

**APPRENTICESHIP REPORT
BUP PT. SAMUDERA SIAK**

**Fadhilah Alwi
5404191233**



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

APPROVAL SHEET

APPRENTICESHIP REPORT

BUP PT. SAMUDERA SIAK

Written as one of the requirements to complete the apprenticeship

Fadhilah Alwi
5404191233

Bengkalis, 25 August 2023

Assistant Manager
Administration and Finances
BUP PT. SAMUDERA SIAK





Endang Sri Nirwana, SE

Advisor
International Business Administration
Study Program



Yanisha Dwi Astari, S.S., M. Hum
NIP.199301142022032010

Approved by,
Head of International Business Administration Study Program
State Polytechnic of Bengkalis



Wan Junita Rafiah, B.Sc., M.Ec.Dev
NIP.198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude for the blessings and gifts of God Almighty, who has given health and opportunity to the author so that he can complete the apprenticeship activities and have completed the apprenticeship report that the author did at BUP PT. Samudera Siak is on time, from 01 February 2023 to 27 June 2023.

The author also thanks all employees of BUP PT. Samudera Siak who is very kind, friendly and accepts authors to join and is given the opportunity to become a member of the BUP PT. Samudera Siak

In preparing this apprenticeship report, the author realizes that without guidance from various parties this apprenticeship report cannot be completed within a certain time, therefore the author would like to thank all those who have been involved and helped the author. Related parties include:

1. Mr. Johny Custer., MT as Director of State Polytechnic of Bengkalis.
2. Mr Armada., MT, as Vice Director I of the State Polytechnic of Bengkalis.
3. Supriati, M.si as Head of the Department of Business Administration of the State Polytechnic of Bengkalis.
4. Wan Junita Raflah, B.SC., M.Ec.Dev Head of the International Business Administration Study Program.
5. Yanisha Dwi Astari, S.S., M. Hum as the advisor of Apprenticeship.
6. Juprizal, S.TH,I,MH as Director of BUP PT. Siak Ocean
7. Endang Sri Nirwana, SE as assistant manager of General Administration & Finance at BUP PT. Siak Ocean
8. All employees of BUP PT. Samudera Siak who has provided guidance and a lot of experience to the author during his internship.
9. Especially for my beloved father Ahmad Kurniawan and Mrs. Susilawati who have provided a lot of prayer, time, energy and material support to help and provide convenience during the lecture process and I hope that all of them will receive a worthy reward from Allah SWT.

10. Friends of the State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation in completing this Apprenticeship report.

The author realizes that the preparation of this apprenticeship report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the author really hopes for constructive criticism and suggestions to become a reference for authors in the future. Hopefully this apprenticeship report is useful for authors and readers.

Bengkalis, 25 August 2023



Fadhilah Alwi
NIM. 5404191233

TABLE OF CONTENTS

COVER	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 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company Profile	5
2.2 Foundation of BUP PT. Samudera Siak	7
2.3 Capital Ownership Structure of BUP PT. Samudera Siak	8
2.4 Company Management	8
2.5 Port Location.....	9
2.6 Port Development Plan	9
2.7 Vision and Mission of the BUP PT. Samudera Siak	11
2.7.1 Vision.....	11
2.7.2 Mision.....	11
2.8 Kind of Business	11
2.9 Structure of Organization.....	13
2.9.1 Commissioner	13
2.9.2 Director	13
2.9.3 Operations Manager.....	13

2.9.4 Public Relations Manager	14
2.9.5 Commercial Manager Assistant.....	14
2.9.6 Assistant Manager of Administration and Finance	14
2.9.7 Assistant HR Manager.....	15
2.10 The Working Process	15
2.11 Documents Used For Activity.....	16
CHAPTER III SCOPE OF THE APPRENTICESHIP	18
3.1 Job Description	18
3.2 System and Procedures	19
3.2.1 Public Relations	19
3.2.2 Operational Administration.....	21
3.3 Place and Time of Apprenticeship	21
3.3.1 Apprenticeship Workplace	21
3.3.2 Apprenticeship Time	22
3.4 Description of Activities	22
3.5 Obstacle and Solution	32
CHAPTER IV CONCLUSION AND SUGGESTION.....	33
4.1 Conclusions.....	33
4.2 Suggestions	33
REFERENCES	35
APPENDICES	36

LIST OF TABLES

Table 3.1	Apprenticeship schedule	22
Table 3.2	Daily Activities 1 February 2023 to 3 February 2023	22
Table 3.3	Daily Activities 6 February 2023 to 10 February 2023.....	22
Table 3.4	Daily Activities 13 February 2023 to 17 February 2023.....	23
Table 3.5	Daily Activities 20 February 2023 to 24 February 2023	23
Table 3.6	Daily Activities 27 February 2023 to 28 February 2023	24
Table 3.7	Daily Activities 1 March 2023 to 3 March 2023	24
Table 3.8	Daily Activities 6 March 2023 to 10 March 2023	24
Table 3.9	Daily Activities 13 March 2023 to 17 March 2023	25
Table 3.10	Daily Activities 20 March 2023 to 24 March 2023	25
Table 3.11	Daily Activities 27 March 2023 to 31 March 2023	26
Table 3.12	Daily Activities 3 April 2023 to 7 April 2023	26
Table 3.13	Daily Activities 10 April 2023 to 13 April 2023	27
Table 3.14	Daily Activities 17 April 2023 to 21 April 2023	27
Table 3.15	Daily Activities 24 April 2023 to 28 April 2023	28
Table 3.16	Daily Activities 1 May 2023 to 5 May 2023.....	28
Table 3.17	Daily Activities 8 May 2023 to 12 May 2023	28
Table 3.18	Daily Activities 15 May 2023 to 19 May 2023.....	29
Table 3.19	Daily Activities 22 May 2023 to 26 May 2023.....	29
Table 3.20	Daily Activities 29 May 2023 to 31 May 2023.....	30
Table 3.21	Daily Activities 1 June 2023 to 2 June 2023.....	30
Table 3.22	Daily Activities 5 June 2023 to 9 June 2023.....	30
Table 3.23	Daily Activities 12 June 2023 to 16 June 2023.....	31
Table 3.24	Daily Activities 19 June 2023 to 23 June 2023.....	31
Table 3.25	Daily Activities 26 June 2023 to 27 May 2023.....	31

LIST OF FIGURES

Figure 2.1	BUP PT. Samudera Siak Office	5
Figure 2.2	Organizational structure	13
Figure 2.3	List of Ship Visits.....	16
Figure 2.4	Sheet to fill out Ship Visit	17
Figure 3.1	Edit Photos	19
Figure 3.2	Short Video Editing.....	20
Figure 3.3	Arranging News Editors	20
Figure 3.4	Fill in the Ship Visit List Data	21

LIST OF APPENDICES

Appendix 1 Student Apprenticeship Acceptance Letter.....	36
Appendix 2 Apprenticeship Statement Letter	37
Appendix 3 Apprenticeship Assesment Sheet	38
Appendix 4 List of Apprenticeship Attendance Sheet	39
Appendix 5 Visit to Port Tanjung Buton	40
Appendix 6 Lecturer Visit of State Polytechnic of Bengkalis	41

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The world of education plays an important role in the survival of a nation. Through education, quality generations of the nation will be produced, who will continue the nation's leadership. Implementation of good education will produce competent graduates and vice versa. National education is essentially directed at the development of Indonesia as a whole which is comprehensive both physically and spiritually. In terms of needs, quality human development needs to be prepared to participate in and contribute to the implementation of planned development programs. One effort to create humans is through education. Education always experiences changes and improvements in accordance with developments in all areas of life. The change efforts made are aimed at bringing the quality of education in Indonesia to a better level. One of the factors that support the development and improvement of human resources is through education. Education is a top priority in every circle. Education is inseparable from learning activities.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create competent minds in various fields. State Polytechnic of Bengkalis implements an Apprenticeship program that is mandatory for all final semester students. apprenticeship or better known as "Practical Work" or abbreviated as KP is a series of activities that include understanding scientific theories/concepts that are applied in work according to the field of study. apprenticeship can add to students' knowledge and skills and can solve scientific problems in accordance with the theory obtained in college. Apprenticeship is carried out so that students can understand and apply well about their field of study. In addition, so that students can find out the profession and work atmosphere that is in accordance with their study program. So, apprenticeship is a useful place for students to use as a tool to

gain knowledge and work experience. Apprenticeships are also one of the requirements for obtaining an applied bachelor's degree.

In this program, especially for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 5 (five) months, by choosing their own place and location for the apprenticeship. However, before choosing a place to carry out this program, the apprenticeship coordinator provides several options or options for apprenticeship places to students. Then from these several choices the author is interested in doing apprenticeship at BUP PT. Samudera Siak.

