

**JOB TRAINING COMPANY**  
**PT. Pelabuhan Indonesia (Persero) Regional 1**  
**Branch of Dumai**

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

**APPROVAL SHEET**

**JOB TRAINING REPORT  
PT. PERUSAHAAN INDONESIA (PERSERO) REGIONAL 1  
BRANCH OF DUMAI**

Written as One of the Conditions For Completing of the Job Training

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Dumai, 31 Mei 2023

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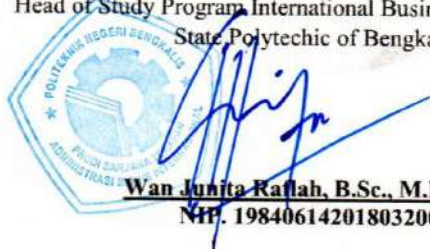
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector.

To meet these demands and to achieve complete educational goals in tertiary institutions, it is felt that it is not enough if students only rely on theoretical knowledge obtained from College. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world that they will pursue later.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautica, D3 Technical, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 2 Information System Security, and D4 English for Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Internship goals according to Anwar (2015:80) as follows: to establish mastery desired skills and devoted to making livelihood, expanding and accelerate reach procurement of skilled manpower as needed environment, so you can immediately participate in build environment surrounding. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad with provisions for Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 4(four) months and a maximum of 6 (six) months.

Based on the above, the Author as a student of the International Business Administration Study Program is required to carry out Job Training activities for four months. The Author has chosen PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai as a place to carry out Job Training activities. During the implementation of Job Training, the Author gets a place in the Management System Division. The implementation of this Job Training starts from February 1 to May 31, 2023. The implementation of this Job Training is expected to increase the Author's insight into various good and correct task implementations and be able to face the real world of work with the experience he gains.

## **1.2 Purpose of the Apprenticeship**

Job Training activities for State Polytechnic of Bengkalis students in International Business Administration study program have the following objectives:

1. Describe the job description at the time of Job Training.
2. Knowing the place and time of Job Training.
3. Explain Job Training place systems and procedures.
4. Finding out the obstacles and solutions during Job Training.

## **1.3 Significances of Implementing Apprenticeship**

The Job Training 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 implementing a Job Training program that students get, namely as follows:

- a. Students can develop working relationships and add experience to their resume.
- b. Students have the opportunity to apply theoretical/conceptual knowledge in the work place.
- c. Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.
- d. The opportunity to be able to analyze problems related to knowledge applied in the work place in accordance with the study program.

### **2. for Companies**

The benefits of implementing Job Training programs are also obtained by companies/institutions that accept Job Training students will receive labor assistance from students who do Job Training so that the work becomes a little lighter and easier.

3. for State Polytechnic of Bengkalis

There are several benefits from the implementation of the Job Training program obtained by the Bengkalis State Polytechnic, namely as follows:

- a. There is good cooperation/relationship between campuses and companies where students do Job Training.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through student Job Training experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or company world.
- d. State Polytechnic of Bengkalis receives feedback from organizations/companies on the abilities of students participating in Job Training in the work place.
- e. State Polytechnic of Bengkalis receives feedback from the work place for curriculum development a State Polytechnic of Bengkalis and learning processes.

## **CHAPTER II**

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

#### **2.1 Company History**

PT. Pelabuhan Indonesia (Persero) or abbreviated as Pelindo is a state-owned enterprise engaged in logistics, especially port management and services. Currently, the company operates 94 Ports located in 34 Provinces of Indonesia. From Sabang to Merauke, PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is one of the strategic port of Ministry Of State-Owned Enterprises where all the ports it manages have a significant position in the sea transportation-based international trade network connectivity.

Small ports in Indonesia have become places of transit and trading centers that bring together traders from various nations, so that they become large trading ports. This is the background for the beginning of the Indonesian Port after the era of independence.

PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai was established based on Government Regulation no. 56 of 1991 by Notary deed Imas Fatimah SH No. 1 dated December 1 st, 1992 as contained in the Supplement to the State Gazette of Republic of Indonesia No. 8612 of 1994, along with the latest changes as announced in the Supplement to the State Gazette of Republic of Indonesia No. 1 dated January 2nd, 1999.

During the Dutch colonial period the company was named Haven Badrift. Furthermore, after the independence of the Republic of Indonesia from 1945 to 1950 the company had the status of the Port Bureau. From 1960 to 1969 the Port Office changed to become a State-Owned Enterprise with the status of the State Port Company. In the period from 1969 to 1983 the Port changed to the Port Administration Agency with the name Port Concession Agency abbreviated as BPP. In 1983 based on Government Regulation no. 11 of 1983 the Port Concession Agency was changed to Port Public Company 1, abbreviated as Perumpel 1. Based on

Government Regulation no. 56 of 1991. Perumpel 1 changed its status to PT Pelabuhan Indonesia (Persero) 1 domiciled and head office in Medan.

PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is a company engaged in port services. Dumai Harbor is located at Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, East Dumai, City of Dumai, Riau. Port of Dumai is also one of the main ports in Riau Province and has an advantageous geographical location, because it is a natural harbor that is protected by several islands, including Rupert Island, Payung Island and Rampang Island so that it has waters that are deep enough and calm from exposure to waves and a bad climate that enough support all year round.

The Dumai Harbor was originally a stopover place for fishermen then developed into a settlement for farming. During the Japanese colonial period in Indonesia, Dumai was used for landing and where the romusha was domiciled to continue the search for oil sources in Riau which had previously been initiated in 1924 by the Chevron Corporation from the United States, six years later the Dutch East Indies government approved Chevron's request to acquire exploitation rights. After Japan left from Indonesia, Standart Oil Company of California (SOCAL) continued the search for these oil sources, which later changed its name to Caltex Pacific Indonesia (CPI).

In its activities, Port of Dumai serves international domestic ships with various types of ships, both passenger and freight ships. Its strategic location is supported by the Hinterland area in the form of industry, mining and plantations, thus making the status of Port of Dumai a public port that is cultivated and open to foreign trade, with the title of class one port.

In managing ports in Indonesia, 4 Pelindos were formed which are divided based on different regions. Pelindo I, for example, manages ports in the Provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and the Riau Islands. Pelindo I was formed based on PP No. 56 of 1991, while the name Pelindo I was determined based on Notary Deed No. 1, December 1st, 1992.

Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java and West Kalimantan. Pelindo II was formed based on PP No. 57 of 1991, Pelindo II Persero was established based on Deed of Notary Imas Fatimah SH, No. 3, December 1st, 1992.

Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. The formation of Pelindo III was stated in the Notary Deed of Imas Fatimah, SH No. 5 dated 1 December 1992, based on PP No. 58 of 1991.

Meanwhile, Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua and West Papua. Pelindo IV was formed based on PP No. 59 October 19<sup>th</sup>, 1991. Meanwhile the deed of formation was the Deed of Notary Imas Fatimah, SH no.7 dated December 1<sup>st</sup>, 1992.

Each Pelindo has branches and subsidiaries to manage its business. Pelindo I, II, III, IV are Part of the Ministry Of State-Owned Enterprises, Non Listed Companies whose shares are 100% owned by the Ministry of State-Owned Enterprises as Shareholders of the Republic of Indonesia. Therefore, there is no information on Major Shareholders or Individual Controlling Shares in Pelindo. The Republic of Indonesia, represented by the Ministry of State-Owned Enterprises of the Republic of Indonesia, is the sole owner and sole shareholder.

Merger or integration of the four Pelindos into one Pelindo which was later named PT. Pelabuhan Indonesia (Persero) is based on Government Regulation Number 101 of 2021 concerning the Merger of PT Pelindo I, III and IV (Persero) Companies into PT. Pelabuhan Indonesia II (Persero).

Based on the Letter of the Ministry of State-Owned Enterprises of the Republic of Indonesia number: S-756/MBU/10/2021, October 1<sup>th</sup>, 2021 regarding Approval for Name Changes, Changes to the Company's Articles of Association and

Logo. So that Pelindo II as a survival company from Pelindo 1, Pelindo 3 and Pelindo 4 changed its name to PT. Pelabuhan Indonesia (Persero) or Pelindo, and has its head office at Jalan Pasoso No. 1, Tanjung Priok, North Jakarta, 14310, Indonesia.

## **2.2 Vision and Mission**

Each company must have a vision and mission to achieve goals and act as a driving force in carrying out their respective programs, as PT. Pelabuhan Indonesia (Persero). The following is the vision and mission of PT. Pelabuhan Indonesia (Persero) are:

### **2.2.1 Vision**

The vision of PT. Pelabuhan Indonesia (Persero) is to become a leader in an integrated and world-class ecosystem.

