacted], [redacted]</p>					
VII. Keputusan Manajemen / Management Decision					
CEO Perawang Mill	Pulp Operation Head	Human Resources Division	Industrial Relation Unit Head		
[Signature]	[Signature]	[Signature]	[Signature]		
Liu Rusfeil	Michael Mongita	[Signature]	06/03/2023		

Figure 2.6 Employee Violation Report Form
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

4. Book of Sanction Letters Sanction

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

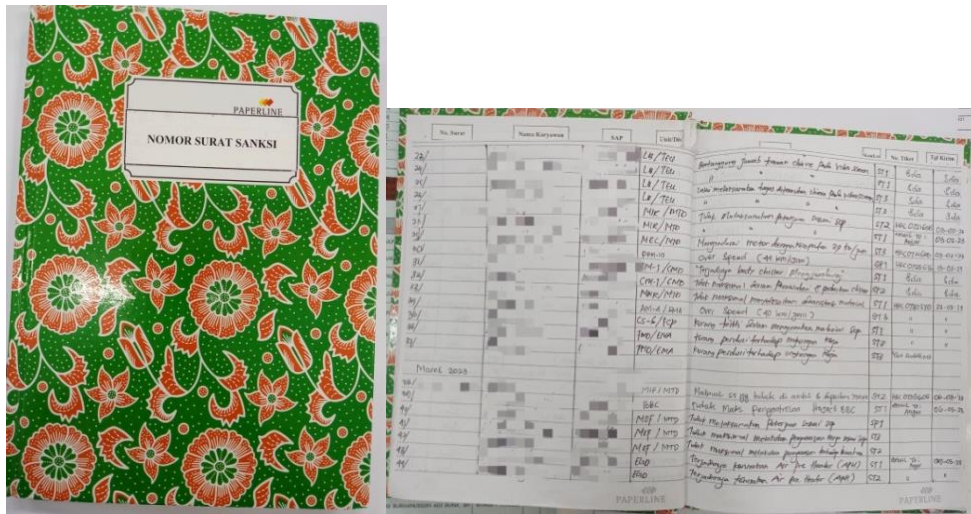


Figure 2.7 Sunction Letter Book
 Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

5. Attachment UP2K

UP2K is an award given by Industrial Relation to employees who have successfully completed their duties properly or provided benefits to the company for their performance. Awards are given in the form of certificates or certificates of appreciation for small and large services to employees who have successfully contributed to the company, for example, successfully repairing damaged machines so that they can be used again.



Figure 2.8 Award Certificate (UP2K)
 Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill for six months, starting from January 09 2023 to June 09 2023. During the apprenticeship period, KP participants are placed in the Industrial Relation Department. There are several tasks during the Apprenticeship in the Industrial Relation Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. Serve employees who request Employee Bus requests to company provider hospitals (Eka Hospital, Prima and Awal Bros Pekanbaru)
2. Input Employee Special Permit Requests for medical purposes, permits to leave Riau Province, and Personal Needs
3. Enter data on violation cases in warning letters (ST1-ST3) and warning letters (SP1-SP3) for IKPP employees on computers and sanction books
4. Input the employee case ticket data with P50 employee deductions and send it to Aspiro.
5. Administration
 - a) Vendor File Archive
Archiving of vendor file who act as producers by attaching file requirements related to business transactions with PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.
 - b) Proposal File Archive
Archiving the proposal files for national holiday activities held by PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill and also make a proposal for submitting an agenda
 - c) ID Leave File Archive
Archive file employee leave requests in order to represent the company, for example subpoena or technical guidance training

- d) Cash Opname File Archive
Archiving cash opname files which are cash accounting records
- e) LPK Files (Employee Violation Reports)
Archiving incoming employee violation report files and the case has been closed
- f) Reprimand letters (ST1-ST3) and warning letters (SP1-SP2)
Input employee warning letter data into the computer system and perform file archiving
- g) UP2K File (Certificate)
Archiving awards given by industrial relation to employees who have successfully completed their duties properly or provide benefits to the company for their performance.

3.2 Working Systems and Procedures

3.2.1 Systems

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

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

also using portal application systems and other applications that make it easier for Industrial Relation workers to complete work. As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is carried out or carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of work that involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently.

The description of the procedures carried out while carrying out apprenticeship activities in the Division Industrial Relation at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Serve employees who request Employee Bus requests to company provider hospitals (Eka Hospital, Prima and Awal Bros Pekanbaru)

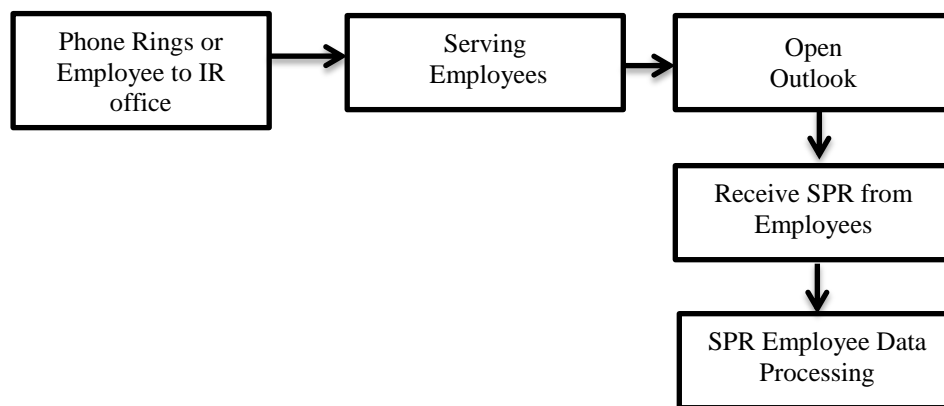


Figure 3.1 Serving Employees Process

Source: Process Data 2023

One of the duties of an Industrial Relationship is to serve employees who request certain assistance or assistance by providing the best service and always looking friendly and polite. This point explains the service for SPR (Special

Permit Request) requests. The steps for serving employees based on the chart above can be summarized below:

- a. Employees contact IR by telephone or employees come to IR's office.
- b. After the employee arrives at the IR office, the author immediately greets the employee and asks what the employee needs. "Good morning, can I help you?". After knowing the intent and purpose of the employee is to make an SPR application, the author immediately instructs the employee to send the SPR form to outlook if the employee's position contacts the IR by telephone, if the employee goes directly to the IR's office, the employee can provide the SPR form directly to the author.
- c. The SPR form has been sent to the IR employee outlook
- d. The author accepts the SPR form



Figure 3.2 Serving Employees
Source: Process Data 2023

2. Input employee Special Permit Requests for medical purposes, permits to leave Riau Province, and Personal Needs

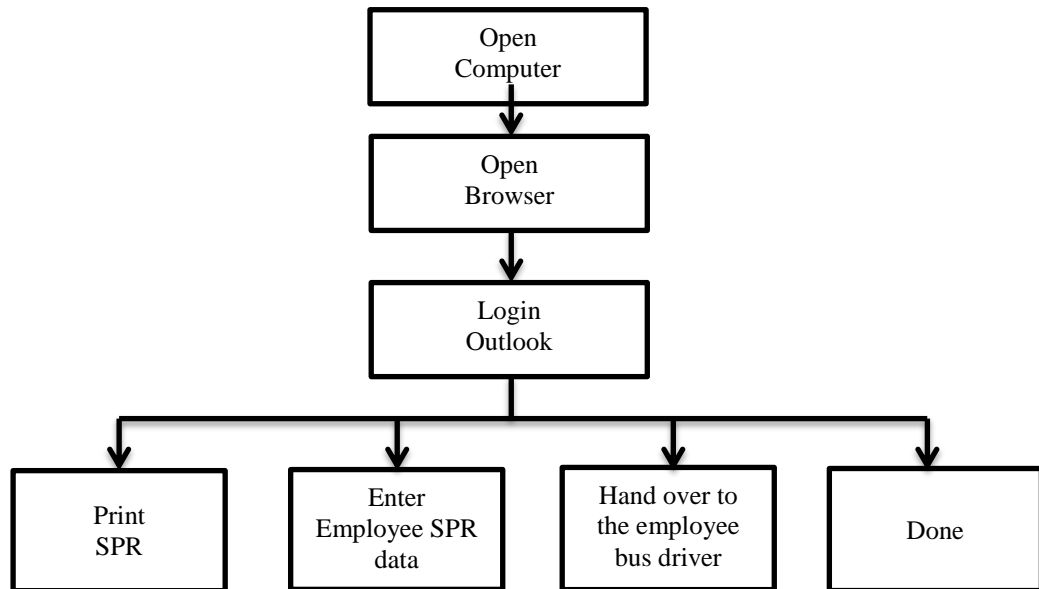


Figure 3.3 Entry Data SPR Process

Source: Process Data 2023

Not only serving employees, the author also inputs employee special permit request (SPR) form data for medical purposes. The steps for entering the special permit request (SPR) form data based on the chart above can be summarized below:

- a. Start by turning on the computer that is used as the data input medium.
- b. After the computer is turned on, the next step is to open Google Chrome or Google Mozilla Firefox, then open Outlook web.
- c. After opening the outlook web, then log in using the username and password.
- d. After logging in, the author immediately opens incoming contacts or incoming messages in outlook, checks whether the incoming data is an SPR form or not.
- e. After checking, the author immediately prints the SPR form
- f. Then the author inputs employee data in the form of name, SAP, unit, division, starting date of the permit application, and last hand of the permit application, description, destination and transportation.

- g. Then, the printed form is handed over to the general affairs (GA) or employee bus driver whose job is to take the employee who has applied for permission to seek treatment at the designated hospital.



Figure 3.4 Entry Data SPR
 Source: Process Data 2023

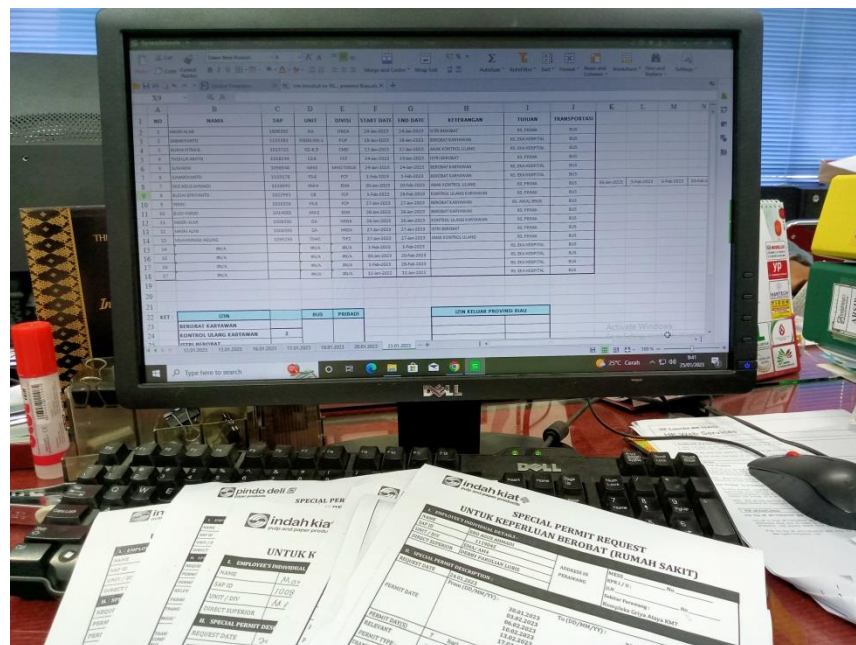


Figure 3.5 Document SPR
 Source: Process Data 2023

3. Input data on violation cases in warning letters (ST1-ST3) and warning letters (SP1-SP3) for IKPP employees in computers and sanction books.