Definition of Port Business Entity (BUP) According to the Regulation of the Minister of Transportation of the Republic of Indonesia with PM number 57 of 2020 Article 1 Point 20, a Port Business Entity (BUP) is a business entity whose business activities are specifically in the field of operating terminals and other port facilities. The port is a sea transportation node which is a connecting facility with other regions to carry out trading activities. Ports have an important role in the country's economy to create economic growth. Based on Article 1 paragraph 1 of Government Regulation Number 69 of 2001 concerning Ports, a port is a place consisting of land and surrounding waters with certain limits as a place for government activities and economic activities used as a place for ships to lean on, anchor, board passengers and/or load and unload goods equipped with shipping safety facilities and port support activities as well as a place for intra and inter-means of transportation. Tanjung Buton Port is one of the ports in Indonesia that already has a Regional Company Port Business Entity (BUP), which assists the Ministry of Transportation and also assists KSOP in carrying out port services, namely PT. Samudera Siak. Tanjung Buton Port is integrated with the Tanjung Buton industrial area.

1.2 Purpose of the Apprenticeship

The Apprenticeship is one of the activities of State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the apprenticeship, which are as follows:

1. Provide opportunities for students to apply scientific theories/concepts in accordance with their study programs that have been studied in college in an organization/company.
2. Provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Providing opportunities for students to analyze, examine theories/concepts with the reality of implementing knowledge and skills in an organization/company.
4. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
5. The State Polytechnic of Bengkalis obtains feedback from organizations/companies on the abilities of students participating in apprenticeship in the world of work.

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 the apprenticeship that students get, namely as follows:

- 1) Get new knowledge in the field of port companies
- 2) Get a fairly broad relationship.
- 3) Can feel the world of work directly
- 4) Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.

2. For companies

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

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

3. For campus

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

- 1) There is good cooperation/relationship between campuses and companies 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 receives feedback from organizations/companies on the abilities of students participating in apprenticeship in the world of work.
- 5) State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.
- 6) From the campus get the opportunity to work with companies

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

Profile of BUP PT. Samudera Siak which is located on Jl. Raja Kecik Rempak Village – Siak District can be seen in Figure 2.1 below:



Figure 2.1 BUP PT. Samudera Siak Office
Source: Processed Data, 2023

PT. Samudera Siak was established based on Deed of Melly Trie Yenny Alidin, SH No. 53 of 2012 dated October 19, 2012, Decree of the Menhum & HAM no. AHU. 59868.AH.01.01/2012 dated 26 November 2012 and the Amendment Deed No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification by Menkumham No. TAHUN.0011152.AH.01.02.Year 2018 dated 21 May 2018.

Based on the Decree of the Minister of Transportation No.KP.548 of 2013 dated 21 May 2013, PT. Samudera Siak was legalized as a Port Business Entity (BUP). The purpose of the establishment of PT. Samudera Siak is to build and

develop and manage the Tanjung Buton Port Area, with an area of 295 hectares in the form of HPL certificates from the Siak Regency Government and 53,334 hectares of which are HGB certified. The land is planned to be built several port facilities in the form of Warehouses. Piling Field and other port supporting facilities to support the development of Tanjung Buton Port and serve as a port area.

Based on the Decree of the Minister of Transportation since 1 July 2013 PT. Samudera Siak has been approved as the manager of Tanjung Buton port based on a management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak PR Number. 805/1/1/KSOP-SPK-2017 and Number 11/SS.OPS/KSP/III/2017 dated March 23 2017 and the management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak HK Number. 201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated 14 October 2019.

Port Business Entity Operations by PT. Samudera Siak until 2019 showed a significant increase. In 2017 the number of ship calls was 73 calls, increasing to 130 calls in 2018 and 169 calls in 2019. In 2018 PT. Samudera Siak has obtained the International Ship and Port Facility Security Code (ISPS Code) certificate issued by the Director General of Sea Transportation Number: 02-0458-DN dated 21 August 2018.

PT. Samudera Siak in managing the port of Tanjung Buton has also collaborated with domestic and foreign investors, both to develop and construct port facilities and to increase port throughput, including business cooperation with PT. Bosowa Bandar Indonesia to build a Sriwijaya Fertilizer Warehouse, Bosowa Cement and a Conveyor Belt for loading kernel shells (Palm Shell), Collaboration with PT. Palma Biomass Indonesia is building a Stockpile for the stacking of Palm Shells and a Joint Venture/Joint Venture with a Malaysian investor, BGMC LEGACY SDN BHD which will build/extend the wharf, stacking yard, container terminal and Warehouse facilities.

2.2 Foundation of BUP PT. Samudera Siak

Some of the regulations that underlie the establishment of PT. Samudera Siak, are as follows:

1. Regional Regulation of the Siak Regency Government No. 8 of 2004, as amended by Regional Regulation of the Siak Regency Government No. 5 of 2016 dated 22 September 2016.
2. Decree of the President of the Republic of Indonesia No. 58 of 2017 stipulates the Tanjung Buton Industrial Area as one of the National Strategic Projects.
3. Letter of the Regent of Siak No. 551.43/EK/289 dated 12-09-2006 and Letter of the Governor of Riau No. 050/Bappeda/44.27 Recommended the integration of the Master Plan for the Port of Tanjung Buton with the RT-RW of Riau Province.
4. Letter of the Regent of Siak No. 550/DPI-S/2016/670 Dated 14-09-2016 Proposing Port Management by BUP PT. Siak Ocean.
5. Letter of the Governor of Riau No. 552/DPHB/337 Dated 14-05-2019 Regarding Support to BUP PT. Samudera Siak to Manage and Develop Ports.
6. Decree of the Minister of Human Rights & Human Rights no. AHU.59868.AH.01.01/2012 dated 26 November 2012 and the Deed of Amendment No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification by Menkumham No. AHU.0011152.AH.01.02.Tahun 2018 dated 21 May 2018.
7. Decree of the Minister of Transportation No.KP.548 of 2013 dated 21 May 2013 was ratified as a Port Business Entity (BUP).
8. Management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak PR Number. 805/1/1/KSOP-SPK-2017 and Number 11/SS.OPS/KSP/III/2017 dated 23 March 2017.
9. Management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak HK Number. 201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated 14 October 2019.

10. Certificate of International Ship and Port Facility Security Code (ISPS Code) issued by the Director General of Sea Transportation Number: 02-0458-DN dated 21 August 2018.

2.3 Capital Ownership Structure of BUP PT. Samudera Siak

PT. Samudera Siak (SS) is a limited company owned by PT. Siak Development Facility (SPS) and PT. Siak Mining Energy (SPE) which is a Regional Owned Enterprise (BUMD) of Siak Regency. Established based on Menhum & HAM Decree no. AHU. 59868.AH.01.01/2012 dated 26 November 2012 and the Deed of Amendment No. 02 of 2018 made by Notary Arlisa Martini SH, Mkn and ratification by Menkumham No. AHU.0011152.AH.01.02.Tahun 2018 dated 21 May 2018. Based on the Company's Deed of Establishment, the ownership of PT. Samudera Siak is ruled by:

1. PT. Sarana Pembangunan Siak (SPS) with a total share of 70 %.
2. PT. Sarana Pertambangan Energi(SPE) with a total share of 30 %.

The two shareholders of PT. Samudera Siak is a company in the form of a Regional Owned Enterprise (BUMD).

2.4 Company Management

In running the company, the Company's Management bases its legality on Law Number 40 of 2012 concerning Limited Liability Companies and the company's Articles of Association and Bylaws (AD/ART) according to the company deed issued by Notars MELLY TRIE YENNY ALIDIN, SH Number 53 of 2012 dated 19 October 2016, ratification of the Minister of Law and Human Rights Number AHU 59868.AH.01.01/2012 dated 26 No. Pember 2012, and with the deed of amendment issued by Notary ARLISA`MARTINI,SH,Mkn Number 02 dated 21 May 2018 Number AHU.001.52.AH.00111 Year 2018 dated 21 May 2018.

While in its operational activities, PT.Samudera Siak adheres to the Decree of the Minister of Transportation Number 458 of 2013 dated 21 May 2013 concerning the establishment of PT.Samudera Siak as a Port Business Entity and a Memorandum of Cooperation in Management and Port Services between the Head of the Kesyahbandaran Office, Class III Port Authority Sungai Pakning and the

Director of PT.Samudera Siak, based on agreement Number PR.805/1/1/KSOP-SPK-2017 and Number 1 1/SS.OPS/III/2017 dated March 23 2017 and the management cooperation agreement between the Head of KSOP Class II Tanjung Buton and BUP PT. Samudera Siak HK Number. 201/1/2/KSOP.TG.BTN-2019 and Number 1/SS-KSO/KSP/X/2019 dated 14 October 2019.