### **2.2.2 Mission**

The mission of PT. Pelabuhan Indonesia (Persero) is to realizing national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth.

## **2.3 Kind of Business**

In a company must have a type of business to carry out the goals of a company, PT. Pelindo has several types of business that are undertaken, namely as follows:

### **1. Goods Service**

Goods or cargo services in the form of loading and unloading services starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are services stipulated by laws and regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods services, using the following facilities:



- a. Wharf : A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/ stacking place in the warehouse/ stacking yard and handing them over to the vehicles at the door of the warehouse/ stacking yard or vice versa.

## 2. Ship Service

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.
- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.
- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage and waste services: Services provided for water services, waste management and ship waste.

## 3. Miscellaneous Services

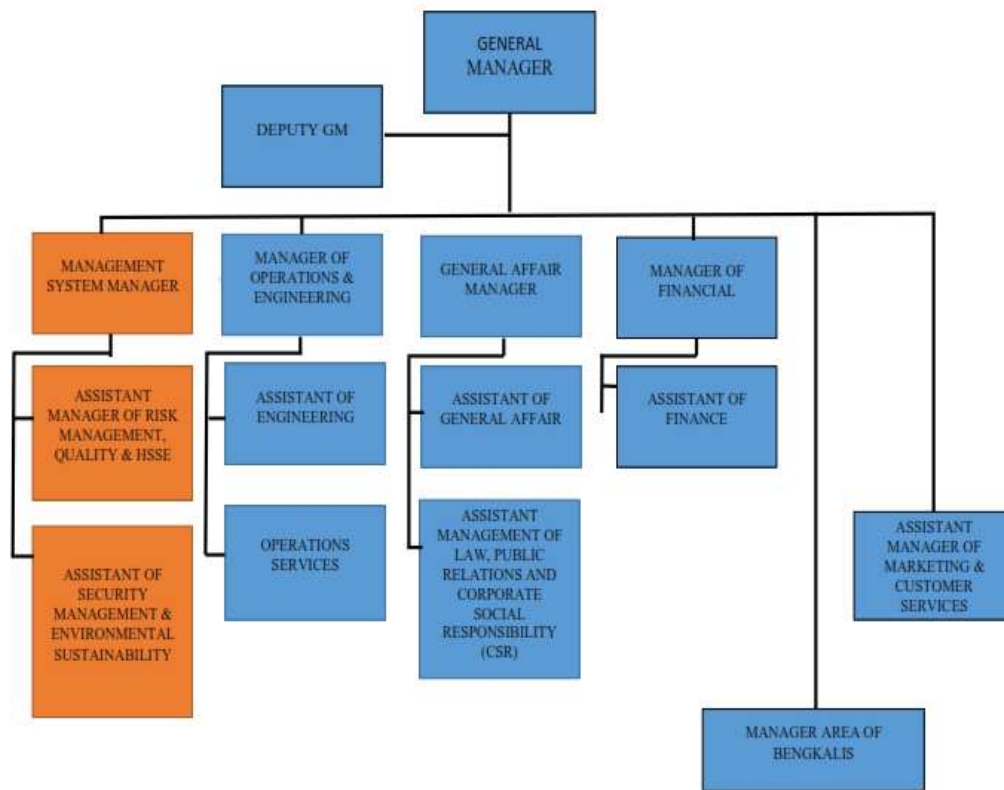
Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings and other supporting facilities needed for port activities. In carrying out port operation

and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Various services include:

- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
- b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating and electric), tugboats, motor boats, and fire extinguishers
- c. Land, building, water and electricity rental services: This is a rental service for land, buildings, clean water and electricity.

### **2.3 Organizational Structure**

Organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is prepared according to the provisions with the functions, obligations and responsibilities of each section in the field. Each position has its own duties, Authorities and responsibilities. Organizational Structure at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai can be seen in Figure 2.1 as follows:



**Figure 2.1 Organizational Structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai**

*Source: Processed Data 2023*

From the organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai has a workforce for each division. The following table 2.1 the number of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

Created on May 11, 2023	
GM, Deputy, Staff GM& Manager Area of Bengkalis	6 employees
General Affairs Division	6 employees
Management System Division	6 employees
Financial Division	4 employees
Engineering and Operations Division	13 employees
<b>Total Number of Employees</b>	<b>35 employees</b>

**Table 2.1 Employees of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai**

*Source: Processed Data 2023*

## **2.5 The Working Process**

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

1. **General Manager**

Leading several work function units that supervise all functional managers. The General Manager is in charge of making decisions and is responsible for achieving company goals as well as controlling all tasks and functions within the company he leads.

2. **Deputy General Manager**

The Deputy General Manager has the main task of assisting the General Manager in planning, directing, coordinating and controlling the implementation of port activities at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai and carry out other tasks given by the General Manager.

3. **Manager of General Affair**

Has the main tasks of planning, coordinating, controlling, recommending and reporting the preparation of work programs for planning and developing General Affair activities, personnel administration, labor relations, administration and household as well as law and Public Relations (PR). The Human Resources Division consists of:

a. **Assistant Manager of General Affair**

Has the main task of implementing, supervising and evaluating General Affair planning and development activities, personnel administration and labor relations.

b. **Assistant Management of Law, Public Relations and Corporate Social Responsibility (CSR)**

Has the main duties of carrying out, supervising and evaluating activities and studying legal issues, relations with agencies and the public,

document storage, protection of company interests and organizing corporate image enhancement. Corporate Social Responsibility has the main task of implementing, supervising and evaluating financial administration activities for coaching funds, developing small businesses and cooperatives, assessing and evaluating the feasibility of potential partners, preparing partnership and Corporate Social Responsibility financial reports at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

4. Manager of System Management

Has the main tasks of managing, planning, coordinating, controlling, evaluating the system such as Occupational Health and International Standard Organization (ISO 45001: 2018) recommending and reporting on the preparation of work programs for quality management systems (ISO 9001: 2015), Risk Management, Safety Management Systems, Environmental Management Systems (EMS) ISO 14001:2015, International Ship and Port Security Code (ISPS Code), Key Performance Indicators (KPI) as a whole and ensure conformity and effectiveness in their implementation. The Management Systems Division consists of:

a. Assistant Manager of Risk Management, Quality and Health, Safety, Security, Environment (HSSE)

Has the main duties of planning, supervising, coordinating, controlling, identifying, recommending and reporting the preparation of work programs on risk, quality and HSSE activities for employees and workforce.

b. Assistant Manager of Security Management and Environmental Sustainability

Has the main duties of securing, monitoring, supervising to ensure security as well as formulating, compiling and managing technical

policies in the field of structuring and implementing prevention instruments in protecting environmental management.

5. Manager of Financial

Has main duties in planning, coordinating, controlling, recommending and reporting the preparation of work programs for budgeting control, accounting, treasury, Partnership and Community Development activities, preparation of financial reports and verification of notes and bookkeeping. The finance division consists of:

a. Assistant Manager of Finance

Has the main duties of implementing, supervising and evaluating the activities of compiling and controlling work plans and company budgets, accounting cycles, examining supporting evidence of transactions, administration and proposals for writing of fixed assets, administration and reporting of taxation and Non-Tax State Revenue as well as archiving bookkeeping evidence and preparation of financial reports as well as implementing, supervising and evaluating the activities of financial traffic and checking accounts, administration of accounts payable, advances, deposits, receipts. Safekeeping of securities and bank cash disbursements as well as verification of record and bookkeeping.

6. Manager of Operations and Engineering

Has the main tasks of planning, supervising, coordinating, controlling, recommending and reporting the preparation of work programs for investment and maintenance of port infrastructure, facilities and equipment, technical recommendations related to Building Permits, monitoring of port master plans and the environment, as well as services public water, ship water and electricity services. The Engineering Division consists of:

a. Assistant Manager of Engineering

Has the main duties of implementing, supervising and evaluating the results of investment work activities, maintenance of port infrastructure,

monitoring of port master plans and environmental management and preparing technical recommendations for issuance of IMB.

b. Assistant Manager of Operations Services

Has the main task of implementing, supervising and evaluating investment work activities, maintenance of facilities and infrastructure, port equipment and installation as well as electricity services, ship water services and also the passenger terminal.

7. Manager Area of Bengkalis

Has the main task of organizing, implementing business and port services as well as business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and the flow of passengers in accordance with company policy.

