

APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM



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

APPRENTICESHIP REPORT
PT. IMBANG TATA ALAM
Jl. Kurau, Kecamatan Merbau
Kabupaten Kepulauan Meranti, Riau(28752)
01 Maret 2023 - 30 Juni 2023

Written as one of requirements to complete the Apprenticeship

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Kurau, June 30th, 2023

Camp & Transport Supv
PT. Imbang Tata Alam


PT. IMBANG TATA ALAM

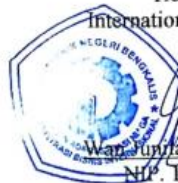
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis State Polytechnic is one of the State Polytechnics located in Bengkalis, Riau, Indonesia. Bengkalis State Polytechnic is the first Polytechnic in Riau which was founded in 2000. Through the Gema Bahari Foundation, its name for the first time was "Bengkalis Shipping Polytechnic". On July 29, 2011, the Bengkalis Polytechnic officially became a PTN with the name Bengkalis State Polytechnic through the Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Organizational Establishment and work procedures of the Bengkalis State Polytechnic. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the Department of Naval Architecture, Shipbuilding Engineering, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nauticals, Shipping Commerce Management , Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Finance Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering , English For Business and Professional Communication and Software Engineering.

Field Work Practice (KP) or Apprenticeship is one of the requirements that must be met by every student. At this time the smooth flow of information between the world of industry and education is very important in order to create harmony between the two. Therefore, Field Work Practices are a good place for students to interact directly with the industrial world.

The development of science allows everything to become increasingly sophisticated. This encourages the world of work to get human resources who have superior abilities to meet all the needs that exist in the world of work. The need to obtain reliable human resources also makes the company more effective in recruiting workers. This is a natural thing considering that companies must get workers who have the ability to build their companies. This triggers students to prepare themselves as well as possible by increasing Hard Skills and Soft Skills while in college in order to face competition in the world of work.

Therefore, to empower human resources in Indonesia, Bengkalis State Polytechnic as one of the State Universities in Riau Province is expected to be able to produce quality graduates so they can compete in the world of work. To meet these expectations, the Bengkalis State Polytechnic created a program that can help graduates become quality graduates, namely the Job Training (KP) program. By participating in Practical Work, students will get direct assignment experience into the real world of work by practicing the theories they have learned.

Job Training is a learning process by knowing directly the scope of the real world of work. Every student is required to go directly into the world of work which is their respective field so that every student is expected to be able to directly apply the knowledge that has been studied before into the world of work. Apart from that, with practical work students can add to their knowledge, skills and experience at work which can later be applied in the real world of work. To do practical work, students must complete up to eight semesters of their studies and graduate in that semester.

The International Business Administration Study Program hopes that with practical work students can find out firsthand how the business world really is, and can broaden each student's horizons so that they are more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing practical work, each student is required to make a work report when carrying out practical work so that students can be accountable for the results obtained from the practical work.

Based on the above, the author as a student of the International Business

Administration Study Program is required to carry out practical work for a maximum of six months and a minimum of four months. The author has chosen PT. Imbang Tata Alam as one of the places to carry out practical work activities for four months. During the implementation of practical work (KP) the author gets a place in the Transport section.

The implementation of this practical work starts from 6 February 2023 to 9 June 2023. The implementation of this practical work is expected to broaden the author's insight into various good and correct implementation of tasks and be able to face the real world of work with the experience he has gained.

1.2 Purposes of the Apprenticeship

Practical Work is a series of activities that include an understanding of scientific theories or concepts that are applied in work according to the profession of study. Job training can add to students' discourse, knowledge and skills, and can solve scientific problems in accordance with the theory they get in college.

The objectives of implementing Job Training activities for Bengkalis State Polytechnic students are:

1. To find out the description of the work carried out while carrying out practical work at PT. Imbang Tata Alam.
2. Provides an opportunity for writers to know the systems and work procedures at PT. Imbang Tata Alam..
3. To know more about the place of apprenticeship and the area in PT. Imbang Tata Alam.
4. To know and study the types and descriptions of activities in PT. Imbang Tata Alam.
5. For know obstacle And solution Which faced on momentcarry out practical work at PT. Imbang Tata Alam.

1.3 Significances of the Apprenticeship

The benefits of the Job Training activities for students and the Bengkalis State Polytechnic are:

1. For the author, the implementation of this practical work can provide information to the author about how the job description, work systems and procedures, place of implementation of practical work, obstacles and solutions when carrying out practical work at PT. Imbang Tata Alam., so that it can improve skills and insights both in terms of hard skills and soft skills competencies.
2. For the Bengkalis State Polytechnic, the implementation of this practical work is expected to lead to a good cooperative relationship between the Bengkalis State Polytechnic and PT. Imbang Tata Alam.
3. For the Company, the implementation of this practical work is expected to contribute thoughts and reveal problems that arise as well as provide suggestions in solving problems, so that in the end it can provide benefits for the development of the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

The Malacca Strait Block oil and gas concession (Malacca Strait) was originally (in 1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (July 2, 1971) its ownership changed hands to the Atlantic Rich Field Company (Arco) before then Hudbay Oil (Malacca Straits) Ltd. (a Canadian oil company) acquired this concession on March 1, 1978. Operation of the Malacca Strait Block by hudbay oil (MS) Ltd. Continuing technical assistance from British Petroleum (BP) until then on May 13, 1991 the operator of the Malacca Strait Block changed hands to a foreign oil company from England named Lasmo Oil (Malacca Strait) Ltd.

In mid-1995, Far Eastern Hydrocarbons Ltd, Domiciled in Hong Kong, owned by the Bakre business group, controlled Resources Holding Incorporations, the holding company of Kondur Petroleum SA and in the same year, when Lasmo Oil sold their shares in the Malacca Straits block, Kondur Petroleum SA used this opportunity to take over all of Lasmo Oil's shares. The process of acquisition and change of operator from Lasmo Oil to Kondur Petroleum SA was signed on October 12, 1995. Furthermore, in 2003 PT. Energi Mega Persada (EMP) took over the ownership of Resources Holding Incorporation of Kondur Petroleum SA also called EMP Malacca Strait SA.

Based on the legal entity, the word SA in EMP Malacca Strait SA stands for Societ Anonyme which in French law means a partnership carried out with one of its members. SA also means an association where the liability of all partners is limited. The term SA is also used in England for a Chartered Company which means a company.

With joint stocks in which the shareholders, with the permission of a special law from parliament, are limited from an obligation for company debts that exceed

the value of their shares or their responsibility for company debts is limited to the number of shares in the company. Based on the explanation above, the word SA can be equated with PT (Limited Liability Company) in Indonesia. The Company's History of Operations is as follows:

1.	Kondur Petroleum SA	05 August 1970
2.	Pan Ocean Oil Corporation	21 March 1971
3.	Atlantic Richfield Indonesia	02 July 1971
4.	Hudbay Oil (Malacca Strait) Ltd.	01 March 1978
5.	LASMO Oil (Malacca Strait) Ltd.	13 May 1991
6.	Kondur Petroleum SA	12 October 1995
7.	EMP Malacca Straits SA	16 February 2003
8.	PT Imbang Tata Alam	10 September 2021

As the holding company of a number of business units in the upstream oil and gas industry, Energi Mega Persada applies comprehensive expertise in oil and gas reserve management and uses innovative, modern, safe and environmentally friendly drilling techniques and production technologies in exploring and producing oil and natural gas. in a working area of square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of large industries in East Java, Sumatra and Kalimantan. As one of the leading oil and gas exploration and production companies in Indonesia, Energi Mega Persada and all of its business units have direct or indirect control over its business units, which consist of:

1. Operator Highlights Operator
 - a. Malacca Strait PSC (60.48%)
 - b. Form PSC (100%)
 - c. Korinci New PSC (100 %)
 - d. TAC gel (100 % with Pertamina)
 - e. Sangatta II CMB PSC (42%)
 - f. Tabulako CMB PSC (70 %)
2. Non-Operator

- a. Gebang JOBS PSC (50 %)
- b. Kagean PSC (50 %)
- c. Offshore North West Java (ONWJ) PSC (18.73 %)

The following is an overview of the business units of PT. Imbang Tata Alam. in Indonesia.



Figure 2.1 Company area PT. IMBANG TATA ALAM in Indonesia
Source: PT. IMBANG TATA ALAM (2022)

PT. IMBANG TATA ALAM is the operator of the Malacca Straits Block (PT Imbang Tata Alam), EMP has a 60.49% participating interest in the block. The resulting production was petroleum of 10,000 BOPD (Barrel Oil per Day) in 2005. but now the production is around 3,500 BOPD. Currently PT. Imbang Tata Alam. has five fields that have produced oil with the production capacities of each field as follows:

1. Lalang Field (offshore)
2. Meng Kapan Field (offshore)
3. Holiday Field (onshore)
4. Kurau Field (onshore)
5. South Field (offshore and onshore)

2.2 Vision and Mission of PT. IMBANG TATA ALAM

2.2.1 Company Vision

” PT. Imbang Tata Alam. intends to be distinguished remarkable, reliable, efficient, highly profitable, and an independent company with a particular focus in

oil and gas exploration and production.” (PT. Imbang Tata Alam to be a different-excellent, reliable, efficient, high-profit, and independent company with a focus on oil and gas exploration and production).

2.2.2 Company Mission

“PT. Imbang Tata Alam as associate of the host countries will perform all the required activities in exploration, production, and development in oil and gas assets in a safe, efficient, and reliable manner, and will optimize the assets values and maximize profitability in the best interest of all stakeholders.” (PT. Imbang Tata Alam as partners of the host countries will carry out all activities required in the exploration, production and development of oil and gas assets in a safe, efficient and reliable manner, and will optimizing the value of these assets and maximizing profits for the benefit of all shareholders).