2.5 Port Location

Port of Tanjung Buton - Siak is an Ocean Harbor located in Kel. Sungai Apit, Sungai Apit District, Siak Regency, Riau Province. Tanjung Buton Port is also located in the Tanjung Buton Industrial Area (KITB) which has been officially designated as one of the National Strategic Areas (KSN) with an area of 600 Ha. This area has been freed by the government and certified through the Decree of the Head of the Indonesian National Land Agency No.5/HPL/BPN/RI/2011. Tanjung Buton Port in Geo Spatial position is 0054'12" N, 102012'20".

The harbor waters are located in the Lalang Strait which is surrounded by the Panjang Strait, the Asam Strait, the Bengkalis Strait and the Padang Strait. Therefore these waters are protected from waves and supported naturally with good depth. Tanjung Buton Port is also included in three port clusters in Riau Province based on the Tatravil document. The three port clusters are:

1. Pelabuhan Dumai,
2. Pelabuhan Tanjung Buton,
3. Pelabuhan Kuala Enok

2.6 Port Development Plan

The development of the Tanjung Buton Industrial Estate (KITB) is directed at the basic stage of development, where this development prioritizes the development of a port with available land area of 300 Ha, a power plant with available land of 10 Ha, clean water facilities with available land of 34 Ha, and oil and gas supporting industries with available land of 285.90 Ha, and a palm oil processing industry of 92 Ha.

Meanwhile, the development of the Port of Tanjung Buton - Siak is directed at meeting the needs of the growing industry in Siak Regency in particular and Riau Province in general. With an area of 300 hectares that has been prepared by the Siak

Regency Government for the port area, the existence of the Port of Tanjung Buton - Siak is very strategic and vital in the future. Port development carried out includes development:

1. Pier for mooring
2. Docks for loading and unloading of goods and containers,
3. Warehouse where goods are stored,
4. Loading and unloading tools
5. Harbor equipment
6. Container terminal, liquid bulk, and dry bulk

As for the names of companies that work with PT. Samudera Siak is as follows:

1. Samudera Putra Buton
2. Buton Kerja Mandiri
3. Baruna Siak Perkasa
4. Anak Bangsa Cekatan
5. Sufie Bahtera Lines
6. Rizkia Armada Nusantara
7. Harsansacaya Abadi
8. Bahari Sandi Pratama
9. Bahari Samudera Siak Lines
10. Pelayaran Nasional Fajar Marindo Raya
11. Aldino shipping Lines
12. Gemalindo Andalan Prima
13. Segara Mitra Abadi
14. Mitra Selaksa Lumbang
15. Cahaya Glen Sukses Samudra
16. Pelayaran Nusantara Abadi
17. Psific Samudera Sentosa
18. Pelayaran Sri Indrapura
19. Samudra Sarana Kurnia

2.7 Vision and Mission of the BUP PT. Samudera Siak

2.7.1 Vision

The vision of PT. Samudera Siak is to assist the Siak Regency Government in empowering regional potential through Port Services to achieve regional economic independence.

2.7.2 Mission

1. Making the port business entity PT. Samudera Siak as one of the spearheads of BUMD in developing the economy and controlling strategies for the regional economy.
2. Making the Port of Tanjung Buton a gateway for economic activity and a sea transportation network node in Central Riau Province.
3. Making the Port of Tanjung Buton a supporter for the activities of the Tanjung Buton Industrial Zone and hinterland areas which have natural resources and produce various commodities for both export and domestic needs.

2.8 Kind of Business

Business is an activity carried out by individuals or organizations that involves the production, sale, purchase or exchange of goods/services, with the aim of gaining profit or profit. The word "business" can be used depending on the group. There are 3 (three) ways to use the word business, namely :

1. Business Entities, which are technical, juridical and economic units for profit.
2. Certain Market Sectors, such as the capital market.
3. All activities in the community of producers or producers of goods or services.

There are many types of businesses, such as Agricultural Business, Raw Material Production Business, Manufacturing Business, Construction Business, Transportation Business, Communication Business, Service Business, Large/Small Trade Business, and Finance Business. In the Apprenticeship activities carried out by the author, the business type of BUP PT. Samudera Siak is a Business Entity in the Port sector. Port Business Entity is a business entity whose business activities are specifically in the field of operating terminals and other port facilities. This port provides services in the form of:

1. Pier
Wharf is a building in a port made to moor or close ships that will unload or load goods.
2. Warehouse
The port warehouse is a place for storing goods, both raw materials, semi-finished goods, and finished goods.
3. Piling Field
Stacking yard is the place designated by the carrier to store or stockpile containers that have received full loads, and the place where empty containers are picked up by the sender.
4. Containers
Containers are rectangular boxes specially designed with certain sizes made of iron or aluminum and have a door on one side and can be used repeatedly as well as a place to store and transport the cargo contained in them and have set international standards. (ISOs).
5. Liquid Bulk and Dry Bulk
Bulk Materials or bulk cargo are commodities that are handled, transported and distributed in bulk and not packaged. Liquid Bulk are goods in the form of liquid liquids such as raw chemicals, palm oil, crude oil, and others. Dry Bulk is goods in the form of solid granules or in the form of granules such as coal, iron ore, palm shells, and others.

2.9 Structure of Organization

The complete structure of organization and company management personnel are presented below:

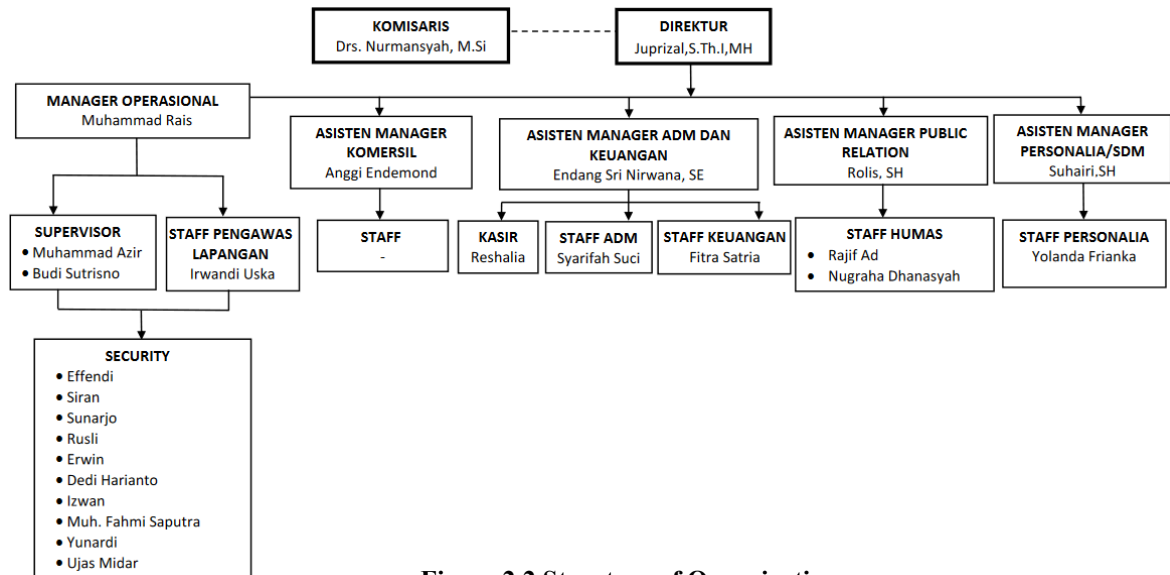


Figure 2.2 Structure of Organization

Source: Processed Data, 2023

2.9.1 Commissioner

The commissioner is the organ in charge of carrying out general and/or specific supervision in accordance with the articles of association and providing advice to the Board of Directors. The Board of Commissioners has a fiduciary duty to act in the best interests of the company and avoid any form of conflict of personal interest.

2.9.2 Director

The director is someone from a group of managers who leads or supervises certain areas in a company.

2.9.3 Operations Manager

Operations manager is a position or position in a company that is responsible for efforts to improve organizational performance and manage potential risks so they can be suppressed and prevented from occurring. The Operations Manager staff consists of

1. This supervisor is responsible for managing and overseeing the ongoing project progress from a financial, time and planning perspective.

2. Security is a Security Unit or often abbreviated as Satpam, is a group of officers formed by an agency/project/business entity to carry out physical security in the context of implementing independent security in their work environment.
3. Security is tasked with securing the port situation and all the performance of other officers on duty.

2.9.4 Public Relations Manager

The Public Relations Manager plans public relations programs to create or maintain a company's public image to benefit clients and company management.

Assistant Public Relations Manager consists of:

1. A Public Relations Staff is part of a company or organization whose job is to bridge the relationship between the company and its public. Not only that, public relations also routinely maintains the quality of the relationship between the company and the public.