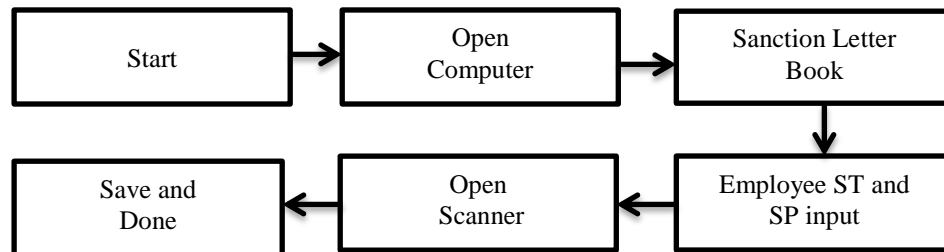


Figure 3.6 Sanction Letter Data Entry Process

Source: Process Data 2023

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

- a. Start by turning on the computer that is used as the data input medium.
- b. Prepare a book of sanctions and a pen as a means of inputting the book of sanctions
- c. Inputting letters of sanction or reprimand (ST1-ST3) and warning letters (SP1-SP3) in the form of letter numbers, employee names, SAP, units/divisions, descriptions of violations, sanctions given, ticket numbers that have been sent to aspiro, and date of delivery letter of sanction to aspiro.
- d. Open the scanner application that functions to scan employee sanction letters that have been printed and entered in the sanction book.
- e. After inputting it using a scanner application, then saving the data in the format of the letter number, month of letter, employee name and the sanctions given.
- f. After that, the data is stored on the H300 server, which is a special storage place for employee sanction letter data.

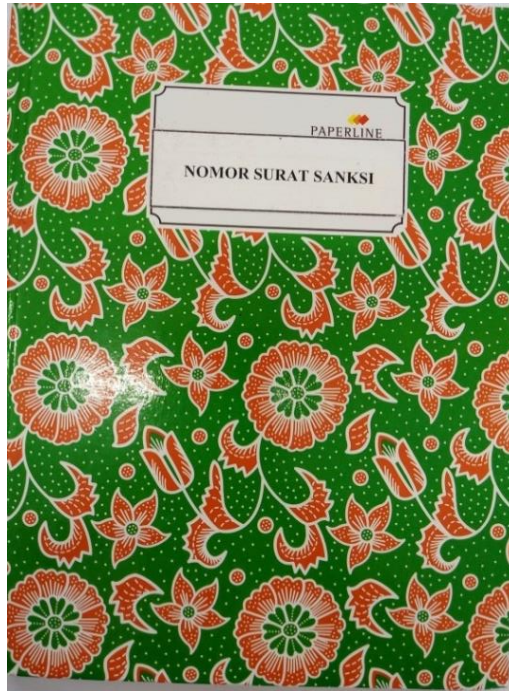


Figure 3.7 Sanction Letter Data Book
Source: Process Data 2023



Figure 3.8 Sanction Letter Documents
Source: Process Data 2023

4. Input employee P50 deduction ticket data and send to Aspiro

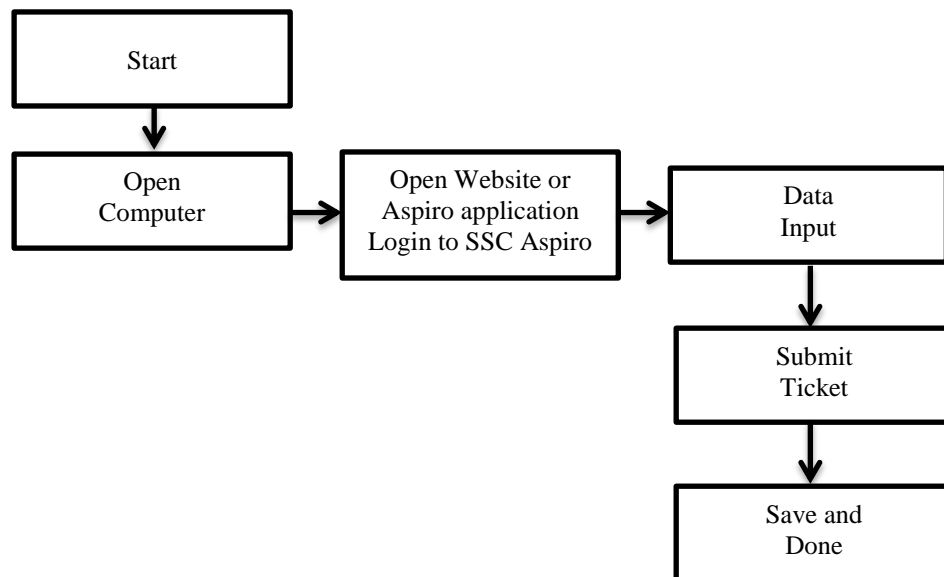


Figure 3.9 Aspiro Data Entry Process
Source: Process Data 2023

An employee sanction letter that has been closed must be sent to Aspiro by purchasing an Aspiro ticket through the Aspiro website, namely <https://ssc.aspiro.com> or the Aspiro application. Aspiro is a website or application in the form of an MSC company based in Malaysia that collaborates with APP Sinarmas (Asia Pulp and Paper Sinarmas) and functions to serve company affairs, helping facilitate work in companies such as issuing work certificates, salary slips, calculating severance pay and etc. Aspiro provides solutions for businesses such as finance, information technology, human resources, and digital services. Interestingly, Aspiro serves businesses not only in Malaysia, but also in Indonesia, Australia and China. Delivery of Aspiro tickets is sent if the employee has a P50 deduction for the employee. The steps for sending employee P50 deductions to Aspiro:

- a. Start by turning on the computer that is used as the data input medium.
- b. Open the Aspiro application, then log in using the employee's personal account.
- c. To send a ticket to Aspiro, select my ticket section-click the employee P50 withholding section - copy the description of the employee sanction data that is subject to deductions according to the PKB rules - click the

homepage-select service request-select human resources - select work discipline records-paste the description of the employee's sanction data affected by deductions according to the PKB rules that were copied earlier - in the brief description section in the contents of the employee's P50 deduction - in the number of records section fill in the number of employees affected by the P50 deduction - add an attachment in the form of a file of a sanction letter for each employee.

- d. After the data is inputted and the file is attached, then select the send icon to be sent to Aspiro.
- e. The data has been saved and the ticket code automatically appears after processing the ticket sent to Aspiro. To find out the ticket code that has been sent by Aspiro, you can check the icon in my ticket section.

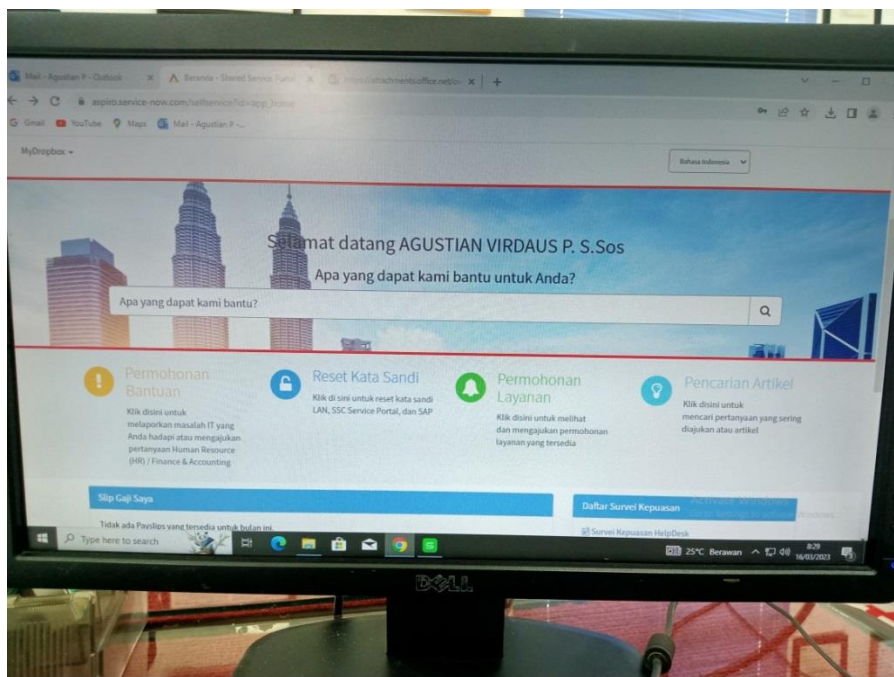


Figure 3.10 Aspiro Data Entry Document

Source: Process Data 2023



Figure 3.11 Aspiro Data Entry Document

Source: Process Data 2023

- 5. Administration
 - a. Photocopying documents

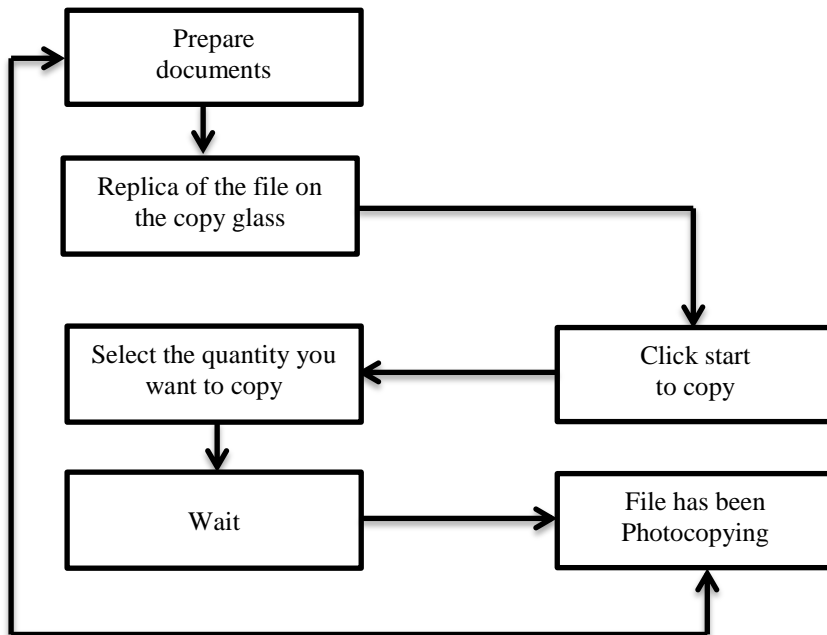


Figure 3.12 Photocopying Documents Process

Source: Process Data 2023

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

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

The following is an example of an image when photocopying document:



Figure 3.13 Photocopying Documents

Source: Process Data 2023

b. Scanning documents

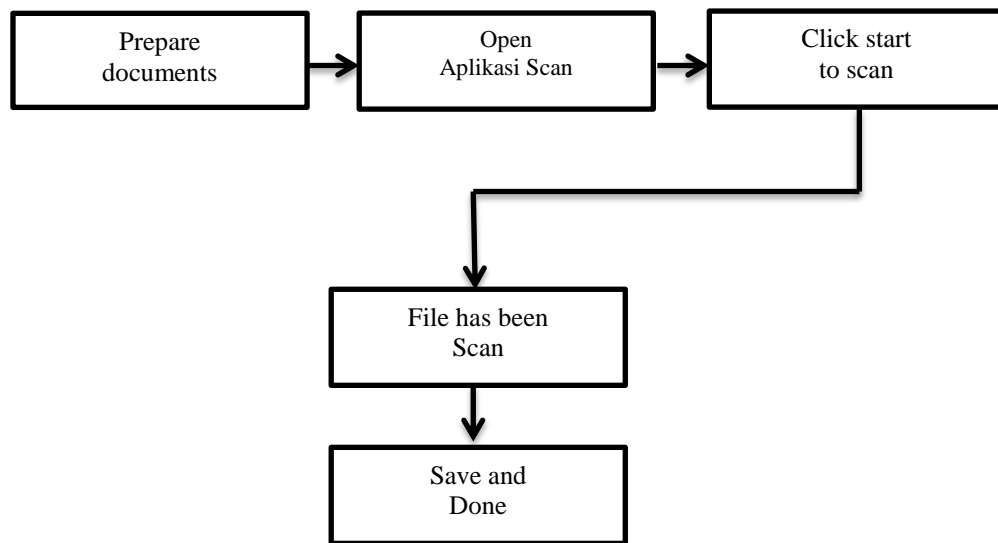


Figure 3.14 Scanning Documents Process

Source: Process Data 2023

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

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

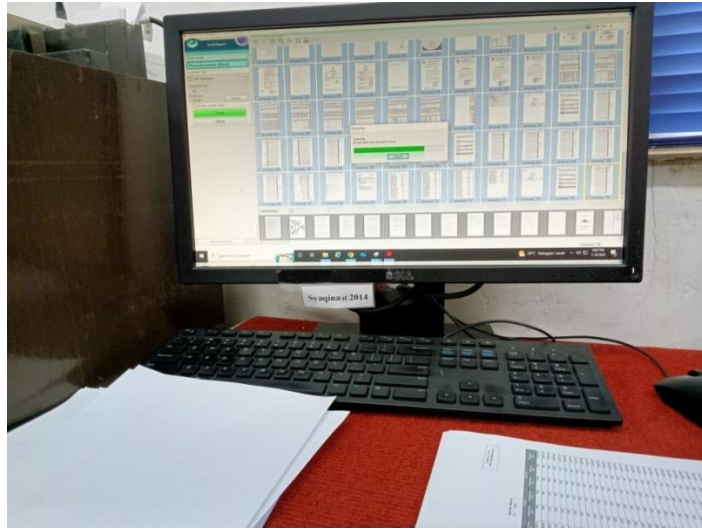


Figure 3.15 Scanning Documents

Source: Process Data 2023

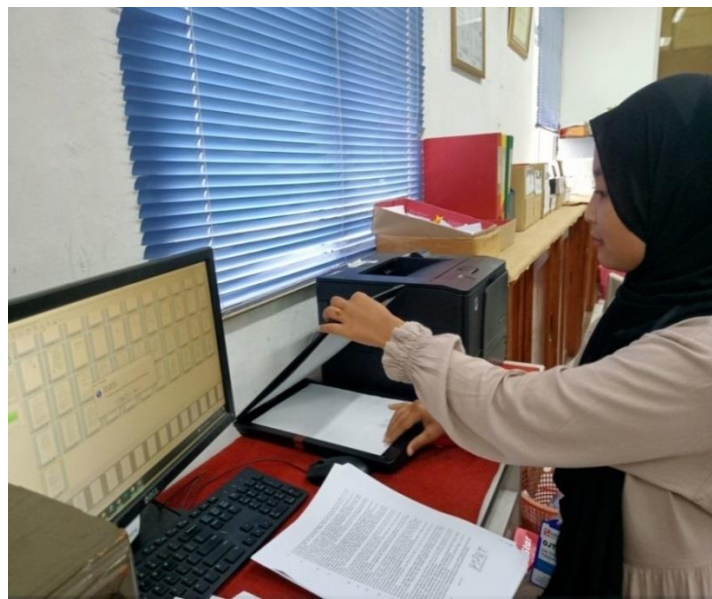


Figure 3.16 Scanning Documents

Source: Process Data 2023

3.3 Place of Apprenticeship

This apprenticeship activity was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill, which is located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During apprenticeship, the author is placed in the Industrial Relation Section. The company's provisions regarding the schedule or time for the implementation of apprenticeship are as follows:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	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

The activities carried out during apprenticeship can be seen in the following table :

Table 3.2 Daily Activities of January 9th, 2023 to January 13th, 2023

No	Date andTime	Activities	Place
1	Monday 9 January 2023	<ul style="list-style-type: none"> Register to enter into mess Introduce to the PR division 	<ul style="list-style-type: none"> Mess Bunut PR Office
2	Tuesday 10 January 2023	<ul style="list-style-type: none"> Visit to SMKN 8 Pekanbaru Visit to SMKN 2 Pekanbaru Visit to CSR Inauguration 	<ul style="list-style-type: none"> SMKN 8 Pekan Baru SMKN 2 Pekan Baru Gedung Daerah Pekanbaru
3	Wednesday 11 January 2023	<ul style="list-style-type: none"> Clean the new apprentice room Introduce to the profile of PT.IKPP Tbk Perawang Discuss and division of KP jobs at PT. IKPP Tbk 	<ul style="list-style-type: none"> Public Relation
4	Thursday 12 January 2023	<ul style="list-style-type: none"> Discuss of KP jobs that have been shared with fellow apprentices 	<ul style="list-style-type: none"> Public Relation
5	Friday 13 January 2023	<ul style="list-style-type: none"> Conduct safety induction training at PT.IKPP Tbk Perawang Conduct surveys on the HRD section and Port Operation field surveys Introduce to the HRD division 	<ul style="list-style-type: none"> Public Relation

Source : Processed Data 2023

In the first week of January for apprenticeship activities, the author registered to join the company and the author conducted safety induction training at PT. Indah Kiat Pulp & Paper Perawang Mill. In the first week, the author was still placed in public relations. To be precise, in the public relations unit.

Table 3.3 Daily Activities of January 16th, 2023 to January 20nd, 2023

No	Date andTime	Activities	Place
1	Monday 16 January 2023	<ul style="list-style-type: none"> Prepare of SOP (Standard Operating Procedure) files according to time/date, month and year 	<ul style="list-style-type: none"> Industrial Relation
2	Tuesday 17 January 2023	<ul style="list-style-type: none"> Make a copy of the job description file 	<ul style="list-style-type: none"> Industrial Relation
3	Wednesday 18 January 2023	<ul style="list-style-type: none"> Filter IKPP employee data in 2018-2020 using the excel application 	<ul style="list-style-type: none"> Industrial Relation

No	Date andTime	Activities	Place
		<ul style="list-style-type: none"> • Make copies of company partner or vendor files 	
4	Thursday 19 January 2023	<ul style="list-style-type: none"> • Archive the monitoring sheet for the settlement of cases/PHK • Make copies of files on company partners or vendors 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 20 January 2023	<ul style="list-style-type: none"> • Learn how to input settlement of cases/layoffs • Make copies of files on company partners or vendors 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the second week of January for apprenticeship activities, the author is placed in the HRD section, precisely in the Industrial Relation unit. The author is guided by a mentor and prepared SOP files (Standard Operating Procedures) according to time/date, month and year and the author filtered IKPP employee data in 2018-2020 using the excel application.

Table 3.4 Daily Activities of January 23th, 2023 to January 27th, 2023

No	Date andTime	Activities	Place
1	Monday 23 January 2023	<ul style="list-style-type: none"> • Serve employees who request/request Employee Buses to company provider hospitals (Eka Hospital and Prima Pekanbaru Hospital). • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 24 January 2023	<ul style="list-style-type: none"> • Make copies of files on the IKPP Employee Layoffs monitoring list • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 25 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 26 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a twibbonize IKPP anniversary, national labor day, Ramadhan fasting day, and Eid al Fitr 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 27 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Payment of receipts for picking up PKB books for 2022-2024 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the third week of January apprenticeship activities, the author received additional learning, namely how to serving employees who request/request Employee buses to company provider hospitals (Eka Hospital and Prima Pekanbaru Hospital) and were taught how to inputed special permit request data for medical purposes (Hospital) to IKPP employees. Then the author made twibbonized IKPP anniversary, national labor day, Ramadhan fasting day, and Eid al-Fitr day.

Table 3.5 Daily Activities of January 30rd, 2023 to February 3rd, 2023

No	Date and Time	Activities	Place
1	Monday 30 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Learn how to close IKPP employee cases 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 31 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input data on violation cases in warning letters (ST1-ST3) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 1 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Do a checklist of required documents on company partners or vendors 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 2 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the document on SPI HRD Division 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 3 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a bad performance target diagram for all in 2022 and a breakdown diagram for the employee 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the fourth week of January for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also received new learning, namely inputting violation case data on warning

letters (ST1-ST3) on IKPP employees and learn how to close cases of IKPP employees.

Table 3.6 Daily Activities of February 06th, 2023 to February 10th, 2023

No	Date and Time	Activities	Place
1	Monday 6 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Compile sustainability data for 2022 for IKPP and Pindo Deli employee break downs 	<ul style="list-style-type: none"> Industrial Relation
2	Tuesday 7 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Check incomplete audit data document checklists 	<ul style="list-style-type: none"> Industrial Relation
3	Wednesday 8 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Make proposals for breaking the fast together on background points 	<ul style="list-style-type: none"> Industrial Relation
4	Thursday 9 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Make proposals for breaking the fast together on cost estimation points 	<ul style="list-style-type: none"> Industrial Relation
5	Friday 10 February 2023	<ul style="list-style-type: none"> Make proposals for breaking the fast together on background points 	<ul style="list-style-type: none"> Industrial Relation

Source : Processed Data 2023

In the fifth week of February for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did received new learning, namely checking incomplete audit data document checklists and made submission of joint iftar proposals.

Table 3.7 Daily Activities of February 13th, 2023 to February 17th, 2023

No	Date and Time	Activities	Place
1	Monday 13 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Inputting ST1-ST2 warning letters for negligence by IKPP employees 	<ul style="list-style-type: none"> Industrial Relation
2	Tuesday 14 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Make proposals for international labor anniversaries on cost estimation points 	<ul style="list-style-type: none"> Industrial Relation
3	Wednesday	<ul style="list-style-type: none"> Input special permit request data for 	<ul style="list-style-type: none"> Industrial Relation

No	Date and Time	Activities	Place
	15 February 2023	<ul style="list-style-type: none"> medical treatment (hospital) for IKPP employees Input UP2K or small service award certificates for 15 workers in the AM-5/EMA division 	
4	Thursday 16 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Input employee service award certificates and filing award documents on computer data 	<ul style="list-style-type: none"> Industrial Relation
5	Friday 17 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> Industrial Relation

Source : Processed Data 2023

In the sixth week of February for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author did also submitted a proposal for an international labor day.

Table 3.8 Daily Activities of February 20nd, 2023 to February 24th, 2023

No	Date and Time	Activities	Place
1	Monday 20 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> Industrial Relation
2	Tuesday 21 February 2023	<ul style="list-style-type: none"> input special permit request data for medical treatment (hospital) for IKPP employees Make a copy of the minutes file (Cash Opname) 	<ul style="list-style-type: none"> Industrial Relation
3	Wednesday 22 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Archiving IKPP employee ID leave files 	<ul style="list-style-type: none"> Industrial Relation
4	Thursday 23 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Make a loan proposal for employee bus fleets (Gulamo River Tour) 	<ul style="list-style-type: none"> Industrial Relation
5	Friday 24 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> Industrial Relation

Source : Processed Data 2023

In the seventh week of February for apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for

medical purposes (hospital) for IKPP employees, but the author also did made copies of official minutes (Cash Hospitalization) files, made employee ID made files IKPP and made a loan proposal for employee bus fleets (Srigu Gulamo Tourism).