2.3 Organizational Structure of PT. IMBANG TATA ALAM

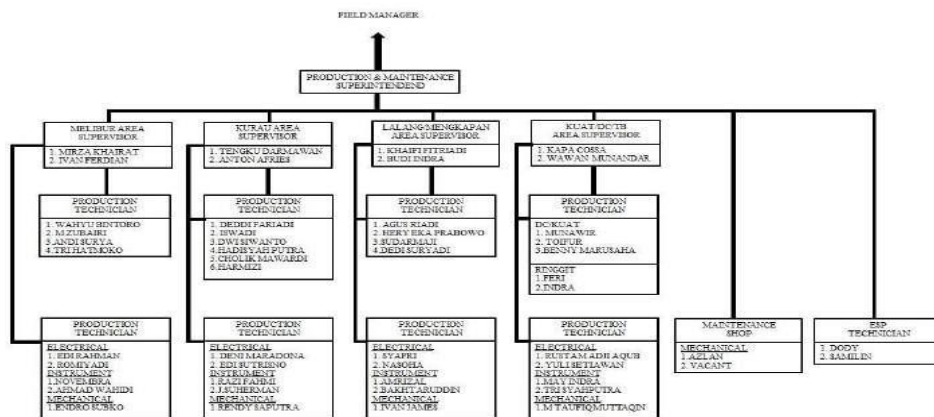


Figure 2.2 Company Organizational Structure
Source: PT. IMBANG TATA ALAM (2022)

The functions and responsibilities of each division in PT. Imbang Tata Alam are as follows:

1. Production Manager (PM)

The Production Manager (PM) is responsible for the smooth production of crude oil with his duties of supervising and controlling oil wells and their equipment, and supervising the process of Plant Facilities (facilities for processing

crude oil) and their activities as well as supervising and controlling the power generation systems placed in Process Plant Facilities.

2. Maintenance Manager (MM)

The Maintenance Manager (MM) is responsible for the smooth operation of the supporting equipment for crude oil production and its facilities. The Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machines supporting crude oil production. Carrying out repairs to equipment and machinery supporting crude oil production and carrying out maintenance and repairs to other important facilities such as air conditioners, freezers.

FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

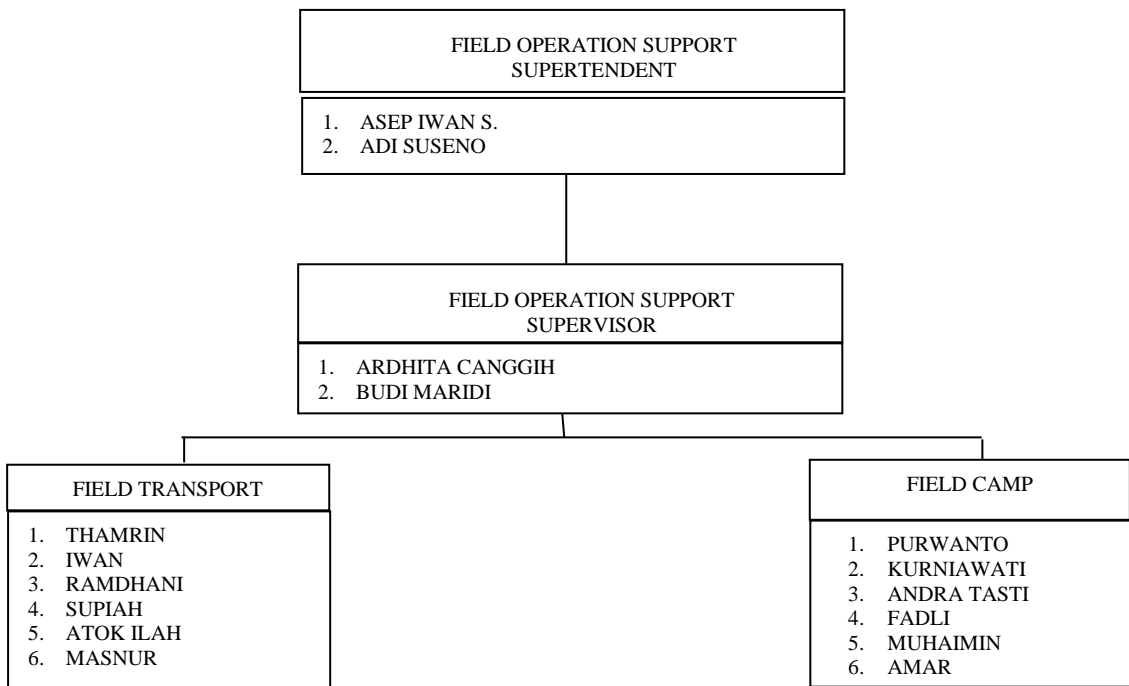


Figure 2.3 Support Division Organization Structure

Source: PT. IMBANG TATA ALAM (2023)

In all support manager areas, there are 4 sections of Material Services Support and in charge of 4 divisions which have their own duties and responsibilities. The functions and responsibilities of each Support Division at EMP Malacca Strait SA are as follows:

1. Field Operation Support Supervisor

Field Operation Support Supervisor is responsible for managing all smooth transportation and camps carried out by PT. Imbang Tata Alam, also organizes and guides and manages his subordinate co-workers to achieve company goals. As for the duties of this division, namely signing all approval paperwork, and supervising Transportation & Camp, as well as re-checking, both regarding employee equipment issues. Camp & Transport Supervisor has 2 sections that help him, namely Field Camp & Transport

2. Field Camp & Transport

The duties of the Field Camp & Transport division are to assist supervisors in carrying out their duties and activities, providing numbers on the SSR (Store Stock Requestion) sheet

Camp is responsible for supplying food stock, mess equipment and overseeing logistics at PT. Imbang Tata Alam. His job is to help supervisors check materials and complete logistics, check dimess every day and be responsible for any damage such as fallen trees, leaking tiles and damage to air conditioners and other things related to the camp.

2.4 Field Overview

PT. Imbang Tata Alam has working areas in the Riau Archipelago, namely Pulau Padang and Tebing Tinggi. The area is included in the Riau Province and is located in the Malacca Strait. PT. Imbang Tata Alam has fields including the Lalang Field, the Meng Kapan Field (offshore), the Melibur Field (onshore), the Kurau Field (onshore), and the South Field (offshore and onshore).

The fields that produce oil mainly are Lalang and Meng Kapan (offshore),

Kurau and melibur (onshore), and south. Oil production in this block consists of 137 production wells, the largest in various fields.

2.4.1 Lange Field

The Lalang field was discovered for the first time in August 1980. It is located in the waters (offshore) of the Lalang Strait between Padang Island and the mainland of Sumatra which is the first offshore field developed by Hudbay Oil. There are five platforms (platforms) in Lalang Field, namely:

1. LA (Lalang Well Platform Alpha)
2. LB (Lalang Well Platform Bravo)
3. LC (Lalang Well Platform Charlie)
4. LP (Lalang Platform), contains process plant equipment such as separators, compressors, turbines, water treatment units, and control rooms.
5. LQ (Living Quarters), formerly used as a lodging place for workers, but now it is no longer used.



Figure 2.4 Well Lalang Platform
Source: PT. Imbang Tata Alam (2022)

2.4.2 When Field

The Meng Kapan offshore field was discovered in 1981 and began operating in 1986. Oil production from Meng Kapan's 2 satellite platforms is channeled through the Lalang processing facility. Thus, the Meng Kapan field can be considered as an integral part of the Lalang field operations.

The design of the buildings and equipment of the two wellhead satellite platforms in the Meng Kapan field are similar to those of the Lalang satellite

installation. Likewise the depth of the well and production techniques used. The decrease in production in these two fields is naturally accompanied by an increase in the amount of water produced. To overcome this, a "hydrocyclone" water separation unit was installed. The disposal of this waste water can be seen at the foot of the platform in the form of water vapor. The use of a "hydrocyclone" reduces the water handling burden at the Lalang processing unit and increases the capacity of the Meng Kapan pipeline.

The Lalang and Meng Kapan offshore fields are produced from wells with a depth of between 4000-5000 feet using electric pumps embedded in the wells. The wells were drilled in a directional manner with an inclination of up to 40 degrees to cover all parts of the basin. Well repairs are carried out with rig repair barges moored at rigs when repairs are required. The results from the production obtained are channeled to the Lalang Process Plant through a subsea pipeline. There are two pavilions (platforms) in the Meng Kapan Field, namely:

1. MD (Why Well Platform Delta)
2. ME (When Well Platform Echo)

2.4.3 Holiday Field

The holiday field is located on the mainland of the eastern part of Pulau Padang. This field began production in 1986 and is an accumulation of oil from 2 separate sources. Produced oil is processed at the Melibur processing unit, by separating the water and gas content from the resulting oil production. Produced water is processed to meet quality standards and discharged into the sea. The resulting gas is dried and used to generate local electricity. The resulting crude oil is pumped and flowed through a pipeline that crosses Pulau Padang, and is stored in the Ladinda OSB storage tank.

Oil is produced by using electric pumps or screw pumps that are buried in wells with a depth of 1000 feet. The BZ single well was combined with the Melibur field and started operating in 1990.

There are three oil drilling areas in Melibur, namely:

1. Vacation North-West

2. Play Vacation
3. Vacation South East

2.4.4 Kurau Field

The Kurau oil field was discovered in 1986 and the current facility was put into operation in 1990. Kurau consists of 2 oil accumulations and is produced through 3 series of clusters (collectors) where the wells can be tested and the fluid flow from the wells is cooled before being transferred to the main processing facility I guess.

At Kurau crude oil is separated in 3 stages from its water and gas content. All wells at Kurau are pumped with electric pumps from a depth of 5000 feet with the main development of directional drilling centered on clusters. The Kurau field, located on Pulau Padang, began development on the MSAC well in April 1986.