2.9.5 Commercial Manager Assistant

the part that interacts directly with port service users in various ways, such as cooperation, or in handling complaints from service users.

2.9.6 Assistant Manager of Administration and Finance

tasked with assisting the work of the Finance manager in charge of compiling the work plan and budget of the Regional Office in accordance with the guidelines for preparing the budget for the implementation of tasks at the pawnshop. Assistant Manager of Administration and Finance consists of:

1. ADM staff, taking care of all administration related to PT. Siak Ocean
2. Finance Staff, Take care of all finances related to PT. Siak Ocean
3. Cashier, in charge of the person in charge of serving payments made by consumers and entering money into the cash register. This payment can be in the form of cash and non-cash payments.

2.9.7 Assistant HR Manager

The Assistant Personnel Manager is responsible for employee data, payroll and payment of other benefits. Manage employee attendance and attendance lists, employee loans, leave records, and document archiving. Conduct outreach and coordination. Prepare employment agreements with new employees.

2.10 The Working Process

In this report, the author will explain how the work process of BUP PT. Samudera Siak, is a company engaged in the port sector, the port is located at the port of Tanjung Buton.

The work process is the steps taken in an activity carried out by a person or group of people to achieve certain goals, namely:

1. If there is a loading and unloading company that wants to carry out activities at the port, it must first apply for a ship docking permit. If the administration and other requirements are complete or have been fulfilled, then the ship is welcome to dock.
2. During the process the ship will rely on the Moring team, Field Supervisor Team, and Security to carry out their duties and responsibilities such as:
 - a. The Moring team helped anchor and tie the ship's ropes in the port to lean on
 - b. The field supervisor team supervises by checking the goods from the berthing ship (what type of goods are carried), how much the goods weigh (Tonnage or GT), how long the ship takes (LOA), how many days of rest (Etmal), and others.
 - c. The Security Team performs its duties, namely carrying out security checks at the port, such as the safety of the goods being transported, and others.
3. After all the teams have finished checking, the next step is to record the journal.
4. Then if you have received data from field officers or the supervisory team, the operational administration team will conduct a ship visit.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

At BUP PT. Samudera Siak, the author was assigned in the Public Relations and Operations Administration section, where the author was assigned to assist employees in this section. But the author was also asked to help in the Administrative Staff section and the author was given some authority and responsibility for the following tasks:

In the field of Public Relations the author was given the authority and responsibility to take care of several tasks, including:

1. Help editing greeting photos
2. Help editing video projects from PR
3. Help to releasing news in PT.Samudera Siak media
4. Follow the public relations agenda in the framework of GORO (mutual cooperation at the Port)
5. Make an editorial for the news that will be uploaded

In the field of operational administration the author was given the authority and responsibility to take care of several tasks, including:

1. Help filling in the ship visit data
2. Process data from the agency for input into the archive
3. Help tidying up the ship's archive data
4. Check agency data via Email BUP PT.Samudera Siak
5. Tidying up the ship agency data that has been sent via email

In the field of Assistant Manager the author was given the authority and responsibility to take care of several tasks including:

1. Help photocopy files
2. Go to the prosecutor's office to provide the file along with the CAP BUP PT. Samudera Siak

3.2 Systems and Procedures

Apprenticeship procedures that have been carried out at BUP PT. Samudera Siak which starts from February 1 to June 27 2023, there are two assignments given, namely in the assignment in the Public Relations and Operational Administration section as follows.

3.2.1 Public Relations

In this public relations section, the author is taught how to manage the work system carried out by the Public Relations, such as editing photos and videos and uploading news to the BUP media of PT. Samudera Siak.

3. Editing Photos

Editing photos that the author did using the Canva application. With the theme and photos that have been determined, look for the appropriate template and use creativity to be able to produce attractive photos that symbolize BUP PT. Samudera Siak

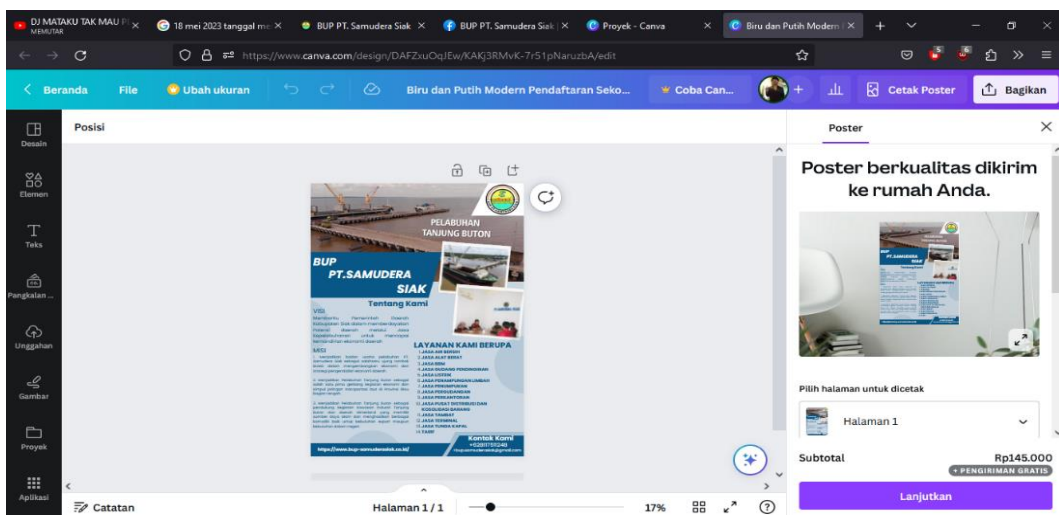


Figure 3.1 Edit Photos
Source: Processed Data, 2023

3. Short Video Editing

Editing the author's short videos using the CAPCUT application to make work easier and shorten time. The results of videos that have been edited so well, obviously you have to use creativity that also fits the

flow of the theme to be edited. The results of the video that has been edited will be requested for revision by the Public Relations staff.

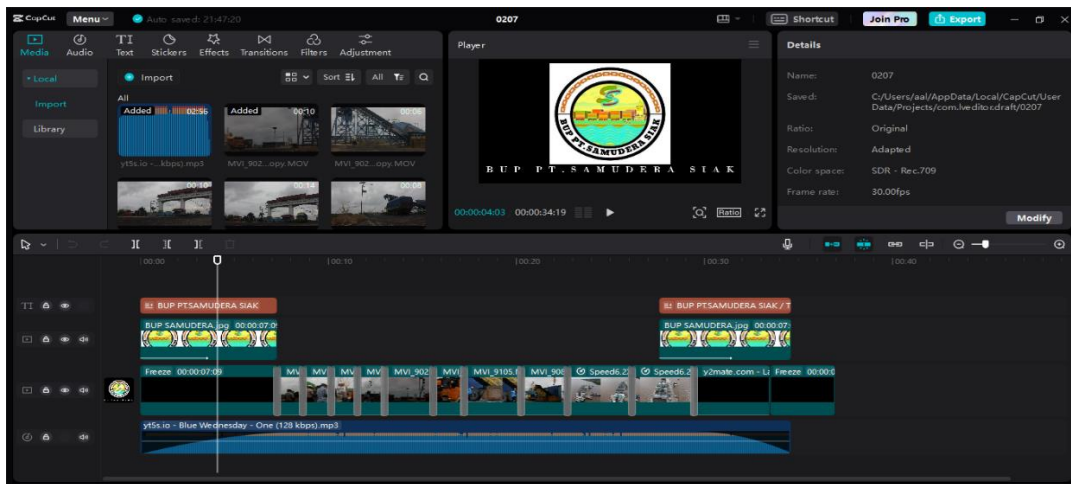


Figure 3.2 Short Video Editing
Source: Processed Data, 2023

3. Arranging News Editors

Compiling news editorial or writing news the author has his own system which is also usually taught in campuses. By looking at the contents of the news or agenda that we will do news editorial writing, adjusting to the flow of the agenda that we want to post. Usually making editorials must be in accordance with good and correct language and writing.



Figure 3.3 Arranging News Editors
Source: Processed Data, 2023

3.3.2 Apprenticeship Time

The apprenticeship implementation period was carried out for 5 months starting from February 1 to June 27 2023. The apprenticeship schedule can be seen as follows:

Table 3. 1 Apprenticeship schedule

No	Day	Working hours	Place
1.	Monday to Friday	08.00-16.30	BUP PT.Samudera Siak
2.	Saturday	Holiday	Holiday
3.	Sunday	Holiday	Holiday

Source: Processed Data 2023

3.4 Description of Activities

Report on the agenda of activities or work that ad been carried out by the author during the 5 months of the Job Training (KP) implementation period at BUP PT. Samudera Siak from 1 February to 27 June 2023 can be seen in full in the table below.