Table 3.9 Daily Activities of February 27th, 2023 to March 03rd, 2023

No	Date andTime	Activities	Place
1	Monday 27 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 28 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Assist in preparing cash hospitalization files for auditing 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 1 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Help clean the office room and other files 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 2 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Inputting ST1 warning letter data for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 3 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the eighth week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did helped prepare cash hospitalization files for auditing and inputting ST1 warning letter data for employees IKPP.

Table 3.10 Daily Activities of March 06th, 2023 to March 10th, 2023

No	Date andTime	Activities	Place
1	Monday 6 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee ID leave file • Help change the IR lay out 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 7 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday	<ul style="list-style-type: none"> • Input special permit request data for 	<ul style="list-style-type: none"> • Industrial Relation

No	Date andTime	Activities	Place
	8 March 2023	medical treatment (hospital) for IKPP employees <ul style="list-style-type: none"> • Make copies of IKPP employee warning letters 	
4	Thursday 9 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Help to prepare food and drinks for the farewell party of one of the IR employees 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 10 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees • Make a recap of Regency/Municipal salaries/wages (UMK) in 2019-2023 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the ninth week of March apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did made a recap of Regency/City wages/wages (UMK) in 2019- 2023.

Table 3. 11 Daily Activities of March 13th, 2023 to March 17th, 2023

No	Date andTime	Activities	Place
1	Monday 13 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee's warning letter in the sanctions book 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 14 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the early retirement approval form 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 15 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Inputting P50 withholding tickets for employee violations to Aspiro 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 16 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Inputting P50 withholding tickets for employee violations to Aspiro 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 17 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make copies of the files for workers with disabilities • Make videos welcoming Ramadhan 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the tenth week of March apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did made a copying of the early retirement approval form file, inputting the submission of a P50 deduction ticket for violations employees to Aspiro, made copying of the workforce files for people with disabilities and made videos welcoming Ramadhan.

Table 3.12 Daily Activities of March 20th, 2023 to March 24th, 2023

No	Date andTime	Activities	Place
1	Monday 20 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make greeting templates welcoming Ramadhan Fasting for the IR extended family 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 21 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Assist in preparing basic food coupons for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 22 March 2023	<ul style="list-style-type: none"> • Nyepi Holy Day 	<ul style="list-style-type: none"> • National holiday
4	Thursday 23 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 24 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Prepare files of evidence for the PHI (Industrial Relation Court) trial at the Pekanbaru District Court 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the eleventh week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees, but the author also did made greeting templates to welcome Ramadhan Fasting for the IR extended family, helping the preparation staple of food coupons for IKPP employees and preparing evidence files for the PHI (Industrial Relation Court) trial at the Pekanbaru District Court.

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

No	Date andTime	Activities	Place
1	Monday 27 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Stamp on staple food coupons for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 28 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 29 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 30 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 31 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation

Source : Processed Data 2023

In the twelfth week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees, but the author also did stamped on staple food coupons for IKPP employees and helping calculate the deposit of money from each employee Admin.

Table 3.14 Daily Activities of April 03rd, 2023 to April 7th, 2023

No	Date andTime	Activities	Place
1	Monday 3 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee voucher data file • Make a copy of the fire brigade & safety data file (monthly safety management activity report) • Make copies of IKPP employee warning letters 	<ul style="list-style-type: none"> • Industrial Relation
2	Tuesday 4 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees • Deliver entertainment files to Mill Head Tissue • Deliver files to Accounting Tissue • Deposit groceries to Bank Sinarmas 	<ul style="list-style-type: none"> • Industrial Relation • Mill Head • Accounting • Bank Sinarmas
3	Wednesday 5 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation

No	Date andTime	Activities	Place
		<ul style="list-style-type: none"> • Help calculate the deposit of money to purchase coupons from each Admin employee • Assist in the packaging of basic food items together with the committee for the distribution of basic food items 	<ul style="list-style-type: none"> • Aula Bunut
4	Thursday 6 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Assist in the packaging of basic food items together with the committee for the distribution of basic food items 	<ul style="list-style-type: none"> • Industrial Relation • Aula Bunut
5	Friday 7 April 2023	<ul style="list-style-type: none"> • Jesus christ's day of death 	<ul style="list-style-type: none"> • National holiday

Source : Processed Data 2023

In the thirteenth week of April apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees and helping to calculate the deposit of money to purchase coupons from each employee admin. However, the author also did deposited basic food money at Bank Sinarmas and helped pack groceries with the food distribution committee.

Table 3.15 Daily Activities of April 10th, 2023 to April 14th, 2023

No	Date andTime	Activities	Place
1	Monday 10 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the leave ID file • Make copies of employee reprimand letter files 	<ul style="list-style-type: none"> • Industrial Relation • HO • General Affair
2	Tuesday 11 April 2023	<ul style="list-style-type: none"> • Participate as a committee for the Sinarmas cooking oil bazaar at the cashier's desk 	<ul style="list-style-type: none"> • Pekan Baru
3	Wednesday 12 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employee 	<ul style="list-style-type: none"> • Industrial Relation
4	Thursday 13 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the invitation document for breaking the fast with Bipartite 	<ul style="list-style-type: none"> • Industrial Relation
5	Friday 14 April 2023	<ul style="list-style-type: none"> • Help prepare the iftar event with PT. IKPP, Ika Unri, Siak Regency Government and the Tualang Community 	<ul style="list-style-type: none"> • Aula Bunut

Source : Processed Data 2023

In the fourteenth week of April apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did participated in being a committee for the Sinarmas cooking oil bazaar at the cashier and helping the preparation of Iftar event with PT. IKPP, Ika Unri, Siak Regency Government and the Tualang Community

Table 3.16 Daily Activities of April 17th, 2023 to April 21st, 2023

No	Date andTime	Activities	Place
1	Monday 17 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) of IKPP employees • Iftar with SP/SB management, LKS Bipartite management and management of PT.IKPP & Perawang Mill Group 	<ul style="list-style-type: none"> • Industrial Relation • Hotel Arya Duta Pekanbaru
2	Tuesday 18 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) of IKPP employees 	<ul style="list-style-type: none"> • Industrial Relation
3	Wednesday 19 April 2023	<ul style="list-style-type: none"> • Eid Al-Fitr 	<ul style="list-style-type: none"> • Rupert
4	Thursday 20 April 2023	<ul style="list-style-type: none"> • Eid Al-Fitr 	<ul style="list-style-type: none"> • Rupert
5	Friday 21 April 2023	<ul style="list-style-type: none"> • Eid Al-Fitr 	<ul style="list-style-type: none"> • Rupert

Source : Processed Data 2023

In the fifteenth week of April apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees but the author also did participated in the iftar agenda with the SP/SB management, LKS Bipartite management and management of PT.IKPP & Group Mill Perawang.

Table 3.17 Daily Activities of April 24th, 2023 to April 28th, 2023

No	Date and Time	Activities	Place
1	Monday 24 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 	<ul style="list-style-type: none"> Rupat
2	Tuesday 25 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 	<ul style="list-style-type: none"> Rupat
3	Wednesday 26 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 	<ul style="list-style-type: none"> Rupat
4	Thursday 27 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees 	<ul style="list-style-type: none"> Industrial Relation
5	Friday 28 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees 	<ul style="list-style-type: none"> Industrial Relation

Source : Processed Data 2023

In the sixteenth week of April apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees.

Table 3.18 Daily Activities of May 01st, 2023 to May 05th, 2023

No	Date and Time	Activities	Place
1	Monday 1 May 2023	<ul style="list-style-type: none"> National Labor Day 	<ul style="list-style-type: none"> National holiday
2	Tuesday 2 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets Receive incoming LPK to IR and then input it into the portal system 	<ul style="list-style-type: none"> Industrial Relation
3	Wednesday 3 May 2023	<ul style="list-style-type: none"> Make a copy of the severance pay report for employees who have resigned. 	<ul style="list-style-type: none"> Industrial Relation
4	Thursday 4 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets 	<ul style="list-style-type: none"> Industrial Relation
5	Friday 5 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets Make a copy of the safety performance indicator (SPI) file 	<ul style="list-style-type: none"> Industrial Relation

Source : Processed Data 2023

In the seventeenth week of the May month of apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did inputted violation case data on warning letters (ST1-ST3) for employees IKPP on the sanction book computer, receiving LPK that entered the IR then

inputting it into the portal system and made a copy of the safety performance indicator (SPI) file.

Table 3.19 Daily Activities of May 8th, 2023 to May 12th, 2023

No	Date andTime	Activities	Place
1	Monday 8 May 2023	<ul style="list-style-type: none"> • Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets • Input and uploading contractor work patterns into the portal application system 	• Industrial Relation
2	Tuesday 9 May 2023	<ul style="list-style-type: none"> • Input and uploading contractor work patterns into the portal application system 	• Industrial Relation
3	Wednesday 10 May 2023	<ul style="list-style-type: none"> • Retrieve IKPP employee case acceptance data for the last 3 years from 2020-2023 • Process employee case acceptance data annually 	• Industrial Relation
4	Thursday 11 May 2023	<ul style="list-style-type: none"> • Filter and sorting IKPP employee case data for the last 3 years from 2020-2023 • Develop study case on background point 	• Public Relation
5	Friday 12 May 2023	<ul style="list-style-type: none"> • Make a case study report on the problem formulation points and problem objectives 	• Public Relation

Source : Processed Data 2023

In the eighteenth week of the May month of apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospital) for IKPP employees but the author also did inputted and uploads contractor work patterns into the portall system, retrieving case acceptance data IKPP employees for the last 3 years from 2020-2023 then process the annual employee case acceptance data by filtering and sorting IKPP employee case data for the last 3 years from 2020-2023.

Table 3.20 Daily Activities of May 15th, 2023 to May 19th, 2023

No	Date andTime	Activities	Place
1	Monday 15 May 2023	<ul style="list-style-type: none"> • Compile a case study report on the discussion of CHAPTER II points on the theoretical basis of case violations 	• Public Relation
2	Tuesday 16 May 2023	<ul style="list-style-type: none"> • Prepare case study reports on the discussion of CHAPTER II points on employee cases for 2021-2023 	• Public Relation
3	Wednesday 17 May 2023	<ul style="list-style-type: none"> • Compile a case study report in the discussion of CHAPTER II to make a table of overspeed violations for 2021- 	• Public Relation

No	Date andTime	Activities	Place
		2023 • Participate in and observing HIV/AIDS apprenticeship	
4	Thursday 18 May 2023	• Ascension Day of Jesus Christ	
5	Friday 19 May 2023	• Prepare a case study report on the discussion of CHAPTER II making the flow of IKPP employee case handling	• Public Relation

Source : Processed Data 2023

In the nineteenth week of the May month of apprenticeship activities, the author did attend and observe HIV/AIDS apprenticeship and compiled a study report on the process of handling cases of overspeed violations among PT. Indah Kiat Pulp & Paper Tbk Perawang Mill employees. The preparation of this report as one of the final tasks of the apprenticeship for the past 5 months was presented. The case study preparation period lasts for 1 month before the end of the apprenticeship and one month before the end of the apprenticeship the author is placed in the public relations unit.