At the Kurau Process Plant, a fluid separation process is carried out. Water as the largest fraction is expelled through the bottom of the column, then flows into a closed drain and is further processed in water treatment equipment (coalescer and floatation unit) to remove oil before being discharged into the sea. The oil that comes out of the separator is channeled to the Lalang Process Plant to be processed again with fluid from the Lalang wells before being channeled to the Ladinda storage tanker. Meanwhile, gas is released through the top of the separator column, then flows to the booster compressor to increase its pressure before being sent to Lalang and Melibur as turbine fuel to replace diesel/diesel (dual fuel system).

Kurau has been chosen to be the operational support center and is equipped with accommodation facilities, offices, workshops, and warehousing facilities. The existence of an environmental protection and loss control center (ELC) in Kurau is also an important part of EMP's operational activities in monitoring operational activities so that they meet international standards in the field of environmental protection, health and safety.

2.4.5 South Field

The southern project provides an opportunity to produce several small-scale

oil fields both on land and off the coast of Pulau Padang and Pulau Tebing Tinggi. Crude oil is collected from the MSN offshore fields as well as MSAI, MSBA, MSBT and MSBQ located on the mainland of Pulau Tebing Tinggi and Pulau Padang, and piped to Kurau for processing.

On the island of Tebing Tinggi there is a deck equipped with well testing facilities and a power plant. From this deck generators driven by diesel engines provide the power source for the wells and existing facilities and infrastructure in the area. The development of the southern field wells on Pulau Padang uses a separate generator installed in a remote area.

2.4.6 Oil Storage Tanker Terminal Unit (Gandini).

The terminal unit oil storage tanker (Gandini) is the last collection unit facility in the middle of the ocean, all processing units in the EMP Malacca strait SA are channeled via an undersea pipeline across Padang island while what is stockpiled at the terminal is crude oil that has been processed with water content of 99%, this oil is ready to be sold abroad and domestically.



Figure 2.5 Oil Storage Tanker Terminal Unit (Gandini)

Source: PT. Imbang Tata Alam (2022)

2.5 Kind of Business

PT Imbang Tata Alam is a subsidiary of PT Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the targets of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. Environment and Security, everyone must behave safely, have a healthy attitude, be environmentally friendly and safe

EMP PT. Imbang Tata Alam is a multinational company engaged in drilling which is under the auspices of Pertamina. The oil produced by this company is still crude oil, after this crude oil is produced it will be processed by the Pertamina company so that it becomes ready-to-use oil (Finish Good). The oil field owned by EMP PT. Imbang Tata Alam namely Kurau Oil Field, Lalang Field. Meng Kapan Field, Melibur Field, and South Field.

2.6 The Working Process

The process of production activities carried out by this company is an activity of taking oil from oil wells in areas that are areas of oil extraction activities in the Riau Province. The area of EMP PT. Imbang Tata Alam has several areas that produce oil including:

1. Kurau Oil Field, Kurau Oil Field was discovered in 1986, where the existing facilities in the area were operated starting in 1990.
2. Lalang Lalang Field is located offshore in the middle of the Lalang Strait and has been operational since April 1984. This Lalang Field has a central processing facility with two satellite platforms which are about 65 feet above the water.
3. The Meng Kapan field is also located offshore and was discovered in 1981, the field was operational in 1986 and has two satellite platforms which produce oil with relatively high water and gas content.
4. Melibur Field, Melibur Field is located on the mainland in the eastern part of Pulau Padang, and started production in 1986.

5. South Field, South Field produces a number of oil fields both on land and in the waters of Pulau Padang and Tebing Tinggi.

The oil produced by PT. Imbang Tata Alam is crude oil extracted directly from oil wells. The process that was carried out first was taking oil from the well using a pump. The oil collection is then channeled to the oil collection point or Gathering Station. The flow of oil sent to the Gathering Station has three parts, namely oil, water and gas. When this stream enters the Gathering Station, the first process that is carried out is the separation of gas and liquid.

The gas produced is then carried out the combustion process to be disposed of. Furthermore, the liquid consisting of oil and water is collected in a tank to be separated between the water and the oil by a different density process. So that the pure oil will be at the top of the liquid and the oil will flow for the next process, namely collecting oil and calculating the oil that has been successfully produced. After that, the oil is channeled to Gandini (Panampan Minyak) which is in the middle of the sea to carry out the process of selling crude oil to Pertamina, then Pertamina will process and produce oil that is ready for use.

The water produced at the Gathering Station will then be channeled to the Water Cleaning Plant (WCP). In this section, water will be processed to separate the oil and water sent from the Gathering Station. This separation also uses the concept of difference in density so that later the water and oil will separate and then the oil produced will flow back to the Gathering Station to be processed from scratch again. The water that has been processed by separation is then flowed through the existing filters to remove any remaining oil in the water. Clean water is collected for then sent to the Water Injection Plant (WIP). Injection wells are used to increase oil production in existing wells.

Before the water produced by the WCP enters the injection well, the water enters the WIP first to be able to adjust the specified water pressure to enter the injection well. The process of oil production activities takes place at any time, so that in carrying out their work the officers in the field work in 2 shifts, namely day and night shifts to be able to carry out supervision of the oil production activities being carried out.

2.7 Document Used for Activity

The documents produced while carrying out the Job Training at PT. IMBANG TATA ALAM from March 1, 2023 to June 30, 2023, for full details, see the following description:

1. Daily Reports

It is one of the daily reports that is inputted every day to be sent to the company which is very much needed by PT. IMBANG TATA ALAM to find out what ships are used as company operations and also to find out how much oil is used in ship operations in the company.

VESSEL / BAHAN FUEL CONSUMPTION	FUEL	DAILY ACTIVITY
1. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
2. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
3. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
4. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
5. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
6. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
7. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation
8. PT. IMBANG TATA ALAM	1000	Supporting of FISH Operation

Figure 2.6 Daily Reports
Source: Transport, PT. IMBANG TATA ALAM

2. Fill in the SPR Registration Book

This is the work of registering an SPR used to provide an SPR (Small Purchase / service Requisition) order which will be submitted to the Finance section to disburse money to the Vendor.

Figure 2.7 SPR (Small Purchase/service Requisition)
Source: Transport PT. IMBANG TATA ALAM

3 Fill in the Data Travel Requet Form

Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee. The form can gather all the departure information that the transport division needs when dealing with business travel budgets and future planning.

Prior to a business trip, an employee must submit a travel request form in which the employee provides the necessary information for travel approval. The form also includes a budget estimate. However, expenses are reimbursed based on a travel expense report, a detailed report submitted after the business trip is over.



emp@emp.kg

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REGULAR CREW CHANGE SEAT RESERVATION TRAVEL REQUEST FORM

- To : Transportation & Cargo Administration - Kurasa
 Transportation Department - Kurasa
 Transportation & Cargo Dept - Kurasa
 I&B / ITA Representative - Palembang
- CC : Back Office / I&B - Jakarta Fax No :
 I&B Office & Data Support - Jakarta
 Flight Ops / Supply Team - Kurasa

CREW CHANGE SEAT RESERVATION

No	Name	Company	Position	From	To	Date Off From Break	Back To Field	Remarks
OUT COMING								
1	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG	2023-03-20		
2	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG	2023-03-20		
3	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG	2023-03-20		
IN COMING								
1	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG		2023-03-20	
2	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG		2023-03-20	
3	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG		2023-03-20	
4	HERMANSYAH	ITA	PILOT/PILOT	PRG	PRG		2023-03-20	

NOTE :
 - The used reservation should be enter 4 (four) days in advance
 - Confirmation on seat reservation is on first server basis
 - This request form is applicable for daily crew change only.

Kurasa, 30-Apr-23

Requested by
 Somarjanto
 PMD - SMC

Approved by
 Harjo
 A/CJ Area Manager

Figure 2.8 Travel Request Form
 Source: Transport PT. IMBANG TATA ALAM

CHAPTER III

DESCRIPTION OF ACTIVITIES DURING PRACTICAL WORK

3.1 Job Descriptions

Practical work was carried out for four months from March 1 to June 31, 2023 at PT. Imbang Tata Alam. In the procedure for implementing the practical work process, it is carried out with working time for 5 days from Monday to Friday and 2 days off from Saturday & Sunday.

The work done while carrying out Job Training (KP) in the Transport division, namely:

1. Make Transmission
2. File Transmital
3. Create Transport Programs
4. Making Daily Reports
5. Create Passenger Manifest
6. Archive Passenger Manifest
7. Fill out the Travel Request Form
8. Archiving Ship Time Sheets
9. Make SSR (Store Stock Requisition)
10. Making Monthly Shipping Reports

3.1.1 The expected target during practical work at PT.Imbang Tata Alam

In every job, there are many things that are expected to know the work system of the Transport division.

The expected work targets for the four months are as follows:

1. Make a Transmital, which is proof of delivery in lieu of a receipt or statement

from the sender for the consignee or sender. Transmittal is also a statement from a third party as the sender of the goods or the person who sent the goods to the destination address, as proof if the goods sent do not arrive at their destination.

2. Filing Transmittal, able to distinguish proof of delivery of incoming or outgoing letters. Transmittal comes from the department in the company PT.Imbang Tata Alam, the Transmittal will be archived in the incoming and outgoing document, if the Transmittal originates from Pekanbaru, it will be archived at the Transmittal In Coming From Pekanbaru, the Transmittal from Jakarta will also be archived at the Transmittal In Coming from Jakarta And if the Transmittal is a Transmittal issued by Transport to certain parties, it will be archived at Transmittal Out going.
3. Transport Program, is a passenger schedule, namely employees of PT.Imbang Tata Alam who make Crew Changes or replacement of employees who are off duty and on duty from PT.Imbang Tata Alam Determine employee departure schedules such as preparing cars and passenger seats for departure.
4. Daily Report, is one of the daily reports that is needed by PT.Imbang Tata Alam to find out what ships are used as company operations and also to find out how much oil is used in ship operations in the company.
5. Passenger Manifest, is a list of flight passengers collected before departure based on flight check-in information, passenger manifest as well as information relating to passengers being transported by means of transport.
6. Archiving the Passenger Manifest, proof of departure of flight passenger data before departure from company employees PT.Imbang Tata Alam, archived by the transport division.
7. Fill out the Data Travel Request Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the

trip and reimburse the employee. The form can gather all the departure information that the transport division needs when dealing with business travel budgets and future planning.