8. Assistant Manager of Marketing and Customer Services

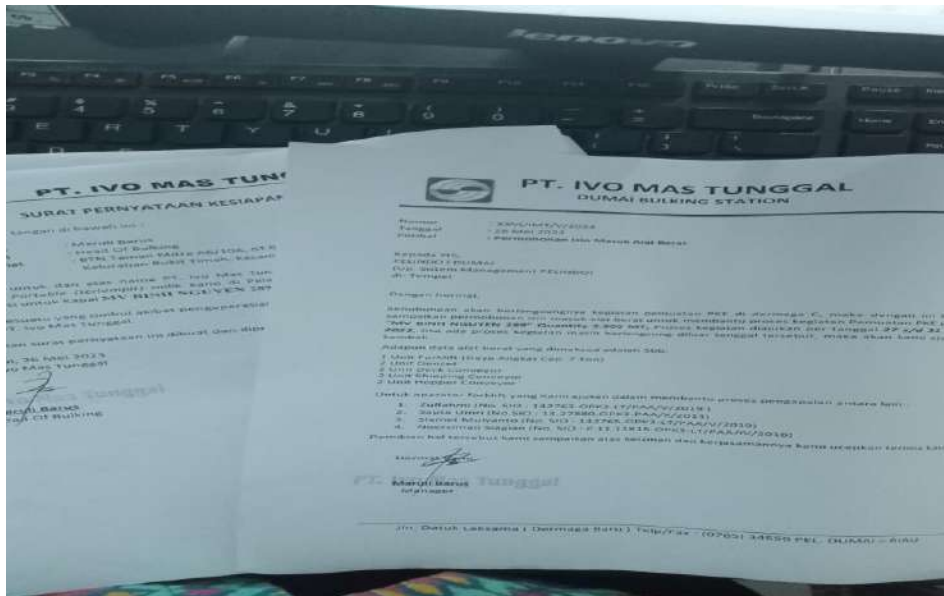
Has the main task of implementing, coordinating, formulating, and controlling, recommending and reporting on marketing and customer service throughout the wharf area.

## **2.6 Document Used for Activity**

In carrying out its operational activities, there are several documents used by PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, especially the Management Systems Division including the following:

1. Entry permit

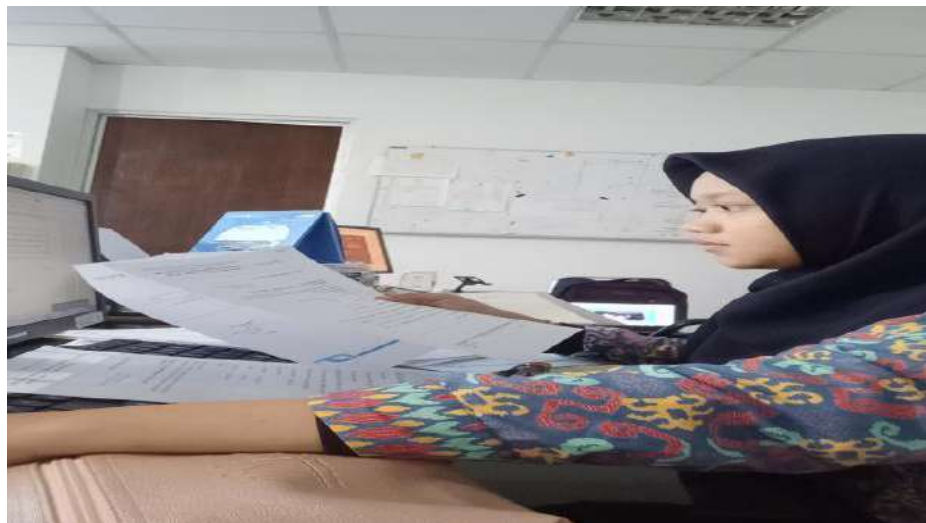
Entry permit used to grant entry permits for ships or sea transportation equipment. This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. Can be seen in Figure 2.1 below:



**Figure 2.1 Entry permit**  
*Source: Processed Data, 2023*

2. Exit permit

Exit permit can be interpreted as letters that go out in an agency or company or it can also be in other parts sent by other agencies or companies. All exit permit letters to PT. Pelindo will be included in the incoming letter forming using a certain format. Can be seen in Figure 2.2 below:



**Figure 2.2 Exit permit**  
*Source: Processed Data, 2023*



3. Vehicle license plate sticker

The vehicle plate sticker is useful as a marker that 2-wheeled and 4-wheeled vehicles have been allowed to enter specifically at the wharf. This sticker can only be issued by a management system division that has an International Ship and Port Security Code. Can be seen in Figure 2.3 below:



**Figure 2. 3 Vehicle license plate sticker**

*Source: Processed Data, 2023*

4. Group Discussion Forum

This discussion forum is a place to collect qualitative data about the views, perceptions and opinions of various parties in the company and other parties invited to this discussion forum group. So that what happens in the field can be handled as soon as possible. Can be seen in Figure 2.4 below:



**Figure 2. 4 Plate Group Discussion Forum**  
*Source: Processed Data, 2023*

## **CHAPTER III**

### **SCOPE FIELD APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter there are several job descriptions while carrying out Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai for four months which was carried out from 01 February to 31 May 2023 and was assigned to the Management System Division.

Job specifications that has be given for four months in the Management System division of PT. Pelabuhan Indonesia I (Persero) Branch of Dumai are as follows:

1. Making on Entry Permit letter
2. Making on Exit Permit letter
3. Designing the trophies and preparation for HSSE Award
4. Participating in student visit activities, the scope of work survey at the port of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
5. Participating in HSSE simulation activities in the Port of Dumai
6. Writing the vehicle plate number on the sticker
7. Documenting of group discussion forums with companies in the Dumai area
8. Following the sharing of safety and environmental information
9. Participating in the preparation for exercise of the ISPS Code in the Port of Dumai
10. Participating in Blood donation activities
11. Filing of Entry Permit letter, group discussion forums letter and others
12. Checking first aid kits and fire extinguishers in all rooms of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
13. Documenting existing activities at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

## 3.2 System and Procedure

### 3.2.1 System

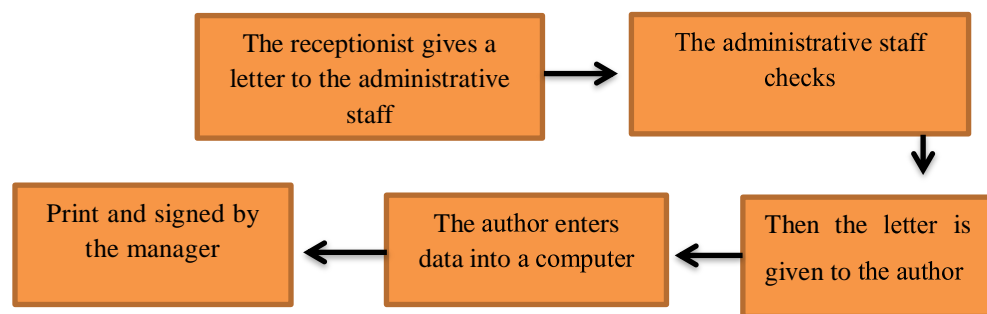
To make it easier for employees to perform their tasks, companies use internet-based systems. Every computer in one division is connected to other divisions in all Business Units in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. But not all work is done online, there are some jobs that are done offline and manually, from some of the work I do more withway online compared to offline.

### 3.2.2 Procedure

Job Training procedures that have been carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which starts on 01 February to 31 May 2023 in Management System the division are as follows:

#### 1. Entry permit.

Letter is an entry permit used to grant permission to enter ships or sea transportation equipment. This letter is used as official proof of entry permits so that loading and unloading activities run smoothly without problems. The entry permit flowchart can be seen in figure 3.1 as follows:



**Figure 3.1 Flowchart Entry Permit**

*Source: Processed Data, 2023*

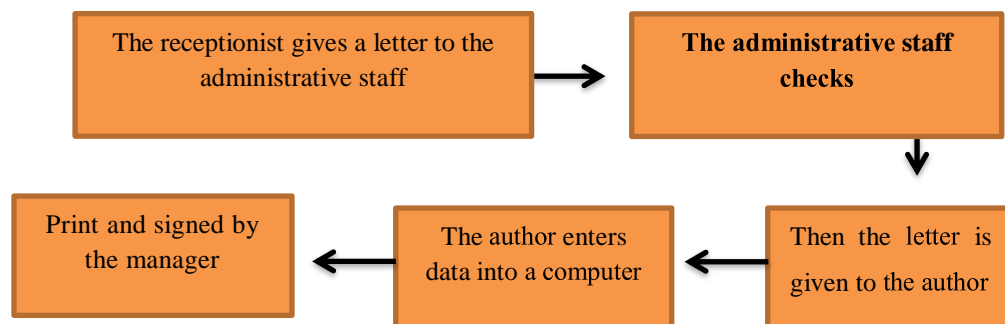
Explanation from the Flowchart in incoming letter are as follow:

- a. First the receptionist receives the letter, then the receptionist gives the letter to the administrative staff.