Table 3.21 Daily Activities of May 22nd, 2023 to May 26th, 2023

No	Date andTime	Activities	Place
1	Monday 22 May 2023	• Compile a case study report on the discussion of CHAPTER III on points of conclusion and suggestions	• Public Relation
2	Tuesday 23 May 2023	• Prepare apprenticeship reports	• Public Relation
3	Wednesday 24 May 2023	• Participate in and observing HIV/AIDS apprenticeship • Prepare apprenticeship reports	• Public Relation
4	Thursday 25 May 2023	• Prepare apprenticeship reports	• Public Relation
5	Friday 26 May 2023	• Prepare apprenticeship reports and organize material into power point	• Public Relation

Source : Processed Data 2023

In the twentieth week of the May apprenticeship activity, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations among PT. Indah Kiat Pulp & Paper Tbk Perawang Mill employees and participation in and observed HIV/AIDS apprenticeship.

Table 3.22 Daily Activities of May 29th, 2023 to June 02nd, 2023

No	Date andTime	Activities	Place
1	Monday 29 May 2023	• Prepare apprenticeship reports	• Public Relation
2	Tuesday 30 May 2023	• Prepare apprenticeship reports	• Public Relation
3	Wednesday 31 May 2023	• Prepare apprenticeship reports	• Public Relation
4	Thursday 1 June 2023	• Prepare apprenticeship reports	• Public Relation
5	Friday 2 June 2023	• Permite	-

Source : Processed Data 2023

In the twenty-first week of June for apprenticeship activities, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations at employees of PT. Indah Kiat Pulp & Paper tbk Perawang Mill.

Table 3.23 Daily Activities of June 05th, 2023 to June 09th, 2023

No	Date andTime	Activities	Place
1	Monday 5 June 2023	• Present of the results of apprenticeship reports from practical colleagues	• Public Relation
2	Tuesday 6 June 2023	• Welcome Polbeng lecturers as apprenticeship coordinators • Visit the port unit with Polbeng lecturers as apprenticeship coordinators	• Public Relation • Port Operation
3	Wednesday 7 June 2023	• Present of the results of apprenticeship reports from practical colleagues	• Public Relation
4	Thursday 8 June 2023	• Present of the results of apprenticeship reports from practical colleagues • Separate of apprenticeship for 5 months in the industrial relation unit	• Public Relation
5	Friday 9 June 2023	• Present of private apprenticeship reports • Separate of apprenticeship for 5 months in the public relation unit	• Public Relation

Source : Processed Data 2023

In the twenty-second week of June apprenticeship activities, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations at PT. Indah Kiat Pulp & Paper tbk Perawang Mill employees and presenting the results of the apprenticeship report or study case that had been prepared as a condition for carried out apprenticeships for 5 months and to be precise on June 9, 2023 is the

last date for the author to carried out apprenticeships at PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.

3.4 Obstacles and Solutions

3.4.1 Obstacles

The obstacle that the author get while did the apprenticeship at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill are :

1. There is a large amount of employee data that is confidential, so care must be taken when inputting employee data, so that fatal errors do not occur and limitations in obtaining data for a given job, because the data provided is unclear and incomplete.
2. Lack of ability and understanding to serve employees if there is a summons regarding reports of employee violations, because only Industrial Relation employees are required to serve the employee concerned.

3.4.2 Solutions

The solutions for the obstacles that the author get while did the apprenticeship, we hope that on the next period are :

1. The author must be more careful and observant when inputting data. After inputting data, the author must re-check the data entered so that there are no errors. In carrying out tasks, practitioners must also be systematic in following rules or work steps to reduce errors in data entry and form arrangement.
2. Industrial Relation employees provide training on how to process employees involved in cases in the collective labor agreement (PKB) procedure, then the author follows and sees firsthand how employees process employees involved in cases. So that the author can also understand the performance of Industrial Relation when processing employee violation reports.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusions

After doing apprenticeship at PT. Indah Kiat Pulp and Paper Tbk–Perawang Mill, the following conclusions can be drawn:

1. In apprenticeship, the author is placed in the Industrial Relation Unit, while the tasks carried out are:
 - a. Serve employees who request Employee Bus requests from company provider hospitals (Eka Hospital, Prima and Awal Bros Pekanbaru)
 - b. Input Employee Special Permit Requests for medical purposes, permits to leave Riau Province, and Personal Needs
 - c. Input data on violation cases in warning letters (ST1-ST3) and warning letters (SP1-SP3) for IKPP employees on computers and sanction books
 - d. Input employee case ticket data with P50 employee deductions and sending to Aspiro
 - e. Administration:
 - a) Vendor File Archive
Archive of vendor file who act as producers by attaching file requirements related to business transactions with PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.
 - b) Proposal File Archive
Archive the proposal files for national holiday activities held by PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill and also make a proposal for submitting an agenda
 - c) ID Leave File Archive
Archive file employee leave requests in order to represent the company, for example subpoenas or technical guidance training
 - d) Cash Opname File Archive
Archive cash opname files which are cash accounting records

- e) LPK Files (Employee Violation Reports)
Archive incoming employee violation report files and the case has been closed
 - f) Reprimand letters (ST1-ST3) and warning letters (SP1-SP2)
Input employee warning letter data into the computer system and perform file archiving
 - g) UP2K File (Certificate)
Archive awards given by industrial relation to employees who have successfully completed their duties properly or provide benefits to the company for their performance.
2. In implementing this apprenticeship, the author do Apprenticeship at PT. Indah Kiat Pulp & Paper Tbk Perawang, which was carried out for 5 months, starting from 9 January 2023 to 9 July 2023.
 3. Work systems and procedures in the Industrial Relation unit use online systems, application systems and manual systems. Services carried out by Industrial Relation directly by employees and also using portal application systems and other applications that make it easier for Industrial Relation workers to complete work. Like online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.
 4. During the implementation of apprenticeship there were several obstacles, namely the large amount of confidential employee data, so care had to be taken when inputting employee data, so that fatal errors did not occur and limitations in obtaining data for a given job, because the data provided is unclear and incomplete.
 5. Lack of ability and understanding to serve employees if there is a summons regarding reports of employee violations, because only Industrial Relation employees are required to serve the employee concerned.

4.2 Suggestions

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

1. Author

Suggestions for authors to be more thorough, thorough and concentrating in writing. Make it a habit to read first before acting, and think realistically and rationally, and carry out tasks in accordance with the directions or orders given by the employee concerned.

2. Student

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

3. Company

After, the author carried out apprenticeship activities at PT. Indah Kiat Pulp and Paper Tbk Perawang Mill. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to apprenticeship students to be supervised, guided and taught the steps.

4. Bengkalis State Polytechnic

Suggestions to the State Polytechnic of the Bengkalis campus so that this Field apprenticeship can be used as an evaluation material, and should be given to students before carrying out field apprenticeships in accordance with the field or course material in accordance with the field apprenticeship company

REFERENCES

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PT. Indah Kiat Pulp and Paper Tbk Perawang Mill Profile,<https://indahkiat.co.id/in/indah-kiat-perawang> Accessed on June 8th, 2023

Employee Violation Report Attachment <https://www.google.com/search?client=firefox-bd&q=+Employee+Violation+Report+Attachment+%28LPK%29+is>
Accessed on June 12th, 2023

Pengertian Aspiro,<https://motiska.id/7286/aspiro-app/> Accessed on June 12th, 2023

APPENDICES

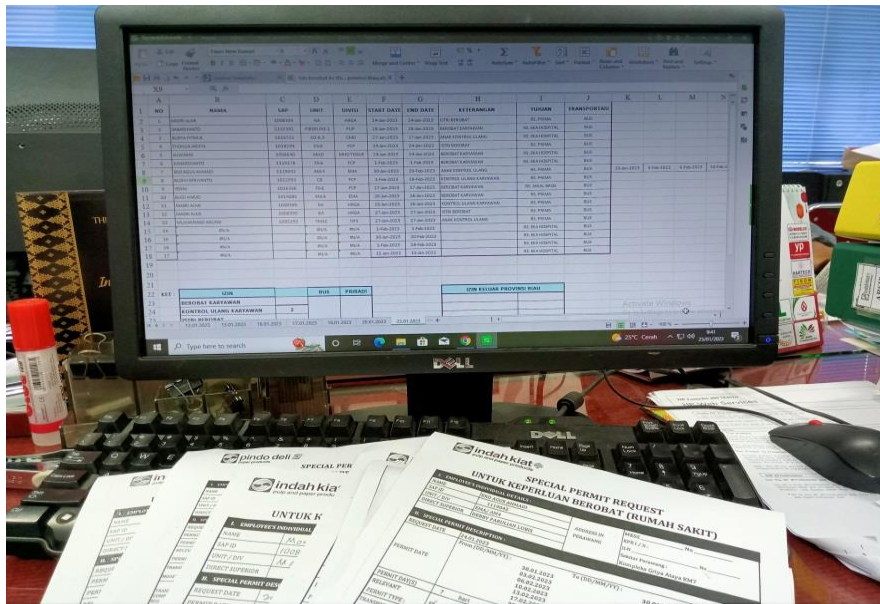
Appendix 1 : Figure of Job Description

1. Serve employees who request employee bus requests to company provider hospitals (Eka Hospital, Prima and Awal Bros Pekanbaru)