Prior to a business trip, an employee must submit a travel request form in which the employee provides the necessary information for travel approval. The form also includes a budget estimate. However, expenses are reimbursed based on a travel expense report, a detailed report submitted after the business trip is over.

8. Archiving Time Sheet, Is a sheet for recording the start and end times of loading and unloading activities. The contents of the timesheet include: the name of the ship, the amount of cargo loaded or unloaded, the speed of loading and unloading per hour, the time the ship arrives, the time the ship is docked or anchored, the NOR is given.
9. Making SSR (Store Stock Requestion) SSR is a form made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs. After the SSR is completed, it is signed by the field operation support supervisor then signed by the supertendent and after it is signed, it is then handed over to the department in charge of inputting the SSR, which is proof that the transport division takes oil to the department, with this SSR it is the department that inputs can find out the amount of stock items remaining.
10. Make a Shipping Monthly Report, a report on the realization and accountability and transparency in the implementation of duties and functions entrusted to each division by the company with the format provided by the company, this report is a report that inputs the entry and exit of port ships and also the use of oil used during the company's operations including the use of ships for crew change of employees, entry and exit of oil transport vessels and employee operations in the company.

3.2 System and procedure

Reports on activities that have been carried out while carrying out Practical Work (KP) in the Transport from March 1 2023 to June 30 2023 for full details can be seen in the following description :

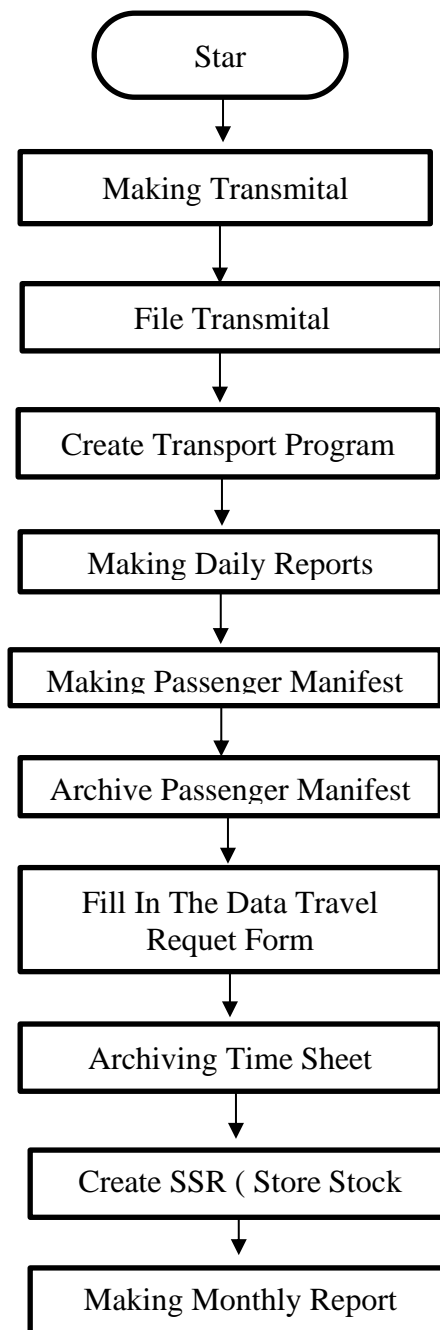


Figure 3.3 System and procedure
Source: Processed Data, 2023

1. Make Transmittal

Make a Transmittal, which is proof of delivery in lieu of a receipt or statement from the sender for the consignee or sender. Make Transmittal by writing on paper that has been provided by the company, transmittal is also a statement from a third party as the sender of the goods or the person who sent the goods to the destination address, as proof if the goods sent do not arrive at their destination.

This work is done when the transport section receives and issues letters from other departments and to be sent or received. The working method for making Transmittal from the form that has been provided by PT. Imbang Tata Alam is as follows:

1. Make Transmission.
 - 1) Fill in the Destination Address
 - 2) dated
 - 3) Description
 - 4) Total items
 - 5) Issued by(origin of letter)
 - 6) Attention

ITEM NO.	DESCRIPTION
01	1 EA B/ 500 ATTA - 01 - GABUNG 10-1000 ACCOLATIME UJUKU
02	1 EA B/ 500 ATTA - 02 - BAKERY 10-1000 GORONG
03	1 EA B/ 500 ATTA - 03 - BAKERY 10-1000 GORONG
04	1 EA B/ 500 ATTA - 04 - BAKERY 10-1000 GORONG
05	1 EA B/ 500 ATTA - 05 - BAKERY 10-1000 GORONG
06	1 EA B/ 500 ATTA - 06 - BAKERY 10-1000 GORONG
07	1 EA B/ 500 ATTA - 07 - BAKERY 10-1000 GORONG
08	1 EA B/ 500 ATTA - 08 - BAKERY 10-1000 GORONG
09	1 EA B/ 500 ATTA - 09 - BAKERY 10-1000 GORONG
10	1 EA B/ 500 ATTA - 10 - BAKERY 10-1000 GORONG

Figure 3.4 Transmittal

Source: Transport PT. IMBANG TATA ALAM

2. File Transmital

Filing Transmital is work that is done almost every day at Transport. This work is done with the aim that incoming and outgoing Transmital letters can be stored in their place and make it easier to search when needed. The way of working in archiving Material Transfer is as follows:

1. Archiving the Transmital Form on Transmital In Coming, this Transmital is a delivery letter from another department to the Transport section after this letter is received at the transport section, the transport section will make a Transmital to be sent to a certain party, after the Transmital is ready, the Transmital from other departments is archived on Transmittal In Coming.
2. Archiving the Transmital on Transmital Out Going is done after the letter to be sent has been completed, after the letter is ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Transmital Out Going.

3. File Transmital

Filing Transmital is work that is done almost every day at Transport. This work is done with the aim that incoming and outgoing Transmital letters can be stored in their place and make it easier to search when needed. The way of working in archiving Material Transfer is as follows:

- 1) Archiving the Transmital Form on Transmital In Coming, this Transmital is a delivery letter from another department to the Transport section after this letter is received at the transport section, the transport section will make a Transmital to be sent to a certain party, after the Transmital is ready, the Transmital from other departments is archived on Transmittal In Coming.
- 2) Archiving the Transmital on Transmital Out Going is done after the letter to be sent has been completed, after the letter is

ready to be made, the form is divided based on the order in the Distribution Form column which is printed to be archived, it will be stored on Transmittal Out Going.



Figure 3.5 Map Ordner Transmittal
Source: Transport PT. IMBANG TATA ALAM

3. Create Transport Programs

Creating a Transport Program, create transport program using the Microsoft excel application, making it easier for admins to create transport program, which is a passenger schedule, namely the departure schedule for PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty from PT. NATURAL DEVELOPMENT. Determine employee departure schedules such as preparing cars and chairs.



Figure 3.6 Form Transport Program
Source: Transport, PT. IMBANG TATA ALAM

4. Making Daily Reports

Making a Daily Report, is one of the daily reports that is needed by PT. IMBANG TATA ALAM to find out the departure of ships and the hours in and out of ships for company operations, create daily report using the micosrosoft excel application and to find out what is used as company operations and also to find out how much oil is used in ship operations in the company.

Figure 3.7 Form Daily Report
 Source: Transport PT. IMBANG TATA ALAM

5. Passenger Manifest

Passenger Manifest, is a list of documents containing flight passengers collected before departure based on flight check-in information, passenger manifest as well as information relating to passengers being transported by means of transport. Create Passenger manifest form using the Microsoft excel.

Figure 3.8 Passenger Manifest Form
 Source: Transport PT IMBANG TATA ALAM

6. Archive Passenger Manifest

Archiving Passenger Manifest is a job that is done almost every day in Transport. This work is done with the aim that incoming and outgoing passenger manifest data can be stored in their place and makes it easier to search when needed.



Figure 3.9 Map of Ordner Passenger Manifest
Source: Transport PT. IMBANG TATA ALAM

8. Fill in the Data Travel Requet Form

Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. Create travel requet form using the Microsoft excel application. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee. The form can gather all the departure information that the transport division needs when dealing with business travel budgets and future planning.

Prior to a business trip, an employee must submit a travel request form in which the employee provides the necessary information for travel approval. The form also includes a budget estimate. However, expenses are reimbursed based on a travel expense report, a detailed report submitted after the business trip is over.

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**REGULAR CREW CHANGE SEAT RESERVATION
TRAVEL REQUEST FORM**

To : Transportation & Camp Administrator - Kurau
 Transportation Dispatcher - Kurau
 Transportation & Camp Supv - Kurau
 E&P I/A Representative - Pekanbaru

CC : Bachtiarullah - Jakarta
 Ticketing & Airs canal - Jakarta
 Field Ops Supp Team - Kurau

Date: 08/01/23
 Fax No.:

CREW CHANGE SEAT RESERVATION

No	Name	Company	Position	From	To	Date Off Field Break	Back To Field	Remarks
OUT GOING								
1.	BOE PERMAD	SEA	PROD BERT	KRU	KRU	24May23	-	R
2.	SOPTIANTO	SEA	PROD SLP1	KRU	KRU	24May23	-	R
3.	RAMADANO	SEA	PROD TECH	KRU	KRU	24May23	-	R
IN COMING								
1.	SPRIZ	SEA	PROD TECH	LLS	KRU	-	24May23	R
2.	ANDRIAN PUTRA	SEA	PROD TECH	BG	KRU	-	24May23	R
3.								
4.								