- b. After that, the administrative staff checked the letter and where it came from.
- c. Furthermore, the administrative staff gave the letter to the writer
- d. told the writer to make the letter into the computer
- e. After that the entry permit letter is printed and given to the management system manager, if given it will be signed by the manager, if an error occurs while operating before then the letter will be withheld by the manager and the party responsible for operating will be called by the manager of system manager.

2. Exit permit

An exit permit is an application for an exit permit from another company that has finished operating at the wharf according to the date on the entry letter. If it is finished operating, the exit permit has not been approved, then the company cannot leave the Pelindo area. The exit permit flowchart can be seen in figure 3.2 as follows:



**Figure 3.2 Flowchart Exit Permit**

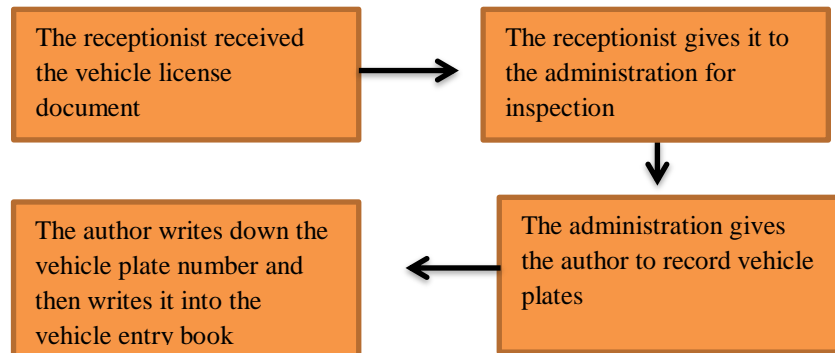
*Source: Processed Data, 2023*

Explanation from the Flowchart in incoming letter are as follow:

- a. First the receptionist receives the letter, then the receptionist gives the letter to the administrative staff.
- b. After that, the administrative staff checked the letter and where it came from.

- c. Furthermore, the administrative staff gave the letter to the writer
  - d. told the writer to make the letter into the computer
  - e. After that the exit permit letter is printed and given to the management system manager, if given it will be signed by the manager, if an error occurs while operating before then the letter will be withheld by the manager and the party responsible for operating will be called by the manager of system manager.
3. Vehicle license plate stickers

The vehicle plate sticker is used to give permission for 2-wheeled and 4-wheeled vehicles to enter the harbor port. If you don't have a vehicle sticker, the dock security will not allow entry. The Vehicle license plate sticker flowchart can be seen in figure 3.3 as follows



**Figure 3.3 Flowchart Vehicle license plate sticker**

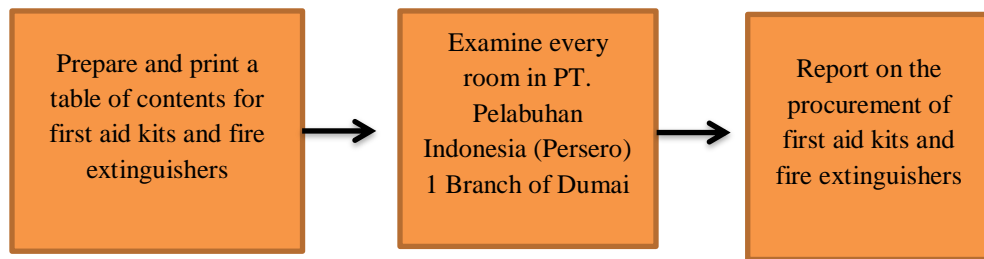
*Source: Processed Data, 2023*

The explanation of the flowchart on the vehicle sticker is:

- a. The receptionist receives a permit document from the company that will operate at PT. Pelabuhan Indonesia (persero) regional 1 Branch of Dumai.
- b. The receptionist gives it to the administration for inspection. If the file is complete then it will be approved to operate.

- c. The administration gives the writer to record the vehicle license plate according to the attached file.
  - d. The author writes down the vehicle plate number and then writes it into the vehicle entry book as proof that both 2-wheeled and 4-wheeled vehicles are allowed to enter the pier. Licensed license plate stickers will be given to the receptionist and will be collected by the operating party.
4. Checking first aid kits and fire extinguishers

Checking first aid kits and fire extinguishers is a routine for the management system division in checking and procuring first aid kits and fire extinguishers at PT. Pelabuhan Indonesia (Persero) 1 Branch of Dumai. The Checking first aid kits and fire extinguishers flowchart can be seen in figure 3.4 as follows:



**Figure 3.4 Flowchart Checking first aid kits and fire extinguishers**

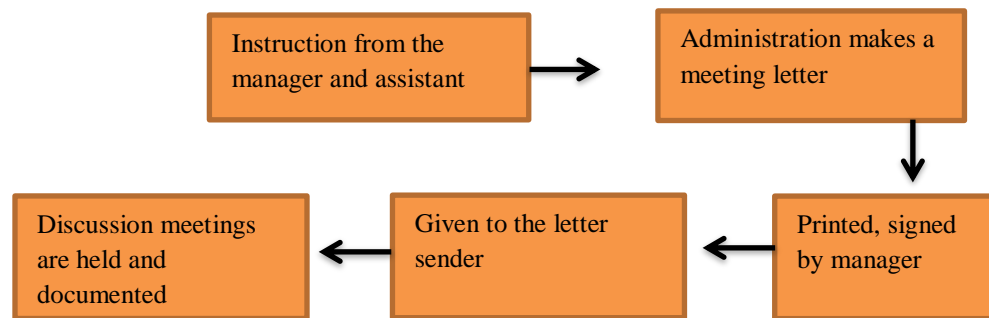
*Source: Processed Data, 2023*

The explanation from the flowchart on Checking first aid kits and fire extinguishers is:

- a. The author prepares and prints a table of contents for first aid kits and fire extinguishers
- b. The author examines every room in PT. Pelabuhan Indonesia (Persero) 1 Branch of Dumai to procure goods when they have expired and the goods have run out
- c. Report on the procurement of first aid kits and fire extinguishers.

5. Forum Group Discussion

forum group discussion is a discussion about the workforce, work systems and the environment in the field with other companies that cooperate with PT. Pelabuhan Indonesia (Persero) 1 Branch of Dumai. The forum group discussion flowchart can be seen in figure 3.5 as follows:



**Figure 3.5 Flowchart Forum Group Discussion**

*Source: Processed Data, 2023*

The explanation of the flowchart in the forum group discussion is:

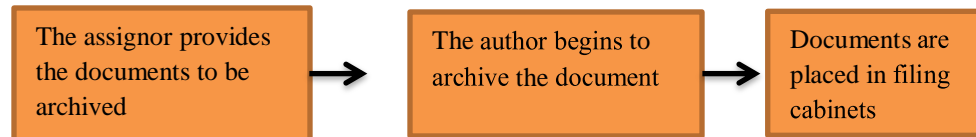
- a. Managers and assistant managers instruct the administration to make discussion meeting letter
- b. Administration makes a letter to each company that cooperates
- c. The letter is printed and signed by the manager then stamped
- d. The letter is given to the letter carrier to be delivered to each company
- e. Each company representative will attend the discussion and then do the documentation

6. Archiving documents

In this activity the author is asked to do the archiving documents for delivery orders and receiving orders (container activities). Archives are any written, printed or typed records in the form of letters, numbers, or images that have meaning or purpose as well as communication and information materials recorded on paper (cards, forms, letters) that have usefulness values in an orderly and planned manner, so that they can be easily retrieved if needed.



Before doing the archiving, the writer was taught first by the assignor how the existing filing system at PT Pelindo was because every company had a different way of doing the archiving. The archive documents flowchart can be seen in figure 3.6 as follows:



**Figure 3.6 Flowchart Archiving Documents**

*Source: Processed Data, 2023*

Based on the flowchart above, The first thing the author does to archive the document is the author sorts the date and month of the document from the earliest date and month to the latest date and month. Each month is given a limit to make it easier to find or search. Next the author perforates the document and inserts the documents and letters into the order folder and then the writer puts the file into the filing cabinet.

### **3.3 Place and Time of the Apprenticeship**

#### **3.3.1 Place of the Apprenticeship**

In carrying out Job Trainings, the Author carries it out at a Ministry Of State-Owned Enterprises company, namely PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, East Dumai, City of Dumai, Riau Province.