Table 3.2 Daily Activities 1 February 2023 to 3 February 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Wednesday, February 1, 2023	Self-introduction to employees of PT. Samudera Siak	Endang Sri Nirwana, SE
2.	Thursday, 2 February 2023	Make Attendance during apprenticeshipat PT. Samudera Siak	Endang Sri Nirwana, SE
3.	Friday, 3 February 2023	Adapt to office situations and understand the work system	Endang Sri Nirwana, SE

Source: Processed Data 2023

The first week of February the activities carried out were still in the early stages of introduction at the BUP office of PT. Samudera Siak, The activities provided were in the form of assistance in preparing understanding working with the PT. Siak Ocean.

Table 3.3 Daily Activities 6 February 2023 to 10 February 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, February 6, 2023	Listen to directions from public relations staff regarding the work to be carried out	Rajif Ad,SE
2.	Tuesday, 7 February 2023	Processing news information data from BUP PT.Samudera Siak website to be included in Facebook Media BUP PT. Siak ocean	Rajif Ad,SE
3.	Wednesday, 8 February 2023	Update existing uploads on facebook	Rajif Ad,SE
4.	Thursday, 9 February 2023	Make a short video about BUP PT.Samudera Siak	Rajif Ad,SE

5.	Friday, 10 February 2023	Edit videos and upload videos that have been rendered	Rajif Ad,SE
----	--------------------------	---	-------------

Source: Processed Data 2023

Second week of February activities carried out in the field of Public Relations. Understanding what the public relations staff conveyed regarding the media of BUP PT. Samudera Siak, and given the mandate to process their media.

Table 3.4 Daily Activities 13 February 2023 to 17 February 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 13 February 2023	Get directions from PR staff to edit holiday greeting photos	Rajif Ad,SE
2.	Tuesday, 14 February 2023	Edit holiday greeting photos	Rajif Ad,SE
3.	Wednesday, 15 February 2023	Make an editor for some photos of the big day greetings	Rajif Ad,SE
4.	Thursday, 16 February 2023	Request a revision of the photos and editorial for the big day from the Public Relations staff	Rajif Ad,SE
5.	Friday, 17 February 2023	The results of the photos and redasi on the big day are uploaded to the Facebook media	Rajif Ad,SE

Source: Processed Data 2023

The third week of February activities carried out in the field of Public Relations. Obtaining assignments given by public relations staff, namely editing holiday photos and making editorials for the need to upload Facebook media BUP PT. Samudera Siak

Table 3.5 Daily Activities 20 February 2023 to 24 February 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, February 20, 2023	1. Discuss with one of the Public Relations staff regarding BUP's social media. PT. Samudera Siak 2. Trying to spruce up the BUP PT website	Rajif Ad,SE
2.	Tuesday, 21 February 2023	Continue and implementing the results of the discussion on Monday 20 February 2023	Rajif Ad,SE
3.	Wednesday, 22 February 2023	There was no task given, hence review look over work that was done yesterday	Rajif Ad,SE
4.	Thursday, 23 February 2023	Discuss with the public relations staff about making a BUP PT profile video project. Samudera Siak	Rajif Ad,SE
5.	Friday, 24 February 2023	Try to make a video flow and briefing related to the Profile video project	Rajif Ad,SE

Source: Processed Data 2023

The fourth week of February activities carried out in the field of Public Relations. More discussion on the project to be carried out in preparation for the PT BUP profile video project. Samudera Siak.

Table 3.6 Daily Activities 27 February 2023 to 28 February 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, February 27, 2023	Discuss with public relations staff and the head of public relations regarding the video project	Rajif Ad,SE
2.	Tuesday, 28 February 2023	Visit to Buton harbour	Rajif Ad,SE

Source: Processed Data 2023

The last Sunday of February activities carried out in the field of Public Relations. More discussion of the project to be carried out in preparation for the PT BUP profile video project. Siak Ocean. As well as visiting Buton Harbor

Table 3.7 Daily Activities 1 March 2023 to 3 March 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Wednesday, March 1, 2023	Waiting for assignment directions from the public relations staff while checking the edited photos of the big day greetings	Rajif Ad,SE
2.	Thursday, March 2, 2023	Permission does not enter, because it follows an invitation from the provincial Kesbangpol	Rajif Ad,SE
3.	Friday, March 3, 2023	Waiting for the task given while trying to find video references for the profile video project	Rajif Ad,SE

Source: Processed Data 2023

The first week of March activities carried out in the field of Public Relations. Not too much, just looking and looking for company profile video references.

Table 3.8 Daily Activities 6 March 2023 to 10 March 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, March 6, 2023	Take sick leave	Rajif Ad,SE
2.	Tuesday, March 7, 2023	1. Complete a short video assignment to upload to Facebook media 2. Make editorials and uploading news on Facebook in the context of greening the Buton Harbor	Rajif Ad,SE
3.	Wednesday, March 8, 2023	Wait for the task given by the Public Relations staff	Rajif Ad,SE
4.	Thursday, March 9, 2023	Try to make a short video for media BUP PT.Samudera Siak	Rajif Ad,SE

5.	Friday, March 10, 2023	Discuss with the public relations staff the short video that has been made.	Rajif Ad,SE
----	------------------------	---	-------------

Source: Processed Data 2023

The second week of March activities carried out in the field of Public Relations. Not too much, there was one day I was absent due to illness after that I did the assignment from the PR that had been assigned and tried to make a short video for BUP PT's social media material. Samudera Siak.

Table 3.9 Daily Activities 13 March 2023 to 17 March 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, March 13, 2023	1. Process photos of the results of the PR team 2. Make editorials and uploading news to social media BUP PT. Siak Ocean	Rajif Ad,SE
2.	Tuesday, March 14, 2023	Get directions for editing the video port results of the field team	Rajif Ad,SE
3.	Wednesday, March 15th	1. Get directions from the HR department to go photocopy files 2. Continue video editing and asking for revisions from the PR staff 3. Upload the video that has been acceded by the public relations party to Facebook social media	Rajif Ad,SE
4.	Thursday, March 16, 2023	1. Go accompany the public relations staff to PT.pelindo's invitation agenda 2. Making editorials for PT.Pelindo invitation agenda news	Rajif Ad,SE
5.	Thursday, March 16, 2023	Wait for the task given by the public relations staff while repeating the video or photo that has been edited.	Rajif Ad,SE

Source: Processed Data 2023

The third week of March activities carried out in the field of Public Relations. Processing Port video data to make it into a video, helping HR to go photocopying files, and writing editorials and uploading news results to BUP PT's social media. Samudera Siak.

Table 3.10 Daily Activities 20 March 2023 to 24 March 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, March 20, 2023	Star a BUP PT profile video project. Siak Ocean	Rajif Ad,SE
2.	Tuesday, March 21, 2023	Continue the BUP Profile Video project PT. Siak Ocean	Rajif Ad,SE
3.	Wednesday, March 22, 2023	Publick Holiday (Seclusion Day)	Rajif Ad,SE
4.	Thursday, March 23, 2023	Publick Holiday (Seclusion Day)	Rajif Ad,SE

5.	Friday, March 24, 2023	1. Select video results that have been taken on Tuesday and Monday 2. Determine the video template	Rajif Ad,SE
----	------------------------	---	-------------

Source: Processed Data 2023

Fourth week of March activities carried out in the field of Public Relations. Execute the BUP PT.Samudera Siak profile video project, as well as discuss the projects being worked on.

Table 3.11 Daily Activities 27 March 2023 to 31 March 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, March 27, 2023	Helping to coordinate apprentices from UNRI to the HR department	Yolanda Frianka
2.	Tuesday, March 28, 2023	1. Helping the HR department to photocopy files 2. Preparing the editorial for the news	Rajif Ad,SE
3.	Wednesday, March 29, 2023	Prepare several editors for the news to be posted	Rajif Ad,SE
4.	Thursday, March 30, 2023	Wait for the task instructions given	Rajif Ad,SE
5.	Friday, March 31, 2023	Wait for the task instructions given	Rajif Ad,SE

Source: Processed Data 2023

Fifth week of March activities carried out in the field of Public Relations and HR. Not too much to do but in this fifth week I received a lot of assignments from the HR department to help the HR department work, and gain new knowledge and experience.

Table 3.12 Daily Activities 3 April 2023 to 7 April 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, April 3, 2023	Learn to fill in ship visit data	Irwindi Uska
2.	Tuesday, April 4th March 2023	Tidying up the ship visit archives from February to March	Irwindi Uska
3.	Wednesday, April 5, 2023	Take a sick leave	Rajif Ad,SE
4.	Thursday, April 6, 2023	Still continuing the task of tidying up ship visit data, as well as completing ship visit archives	Irwindi Uska
5.	Friday, April 7, 2023	Public Holiday (Good Friday)	Irwindi Uska

Source: Processed Data 2023

The first week of April activities carried out in the field of Operational Administration. Received new directions and learning related to filling in and receiving ship visit list data and being responsible for tidying up ship visit data files.