NOTE:
 - The seat reservation should be made 4 (four) days in advance
 - Confirmation on seat reservation is on first serve basis.
 - This request form is applicable for daily crew change only.

Kurau, 30-Apr-23

Requested by: Sopriyanto / Prod. Suor
 Approved by: Maryo / Act Area Manager

Figure 3.10 Travel Request Form
 Source: TransportPT. IMBANG TATA ALAM

9. Archiving Timesheets,

Archiving Ship Time Sheets, is a time record of a sheet for recording the start and end times of loading and unloading activities. The contents of the timesheet include: the name of the ship, the amount of cargo loaded or unloaded, the speed of loading and unloading per hour, the time the ship arrives, the time the ship is docked or anchored, the NOR is given

DAILY RECORD

DAY/DATE : 16/03/2023
 LAL 465.0301

NO.	TIME	SCHEDULE				STEAMING		No. OF PAX	USED FOR	USER SIGNATURE
		OUT	IN	FROM	TO	HRS	MIN			
1	08:00	08:45	08:00	08:00	40	00	0	0	0	0
2	08:30	08:30	08:30	08:30	40	00	0	0	0	0
3	08:30	08:30	08:30	08:30	10	17	0	0	0	0
4	08:30	08:30	08:30	08:30	40	00	0	0	0	0
5	09:30	10:30	09:30	09:30	40	00	0	0	0	0
6	09:30	10:30	09:30	09:30	40	00	0	0	0	0
7	11:30	12:30	11:30	11:30	30	50	0	0	0	0
8	11:30	12:30	11:30	11:30	40	00	0	0	0	0
9	13:30	14:30	13:30	13:30	40	00	0	0	0	0
10	13:30	14:30	13:30	13:30	40	00	0	0	0	0
11	14:30	15:30	14:30	14:30	40	00	0	0	0	0
12	14:30	15:30	14:30	14:30	100	00	0	0	0	0
13	15:30	16:30	15:30	15:30	40	00	0	0	0	0
14	15:30	16:30	15:30	15:30	40	00	0	0	0	0
15	16:30	17:30	16:30	16:30	40	00	0	0	0	0
16	17:30	18:30	17:30	17:30	40	00	0	0	0	0
17	18:30	19:30	18:30	18:30	40	00	0	0	0	0
18	19:30	20:30	19:30	19:30	40	00	0	0	0	0
19	20:30	21:30	20:30	20:30	40	00	0	0	0	0
20	21:30	22:30	21:30	21:30	40	00	0	0	0	0
21	22:30	23:30	22:30	22:30	40	00	0	0	0	0
22	23:30	00:30	23:30	23:30	40	00	0	0	0	0
TOTAL					2	00	00	116	07	

TOTAL ENGINE HOURS : 11.00 Hrs
 TOTAL FUEL USAGE : 116.00 Ltrs
 TOTAL PAX : 07 Pax

Requested by: [Signature]
 Acknowledge by: _____
 Approved by: _____

Figure 3.11 Ship Time Sheet
 Source: Transport PT. IMBANG TATA ALAM

10. Create SSR (Store Stock Request)

SSR (Store Stock Request) is a form made by the transport department because it uses oil for smooth transportation. Create an SSR (Store Stock Request) using the form provided by the company, we only fill in the necessary data with a pen. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs. After the SSR is completed, it is signed by the field operation support supervisor then signed by the superintendent and after it is signed, it is then handed over to the department in charge of inputting the SSR, which is proof that the transport division takes oil to the department, with this SSR it is the department that inputs can find out the amount of stock items remaining.

ITEM NO	VOCABULARY NUMBER	ITEM DESCRIPTION	ALLOCATION CTR	DESTINATION	QTY	UNIT	CITY
01	137000020	DIESEL FOR WB GORANG EXPRESS II	444811	444811-01			
02	137000020	DIESEL FOR CB LARANG EXPRESS	444811	444811-01			
03	137000020	DIESEL FOR CB LARANG EXPRESS	444811	444811-01			
04	137000020	DIESEL FOR KM SUMBER MEND	444811	444811-01			
05	137000020	DIESEL FOR KM SEVA GRU	444811	444811-01			
*FUEL CONS OM 09/02/23							
01	137000020	DIESEL FOR WB GORANG EXPRESS II	444811	444811-01			
02	137000020	DIESEL FOR CB LARANG EXPRESS	444811	444811-01			
03	137000020	DIESEL FOR KM SUMBER MEND	444811	444811-01			
04	137000020	DIESEL FOR KM SEVA GRU	444811	444811-01			
*FUEL CONS OM 10/03/2023							

REQUESTED BY: **Bud Maridi** APPROVED BY: **ase jwari S** RECEIVED BY: **CR7 SUR**

NAME: **Bud Maridi** POSITION: **FO 55** POSITION: **CR7 SUR**

EMP NO: **1800 084** EMP NO: **1800 002** EMP NO: **1800 084**

DATE: **08/03/2023** DATE: **08/03/2023** DATE: **08/03/2023**

Figure 3.12 SSR (Store Stock Request)
 Source: Transport PT. IMBANG TATA ALAM

11. Making Monthly Reports

PT.IMBANG TATA ALAM creates monthly reports and other documents using the excel application Because this application is very complete and very important in the process of processing company data. providing information (insight) that is useful for business management. The information in question could include profit and loss, cash flow, or even additional capital.

Shipping Monthly Report Recap is to see the recap in a period. In this recap, it can be seen each entry and exit of the ship every day, as well as the expenditure of oil needed by the ship. activities that summarize the data so that be more useful in its form, composition, nature or content. Furthermore, data recap must be

carried out by a company. Like Manage monthly data in making monthly shipping reports. Data recapitulation plays an important role for company activities. Excel data entry is more directed to the data input process, while the admin takes care of the company's administrative needs.

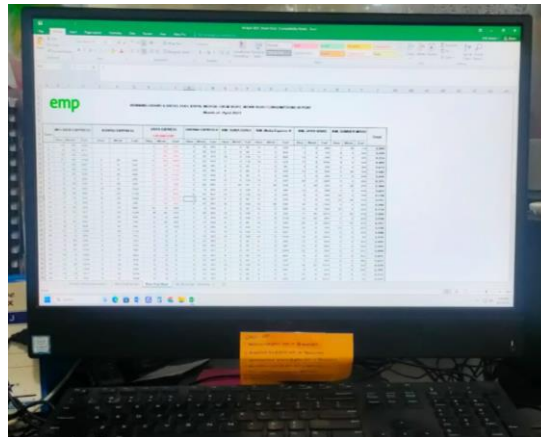


Figure 3.1 Monthly Reports

Source: Transport, PT. IMBANG TATA ALAM

In other words, an admin has a jobdesk broader than a data entry that only focuses on the data input process. Microsoft Excel can be used to process mathematical logic calculations such as multiplication, dividing and calculating averages, making graphs, tables and diagrams, making monthly reports, analysis reports, and perform calculations automatically using available formulas and functions.

By recapitulating data, companies can collect various scattered data into one document. This of course will help someone who wants to read the data. The contents of this report generally consist of; recent achievements, productivity levels, task progress, incoming and outgoing ships and required oil, and various important things that happened in the last month. Report results are used as foundation for future decision making and healthy business growth.

3.3 Places of Apprenticeship

The following is an overview of the map of the area and all existing units from PT. IMBANG TATA ALAM production fields include the Lalang Field, the

Meng Kapan Field (offshore), the Melibur Field (onshore), the Kurau Field (onshore), and the South Field (offshore and onshore).

1. Area Map of PT. IMBANG TATA ALAM



Figure 3.2 Map of PT. IMBANG TATA ALAM
Source: PT. Imbang Tata Alam (2022)

2. Map of Production Facility Description Area Map of PT. IMBANG TATA ALAM



Figure 3.3 Map of the Production Field Area of PT. IMBANG TATA ALAM
Source: PT. Imbang Tata Alam (2022)

3.4 Kind and Description of the Activity

This practical work activity is carried out at the company PT. Imbang Tata Alam which is located at Kurau, Merbau District, Meranti Islands Regency, Riau Province. The place for implementing practical work is in the warehouse section which consists of Material Receiving Assistant and Material Issuing Assistant. Practical work is carried out for four months from March 1, 2023 to June 30, 2023

Agenda report on activities or work that has been carried out during the implementation of practical work at PT. Imbang Tata Alam in the Transport section. As for the activities carried out while undergoing practical work can be

seen in the table as follows:

Table 3.1 Work agenda report for week 1 from 01 March to 03 March 2023

No	Date and time	Activity	Workplace
1	Wednesday 01 March 2023	1. Morning briefing and introduction	part pr
2	Thursday 02 March 2023	1. Create an SSR (Store Stock Requisition)	Transport
3	Friday 03 March 2023	1. Make transmittal	Transport

Source : Processed Data (2023)

The first week of March the activities carried out are still in the early stages of introduction at PT. Imbang Tata Alam. The activities provided are in the form of assistance in preparing work understanding.

Table 3.2 Work agenda report for the 2nd week from 06 March to 10 March 2023

No	Date and time	Activity	Workplace
1	Monday 06 March 2023	1. Make Transmission 2. Create SSR (Store Stock Requisition)	Transport
2	Tuesday 07 March 2023	1. Archiving SSR (Store Stock Requisition) 2. Create Transport Programs	Transport
3	Wednesday 08 March 2023	1. Archiving the ship's Time Sheet 2. Create Transport Programs 3. Participate in K3 Seminars	Transport
4	Thursday 09 March 2023	1. Make daily shipping reports 2. Make SSR (Store Stock Requisition)	Transport
5	Friday 10 March 2023	1. Make daily shipping reports 2. Create Transport Programs	Transport

Source : Processed Data (2023)

The second week of March activities carried out in the transport division. Make and understand what was conveyed by the supervisor of PT.Imbang Tata Alam, and given the mandate to process their reports.