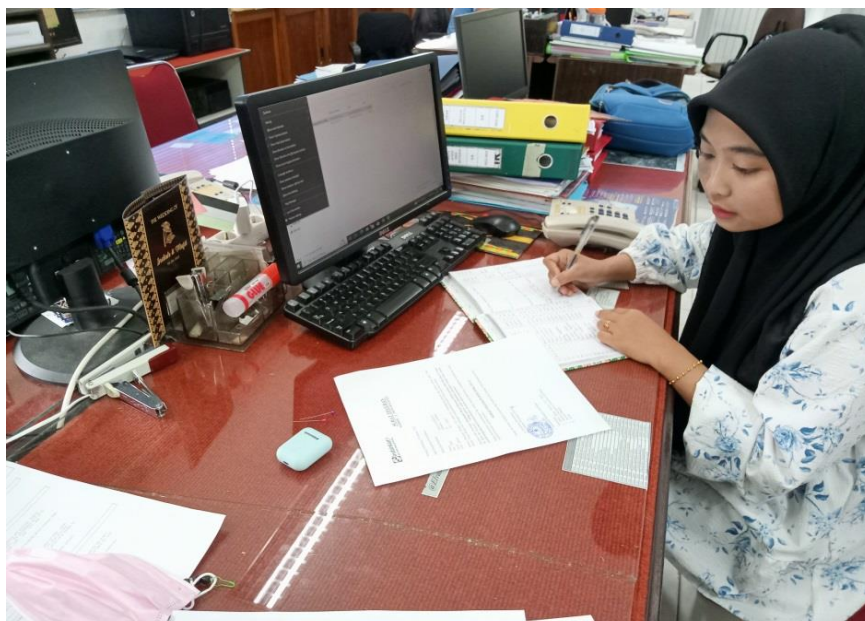


2. Input employee special permit requests for medical purposes, permits to leave Riau Province, and Personal Needs

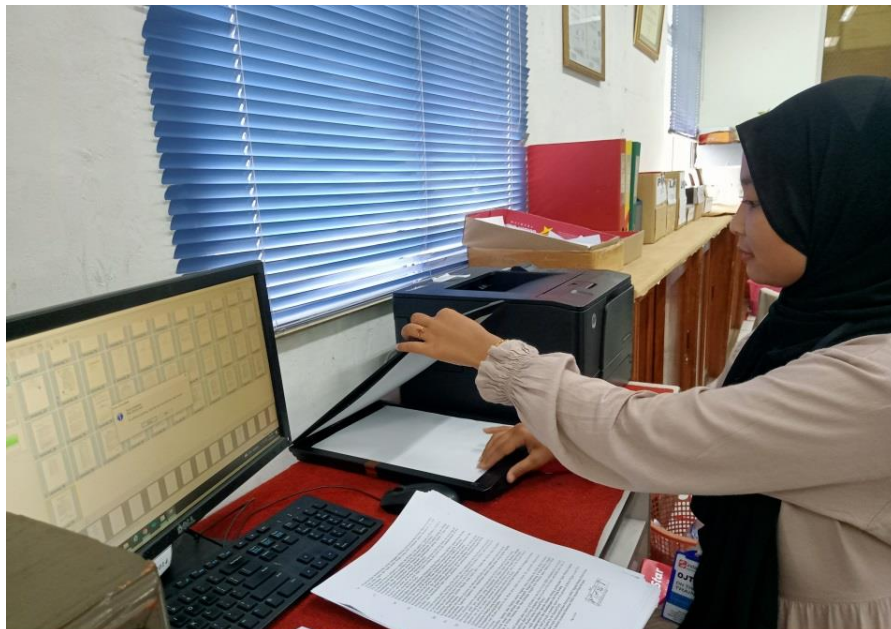


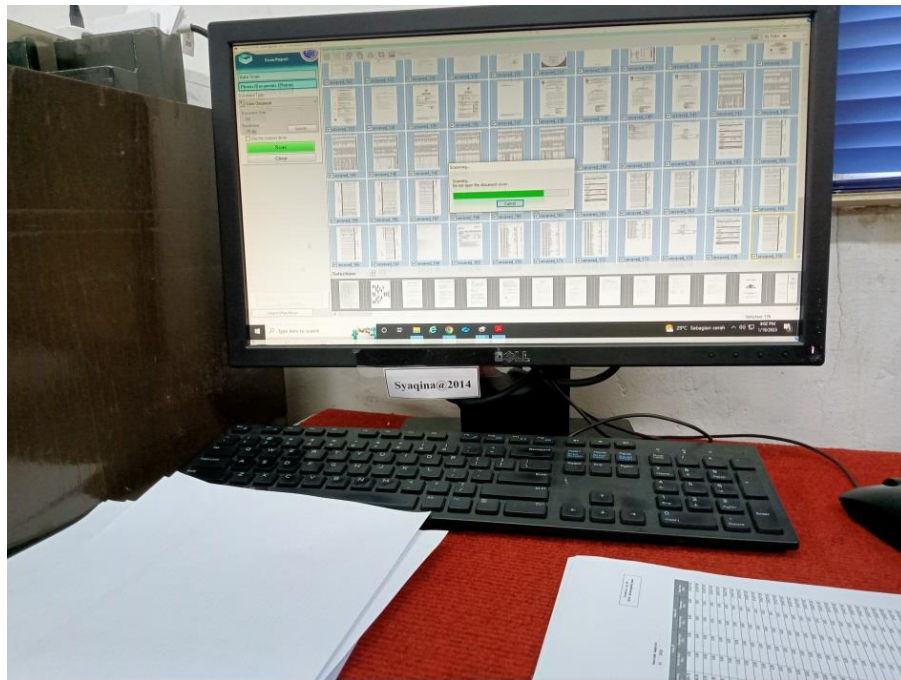


3. Enter data on violation cases in warning letters (ST1-ST3) and warning letters (SP1-SP3) for IKPP employees on computers and sanction books



5. Administration: Make copies of company partner or vendor proposal files, leave ID, minutes (Cash Opname), LPK (Employee Violations Report), letter of reprimand (ST1-ST3) or warning letter (SP1-SP2), and UP2K (Certificate /Award).







Appendix 2 : Apprenticeship Acceptance Letter



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

Pinang Sebatang, 14 Desember 2022

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

Dengan hormat.

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

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

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

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

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

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

A r m a d i
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk

Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
Telp : (62-754) 959999

Appendix 3 : Appreticeship Statement Letter



SURAT KETERANGAN 001/SKV-IKPP/VII/2023

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

Nama : **Nurliandari**
NIM/NIS : **5404191196**
Jurusan/Prodi : **Administrasi Bisnis Internasional**
Asal Perguruan Tinggi : **Politenik Negeri Bengkalis**
Waktu : **09 Januari 2023 - 09 Juni 2023**

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 09 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 4 : Appraisal Form

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

Name : Nurliandari
 Student's Identity No. : 5404191196
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	92
2.	Responsibility	25%	96
3.	Adjustment/Adaptation	10%	94
4.	Work Result	30%	96
5.	Behavior in General	15%	93
	Total (1+2+3+4+5)	100%	94,2

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

Notes:

Behavior in General upayakan lebih totalitas

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Perawang, July 11th, 2023



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

Appendix 5 : Certificate



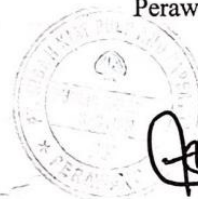
Appendix 6 :List Attendance

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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

Perawang, July 11th, 2023



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

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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

Perawang, July 11th, 2023

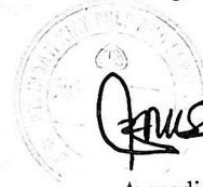
Armadi, S.E., M.E
 Head of Public Relation

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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

Perawang, July 11th, 2023



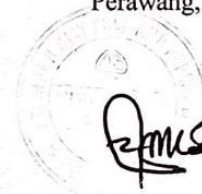
Armadi, S.E., M.E
 Head of Public Relation

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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

Perawang, July 11th, 2023



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

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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










Perawang, July 11th, 2023



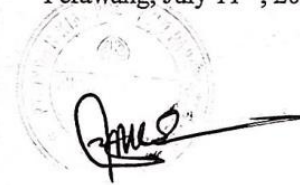
Armadi, S.E., M.E
 Head of Public Relation

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

Nama : Nurliandari
NIM : 5404191196
Jurusan / Prodi : Administrasi Niaga/D-IV Administasi Bisnis Internasional
Section / Divisi : HRD / Industrial Relation

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

Perawang, July 11th, 2023





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

Daily Activities

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday
Date : January 9 – January 13, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 9 January 2023	<ul style="list-style-type: none"> Register to enter into mess Introduce to the PR division 		
2	Tuesday 10 January 2023	<ul style="list-style-type: none"> Visit to SMKN 8 Pekanbaru Visit to SMKN 2 Pekanbaru Visit CSR Inauguration 		
3	Wednesday 11 January 2023	<ul style="list-style-type: none"> Clean the new apprentice room Introduce to the profile of PT.IKPP Tbk Perawang Discuss and division of KP jobs at PT. IKPP Tbk 		
4	Thursday 12 January 2023	<ul style="list-style-type: none"> Discuss of KP jobs that have been shared with fellow apprentices 		
5	Friday 13 January 2023	<ul style="list-style-type: none"> Conduct safety induction training at PT.IKPP Tbk Perawang Conduct surveys on the HRD section and Port Operation field surveys Introduce to the HRD division 		
Notes by Industrial Coach				


No	WORKING	EXPLANATION
1.		<p>In the first week of January for apprenticeship activities, the author registered to join the company and the author conducted safety induction training at PT. Indah Kiat Pulp & Paper Perawang Mill. In the first week, the author was still placed in public relations. To be precise, in the public relations unit.</p>



**DAILY ACTIVITIES OF
THE APPRENTICESHIP**

Day : Monday- Friday
Date : January 16th - January 20nd, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 16 January 2023	<ul style="list-style-type: none"> • Prepare of SOP (Standard Operating Procedure) files according to time/date, month and year 		
2	Tuesday 18 January 2023	<ul style="list-style-type: none"> • Make a copy of the job description file 		
3	Wednesday 18 January 2023	<ul style="list-style-type: none"> • Filter IKPP employee data in 2018-2020 using the excel application • Make copies of company partner or vendor files 		
4	Thursday 19 January 2023	<ul style="list-style-type: none"> • Archive the monitoring sheet for the settlement of cases/PHK • Make copies of files on company partners or vendors 		
5	Friday 20 January 2023	<ul style="list-style-type: none"> • Learn how to input settlement of cases/layoffs • Make copies of files on company partners or vendors 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the second week of January for apprenticeship activities, the author is placed in the HRD section, precisely in the Industrial Relation unit. The author is guided by a mentor and prepared SOP files (Standard Operating Procedures) according to time/date, month and year and the author filtered IKPP employee data in 2018-2020 using the excel application.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday


Date : January 23th - January 27th, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 23 January 2023	<ul style="list-style-type: none"> • Serve employees who request/request Employee Buses to company provider hospitals (Eka Hospital and Prima Pekanbaru Hospital). • Input special permit request data for medical treatment (hospital) for IKPP employees 		
2	Tuesday 24 January 2023	<ul style="list-style-type: none"> • Make copies of files on the IKPP Employee Layoffs monitoring list • Input special permit request data for medical treatment (hospital) for IKPP employees 		
3	Wednesday 25 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 		
4	Thursday 26 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a twibbonize IKPP anniversary, national labor day, Ramadhan fasting day, and Eid al-Fitr 		
5	Friday 27 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Payment of receipts for picking up PKB books for 2022-2024 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.		<p>In the third week of January, apprenticeship activities, the author received additional learning, namely how to serving employees who request/request Employee buses to company provider hospitals (Eka Hospital and Prima Pekanbaru Hospital) and were taught how to inputed special permit request data for medical purposes (Hospital) to IKPP employees. Then the author made twibbonized IKPP anniversary, national labor day, Ramadhan fasting day, and Eid al-Fitr day.</p>

**DAILY ACTIVITIES OF
THE APPRENTICESHIP**


Day : Monday- Friday
Date : January 30rd - February 3rd, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 18 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Learn how to close IKPP employee cases 		
2	Tuesday 31 January 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input data on violation cases in warning letters (ST1-ST3) for IKPP employees 		
3	Wednesday 1 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Doing a checklist of required documents on company partners or vendors 		
4	Thursday 2 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the document on SPI HRD Division 		
5	Friday 3 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a bad performance target diagram for all in 2022 and a breakdown diagram for the employee. 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.		<p>In the fourth week of January for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also received new learning, namely inputting violation case data on warning letters (ST1-ST3) on IKPP employees and learn how to close cases of IKPP employees.</p>