#### **3.3.2 Time of the Apprenticeship**

The implementation of the Job Training is carried out for 4 months. Starting from 01 February to 31 May 2023. The activities carried out during Job Training can be seen in the following table:

**Table 3.1 The Working schedule of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.**

No	Day	Working Hours	Agency
1	Monday to Friday	08:00 to 17:00	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
2	Saturday and Sunday	Holiday	Holiday

Source: Processed Data, 2023

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

**Table 3.2 Daily Activities of February 1<sup>st</sup> to February 3<sup>rd</sup> 2023**

No	Date	Activities	Place
1	1 <sup>st</sup>	Introduce the general scope of the company	Management System division room
		Introducing self with Management System Division	
		Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	
2	2 <sup>nd</sup>	Trophy design and HSSE activity Preparation	Management System division room
3	3 <sup>rd</sup>	HSSE activity	Management System division room

Source: Processed Data, 2023

Table 3.2 the first day, introduce yourself and prepare for other HSSE activities besides Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

**Table 3.3 Daily Activities of February 6<sup>th</sup> to February 10<sup>th</sup> 2023**

No	Date	Activities	Place
1	6 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room

2	7 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.	Management System division room
3	8 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.	Management System division room
4	9 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Following the arrival of Kuantan Student to the port of PT. Pelindo(Persero) Regional 1 Branch of Dumai	Dermaga A,B and C
5	10 <sup>th</sup>	Participating in a fire emergency response simulation activity within the national HSSE month. -Take up gymnastics	Pier A and in front of warehouse 005

Source: Processed Data, 2023

Table 3.3 the second week of February, the author carries out the same activities as the first week, but this week there are additional lessons about the scope of the field regarding docks, loading and unloading, laying of goods and disciplining employees in the field with Kuantan student activities. In addition, conducting simulation activities within the national HSSE month.

**Table 3.4 Daily Activities of February 13<sup>th</sup> to February 17<sup>th</sup> 2023**

No	Date	Activities	Place
1	13 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional	Management System division room

		1 Branch of Dumai	
2	14 <sup>th</sup>	Provide the license plate number of the Vehicle entering the traffic in the pelindo area	Management System division room
3	15 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
4	16 <sup>th</sup>	Provide the license plate number of the Vehicle entering the traffic in the pelindo area	Management System division room
5	17 <sup>th</sup>	-Take up gymnastics -Participate in HSSE meetings with other companies	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai and Meeting room

Source: Processed Data, 2023

Table 3.4 the third week of February, the author carries out the same activities as the second week, but there are additional activities, namely Providing the license plate number of the Vehicle entering the traffic in the pelindo area and Participating in HSSE meetings with other companies.

**Table 3.5 Daily Activities of February 20<sup>th</sup> to February 24<sup>th</sup> 2023**

No	Date	Activities	Place
1	20 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	21 <sup>th</sup>	Provide the license plate number of the Vehicle entering the traffic in the pelindo area	Management System division room
3	22 <sup>th</sup>	Documentation of Forum	Meeting room

		Group Discussion activities with other companies	
4	23 <sup>th</sup>	Provide the license plate number of the Vehicle entering the traffic in the pelindo area	Management System division room
5	24 <sup>th</sup>	- Take up gymnastics -Provide the license plate number of the Vehicle entering the traffic in the pelindo area	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

Source: Processed Data, 2023

Table 3.5 the third week of February, the authors carry out the same activities as the second week, but there are additional activities, namely Documentation of Forum Group Discussion activities with other companies.

**Table 3.6 Daily Activities of February 27<sup>th</sup> and 28<sup>th</sup> 2023**

No	Date	Activities	Place
1	27 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	28 <sup>th</sup>	Provide the license plate number of the Vehicle entering the traffic in the pelindo area	Management System division room

Source: Processed Data, 2023

Table 3.6 the fourth week of February, the author carries out the same activities as the previous week making entry permits and vehicle license plates.

**Table 3.7 Daily Activities of March 1<sup>st</sup> to March 3<sup>rd</sup> 2023**

No	Date	Activities	Place
1	1 <sup>st</sup>	Following in Exercise ISPS Code 2023	Meeting room

2	2 <sup>nd</sup>	Following Implementation Exercise ISPS Code 2023 in	Pelabuhan
3	3 <sup>rd</sup>	-Participate in Blood Donation activities - Writing the vehicle plate number on the sticker	Lantai 1 kantor pelindo dan Management System division room

Source: Processed Data, 2023

Table 3.7 The first week of March, the author does the same activities as the previous month. However, there are additions regarding the International Ship and Port Security (ISPS) code exercise and blood donation activities.

**Table 3.8 Daily Activities of March 6<sup>th</sup> to March 10<sup>th</sup> 2023**

No	Date	Activities	Place
1	6 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	7 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
3	8 <sup>th</sup>	Archiving of the letters	Management System division room
4	9 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
5	10 <sup>th</sup>	-Morning exercise - Archiving of the letters	Management System division room

Source: Processed Data, 2023

Table 3.8 the first week of March, the author carries out the same activities as before. However, there are additions regarding archiving important letters.

**Table 3.9 Daily Activities of March 13<sup>th</sup> to March 17<sup>th</sup> 2023**

No	Date	Activities	Place
1	13 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters -documenting of forum group discussion	Management System division room and meeting room
2	14 <sup>th</sup>	Archiving of the letters	Management System division room
3	15 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
4	16 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
5	17 <sup>th</sup>	- Take up gymnastics - Archiving of the letters - Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room

*Source: Processed Data, 2023*

Table 3.9 the second week of March, the author carries out the same activities as before. However, there is an addition regarding Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters, documenting of group discussion forums.

**Table 3.10 Daily Activities of March 20<sup>th</sup> and 21<sup>th</sup> 2023**

No	Date	Activities	Place
1	20 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters -documenting of forum group discussion	Management System division room and meeting room
2	21 <sup>th</sup>	-Writing the vehicle plate number on the sticker -Writing the vehicle plate number on the sticker - participating in information sharing and environmental activities	Management System division room and meeting room

Source: Processed Data, 2023

Table 3.10 the third week of March, the author carries out the same activities as before. However, there are additions regarding participating in information sharing and environmental activities.

**Table 3.11 Daily Activities of March 27<sup>th</sup> to March 31<sup>th</sup> 2023**

No	Date	Activities	Place
1	27 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room and meeting room
2	28 <sup>th</sup>	Writing the vehicle plate number on the sticker	Management System division room
3	29 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room



4	30 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
5	31 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room

Source: Processed Data, 2023

Table 3.11 the fourth week of March, the author carries out the same activities as before, such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters, documenting of group discussion forums.

**Table 3.12 Daily Activities of April 3<sup>rd</sup> to April 6<sup>th</sup> 2023**

No	Date	Activities	Place
1	3 <sup>rd</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	4 <sup>th</sup>	Archiving of the letters	Management System division room
3	5 <sup>th</sup>	Archiving of the letters	Management System division room
4	6 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room

Source: Processed Data, 2023

Table 3.12 In the first week of April, the author carried out the same activities as before, such as making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters.

**Table 3.13 Daily Activities of April 10<sup>th</sup> to April 14<sup>th</sup> 2023**

No	Date	Activities	Place
1	10 <sup>th</sup>	Archiving of the letters	Management System division room
2	11 <sup>th</sup>	Attend the annual membership meeting	Management System division room and meeting room
3	12 <sup>th</sup>	Archiving of the letters	Management System division room
4	13 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
5	14 <sup>th</sup>	Archiving of the letters	Management System division room

Source: Processed Data, 2023

Table 3.13 the second week of April, the author carried out the same activities as before, such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters. However, there is an addition regarding Attending the annual membership meeting.

**Table 3.14 Daily Activities of April 17<sup>th</sup> and 18<sup>th</sup> 2023**

No	Date	Activities	Place
1	17 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	18 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
3	19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>th</sup>	Holiday Eid al-Fitr	

Source: Processed Data, 2023

Table 3.14 the third week of April, the author carried out the same activities as before, such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters.

**Table 3.15 Daily Activities of April 26<sup>th</sup> to April 28<sup>th</sup> 2023**

No	Date	Activities	Place
1	26 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	27 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
3	19 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room

*Source: Processed Data, 2023*

Table 3.15 the fourth week of April, the author carries out the same activities as before, such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters.