Table 3.3 Work agenda report for week 3 from 13 March to 17 March 2023

No	Date and time	Activity	Workplace
1	Monday March 13, 2023	1. Make Transmission 2. Create SSR (Store Stock Requisition) 3. Making Daily Reports	Transport
2	Tuesday March 14, 2023	1. Make Passenger Manifest 2. Archiving SSR (Store Stock Requisition) 3. Making Daily Reports 4. Create Transport Programs	Transport
3	Wednesday March 15, 2023	1. Archiving the ship's Time Sheet 2. Make daily shipping reports 3. Create Transport Programs	Transport
4	Thursday March 16, 2023	1. Make daily shipping reports 2. Make SSR (Store Stock Requisition) 3. Make Transmission 4. Create Transport Programs	Transport
5	Friday March 17 2023	1. Make daily shipping reports 2. Create Passenger Manifest 3. Make SSR (Store Stock Requisition) 4. Create Transport Programs 5. Archive Passenger Manifest	Transport

Source : Processed Data (2023)

The third week of March activities carried out in the transport division. Make several reports that are mandated to be done using the excel application on the computer, transmittal Create a Transport Program, Make a Daily Report, and Create an SSR (Store Stock Requirement).

Table 3.4 Work agenda report for week 4 from 20 March to 24 March 2023

No	Date and time	Activity	Workplace
1	Monday March 20 2023	1. Make Transmission 2. Making Daily Reports 3. Make SSR (Store Stock Requisition) 4. Create Transport Programs 5. Fill out the Travel Request Form	Transport
2	Tuesday March 21 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
3	Wednesday March 22 2023	Holiday	Transport
4	Thursday March 23 2023	Holiday	Transport
5	Friday March 24 2024	1. Making Daily Reports 2. Create Transport Programs 3. Create an SSR (Store Stock Requisition)	Transport

Source : Processed Data (2023)

The fourth week of March the activities carried out in the transport division. More create daily report, Transmital and Create an SSR (Store Stock Requisition) to be sent.

Table 3.5 Work agenda report for week 5 from 27 March to 31 March 2023

No	Date and time	Activity	Workplace
1.	Monday March 27, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Make SSR (Store Stock Requisition)	Transport
2.	Tuesday March 28, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Create an SSR (Store Stock Requisition)	Transport
3.	Wednesday March 29, 2023	1. Make Transmission 2. Create Transport Programs 3. Make SSR (Store Stock Requisition) 4. Making Daily Reports	Transport
4.	Thursday March 30, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
5.	Friday March 31, 2023	1. Create a Transport Program 2. Make a Daily Report 3. Create an SSR (Store Stock Requirement)	Transport

Source : Processed Data (2023)

The fifth week of March activities carried out in the field of Transport. assisting employees in preparing daily reports, transmital Create a Transport Program, Make a Daily Report, and Create an SSR (Store Stock Requirement)

Table 3.6 Work agenda report for the 6th week from 03 April to 07 April 2023

No	Date and time	Activity	Workplace
1.	Monday April 03, 2023	1. Creating SSRs (Store Stockrequest) 2. Archive SSR (Stores Stockrequest) 3. Make Transmission 4. Making Daily Reports 5. Create Transport Programs 6. Photocopying Documents 7. Create Passenger Manifest	Transport
2.	Tuesday April 04, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Delivering Documents	Transport
3.	Wednesday April 05, 2023	1. Make Transmission 2. Making Daily Reports 3. Make SSR (Store Stock Requisition) 4. Create Transport Programs 5. Fill out the Travel Request Form	Transport
4.	Thursday April 06, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
5.	Friday April 07, 2023	Holiday	Transport

Source : Processed Data (2023)

The first week of April activities carried out in the field of Transport. assisting employees in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report, and Create an SSR (Store Stock Requirement).

Table 3.7 Work agenda report for the 7th week from 10 April to 14 April 2023

No	Date and time	Activity	Workplace
1	Monday April 10, 2023	1. Make SSR (Store Stock Requisition)	Transport
2	Tuesday April 11, 2023	1. Create a Transport Program	Transport
3	Wednesday April 12, 2023	1. Make Transmittals 2. Create a Passenger Manifest 3. Create a Transport Program 4. Make a Daily Report	Transport
4	Thursday April 13, 2023	1. Create a Transport Program 2. Make a Daily Report 3. Make Transmittals	Transport
5	Friday April 14, 2023	1. Create an SSR (StoreStock Requisition) 2. Make a Daily Report 3. Create a Transport Program	Transport

Source : Processed Data (2023)

The second week of April activities carried out in the field of Transport. assist employees in making daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest and Create an SSR (Store Stock Requirement)

Table 3.8 Work agenda report for the 8th week from 17 April to 21 April 2023

No	Date and time	Activity	Workplace
1	Monday April 17, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Make SSR (Store Stock Requisition) 5. She meeting	Transport
2	Tuesday April 18,2023	1. Make Transmittals 2. Create a Transport Program 3. Making Daily Reports	Transport
3	Wednesday April 19,2023	Holiday	Transport
4	Thursday April 20, 2023	Holiday	Transport
5	Friday April 21, 2023	Holiday	Transport

Source : Processed Data (2023)

The third week of April activities carried out in the field of Transport. assist employees in making daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest and Create an SSR (Store Stock Requirement). and continued with the Eid holiday

Table 3.9 Work agenda report for the 9th week from 24 April to 28 April 2023

No	Date and time	Activity	Workplace
1	Monday April 24, 2023	Holiday	Transport
2	Tuesday April 25, 2023	Holiday	Transport
3	Wednesday April 26, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Delivering Documents 5. Archiving SSR (Store Stock requisition) 6. Photocopying Documents	Transport
4	Thursday April 27, 2023	1. Make Transmission 2. Making Daily Reports 3. Make SSR (Store Stock Requisition) 4. Create Transport Programs 5. Fill out the Travel Request Form	Transport
5	Friday April 28, 2023	1. Make a Daily Report 2. Create a Transport Program	Transport

Source : Processed Data (2023)

The fourth week of April the activities carried out in the field of Transport. assist employees in making daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest and Create an SSR (Store Stock Requirement).

Table 3.10 Work agenda report for the 10th week from 01 May to 05 May 2023

No	Date and time	Activity	Workplace
1	Monday 01 May 2023	Holiday	Transport
2	Tuesday 02 May 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition)	Transport
3	Wednesday 03 May 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports 5. Archiving SSR (Store Stock requisition) 6. Fill out the Travel Request Form	Transport
4	Thursday 04 May 2023	1. Creating SSRs (Store Stockrequest) 2. Archive SSR (Stores Stockrequest) 3. Make Transmission 4. Making Daily Reports 5. Create Transport Programs 6. Photocopying Documents 7. Create Passenger Manifest	Transport
5	Friday 05 May 2023	1. Create Transport Programs 2. Making Daily Reports 3. Create an SSR (Store Stock Requisition)	Transport

Source : Processed Data (2023)

The first week of May activities carried out in the field of Transport. assist employees in making daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.11 Work agenda report for the 11th week from 08 May to 12 May 2023

No	Date and time	Activity	Workplace
1	Monday 08 May 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports 5. Create an SSR (Store Stock Requisition)	Transport
2	Tuesday 09 May 2023	1. Filing SSR (Store Stock Requisition) 2. Making Daily Reports	Transport
3	Wednesday May 10, 2023	1. Make transmittal 2. Making Daily Reports 3. Create an SSR (Store Stock Requisition)	Transport
4	Thursday May 11, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
5	Friday 12 May 2023	1. Create an SSR (Store Stock Requisition) 2. Making Daily Reports 3. Create a Transport Program	Transport

Source : Processed Data (2023)

The second week of May activities carried out in the field of Transport. assist employees as usual in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.12 Work agenda report for the 12th week from 15 May to 19 May 2023

No	Date and time	Activity	Workplace
1	Monday May 15, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Delivering Documents	Transport
2	Tuesday May 16, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
3	Wednesday May 10, 2023	1. Making Daily Reports 2. PhotoCreate Transport Programs 3. copying Documents	Transport
4	Thursday May 11, 2023	Holiday	Transport
5	Friday May 12, 2023	1. Make SSR (Store Stock Requisition)	Transport

Source : Processed Data (2023)

The third week of May activities carried out in the field of Transport. assist employees as usual in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.13 Work agenda report for week 13 from 22 May to 26 May 2023

No	Date and time	Activity	Workplace
1	Monday May 22, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Delivering Documents	Transport
2	Tuesday May 23, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
3	Wednesday May 24, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Photocopying Documents	Transport
4	Thursday May 25, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs	Transport
5	Friday May 26, 2023	1. Make SSR (Store Stock Requisition)	Transport

Source : Processed Data (2023)

The fourth week of May the activities carried out in the field of Transport. assist employees as usual in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form.