**DAILY ACTIVITIES OF
THE APPRENTICESHIP**


Day : Monday- Friday
Date : February 06th - February 10th, 2023

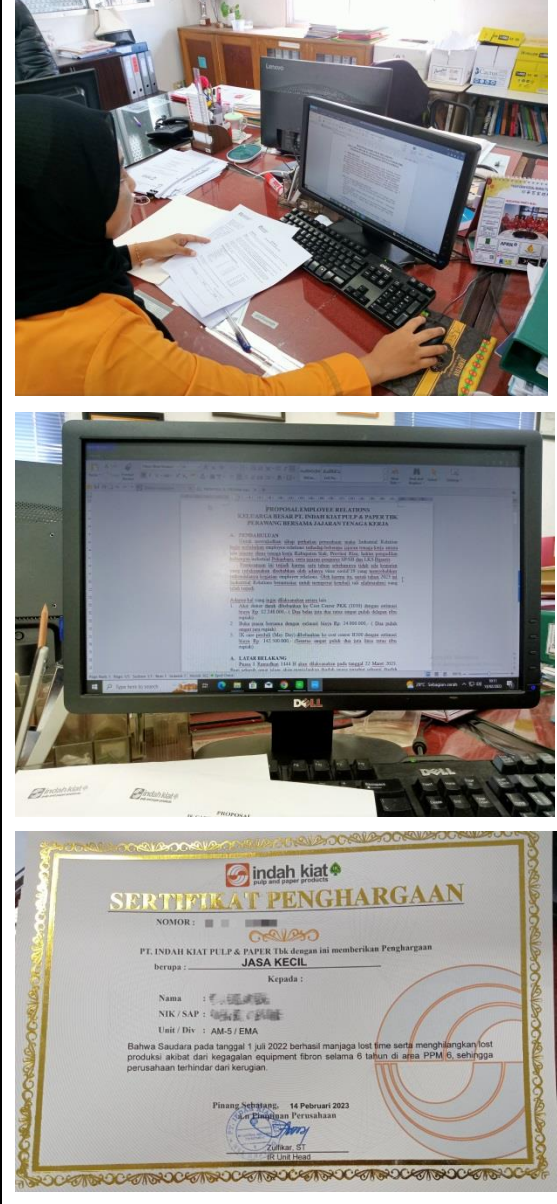
NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 6 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Compile sustainability data for 2022 for IKPP and Pindo Deli employee break downs 		
2	Tuesday 7 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Check incomplete audit data document checklists 		
3	Wednesday 8 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make proposals for breaking the fast together on background points 		
4	Thursday 9 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make proposals for breaking the fast together on cost estimation points 		
5	Friday 10 February 2023	<ul style="list-style-type: none"> • Make proposals for breaking the fast together on background points 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.	 <p>The 'WORKING' column contains three photographs. The top photo shows a woman in a white hijab sitting at a desk with a computer, looking at a document. The middle photo shows a woman in a yellow hijab sitting at a desk with a computer, also looking at a document. The bottom photo shows three people (two women and one man) sitting around a table, reviewing documents together in a meeting setting.</p>	<p>In the fifth week of February for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did received new learning, namely checking incomplete audit data document checklists and made submission of joint iftar proposals.</p>

**DAILY ACTIVITIES OF
THE APPRENTICESHIP**

Day : Monday- Friday
Date : February 13th - February 17th, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 13 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Inputting ST1-ST2 warning letters for negligence by IKPP employees 		
2	Tuesday 14 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make proposals for international labor anniversaries on cost estimation points 		
3	Wednesday 15 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input UP2K or small service award certificates for 15 workers in the AM-5/EMA division 		
4	Thursday 16 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input employee service award certificates and filing award documents on computer data 		
5	Friday 17 February 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 		
	Notes by Industrial Coach			


No	WORKING	EXPLANATION
1.	 <p>The 'WORKING' column contains three vertically stacked images. The top image shows a person in a black hijab and orange long-sleeved shirt sitting at a desk with a computer, looking at a document. The middle image is a close-up of a Dell monitor displaying a document titled 'PROPOSAL EMPLOYEE REQUEST' with Indonesian text. The bottom image is a certificate of appreciation (SERTIFIKAT PENGHARGAAN) from PT Indah Kiat Pulp & Paper Tbk, dated 14 February 2022, awarded to a staff member for their contribution to equipment maintenance.</p>	<p>In the sixth week of February for apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did submitted a proposal for an international labor day.</p>

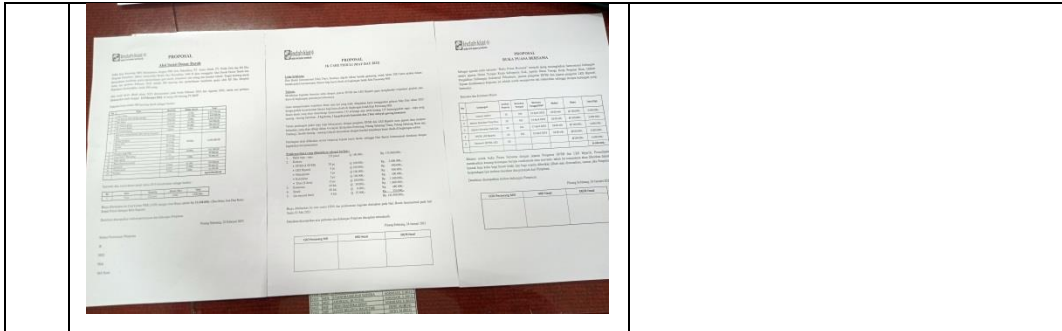
DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday

Date : February 20nd - February 24th, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 20 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
2	Tuesday 21 February 2023	<ul style="list-style-type: none"> input special permit request data for medical treatment (hospital) for IKPP employees Make a copy of the minutes file (Cash Opname) 		
3	Wednesday 22 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Archive IKPP employee ID leave files 		
4	Thursday 23 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Make a loan proposal for employee bus fleets (Gulamo River Tour) 		
5	Friday 24 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
Notes by Industrial Coach				


No	WORKING	EXPLANATION
1.		<p>In the seventh week of February for apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospital) for IKPP employees, but the author also did made copies of official minutes (Cash Hospitalization) files, made employee ID made files IKPP and made a loan proposal for employee bus fleets (Srigu Gulamo Tourism).</p>

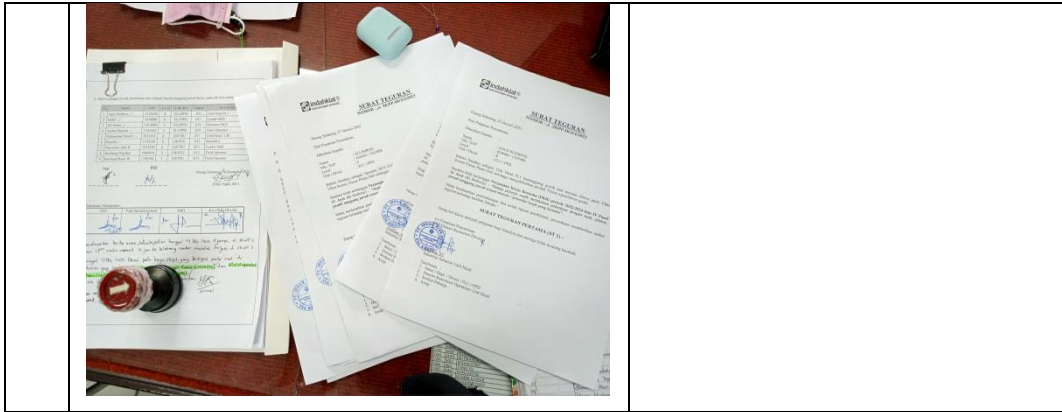


DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday
Date : February 27th - March 03rd, 2023


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 27 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
2	Tuesday 28 February 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Assist in preparing cash hospitalization files for auditing 		
3	Wednesday 1 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Help clean the office room and other files 		
4	Thursday 2 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Input ST1 warning letter data for IKPP employees 		
5	Friday 3 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
Notes by Industrial Coach				


No	WORKING	EXPLANATION
1.		<p>In the eighth week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did helped prepare cash hospitalization files for auditing and inputting ST1 warning letter data for employees IKPP.</p>



**DAILY ACTIVITIES OF
THE APPRENTICESHIP**


Day : Monday- Friday
Date : March 06th - March 10th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 6 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee ID leave file • Help change the IR lay out 		
2	Tuesday 7 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees 		
3	Wednesday 8 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make copies of IKPP employee warning letters 		
4	Thursday 9 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Help to prepare food and drinks for the farewell party of one of the IR employees 		
5	Friday 10 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees • Make a recap of Regency/Municipal salaries/wages (UMK) in 2019-2023 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.		<p>In the ninth week of March apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees, but the author also did made a recap of Regency/City wages/wages (UMK) in 2019- 2023.</p>

**DAILY ACTIVITIES OF
THE APPRENTICESHIP**


Day : Monday- Friday
Date : March 13th - March 17th, 2023

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday 13 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee's warning letter in the sanctions book 		
2	Tuesday 14 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the early retirement approval form 		
3	Wednesday 15 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input P50 withholding tickets for employee violations to Aspiro 		
4	Thursday 16 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Input P50 withholding tickets for employee violations to Aspiro 		
5	Friday 17 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make copies of the files for workers with disabilities • Make videos welcoming Ramadhan 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.	 	<p>In the tenth week of March apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did made a copying of the early retirement approval form file, inputting the submission of a P50 deduction ticket for violations employees to Aspiro, made copying of the workforce files for people with disabilities and made videos welcoming Ramadhan.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : March 20th - March 24th, 2023



No	Date and Time	Activities	Task Assignor	Signature
1	Monday 20 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make greeting templates welcoming Ramadhan Fasting for the IR extended family 		
2	Tuesday 21 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Assist in preparing basic food coupons for IKPP employees 		
3	Wednesday 22 March 2023	<ul style="list-style-type: none"> • Nyepi Holy Day 		
4	Thursday 23 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees 		
5	Friday 24 March 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Prepare files of evidence for the PHI (Industrial Relation Court) trial at the Pekanbaru District Court 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.	 	<p>In the eleventh week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees, but the author also did made greeting templates to welcome Ramadhan Fasting for the IR extended family, helping the preparation staple of food coupons for IKPP employees and preparing evidence files for the PHI (Industrial Relation Court) trial at the Pekanbaru District Court.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : March 27th - March 31th, 2023

No	Date and Time	Activities	Task Assignor	Signature
1	Monday 27 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees Stamp on staple food coupons for IKPP employees 		
2	Tuesday 28 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
3	Wednesday 29 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
4	Thursday 30 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
5	Friday 31 March 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) for IKPP employees 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.	 	<p>In the twelfth week of March apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees, but the author also did stamped on staple food coupons for IKPP employees and helping calculate the deposit of money from each employee Admin</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : April 03rd - April 7th, 2023

No	Date and Time	Activities	Task Assignor	Signature
1	Monday 3 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the IKPP employee voucher data file • Make a copy of the fire brigade & safety data file (monthly safety management activity report) • Make copies of IKPP employee warning letters 		
2	Tuesday 4 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKP employees • Deliver entertainment files to Mill Head Tissue • Deliver files to Accounting Tissue • Deposit groceries to Bank Sinarmas 		
3	Wednesday 5 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Help calculate the deposit of money to purchase coupons from each Admin employee • Assist in the packaging of basic food items together with the committee for the distribution of basic food items 		
4	Thursday 6 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Assist in the packaging of basic food items together with the committee for the distribution of basic food items 		
5	Friday 7 April 2023	<ul style="list-style-type: none"> • Jesus christ's day of death 		
	Notes by Industrial Coach			

No	WORKING	EXPLANATION
1.	  	<p>In the thirteenth week of April apprenticeship activities, the author did the same work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees and helping to calculate the deposit of money to purchase coupons from each employee admin. However, the author also did deposited basic food money at Bank Sinarmas and helped pack groceries with the food distribution committee.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : April 10th - April 14th, 2023


No	Date and Time	Activities	Task Assignor	Signature
1	Monday 10 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the leave ID file • Make copies of employee reprimand letter files 		
2	Tuesday 11 April 2023	<ul style="list-style-type: none"> • Participate as a committee for the Sinarmas cooking oil bazaar at the cashier's desk 		
3	Wednesday 12 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employee 		
4	Thursday 13 April 2023	<ul style="list-style-type: none"> • Input special permit request data for medical treatment (hospital) for IKPP employees • Make a copy of the invitation document for breaking the fast with Bipartite 		
5	Friday 14 April 2023	<ul style="list-style-type: none"> • Help prepare the iftar event with PT. IKPP, Ika Unri, Siak Regency Government and the Tualang Community 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the fourteenth week of April apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did participated in being a committee for the Sinarmas cooking oil bazaar at the cashier and helping the preparation of Iftar event with PT. IKPP, Ika Unri, Siak Regency Government and the Tualang Community</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : April 17th - April 21st, 2023