Table 3.13 Daily Activities 10 April 2023 to 13 April 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, April 10, 2023	Tidy up the visit data that has been sent by the agency to the PT. Siak ocean	Irwandi Uska
2.	Tuesday, April 11, March 2023	Start filling in the ship's data in the ship visit list	Irwandi Uska
3.	Wednesday, April 12, 2023	Permission not to enter the apprenticeship because I went to the workshop in terms of asking for a thesis	Endang Sri Nirwana, SE
4.	Thursday, April 13, 2023	Permission not to enter the apprenticeship because I went to the workshop in terms of asking for a thesis	Endang Sri Nirwana, SE
5.	Friday, April 14, 2023	Continue the tasks given by the Operational Administration staff	Irwandi Uska

Source: *Processed Data 2023*

Second Sunday of April activities carried out in the field of Operational Administration. Received new directions and learning related to filling in and receiving ship visit list data and being responsible for tidying up ship visit data files. And I am not allowed to enter for 2 days because there is a need for campus.

Table 3.14 Daily Activities 17 April 2023 to 21 April 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, April 17, 2023	Wait for the task instructions given	Irwandi Uska
2.	Tuesday, April 18 March 2023	Listen to explanations from Operational Administration staff regarding ship data	Irwandi Uska
3.	Wednesday, April 19, 2023	Public Holyday (Eid fitr)	Endang Sri Nirwana, SE
4.	Thursday, April 20, 2023	Public Holyday (Eid fitr)	Endang Sri Nirwana, SE
5.	Friday, April 21, 2023	Public Holyday (Eid fitr)	Endang Sri Nirwana, SE

Source: *Processed Data 2023*

The third week of April activities carried out in the field of Operational Administration. It's not much, just two days of apprenticeship to deepen the knowledge of ship visiting agencies, and after that the Eid holidays.

Table 3.15 Daily Activities 24 April 2023 to 28 April 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, April 24, 2023	Public Holyday (Eid fitr)	Endang Sri Nirwana, SE
2.	Tuesday, April 25 March 2023	Public Holyday (Eid fitr)	Endang Sri Nirwana, SE
3.	Wednesday, April 26, 2023	Halal bin halal to the head of Operational Administration's house	Irwandi Uska
4.	Thursday, April 27, 2023	Waiting for work instructions	Irwandi Uska
5.	Friday, April 28, 2023	Waiting for work instructions	Irwandi Uska

Source: Processed Data 2023

The fourth week of April activities carried out in the field of Operational Administration. Just go Halal bin Halal to the house of the Head of Operational Administration with BUP PT.Samudera Siak employees.

Table 3.16 Daily Activities 1 May 2023 to 5 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, May 1, 2023	Public Holiday (International Labor Day)	Endang Sri Nirwana, SE
2.	Tuesday, May 2, 2023	There is no work because there is no ship yet	Irwandi Uska
3.	Wednesday, May 3, 2023	Learn to understand the contents of the ship visit list data	Irwandi Uska
4.	Thursday, May 4, 2023	Fill in the incoming ship data	Irwandi Uska
5.	Friday, May 5, 2023	Waiting for Work instructions	Irwandi Uska

Source: Processed Data 2023

The first week of May activities carried out in the field of Operational Administration. There wasn't much to do, just learning to understand the contents of ship visit data.

Table 3.17 Daily Activities 8 May 2023 to 12 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, May 8, 2023	Working on the preparation of RAB for the submission of Public Relations lecturers	Rajif Ad,SE
2.	Tuesday, May 9, 2023	1. Asking for consultation from the Public Relations party on the work of the RAB	Rajif Ad,SE
3.	Wednesday, May 10, 2023	Submit the revised RAB results and submit them to the head of Public Relations	Rajif Ad,SE
4.	Thursday, 11 May 2023	Enter ship visit data	Irwandi Uska
5.	Friday, May 12 2023	Enter ship visit data	Irwandi Uska

Source: Processed Data 2023

The second week of May activities carried out in the field of Operational Administration and Public Relations. Make RAB ATK Public Relations, and in Operational Administration get directions to enter ship visit data.

Table 3.18 Daily Activities 15 May 2023 to 19 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 15 May 2023	Working on the editor for the big day photos	Rajif Ad,SE
2.	Tuesday, May 16, 2023	Discussed with the Director of TBP, a subsidiary of PT.Samudera Siak and the Malaysian side	Irwandi Uska
3.	Wednesday, 17 May 2023	Enter ship visit data	Irwandi Uska
4.	Thursday, 18 May 2023	Public Holiday (National Archives Day)	Endang Sri Nirwana, SE
5.	Friday, 19 May 2023	Enter ship visit data	Irwandi Uska

Source: Processed Data 2023

The third week of May activities carried out in the field of Operational Administration and Public Relations. Working on holiday photo editing and getting new experiences meeting with the Director of PT. Tanjung Buton Port and also filling out the list of ship visits.

Table 3.19 Daily Activities 22 May 2023 to 26 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 22 May 2023	Enter ship visit data	Irwandi Uska
2.	Tuesday, 23 May 2023	Enter ship visit data	Irwandi Uska
3.	Wednesday, May 24, 2023	Enter ship visit data	Irwandi Uska
4.	Thursday, 25 May 2023	Go take care of the printing of PT.Samudera Siak files	Endang Sri Nirwana, SE
5.	Friday, May 26 2023	Discuss with the Public Relations section regarding the visit of the Polbeng Campus lecturers to PT. Samudera Siak	Rajif Ad,SE

Source: Processed Data 2023

The fourth week of May activities carried out in the field of Operational Administration and Public Relations. Most filled out the list of ship visits and took care of printing office files, after which they discussed the visit of Polbeng lecturers to PT. Samudera Siak.

Table 3.20 Daily Activities 29 May 2023 to 31 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 29 May 2023	Waiting for Work instructions	Irwandi Uska
2.	Tuesday, 30 May 2023	Waiting for Work instructions	Irwandi Uska
3.	Wednesday, May 31, 2023	1. Go buy office supplies 2. Welcoming the arrival of Polbeng Lecturers Mr. Akmal and Mr. Alkadri at the PT. Ocean Siak office.	Rajif Ad,SE

Source: Processed Data 2023

Last Sunday of May activities carried out in the field of Operational Administration and Public Relations. Welcoming the arrival of Mr. Akmal Indra (Wadir III) and Mr. Alkadri Perdana (KP coordinator) who visited the PT. BUP office. Siak Ocean.

Table 3.21 Daily Activities 1 June 2023 to 2 June 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Thursday, June 1, 2023	Public Holiday (Pancasila Birthday)	Endang Sri Nirwana, SE
2.	Friday, June 2, 2023	Public Holiday (Pancasila Birthday)	Endang Sri Nirwana, SE

Source: Processed Data 2023

First Sunday of June there are no activities carried out due to national holidays.

Table 3.22 Daily Activities 5 June 2023 to 9 June 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, June 5, 2023	Enter ship visit data	Irwandi Uska
2.	Tuesday, June 6, 2023	Enter ship visit data	Irwandi Uska
3.	Wednesday, June 7, 2023	Enter ship visit data	Irwandi Uska
4.	Thursday, June 8, 2023	Enter ship visit data	Irwandi Uska
5.	Friday, June 9 th 2023	Enter ship visit data	Irwandi Uska

Source: Processed Data 2023

The second week of June activities carried out in the field of Operational Administration. Just fill in the ship visit data fields and tidy up the ship visit files.

Table 3.23 Daily Activities 12 June 2023 to 16 June 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 12 June 2023	Take a sick leave	Endang Sri Nirwana, SE
2.	Tuesday, 13 June 2023	Take a sick leave	Endang Sri Nirwana, SE
3.	Wednesday, 14 June 2023	Enter ship visit data	Irwandi Uska
4.	Thursday, 15 June 2023	Enter ship visit data	Irwandi Uska
5.	Friday, 16 June 2023	Enter ship visit data	Irwandi Uska

Source: *Processed Data 2023*

The third week of June activities carried out in the field of Operational Administration. 2 days off Monday and Tuesday due to illness, and continued on Wednesday and Friday dealing with ship visit data.

Table 3.24 Daily Activities 19 June 2023 to 23 June 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 19 June 2023	Completed the big day photo editor and editing	Rajif Ad,SE
2.	Tuesday, 20 June 2023	Working on the editorial and photos of Polbeng lecturer visits to be uploaded on social media	Rajif Ad,SE
3.	Wednesday, June 21, 2023	Enter ship visit data	Irwandi Uska
4.	Thursday, 22 June 2023	Enter ship visit data	Irwandi Uska
5.	Friday, 23 June 2023	Enter ship visit data	Irwandi Uska

Source: *Processed Data 2023*

The fourth week of June activities carried out in the field of Operational Administration and Public Relations. Completing ship visit data, and uploading posts that have been done.