Table 3.14 Work agenda report for the 14th week from May 29 to June 2, 2023

No	Date and time	Activity	Workplace
1	Monday May 29, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Delivering Documents	Transport
2	Tuesday June 30, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Photocopying Documents	Transport
3	Wednesday June 31, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Monthly Reports	Transport
4	Thursday June 01, 2023	Holiday	Transport
5	Friday June 02, 2023	Holiday	Transport

Source : Processed Data (2023)

The last week of May and the first week of June are activities carried out in the field of Transport. assist employees as usual in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.14 Work agenda report for the 15th week from 05 June to 09 June 2023

No	Date and time	Activity	Workplace
1	Monday June 05, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Photocopying Documents	Transport
2	Tuesday June 06, 2023	1. Create Passenger Manifest 2. Create Transport Programs 3. Making Daily Reports 4. Make Transmission	Transport
3	Wednesday June 07, 2023	1. Making Daily Reports 2. Archiving SSR (Store Stock requisition) 3. Fill out the Travel Request Form 4. Create Transport Programs	Transport
4	Thursday June 08, 2023	1. Create Transport Programs 2. Making Daily Reports	Transport
5	Friday June 09, 2023	1. Make SSR (Store Stock Requisition) 2. Delivering Documents	Transport

Source : Processed Data (2023)

The second week of June, activities carried out in the field of Transport. assist employees as usual in preparing daily reports, transmittal Create a Transport Program, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.14 Work agenda report for the 16th week from 12 June to 16 June 2023

No	Date and time	Activity	Workplace
1	Monday June 12, 2023	1. Make Transmission 2. Create Passenger Manifest 3. Create Transport Programs 4. Making Daily Reports	Transport
2	Tuesday June 13, 2023	1. Make SSR (Store Stock Requisition) 2. Delivering Documents	Transport
3	Wednesday June 14, 2023	1. Archiving SSR (Store Stock requisition) 2. Fill out the Travel Request Form 3. Create Transport Programs	Transport
4	Thursday June 15, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Photocopying Documents	Transport
5	Friday June 16, 2023	1. Make SSR (Store Stock Requisition) 2. Delivering Documents	Transport

Source : Processed Data (2023)

The third week of June, activities carried out in the field of Transport. assisting employees as usual in preparing daily reports, transmittal Create a Transport Program, Delivering Documents, Make a Daily Report,. Create a

Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.14 Work agenda report for the 17th week from 19 June to 23 June 2023

No	Date and time	Activity	Workplace
1	Monday June 19, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Delivering Documents 6. Make Transmission	Transport
2	Tuesday June 20, 2023	1. Make Transmission 2. Create Transport Programs 3. Making Daily Reports 4. Delivering Documents	Transport
3	Wednesday June 21, 2023	1. Archiving SSR (Store Stock requisition) 2. Fill out the Travel Request Form 3. Create Transport Programs	Transport
4	Thursday June 22, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Make Transmission	Transport
5	Friday June 23, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents	Transport

Source : Processed Data (2023)

The fourth week of June, activities carried out in the field of Transport. assisting employees as usual in preparing daily reports, transmittal Create a Transport Program, Delivering Documents, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form

Table 3.14 Work agenda report for the 18th week from 26 June to 30 June 2023

No	Date and time	Activity	Workplace
1	Monday June 26, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Delivering Documents 6. Make Transmission	Transport
2	Tuesday June 27, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents 4. Make SSR (Store Stock Requisition) 5. Make Transmission	Transport
3	Wednesday June 28, 2023	1. Create Transport Programs 2. Making Daily Reports 3. Delivering Documents	Transport
4	Thursday June 29, 2023	Holiday	Transport
5	Friday June 30, 2023	FINISHED	Transport

Source : Processed Data (2023)

The fourth week of June, activities carried out in the field of Transport. assisting employees as usual in preparing daily reports, transmittal Create a Transport Program, Delivering Documents, Make a Daily Report,. Create a Passenger Manifest, Create an SSR (Store Stock Requirement), Archive SSR (Store Stock requisition) and Fill out the Travel Request Form and the last Sunday of the internship.

3.5 Obstacles and Solutions Faced During Job Training at PT. IMBANG TATA ALAM

3.5.1 Obstacles encountered during practical work

1. The transport program is a passenger schedule, namely the departure of employees who make crew changes, the difficulty in making a transport program is that we have to know each passenger's name and the position of the departing passengers, so that we can determine the passenger car seat according to the position held at PT.IMBANG TATA ALAM
2. Difficulty in making SSR (stores stock request) is a form made by the Transport department because it uses oil, usually made to prove the release of oil from the warehouse and as a basis for charging departments, the difficulty in making SSR (stores stock request) is in determining and increasing oil use, which sometimes the previous party made unclear such as the name of the ship and the use of oil because using a pen which is sometimes easily exposed to water, if the SSR (stores stock request) is incorrectly made, there will be problems when input.
3. Difficulties in making monthly reports, monthly reports are reports on the realization, accountability and transparency in the implementation of tasks and functions entrusted to each division by the company with a predetermined format, this report inputs entry and exit of port ships and also the use of oil in company operations. when making monthly reports, of course there are difficulties encountered, namely erroneously calculating the use of oil used for operations.

3.5.2 Solution to the problems encountered

The solutions that can be taken from the obstacles encountered during practical work at PT. IMBANG TATA ALAM as follows:

1. The solution in making a transport program is that I have to ask more seniors in the office about the names and positions of employees who travel using company transportation, and I write more down the names of employees and their positions to make it easier to make transport programs.

2. the solution in making this SSR (Store Stock Request) is as a writer of data from the use of oil used by the transport division, namely if there is writing that is not clear, they will directly contact the party concerned.
3. The solution is in making this monthly report so that there are no mistakes in making it, sometimes I make it once a week so that it can be re-checked every week before it is inputted, so that there is no buildup of production and mistakes in using oil when it is inputted.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

In implementing Job Training activities (KP) at PT. IMBANG TATA ALAM, the author gets a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carrying out practical work. Practical Work is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Job Training (KP) report, it can be concluded that there are several theories and practices that have been taught in lectures that are applied during Job Training. The following is the conclusion of the work done during practical work:

1. There are several types of work done while doing practical work at PT. Imbang Tata Alam, namely: making employee request forms, employees filling out travel request forms to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity. When an employee has to travel for work, a form that collects travel details from the employee's staff member so that the transport division can approve the trip and reimburse the employee. The form can gather all the departure information that the transport division needs when dealing with business travel budgets and future planning. Helping to make a business travel report, an employee must submit a travel request form where the employee provides the necessary information for travel approval. The form also includes a budget estimate. However, expenses are reimbursed based on a travel expense report, a detailed report submitted after the business trip is over. Make a report on the realization and accountability and transparency in carrying out the duties and functions entrusted to each division by the company with the format provided by the company, this report is a report

that inputs the entry and exit of port ships and also the use of oil used during company operations including the use of ships for crew change employees, entry and exit of oil carriers and employee operations in the company.

2. The facilities used make it easier for employees to carry out their duties, software that has a database and makes it possible to input data storage from employees in the company, such as using excel and word applications in making daily reports and monthly reports, using online-based systems for sending data and reports, also It allows to perform global visualization and access important information from employees.
3. This practical work activity was carried out for four months from March 1 to June 31, 2023 at PT. Imbang Tata Alam in the transportation division. In the procedure for implementing the practical work process, it is carried out with working time for 5 days from Monday to Friday and 2 days off from Saturday & Sunday.
4. Several types and descriptions of activities while carrying out practical work at PT. Imbang Tata Alam are very diverse such as making daily reports and monthly reports relating to the entry and exit of ships and the use of oil in PT. Imbang Tata Alam, which is carried out by the transport division, making departure schedules passengers, and recording incoming and outgoing letters
5. During the implementation of practical work there were several obstacles, namely during the internship the author was given several obstacles such as the transport program is a passenger schedule, namely the departure of employees who make crew changes, the difficulty in making a transport program is that we have to know each passenger's name and the position of the departing passengers, so that we can determine the passenger car seat according to the position held at PT.IMBANG TATA ALAM. Difficulty in making SSR (stores stock request) is a form made by the Transport department because it uses oil, usually made to prove the release of oil from the warehouse and as a basis for charging departments, the difficulty in making SSR (stores stock request) is in determining and increasing oil use

and difficulties in making monthly reports, monthly reports are reports on the realization, accountability and transparency in the implementation of tasks and functions entrusted to each division by the company with a predetermined format, this report inputs entry and exit of port ships and also the use of oil in company operations.

4.2 Suggestion

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

1. Author

Suggestions for writers to be more thorough, thorough and concentrated in writing works, and carry out assignments according to the directions or orders given by the employee concerned.

2. Company

After the author carried out an internship at PT. Natural Balance. There are several suggestions for a better company, namely to always guide and introduce the areas in PT. Imbang Tata Alam

3. Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic so that the parties concerned. In order to be more intensive in cooperation between the campus and the company that accepts apprentices.

REFERENCES

History of PT. Imbang Tata Alam. 2022 . Access at <http://eprints.polbeng.ac.id/> on February 17th at 13.27am.

Appendices 1 : Apprenticeship Statement Letter



No. 011/HCS.MGR/410/02-23/E
Jakarta, 3 Februari 2023

Kepada
Yth. Direktur
Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
Kab. Bengkalis, Propinsi Riau

Hal : **Permohonan Kerja Praktek**

Menjawab surat No. 5725/PL31/TU/2022 tanggal 28 November 2022 dan No. 6325/PL31/AK/2022 mengenai Permohonan Kerja Praktek, dengan ini kami sampaikan bahwa siswa-siswa tersebut dibawah ini dapat melaksanakan Kerja Praktek di PT. Imbang Tata Alam mulai 6 Februari 2023 – 30 April 2023.