**Table 3.16 Daily Activities of May1<sup>st</sup> to May 5<sup>th</sup> 2023**

No	Date	Activities	Place
1	1 <sup>st</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
2	2 <sup>nd</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional	Management System division room

		1 Branch of Dumai - Archiving of the letters	
3	3 <sup>rd</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
4	4 <sup>th</sup>	Archiving of the letters	Management System division room
5	5 <sup>th</sup>	-Archiving of the letters -Take up gymnastics -Inspection of first aid and fire extinguishers in all rooms of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai room

Source: Processed Data, 2023

Table 3.16 the first week of May, the author carried out the same activities as before such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters. However, there is an addition regarding Inspection of first aid and fire extinguishers in all rooms of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

**Table 3.17 Daily Activities of May 8<sup>th</sup> to May 12<sup>th</sup> 2023**

No	Date	Activities	Place
1	8 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Management System division room
2	9 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional	Management System division room

		1 Branch of Dumai	
3	10 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
4	11 <sup>th</sup>	Archiving of the letters	Management System division room
5	12 <sup>th</sup>	-Archiving of the letters -Take up gymnastics	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai room

Source: Processed Data, 2023

Table 3.17 the second week of May, the author carries out the same activities as before such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters.

**Table 3.18 Daily Activities of May15<sup>th</sup> to May 1<sup>9th</sup> 2023**

No	Date	Activities	Place
1	15 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Management System division room
2	16 <sup>th</sup>	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Management System division room
3	17 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room

4	18 <sup>th</sup>	Holiday Al-Masih	
5	19 <sup>th</sup>	Archiving of the letters	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai room

Source: Processed Data, 2023

Table 3.18 the third week of May, the writer does the same activity as before seperti Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters.

**Table 3.19 Daily Activities of May 22<sup>th</sup> to May 26<sup>th</sup> 2023**

No	Date	Activities	Place
1	22 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Management System division room
2	23 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -documenting of forum group discussion	Management System division room an meeting room
3	24 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Management System division room
4	25 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Management System division room

5	26 <sup>th</sup>	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters -Take up gymnastics	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai room and Management System division room
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Source: Processed Data, 2023

Table 3.19 the fourth week of May, the author carries out the same activities as before, such as Making a vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, Archiving of the letters and documenting of group discussion forums.

### 3.4 Obstacles and Solutions

#### 3.4.1 Obstacles

The obstacle that the author got while doing the job training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch dumai mill are:

1. In the data collection activities of the management system division, especially in the risk, quality & HSSE section, it was a little difficult to put the data in place because there were many terms that were foreign to the author.
2. Every other company that wants to operate again, must ask for an entry permit. If there are problems or problems during previous operations, the person in charge of operations from the company will not get an entry permit and must first meet the management system manager for clarification, so that work can run smoothly.

#### 3.4.2 Solutions

The solution for the obstacles that the author got while doing the job training, we hope that in the nest period are:

1. In the activity of collecting of the management system division, the writer must know more about the terms or names around risk, quality & HSSE by

asking existing employees or searching for themselves via the internet so that the work given is easier to do.

2. Every company that has done operating should be obliged to report and if there are obstacles it is mandatory to report so as not to hinder the field work process.



## **CHAPTER IV**

### **CLOSING**

#### **4.1 Conclusion**

After doing Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, the following conclusion can be drawn :

1. There are several types of work during the practical work program, namely: Making on Entry Permit letter, designing the trophies and preparation for HSSE Award, participating in student visit activities, the scope of work survey at the port of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, participating in HSSE simulation activities in the Port of Dumai, writing the vehicle plate number on the sticker, documenting of group discussion forums with companies in the Dumai area, following the sharing of safety and environmental information, participating in the preparation for exercise of the ISPS Code in the Port of Dumai
2. The practical work program was carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai in Management System division. The program is carried out for 4 (months) starting from February 01<sup>st</sup> 2023 to May 30<sup>th</sup> 2023.
3. Work system and procedure in the Management System division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai use application manual systems. All of these systems make it easier to do work of the Management System division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
4. During the implementation of practical work, there were several obstacles namely in the data collection activities of the management system division, especially in the risk, quality & HSSE section, it was a little difficult to put

the data in place because there were many terms that were foreign to the author.

#### **4.2 Suggestions**

The Job Training carried out by the Author for 4 months is enough to help students get to know the performance of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. However, there are several things as evaluation material and suggestions for further implementation of Job Trainings including:

1. There is also advice for students to always develop soft skills and hard skills because in the world of work these two skills are needed. Apart from that, students can always master the subjects taught in lectures, because in the world of work, it really requires mastery in certain fields, for example, EMKL subjects. Specifically in the Management System division of PT. Pelabuhan Indonesia (Persero) 1 regional branch Dumai EMKL is needed for supervision of work in the field, regarding tools, vehicles and others that will enter the area of PT. Pelabuhan Indonesia (Persero) 1 to carry out work such as loading and unloading and other work.
2. The suggestion for the Bengkalis State Polytechnic is to strengthen cooperation with companies. With the holding of this Job Training activity, it can further strengthen the relationship between the Bengkalis State Polytechnic campus and PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai. This makes it easier for Bengkalis State Polytechnic students to be able to carry out internships in this company.
3. Advice for the company, thank you for accepting us to be able to carry out Job Training activities smoothly and well. Author suggestion should be expected to provide more assignments that are in accordance with the student's major so that they can get more professional work experience.

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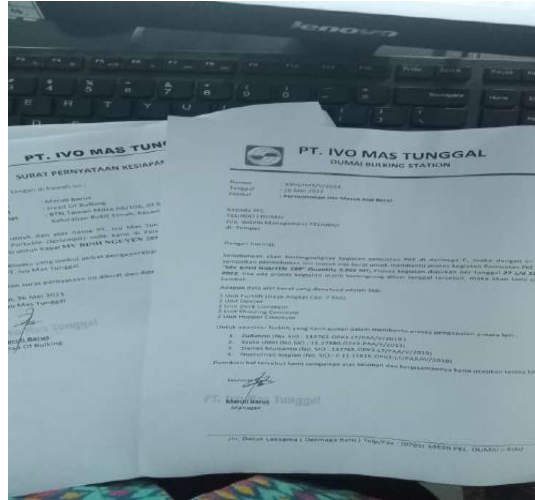
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# APPENDICES

## Appendix 1: Figure of Job Description

### 1. Entry permit



### 2. Exit Permit




3. Vehicle license plate sticker



4. Group Discussion Forum



## Appendix 2: Apprenticeship Statement Letter



**SURAT KETERANGAN**  
NO : KP.40 /1/12/ DMI/REG1-23.TU

General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :


Nama : AYU FARAH SHAINDAH  
Mahasiswi : Jurusan Administrasi Niaga  
NIM : 5404191241  
Program Study : Administrasi Bisnis Internasional

Berdasarkan :


1. Surat dari Direktur Politeknik Negeri Bengkalis Nomor : 5724/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktik (KP);
2. Surat General Manager Regional 1 Cabang Dumai Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22 tanggal 13 Desember 2022 perihal Permohonan Kerja Praktik (KP).

Bahwa yang bersangkutan telah melaksanakan Magang/ Kerja Praktik di PT. Pelabuhan Indonesia (Persero) Regional I Cabang Dumai terhitung mulai tanggal 1 Februari s.d 31 Mei 2023, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 2 Juni 2023  
REGIONAL 1 CABANG DUMAI  
an. GENERAL MANAGER  
MENEJER UMUM  
  
M. NIRWAN  
NIPP. 100993

Regional 1 Cabang Dumai  
Jl. Sultan Syarif Kasim No. 1 Dumai - 28813  
T +62 765 31469 | E dumai@pelindo.co.id

www.pelindo.co.id 

### Appendix 3: List of Attendance

LIST PRESENT OF JOB TRAINING  
PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH of DUMAI

Name : Ayu Farah Shaindah  
Student's Identity Number : 5404191241  
Sec/Dept : Management system

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wed, Feb 1 <sup>st</sup> , 2023	08.00	12.00	13.30	17.00	
2	Thu, Feb 2 <sup>nd</sup> , 2023	08.00	12.00	13.30	17.00	
3	Fri, Feb 3 <sup>rd</sup> , 2023	08.00	12.00	13.30	16.30	
4	Mon, Feb 6 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
5	Tue, Feb 7 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
6	Wed, Feb 8 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
7	Thu, Feb 9 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
8	Fri, Feb 10 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	
9	Mon, Feb 13 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
10	Tue, Feb 14 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
11	Wed, Feb 15 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
12	Thu, Feb 16 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
13	Fri, Feb 17 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	
14	Mon, Feb 20 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
15	Tue, Feb 21 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
16	Wed, Feb 22 <sup>nd</sup> , 2023	08.00	12.00	13.30	17.00	
17	Thu, Feb 23 <sup>rd</sup> , 2023	08.00	12.00	13.30	17.00	
18	Fri, Feb 24 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	
19	Mon, Feb 27 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
20	Tue, Feb 28 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	