Table 3.25 Daily Activities 26 June 2023 to 27 May 2023

No	Day/Date	Description of Activities	Task Assignor
1.	Monday, 26 June 2023	1. Completed the Apprenticeship grade 2. And carry out the GORO agenda at Buton Port	Rajif Ad,SE
2.	Tuesday, 27 June 2023	The grade was handed over to the administration manager	Endang Sri Nirwana, SE

Source: *Processed Data 2023*

The last Sunday of June activities carried out in the field of Operational Administration and Administrative Manager. Complete all work during the apprenticeship and take care of the value format as completion during the apprenticeship at BUP PT. Samudera Siak.

3.5 Obstacle and Solution

The obstacle experienced by the writer is that on the first day it is difficult to adapt with other employees because the assignment rooms are different. There were also no ID cards for apprentices and absences not provided.

The solution at that time the author greeted the other employees when working hours entered and took a midday break until working hours were over. For apprentice and absent participant identification cards, the authors worked on it themselves and reported it to the coordinator to ask for permission to use them.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

In carrying out Apprenticeship (KP) activities at BUP PT. Samudera Siak, several conclusions can be drawn as follows:

1. Apprenticeship a learning process by directly getting to know the scope of the real world of work, through apprenticeship students have the opportunity to apply theoretical knowledge/concepts in the real world of work. The author's apprenticeship was carried out for 5 (five) months from February 1 to June 27, 2023.
2. Office of BUP PT. Samudera Siak is a technical implementation unit within the Ministry of Transportation which is under and responsible to the Director. PT. Samudera Siak (SS) is a limited company owned by PT. Siak Development Facility (SPS) and PT. Siak Mining Energy (SPE) which is a Regional Owned Enterprise (BUMD) of Siak Regency.
3. Obstacles faced when doing apprenticeships at BUP PT Samudera Siak while working were making apprentice absences and apprentice identity cards having to make them yourself, and the difficulty of adapting at the beginning of the apprenticeship due to different work spaces.

4.2 Suggestions

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

1. **Company**

After the author carried out an apprenticeship at BUP PT. Siak Ocean. 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.

2. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis to be more able to optimize cooperation with several companies, so that efforts to implement practical work programs can be more optimal in order to build good human resources for students.

3. Student

Advice given to students who want to do apprenticeship at BUP PT.Samudera Siak. namely having to prepare mentally in the sense of working under pressure from company SOPs, also having to be careful, agile, and totality in carry out the responsibilities that have been given, because apart from feeling the momentum in the world of work we will also get a very valuable experience.

REFERENCES

BUP PT. Samudera Siak Profile., www.bup-samuderasiak.co.id ., accessed on June 24th, 2022.

Peraturan Menteri Perhubungan Republik Indonesia (Badan Usaha Pelabuhan)
Available form: <https://hadjiniperkasa.com/badan-usaha-pelabuhan/>.
Accessed June 17th, 2022.

APPENDICES

Appendix 1 : Student Apprenticeship Acceptance Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bothin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 6385/PL31/TU/2022

16 Desember 2022

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan BUP PT. SAMUDERA SIAK
di
Jl. Raja Kecil, Rempak-Kec. Siak

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari — Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Fadhilah Aht	5404191233	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP. 197906172014041001

Contact Person:
Adrian Imanda Pratama, S.Sos., M.BA (082384323018)

Appendix 2 : Apprenticeship Statement Letter



BADAN USAHA PELABUHAN (BUP)
PT. SAMUDERA SIAK
PELABUHAN TANJUNG BUTON
JASA : Demaga, Gudang, Lapangan Perumpukan
Peti Kemas, Curah Cair dan Curah Kering

Siak Sri Indrapura, 22 Desember 2022

Nomor : 066/SS-Adm.Keu/XI/2022
Perihal : Izin Praktek Kerja Lapangan

Kepada Yth.
Pimpinan Politeknik Negeri
Bengkalis
Di -
Tempat

Dengan hormat,

Sehubungan surat dari Pimpinan Politeknik Negeri Bengkalis Nomor: 6385/PL31/TU/2022 hal : Izin Praktek Kerja Lapangan guna meningkatkan pengetahuan dan pengenalan Mahasiswa dari Politeknik Negeri Bengkalis, kami dari BUP PT. Samudera Siak menyambut baik permohonan dari Bapak/Ibu Politeknik Negeri Bengkalis guna memberikan ruang pembelajaran terhadap Mahasiswa tersebut dibawah ini :

No.	Nama	NIM	Prodi
1.	Fadhilah Alwi	5404191233	D4 Administrasi Bisnis Internasional

Demikian disampaikan, atas perhatiannya diucapkan terimakasih.

Hormat Kami,

Nurhidayah S.Th.L.M.H.
Direktur

Tembusan :
1. Arsip

Appendix 3 : Apprenticeship Assesment Sheet



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bahin/Alim, Sungailan, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

EVALUATION RESULT FROM JOB DESCRIPTION COMPANY APPRENTICESHIP PT.SAMUDERA SIAK – SIAK SRI INDRAPURA

Name : Fadhilah Alwi
Student ID Number : 5404191233
Study Program : D4 – International Business Administration
College : State Polytechnic Bengkalis

No	Assessment Aspect	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	85
3.	Adjustment/Adaptation	10%	80
4.	Work Result	30%	85
5.	Behavior	15%	90
Total (1+2+3+4+5)		100%	435

Explanation

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

Note : *Orang bekerjasama dalam tim dapat menerima
tanggung jawab baik dan dapat memberi masukan yang baik
kepada tim. Ef*

Siak Sri Indrapura, July 03, 2023

(Endang Sri Nirwana, S.E)

Appendix 4 : List of Apprenticeship Attendance Sheet

**ABSENSI MAHASISWA MAGANG PT.SAMUDERA SIAK
BULAN FEBRUARI 2023**

No	Hari/Tanggal	Keterangan			Paraf	
		Hadir	Izin	Affa	Mahasiswa	Koordinator
1	Rabu /01/23	✓				
2	Kamis /02/23	✓				
3	Jumat /03/23	✓				
4	Sabtu /04/23	-			-	-
5	Minggu /05/23	-			-	-
6	Senin /06/23	✓				
7	Selasa /07/23	✓				
8	Rabu /08/23	✓				
9	Kamis /09/23	✓				
10	Jumat /10/23	✓				
11	Sabtu /11/23	-			-	-
12	Minggu /12/23	-			-	-
13	Senin /13/23	✓				
14	Jelasa /14/23	✓				
15	Rabu /15/23	✓				
16	Kami /16/23	✓				
17	Jumat /17/23	✓				
18	Sabtu /18/23	-			-	-
19	Minggu /19/23	-			-	-
20	Senin /20/23	✓				
21	Selasa /21/23	✓				
22	Rabu /22/23	✓				
23	Kamis /23/23	✓				
24	Jumat /24/23	✓				
25	Sabtu /25/23	-			-	-
26	Minggu /26/23	-			-	-
27	Senin /27/23	✓				
28	Selasa /28/23	✓				
29						
30						
31						

Mahasiswa



Fadhilah Alwi

Koordinator



Endang Sri Nirwana, S.E

**ABSENSI MAHASISWA MAGANG PT.SAMUDERA SIAK
BULAN MARET 2023**

No	Hari/Tanggal	Keberangan			Paraf	
		Hadir	izin	Affa	Mahasiswa	Koordinator
1	Rabu / 1 / 3 / 23	✓				A
2	Kamis / 2 / 3 / 23		✓			A
3	Jumat / 3 / 3 / 23	✓				A
4	SABTU / 4 / 3 / 23	-	-	-	-	-
5	MINGGU / 5 / 3 / 23	-	-	-	-	-
6	SENIN / 6 / 3 / 23		✓			
7	SELASA / 7 / 3 / 23	✓				A
8	RABU / 8 / 3 / 23	✓				A
9	KAMIS / 9 / 3 / 23	✓				A
10	JUMAT / 10 / 3 / 23	✓				A
11	SABTU / 11 / 3 / 23	-	-	-	-	-
12	MINGGU / 12 / 3 / 23	-	-	-	-	-
13	SENIN / 13 / 3 / 23	✓				A
14	SELASA / 14 / 3 / 23	✓				A
15	RABU / 15 / 3 / 23	✓				A
16	KAMIS / 16 / 3 / 23	✓				A
17	JUMAT / 17 / 3 / 23	✓				A
18	SABTU / 18 / 3 / 23	-	-	-	-	-
19	MINGGU / 19 / 3 / 23	-	-	-	-	-
20	SENIN / 20 / 3 / 23	✓				A
21	SELASA / 21 / 3 / 23	✓				A
22	RABU / 22 / 3 / 23	-	-	-	-	-
23	KAMIS / 23 / 3 / 23	-	-	-	-	-
24	JUMAT / 24 / 3 / 23	✓				A
25	SABTU / 25 / 3 / 23	-	-	-	-	-
26	MINGGU / 26 / 3 / 23	-	-	-	-	-
27	SENIN / 27 / 3 / 23	✓				A
28	SELASA / 28 / 3 / 23		✓			A
29	RABU / 29 / 3 / 23	✓				A
30	KAMIS / 30 / 3 / 23	✓				A
31	JUMAT / 31 / 3 / 23	✓				A