No	Date and Time	Activities	Task Assignor	Signature
1	Monday 17 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees Break the fast with SP/SB management, LKS Bipartite management and management of PT.IKPP & Perawang Mill Group 		
2	Tuesday 18 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees 		
3	Wednesday 19 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
4	Thursday 20 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
5	Friday 21 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the fifteenth week of April apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical (hospital) needs for IKPP employees but the author also did participated in the iftar agenda with the SP/SB management, LKS Bipartite management and management of PT.IKPP & Group Mill Perawang.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : April 24th - April 28th, 2023

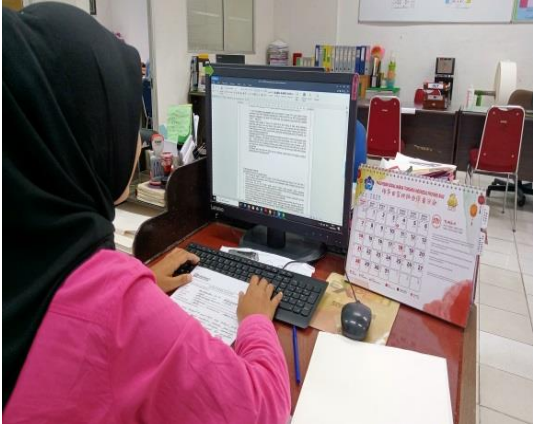
No	Date and Time	Activities	Task Assignor	Signature
1	Monday 24 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
2	Tuesday 25 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
3	Wednesday 26 April 2023	<ul style="list-style-type: none"> Eid Al-Fitr 		
4	Thursday 27 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees. 		
5	Friday 28 April 2023	<ul style="list-style-type: none"> Input special permit request data for medical treatment (hospital) of IKPP employees 		
Notes by Industrial Coach				

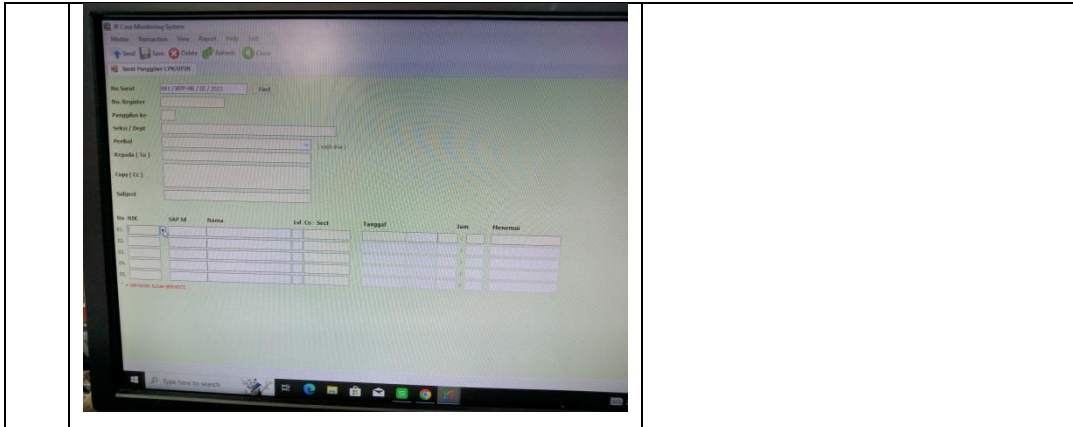
No	WORKING	EXPLANATION
1.		<p>In the sixteenth week of April apprenticeship activities, the author carried out the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday
Date : May 01st - May 05th, 2023


No	Date and Time	Activities	Task Assignor	Signature
1	Monday 1 May 2023	<ul style="list-style-type: none"> National Labor Day 		
2	Tuesday 2 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets Receive incoming LPK to IR and then input it into the portal system 		
3	Wednesday 3 May 2023	<ul style="list-style-type: none"> Make a copy of the severance pay report for employees who have resigned. 		
4	Thursday 4 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets 		
5	Friday 5 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets Make a copy of the safety performance indicator (SPI) file 		
Notes by Industrial Coach				


No	WORKING	EXPLANATION
1.		<p>In the seventeenth week of the May month of apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospitals) for IKPP employees but the author also did inputted violation case data on warning letters (ST1-ST3) for employees IKPP on the sanction book computer, receiving LPK that entered the IR then inputting it into the portal system and made a copy of the safety performance indicator (SPI) file.</p>

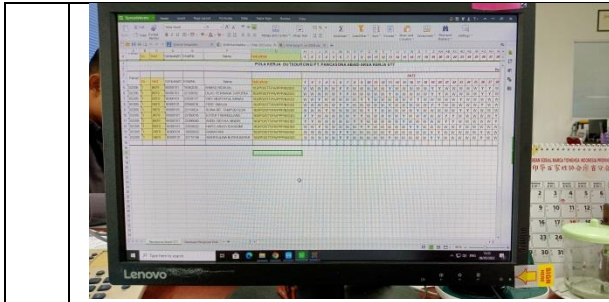


DAILY ACTIVITIES OF THE APPRENTICESHIP

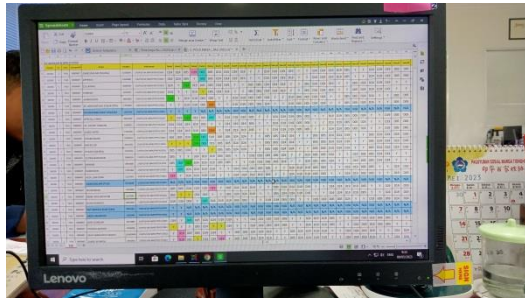
Day : Monday- Friday
Date : May 08th - May 12th, 2023

No	Date and Time	Activities	Task Assignor	Signature
1	Monday 8 May 2023	<ul style="list-style-type: none"> Input violation case data on warning letters (ST1-ST3) for IKPP employees on computers and sanctions booklets Input and uploading contractor work patterns into the portal application system 		
2	Tuesday 9 May 2023	<ul style="list-style-type: none"> Input and uploading contractor work patterns into the portal application system 		
3	Wednesday 10 May 2023	<ul style="list-style-type: none"> Retrieve IKPP employee case acceptance data for the last 3 years from 2020-2023 Process employee case acceptance data annually 		
4	Thursday 11 May 2023	<ul style="list-style-type: none"> Filter and sorting IKPP employee case data for the last 3 years from 2020-2023 Develop study case on background point 		
5	Friday 12 May 2023	<ul style="list-style-type: none"> Make a case study report on the problem formulation points and problem objectives 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the eighteenth week of the May month of apprenticeship activities, the author did the work as in the previous week, namely inputting special permit request data for medical purposes (hospital) for IKPP employees but the author also did inputted and uploads contractor work patterns into the portall system, retrieving case acceptance data IKPP employees for the last 3 years from 2020-2023 then process the annual employee case acceptance data by filtering and sorting IKPP employee</p>





case data for the last 3 years from 2020-2023



DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : May 15th - May 19th, 2023


No	Date and Time	Activities	Task Assignor	Signature
1	Monday 15 May 2023	<ul style="list-style-type: none"> • Compile a case study report on the discussion of CHAPTER II points on the theoretical basis of case violations 		
2	Tuesday 16 May 2023	<ul style="list-style-type: none"> • Prepare case study reports on the discussion of CHAPTER II points on employee cases for 2021-2023 		
3	Wednesday 19 May 2023	<ul style="list-style-type: none"> • Compile a case study report in the discussion of CHAPTER II to make a table of overspeed violations for 2021-2023 • Participate in and observing HIV/AIDS apprenticeship 		
4	Thursday 18 May 2023	<ul style="list-style-type: none"> • Ascension Day of Jesus Christ 		
5	Friday 19 May 2023	<ul style="list-style-type: none"> • Prepare a case study report on the discussion of CHAPTER II making the flow of IKPP employee case handling 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the nineteenth week of the May month of apprenticeship activities, the author attended and observed HIV/AIDS apprenticeship and compiled a study report on the process of handling cases of overspeed violations among PT. Indah Kiat Pulp & Paper Tbk Perawang Mill employees. The preparation of this report as one of the final tasks of the apprenticeship for the past 5 months was presented. The case study prepared period lasts for 1 month before the end of the apprenticeship and one month before the end of the apprenticeship the author is placed in the public relations unit.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : May 22th - May 26th, 2023


No	Date and Time	Activities	Task Assignor	Signature
1	Monday 22 May 2023	<ul style="list-style-type: none"> • Compile a case study report on the discussion of CHAPTER III on points of conclusion and suggestions 		
2	Tuesday 23 May 2023	<ul style="list-style-type: none"> • Prepare apprenticeship reports 		
3	Wednesday 24 May 2023	<ul style="list-style-type: none"> • Participate in and observing HIV/AIDS apprenticeship • Prepare apprenticeship reports 		
4	Thursday 25 May 2023	<ul style="list-style-type: none"> • Prepare apprenticeship reports 		
5	Friday 26 May 2023	<ul style="list-style-type: none"> • Prepare apprenticeship reports and organize material into power point 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the twentieth week of the May apprenticeship activity, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations among PT. Indah Kiat Pulp & Paper tbk Perawang Mill employees and participation in and observed HIV/AIDS apprenticeship.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Day : Monday- Friday
Date : May 29th - June 01st, 2023

No	Date and Time	Activities	Task Assignor	Signature
1	Monday 29 May 2023	<ul style="list-style-type: none"> Prepare apprenticeship reports 		
2	Tuesday 30 May 2023	<ul style="list-style-type: none"> Prepare apprenticeship reports 		
3	Wednesday 31 May 2023	<ul style="list-style-type: none"> Prepare apprenticeship reports 		
4	Thursday 1 June 2023	<ul style="list-style-type: none"> Prepare apprenticeship reports 		
5	Friday 2 June 2023	<ul style="list-style-type: none"> Absent 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the twenty-first week of June for apprenticeship activities, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations at employees of PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday- Friday
Date : June 05th - June 09th, 2023

No	Date and Time	Activities	Task Assignor	Signature
1	Monday 5 June 2023	<ul style="list-style-type: none"> • Presenta of the results of apprenticeship reports from practical colleagues 		
2	Tuesday 6 June 2023	<ul style="list-style-type: none"> • Welcome Polbeng lecturers as apprenticeship coordinators • Visited the port unit with Polbeng lecturers as apprenticeship coordinators 		
3	Wednesday 7 June 2023	<ul style="list-style-type: none"> • Present of the results of apprenticeship reports from practical colleagues 		
4	Thursday 8 June 2023	<ul style="list-style-type: none"> • Present of the results of apprenticeship reports from practical colleagues • Separate of apprenticeship for 5 months in the industrial relation unit 		
5	Friday 9 June 2023	<ul style="list-style-type: none"> • Present of private apprenticeship reports • Separate of apprenticeship for 5 months in the public relation unit 		
Notes by Industrial Coach				

No	WORKING	EXPLANATION
1.		<p>In the twenty-second week of June apprenticeship activities, the author carried out the work as in the previous week, namely compiling a study report on the process of handling cases of overspeed violations at PT. Indah Kiat Pulp & Paper tbk Perawang Mill employees and presenting the results of the apprenticeship report or study case that had been prepared as a condition for carried out apprenticeships for 5 months and to be precise on June 9, 2023 is the last date for the author to</p>



carried out apprenticeships at PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.