21	Wed, March 1 <sup>st</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
22	Thu, March 2 <sup>nd</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
23	Fri, March 3 <sup>rd</sup> , 2023	08.00	12.00	13.30	16.30	<del>JB</del>
24	Mon, March 6 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
25	Tue, March 7 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
26	Wed, March 8 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
27	Thu, March 9 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
28	Fri, March 10 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	<del>JB</del>
29	Mon, March 13 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
30	Tue, March 14 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
31	Wed, March 15 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
32	Thu, March 16 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
33	Fri, March 17 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	<del>JB</del>
34	Mon, March 20 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
35	Tue, March 21 <sup>st</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
36	Wed, March 22 <sup>nd</sup> , 2023	Holiday Suci Nyepi				✓
37	Thu, March 23 <sup>rd</sup> , 2023	Holiday Suci Nyepi				✓
38	Fri, March 24 <sup>th</sup> , 2023	Holiday Suci Nyepi				✓
39	Mon, March 27 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
40	Tue, March 28 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
41	Wed, March 29 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
42	Thu, March 30 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>JB</del>
43	Fri, March 31 <sup>st</sup> , 2023	08.00	12.00	13.30	16.30	<del>JB</del>
44	Mon, April 3 <sup>rd</sup> , 2023	08.00	12.00	13.30	15.00	<del>JB</del>
45	Tue, April 4 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>JB</del>
46	Wed, April 5 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>JB</del>
47	Thu, April 6 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>JB</del>



48	Fri, April 7 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
49	Mon, April 10 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
50	Tue, April 11 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
51	Wed, April 12 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
52	Thu, April 13 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
53	Fri, April 14 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
54	Mon, April 17 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
55	Tue, April 18 <sup>th</sup> , 2023	08.00	12.00	13.30	15.00	<del>Handwritten initials</del>
56	Wed, April 19 <sup>th</sup> , 2023	Holiday Eid al-Fitr				<del>Handwritten initials</del>
57	Thu, April 20 <sup>th</sup> , 2023	Holiday Eid al-Fitr				<del>Handwritten initials</del>
58	Fri, April 21 <sup>st</sup> , 2023	Holiday Eid al-Fitr				<del>Handwritten initials</del>
59	Mon, April 24 <sup>th</sup> , 2023	Holiday Eid al-Fitr				<del>Handwritten initials</del>
60	Tue, April 25 <sup>th</sup> , 2023	Holiday Eid al-Fitr				<del>Handwritten initials</del>
61	Wed, April 26 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
62	Thu, April 27 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
63	Fri, April 28 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
64	Mon, May 1 <sup>st</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
65	Tue, May 2 <sup>nd</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
66	Wed, May 3 <sup>rd</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
67	Thu, May 4 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
68	Fri, May 5 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	<del>Handwritten initials</del>
69	Mon, May 8 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
70	Tue, May 9 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
71	Wed, May 10 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
72	Thu, May 11 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>
73	Fri, May 12 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	<del>Handwritten initials</del>
74	Mon, May 15 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	<del>Handwritten initials</del>

75	Tue, May 16 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
76	Wed, May 17 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
77	Thu, May 18 <sup>th</sup> , 2023	Holiday Isa Al Masih				
78	Fri, May 19 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	
79	Mon, May 22 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
80	Tue, May 23 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
81	Wed, May 24 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
82	Thu, May 25 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
83	Fri, May 26 <sup>th</sup> , 2023	08.00	12.00	13.30	16.30	
84	Mon, May 29 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
85	Tue, May 30 <sup>th</sup> , 2023	08.00	12.00	13.30	17.00	
86	Wed, May 31 <sup>st</sup> , 2023	08.00	12.00	13.30	17.00	

Dumai, May 31<sup>st</sup>, 2023




Assistant manager of Management System

Ikazunry Mutia, ST

Appendix 4: Daily Activities

DAILY ACTIVITIES  
ON THE JOB TRAINING

Date : February 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 2023

No	Description of Activities	Task Assignor	Signator
1 <sup>st</sup>	Introducing the general scope of the company	Ikazurry Mutia, ST	
	Introduce myself in Management System Division		
	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai		
2 <sup>nd</sup>	Designing the trophies and preparation for HSSE Award	Ikazurry Mutia, ST	
3 <sup>rd</sup>	HSSE activities at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
	<p><b>Note by Industrial Coach</b></p> <ul style="list-style-type: none"> <li>- Ayu have strong Motivation to complete any task</li> <li>- she can do it in a good way.</li> </ul>		

No	Working	Explanation
1	Introduce myself in Management system Division	Introduction of interns with members of Management system
	Making vehicle of entry permit letter	Making vehicle entry permit in


		the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
2		Designing the trophies and preparation for HSSE Award





3




HSSE day Activities at PT.  
Pelabuhan Indonesia (Persero)  
Regional 1 Branch of Dumai

Date : February 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
6	Making vehicle entry permit in the	Ikazurry Mutia, ST	

	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai		
7	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
8	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
9	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Participating in the activities of Kuantan Student visits at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
10	Participating in a fire emergency response simulation activity within the national HSSE month. -Take up gymnastics	Ikazurry Mutia, ST	
	Note by Industrial Coach - Ayu had a good work - Good job.		


No	Working	Explanation
6		Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
7	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
8	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai





9		<ul style="list-style-type: none"> <li>-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai</li> <li>- Participating in the activities of Kuantan Student visits at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai</li> </ul>
10		<ul style="list-style-type: none"> <li>- Participating in a fire emergency response simulation activity within the national HSSE month.</li> <li>-Take up gymnastics</li> </ul>








Date : February 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> 2023


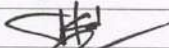
No	Description of Activities	Task Assignor	Signator
13	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero)	Ikazurry Mutia, ST	




	Regional 1 Branch of Dumai		
14	Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
15	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
16	Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
17	Take up gymnastics	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Ayu can manage some task regarding to HSE Award. - She can work at some pressure and did a good work.		


No	Working	Explanation
13	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
14		Writing the vehicle plate number on the sticker


		
15	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
16	Vehicle plat labeling	Writing the vehicle plate number on the sticker
17		Documenting in HSSE meetings with other companies

Date : February 20<sup>th</sup>, 21<sup>th</sup>, 22<sup>th</sup>, 23<sup>th</sup>, 24<sup>th</sup>, 2023



No	Description of Activities	Task Assignor	Signator
20	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
21	Writing the vehicle plate number	Ikazurry Mutia, ST	

	on the sticker		
22	Documenting of Forum Group Discussion activities with other companies	Ikazurry Mutia, ST	
7723	Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
24	- Take up gymnastics - Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Ayu can make some letter and had improve her skill at writing a letter.		

No	Working	Explanation
20	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
21		Writing the vehicle plate number on the sticker

22		Documenting of Forum Group Discussion activities with other companies
23	Vehicle plat labeling	Writing the vehicle plate number on the sticker
24	- Take up gymnastics -Vehicle plat labeling	- Take up gymnastics -Writing the vehicle plate number on the sticker




Date : February 27<sup>th</sup>, 28<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
27	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
28	Writing the vehicle plate number	Ikazurry Mutia, ST	

	on the sticker		
	<b>Note by Industrial Coach</b> - she can <del>fast</del> learn more better this time. - keep up the good work		

No	Working	Explanation
27	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
28	Vehicle plat labeling	Writing the vehicle plate number on the sticker

Date : March 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 2023

No	Description of Activities	Task Assignor	Signator
1-	Following in Exercise ISPS Code 2023	Ikazurry Mutia, ST	
2	Following in Implementation Exercise ISPS Code 2023	Ikazurry Mutia, ST	
3	-Participate in Blood Donation activities - Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Ayu had a new experience in port of Dumai - she can help us doing some drill regarding to Isps code.		