Mahasiswa

Fadilah Alwi

Koordinator

Erdang Sri Nirwana, S.E

**ABSENSI MAHASISWA MAGANG PT.SAMUDERA SIAK
BULAN APRIL 2023**

No	Hari/Tanggal	Keterangan			Paraf	
		Hadir	Izin	Alfa	Mahasiswa	Koordinator
1	JUMU 1/4/2023	-	-	-	-	-
2	SENIN 2/4/2023	-	-	-	-	-
3	SELASA 3/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
4	SELASA 4/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
5	RABU 5/4/2023	-	✓	-	<i>[Signature]</i>	<i>[Signature]</i>
6	KAMIS 6/4/2023	✓	-	-	-	-
7	JUMU 7/4/2023	-	-	-	-	-
8	SABTU 8/4/2023	-	-	-	-	-
9	MINGGU 9/4/2023	-	-	-	-	-
10	SENIN 10/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
11	SELASA 11/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
12	RABU 12/4/2023	-	✓	-	<i>[Signature]</i>	<i>[Signature]</i>
13	KAMIS 13/4/2023	-	✓	-	<i>[Signature]</i>	<i>[Signature]</i>
14	JUMU 14/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
15	SABTU 15/4/2023	-	-	-	-	-
16	MINGGU 16/4/2023	-	-	-	-	-
17	SENIN 17/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
18	SELASA 18/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
19	RABU 19/4/2023	-	-	-	-	-
20	KAMIS 20/4/2023	-	-	-	-	-
21	JUMU 21/4/2023	-	-	-	-	-
22	SABTU 22/4/2023	-	-	-	-	-
23	MINGGU 23/4/2023	-	-	-	-	-
24	SENIN 24/4/2023	-	-	-	-	-
25	SELASA 25/4/2023	-	-	-	-	-
26	RABU 26/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
27	KAMIS 27/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
28	JUMU 28/4/2023	✓	-	-	<i>[Signature]</i>	<i>[Signature]</i>
29	SABTU 29/4/2023	-	-	-	-	-
30	MINGGU 30/4/2023	-	-	-	-	-
31						

Mahasiswa



Fadhlah Alwi

Koordinator



Endang Sri Nirwana, S.E

**ABSENSI MAHASISWA MAGANG PT.SAMUDERA SIAK
BULAN MEI 2023**

No	Hari/Tanggal	Keterangan			Paraf	
		Hadir	Izin	Alpa	Mahasiswa	Koordinator
1	SENIN/01/5/2023	-	-	-	-	-
2	SELASA/02/5/2023	✓	-	-	[Signature]	[Signature]
3	RABU/03/5/2023	✓	-	-	[Signature]	[Signature]
4	KAMIS/04/5/2023	✓	-	-	[Signature]	[Signature]
5	JUMAT/05/5/2023	✓	-	-	[Signature]	[Signature]
6	SENIN/06/5/2023	-	-	-	-	-
7	SELASA/07/5/2023	-	-	-	-	-
8	RABU/08/5/2023	✓	-	-	[Signature]	[Signature]
9	KAMIS/09/5/2023	✓	-	-	[Signature]	[Signature]
10	JUMAT/10/5/2023	✓	-	-	[Signature]	[Signature]
11	SENIN/11/5/2023	✓	-	-	[Signature]	[Signature]
12	SELASA/12/5/2023	✓	-	-	[Signature]	[Signature]
13	RABU/13/5/2023	-	-	-	-	-
14	KAMIS/14/5/2023	-	-	-	-	-
15	JUMAT/15/5/2023	✓	-	-	[Signature]	[Signature]
16	SENIN/16/5/2023	✓	-	-	[Signature]	[Signature]
17	SELASA/17/5/2023	✓	-	-	[Signature]	[Signature]
18	RABU/18/5/2023	-	-	-	-	-
19	KAMIS/19/5/2023	-	-	-	[Signature]	[Signature]
20	JUMAT/20/5/2023	-	-	-	-	-
21	SENIN/21/5/2023	-	-	-	-	-
22	SELASA/22/5/2023	✓	-	-	[Signature]	[Signature]
23	RABU/23/5/2023	✓	-	-	[Signature]	[Signature]
24	KAMIS/24/5/2023	✓	-	-	[Signature]	[Signature]
25	JUMAT/25/5/2023	✓	-	-	[Signature]	[Signature]
26	SENIN/26/5/2023	✓	-	-	[Signature]	[Signature]
27	SELASA/27/5/2023	-	-	-	-	-
28	RABU/28/5/2023	-	-	-	-	-
29	KAMIS/29/5/2023	✓	-	-	[Signature]	[Signature]
30	JUMAT/30/5/2023	-	-	-	-	-
31	SENIN/31/5/2023	-	-	-	-	-

Mahasiswa



Fadhliah Alwi

Koordinator



Endang Sri Nirwana, S.E

**ABSENSI MAHASISWA MAGANG PT.SAMUDERA SIAK
BULAN JUNI 2023**

No	Hari/Tanggal	Keterangan			Paraf	
		Hadir	Izin	Alfa	Mahasiswa	Koordinator
1	BUMBUH/1/6/23	✓				
2	ZAMAT/2/6/23	✓				
3	SABTU/3/6/23	✓	—	—		
4	MINGGU/4/6/23	—	—	—		
5	SENIN/5/6/23	✓				
6	SELASA/6/6/23	✓				
7	RABU/7/6/23	✓				
8	KAMIS/8/6/23	✓				
9	JUMBU/9/6/23	✓				
10	SABTU/10/6/23	—	—	—		
11	MINGGU/11/6/23	—	—	—		
12	SENIN/12/6/23		✓			
13	MUSA/13/6/23		✓			
14	RABU/14/6/23	✓				
15	KAMIS/15/6/23					
16	ZAMAT/16/6/23					
17	SABTU/17/6/23	—	—	—		
18	MINGGU/18/6/23	—	—	—		
19	SENIN/19/6/23		✓			
20	MUSA/20/6/23	✓				
21	RABU/21/6/23	✓				
22	KAMIS/22/6/23	✓				
23	ZAMAT/23/6/23	✓				
24	SABTU/24/6/23					
25	MINGGU/25/6/23					
26	SENIN/26/6/23	✓				
27	SELASA/27/6/23	✓				
28						
29						
30						
31						

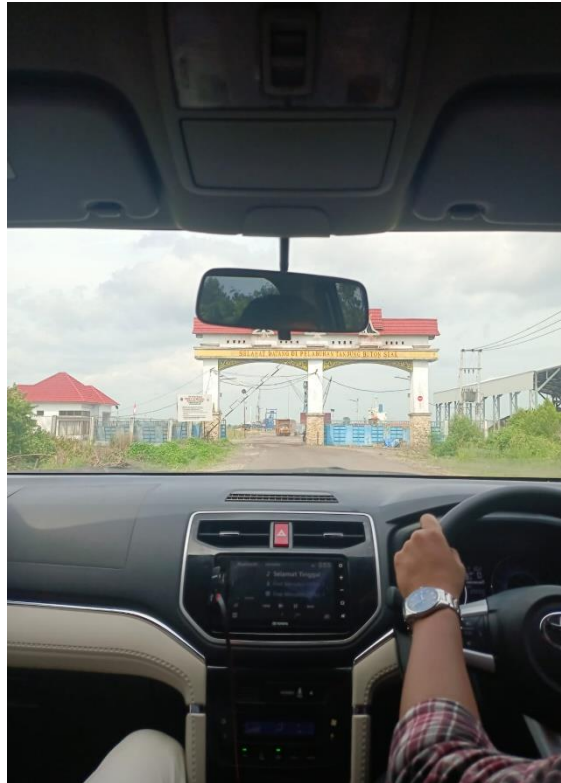
Mahasiswa

Fadhilah Alwi

Koordinator

Endang Sri Niwana, S.E

Appendix 5 : Visit to Port Tanjung Buton











Appendix 6 : Lecturer Visit of State Polytechnic of Bengkalis