No	Working	Explanation
1		Following in Exercise ISPS Code 2023

2






Implementation of Exercise  
ISPS Code 2023 for CCTV  
surveillance department



3		<p>-Participate in Blood Donation activities</p> <p>- Writing the vehicle plate number on the sticker</p>
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Date : March 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 2023




No	Description of Activities	Task Assignor	Signator
6	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
7	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
8	Archiving of the letters	Ikazurry Mutia, ST	
9.	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
10	Making vehicle entry permit in the	Ikazurry Mutia, ST	



	PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai		
	-Morning exercise - Archiving of the letters	Ikazurry Mutia, ST	

No	Working	Explanation
6	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
7	-Making vehicle of entry permit letter -Archiving of the letters	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters
8	Archiving of the letters	Archiving of the letters
9	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

10		<ul style="list-style-type: none"> <li>- Take up gymnastics</li> <li>- Archiving of the letters</li> </ul>
----	---	--

Date : March 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>,2023



No	Description of Activities	Task Assignor	Signator
13	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters -documenting of forum group discussion	Ikazurry Mutia, ST	
14	Archiving of the letters	Ikazurry Mutia, ST	
15	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero)	Ikazurry Mutia, ST	


	Regional 1 Branch of Dumai		
16	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
17	- Take up gymnastics - Archiving of the letters - Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - she is more discipline than last week. - Very good job		

No	Working	Explanation
13	-Making vehicle of entry permit letter -Archiving of the letters -documentation	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters -documenting of forum group discussion
14	Archiving of the letters	Archiving of the letters
15	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
16	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional





		1 Branch of Dumai
17	-Morning exercise - Archiving of the letters - Making vehicle of entry permit letter	- Take up gymnastics - Archiving of the letters - Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

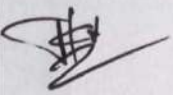
Date : March 20<sup>th</sup>, 21<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
20	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - compiling blood donor data	Ikazurry Mutia, ST	
21	-Writing the vehicle plate number on the sticker - participating in information sharing and environmental activities	Ikazurry Mutia, ST	
	Note by Industrial Coach - Ayu can do more task and finish it with a good team work.		

No	Working	Explanation
20		<ul style="list-style-type: none"> <li>-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai</li> <li>- Archiving of the letters</li> <li>-documenting of forum group discussion</li> </ul>
21	Vehicle plat labeling	<ul style="list-style-type: none"> <li>-Writing the vehicle plate number on the sticker</li> <li>-Writing the vehicle plate number on the sticker</li> <li>- participating in information sharing and environmental activities</li> </ul>


Date : March 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>th</sup> 2023


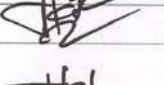

No	Description of Activities	Task Assignor	Signator
27	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
28	Writing the vehicle plate number on the sticker	Ikazurry Mutia, ST	
29	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
30	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero)	Ikazurry Mutia, ST	

	Regional 1 Branch of Dumai		
31	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - very good job.		

No	Working	Explanation
27	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
28	Vehicle plat labeling	Writing the vehicle plate number on the sticker
29	Making vehicle of entry permit letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
30	Making vehicle of entry permit letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
31	Making vehicle of entry permit letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai


Date : April 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
3	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero)	Ikazurry Mutia, ST	


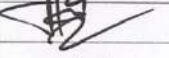


	Regional 1 Branch of Dumai		
4	Archiving of the letters	Ikazurry Mutia, ST	
5	Archiving of the letters	Ikazurry Mutia, ST	
6	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Ayu can understanding how to Archive some document - Good Job.	Ikazurry Mutia, ST	


No	Working	Explanation
3	Making vehicle of entry permit letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
4	Archiving of the letters	Archiving of the letters
5	Archiving of the letters	Archiving of the letters
6	Making vehicle of entry permit letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

Date : April 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
10	Archiving of the letters	Ikazurry Mutia, ST	





11	Attend the annual membership meeting	Ikazurry Mutia, ST	
12	Archiving of the letters	Ikazurry Mutia, ST	
13	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
14	Archiving of the letters	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Good job. - please take some note with the Attitude.		

No	Working	Explanation
10	Archiving of the letters	Archiving of the letters
11		Attending the annual membership meeting

12	Archiving of the letters	Archiving of the letters
13	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
14	Archiving of the letters	Archiving of the letters




Date : April 17<sup>th</sup>, 18<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
17	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
18	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
	Note by Industrial Coach - Ayu has strong motivation to work much better than before - very good job.		

No	Working	Explanation
17	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

18	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
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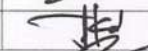
Date : April 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
26	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
27	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
28	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - she learning more about administration and make some letter		

No	Working	Explanation
26	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai



27	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
28	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters

Date : May 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
1	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
2	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
3	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archiving of the letters	Ikazurry Mutia, ST	
4	Archiving of the letters	Ikazurry Mutia, ST	
5	-Archiving of the letters	Ikazurry Mutia, ST	



	-Take up gymnastics -Inspection of first aid and fire extinguishers in all rooms of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai		
	<b>Note by Industrial Coach</b> - Ayu can do some inspection like fire extinguishers and first aid kit.		

No	Working	Explanation
1	Making vehicle of entry permit letter	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
2	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
3	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
4	Archiving of the letters	Archiving of the letters

5	 	<ul style="list-style-type: none"> <li>-Archiving of the letters</li> <li>-Take up gymnastics</li> <li>- Inspection of first aid and fire extinguishers in all rooms of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai</li> </ul>
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Date : May 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
8	<ul style="list-style-type: none"> <li>-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai</li> <li>-Archiving of the letters</li> </ul>	Ikazurry Mutia, ST	
9	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
10	-Making vehicle entry permit in the PT. Pelabuhan Indonesia	Ikazurry Mutia, ST	

	(Persero) Regional 1 Branch of Dumai - Archiving of the letters		
11	Archiving of the letters	Ikazurry Mutia, ST	
12	-Archiving of the letters -Take up gymnastics	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - Very good job.		

No	Working	Explanation
8	-Making vehicle of entry permit letter -Archiving of the letters	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
9	- Making vehicle of entry permit letter	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
10	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
11	Archiving of the letters	Archiving of the letters
12	-Archiving of the letters -Take up gymnastics	-Archiving of the letters -Take up gymnastics

Date : May 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup> 2023




No	Description of Activities	Task Assignor	Signator
15	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archive of important letters	Ikazurry Mutia, ST	
16	Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	
17	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai - Archive of important letters	Ikazurry Mutia, ST	
19	Archive of important letters	Ikazurry Mutia, ST	
	<b>Note by Industrial Choach</b> - she doing job <del>worst</del> better than last week. - Good job.		



No	Working	Explanation
15	-Make entry permit -Archive of important letters	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archive of important letters




		-Archiving of the letters
16	- Making vehicle of entry permit letter	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
17	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
19	-Archiving of the letters -Take up gymnastics	-Archiving of the letters -Take up gymnastics

Date : May 22<sup>th</sup>, 23<sup>th</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> 2023


No	Description of Activities	Task Assignor	Signator
22	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Ikazurry Mutia, ST	
23	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -documentingof forum group discussion	Ikazurry Mutia, ST	
24	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai	Ikazurry Mutia, ST	


	- Archiving of the letters		
25	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters	Ikazurry Mutia, ST	
26	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters -Take up gymnastics	Ikazurry Mutia, ST	
	<b>Note by Industrial Coach</b> - she can explain about her experience in port of Dumai - Good Job.		

No	Working	Explanation
22	-Making vehicle of entry permit letter -Archiving of the letters	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -Archiving of the letters
23	- Making vehicle of entry permit letter	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai -documentation of forum group discussion

24	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters
25	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archive of important letter	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters
26		-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters -Take up gymnastics

Date : May 29<sup>th</sup>, 30<sup>th</sup> 2023

No	Description of Activities	Task Assignor	Signator
29	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters	Ikazurry Mutia, ST	
30	-Making vehicle entry permit in	Ikazurry Mutia, ST	

the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai - Archiving of the letters			
<b>Note by Industrial Coach</b> - Ayu have much experience and knowledge in workplace at port of Dumai - Hopefully she can be a success worker in the future. Good job!			

No	Working	Explanation
29	-Making vehicle of entry permit letter -Archiving of the letters	-Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters
30	- Making vehicle of entry permit letter -Archiving of the letters	- Making vehicle entry permit in the PT. Pelabuhan Indonesia (Persero) Regional I Branch of Dumai -Archiving of the letters

## Appendix 5: Figure of Job training Assessment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. PELINDO (PERSERO) REGIONAL 1  
CABANG DUMAI**


Nama : Ayu Farah Shaindah  
NIM : 54040191241  
Program Studi : Administrasi Bisnis Internasional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggung- jawab	25%	98
3.	Penyesuaian diri	10%	95
4.	Hasil Kerja	30%	90
5.	Perilaku secara umum	15%	95
	Total Jumlah ( 1+2+3+4+5 )	100%	94,6

Keterangan :  
Nilai : Kriteria  
81 – 100 : Istimewa  
71 – 80 : Baik sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Cukup

Catatan :

Dumai, 08 Juni 2023  
Asisten Manajer Risiko, Mutu &K3



Ikazurri Mutia, ST  
NIPP. 105370