No	Nama Peserta	NIM	Jurusan/Fakultas	Penempatan
1	Selly Mardiyani	5404191228	D4 Adm. Bisnis Int'l	Field Tansport
2	Agnes Anjelita	5404191226	D4 Adm. Bisnis Int'l	Field Warehouse
3	Wulan	5304191215	D-IV Akun. Keuangan	Field Buyer

Sehubungan dengan masa pandemi Covid-19 peserta wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP

Teguh Yulianto
Compensation & Development Div. Manager

Tembusan :

- Pembimbing di Field Transport
- Pembimbing di Field Warehouse
- Pembimbing di Field Buyer

PT. Imbang Tata Alam

Bakrie Tower 32nd Floor
Rasuna Epicentrum

Jl. HR. Rasuna Said
Jakarta 12940
Indonesia

p +62 21 2994 1500
+62 21 2557 7000
f +62 21 2994 1110

Appendices 2 : Apprenticeship Assesment Sheet

Lampiran Penilaian Kerja Praktek dari Pembimbing bagian Transport

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. IMBANG TATA ALAM

Nama : Selly Mardiyani
NIM : 5304191215
Program Studi : D-1V ADMINISTRASI BISNIS INTERNASIONAL
POLITEKNIK NEGERI BENGKALIS

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggung- jawab	25%	98
3.	Penyesuaian diri	10%	90
4.	Hasil Kerja	30%	99
5.	Perilaku secara umum	15%	97
	Total Jumlah (1+2+3+4+5)	100%	482

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

Catatan :

Kurau 31 Juni 2023
PT. Imbang Tata Alam



Budi Mardiyani
Camp & Transport Supervisor

Appendices 3 : List of Apprenticeship Attendance Sheet

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama : Selly Mardiyani
 Nim : 5404191228
 Program Studi : D4 Administrasi Bisnis Internasional
 Perguruan Tinggi : Politeknik Negeri Bengkalis
 Periode : Bulan Pertama

No	Hari	Tanggal	Tanda Tangan Mahasiswa		Keterangan
			Pagi	Siang	
1	Rabu	1 Maret 2023	SM	SM	
2	Kamis	2 Maret 2023	SM	SM	
3	Jumat	3 Maret 2023	SM	SM	
4	Senin	6 Maret 2023	SM	SM	
5	Selasa	7 Maret 2023	SM	SM	
6	Rabu	8 Maret 2023	SM	SM	
7	Kamis	9 Maret 2023	SM	SM	
8	Jumat	10 Maret 2023	SM	SM	
9	Senin	13 Maret 2023	SM	SM	
10	Selasa	14 Maret 2023	SM	SM	
11	Rabu	15 Maret 2023	SM	SM	
12	Kamis	16 Maret 2023	SM	SM	
13	Jumat	17 Maret 2023	SM	SM	
14	Senin	20 Maret 2023	SM	SM	
15	Selasa	21 Maret 2023	SM	SM	
16	Rabu	22 Maret 2023	SM	SM	
17	Kamis	23 Maret 2023	SM	SM	
18	Jumat	24 Maret 2023	SM	SM	
19	Senin	27 Maret 2023	S	S	SAKIT
20	Selasa	28 Maret 2023	SM	SM	

Catatan
 Total Kehadiran :
 Izin :
 Sakit :
 Tanpa Keterangan :

Kurau, 30 Juni 2023
 PT. Imbang Tata Alam


 PT. IMBANG TATA ALAM
 Ardha Canggih
 Camp & Transport Supv

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama : Selly Mardiyani
 Nim : 5404191228
 Program Studi : D4 Administrasi Bisnis Internasional
 Perguruan Tinggi : Politeknik Negeri Bengkalis
 Periode : Bulan Kedua

No	Hari	Tanggal	Tanda Tangan Mahasiswa		Keterangan
			Pagi	Siang	
1	Rabu	29 Maret 2023	Selly	Selly	
2	Kamis	30 Maret 2023	Selly	Selly	
3	Jum'at	31 Maret 2023	Selly	Selly	
4	Senin	3 April 2023	Selly	Selly	
5	Selasa	4 April 2023	Selly	Selly	
6	Rabu	5 April 2023	Selly	Selly	
7	Kamis	6 April 2023	Selly	Selly	
8	Jum'at	7 April 2023	Selly	Selly	
9	Senin	10 April 2023	Selly	Selly	Libur
10	Selasa	11 April 2023	Selly	Selly	
11	Rabu	12 April 2023	Selly	Selly	
12	Kamis	13 April 2023	Selly	Selly	
13	Jum'at	14 April 2023	Selly	Selly	
14	Senin	17 April 2023	Selly	Selly	
15	Selasa	18 April 2023	Selly	Selly	
16	Rabu	19 April 2023	Selly	Selly	
17	Kamis	20 April 2023	Selly	Selly	
18	Jum'at	21 April 2023	Selly	Selly	
19	Senin	24 April 2023			Libur
20	Selasa	25 April 2023			Libur
21	Rabu	26 April 2023			Libur
22	Kamis	27 April 2023			Libur
23	Jum'at	28 April 2023	Selly	Selly	

Catatan
 Total Kehadiran :
 Izin :
 Sakit :
 Tanpa Keterangan :

Kurau, 30 Juni 2023
 PT. Imbang Tata Alam

 PT. IMBANG TATA ALAM
 Ardhita Canggih
 Camp & Transport Supv

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama : Selly Mardiyani
 Nim : 5404191228
 Program Studi : D4 Administrasi Bisnis Internasional
 Perguruan Tinggi : Politeknik Negeri Bengkalis
 Periode : Bulan Ketiga

No	Hari	Tanggal	Tanda Tangan Mahasiswa		Keterangan
			Pagi	Siang	
1	Selasa	2 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
2	Rabu	3 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
3	Kamis	4 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
4	Jum'at	5 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
5	Senin	8 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
6	Selasa	9 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
7	Rabu	10 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
8	Kamis	11 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
9	Jum'at	12 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
10	Senin	15 Mei 2023	S	S	Sakit
11	Selasa	16 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
12	Rabu	17 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
13	Kamis	18 Mei 2023			Libur
14	Jum'at	19 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
15	Senin	22 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
16	Selasa	23 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
17	Rabu	24 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
18	Kamis	25 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
19	Jum'at	26 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
20	Senin	29 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
21	Selasa	30 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	
22	Rabu	31 Mei 2023	<i>[Signature]</i>	<i>[Signature]</i>	

Catatan

Total Kehadiran :
 Izin :
 Sakit :
 Tanpa Keterangan :

Kurau, 30 Juni 2023
 PT. Imbang Tata Alam

[Signature]
 PT. IMBANG TATA ALAM
 Ardita Canggih
 Camp & Transport Supv

DAFTAR ABSENSI MAHASISWA KERJA PRAKTIK

Nama : Selly Mardiyani
 Nim : 5404191228
 Program Studi : D4 Administrasi Bisnis Internasional
 Perguruan Tinggi : Politeknik Negeri Bengkalis
 Periode : Bulan Keempat

No	Hari	Tanggal	Tanda Tangan Mahasiswa		Keterangan
			Pagi	Siang	
1	Kamis	1 Juni 2023			
2	Jum'at	2 Juni 2023			
3	Senin	5 Juni 2023			Libur
4	Selasa	6 Juni 2023			Libur
5	Rabu	7 Juni 2023			
6	Kamis	8 Juni 2023			
7	Jum'at	9 Juni 2023			
8	Senin	12 Juni 2023			
9	Selasa	13 Juni 2023			
10	Rabu	14 Juni 2023			
11	Kamis	15 Juni 2023			
12	Jum'at	16 Juni 2023			
13	Senin	19 Juni 2023			
14	Selasa	20 Juni 2023			
15	Rabu	21 Juni 2023			
16	Kamis	22 Juni 2023			
17	Jum'at	23 Juni 2023			
18	Senin	26 Juni 2023			
19	Selasa	27 Juni 2023			
20	Rabu	28 Juni 2023			
21	Kamis	29 Juni 2023			Libur
22	Jum'at	30 Juni 2023			SELESAI

Catatan

Total Kehadiran :
 Izin :
 Sakit :
 Tanpa Keterangan :

Kurau, 30 Juni 2023
 PT. Imbang Tata Alam




PT. IMBANG TATA ALAM
Ardhita Canggih
 Camp & Transport Supv

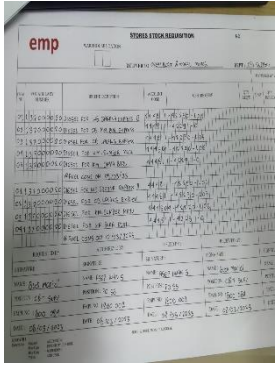
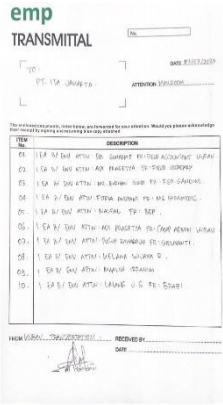
DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Wednesday-Friday

Date : 01-03 March 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Orientation Stage	Wan Zulfan	
2	Make SSR (Store Stock Requisition)	Supiah	
3	Make transmittal		

NO	SHOP DARWING	DESCRIPTION
1		<p>At this orientation stage the company represented by the PR (Public Relations) section introduced a system of practical work where the apprenticeship process was carried out from Monday to Friday and other rules regarding practical work, then we were introduced to the names of the buildings or departments that is in the company. Then do a safety briefing and continue with the introduction of the Transportation section because I will be placed in the administration section transport.</p>



2	 <p>The image shows a form titled "emp STORES STOCK RELEASE FORM". It contains a header with the "emp" logo and "STORES STOCK RELEASE FORM" text. Below the header is a large table with multiple columns and rows, containing various data points and handwritten entries. The form is used for recording stock release information.</p>	<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs. After the SSR is completed, it is then signed by the field operation support supervisor then signed by the superintendent</p>
3	 <p>The image shows a form titled "emp TRANSMITTAL". It has a header with the "emp" logo and "TRANSMITTAL" text. Below the header is a section for "TO:" and "FROM:" with checkboxes for "BY AIR" and "BY SEA". There is also a section for "DATE" and "TIME". The main body of the form is a table with columns for "ITEM NO." and "DESCRIPTION". The table contains several rows of data, including item numbers and descriptions of goods. At the bottom of the form, there are fields for "FROM (NAME)" and "RECEIVED BY:" with a signature line.</p>	<p>Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the consignee or sender. Transmittal is also a third party statement as the sender of the goods or the person who sent the goods to the destination address, as proof if the goods sent do not reach their destination.</p>





DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday Friday

Date : 06-10 March 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.	Make Transmission	Supiah	
2.	Create SSR (Store Stock Requisition)		
3.	Create Transport Programs		
4.	Participate in K3 Seminars		
5.	Make daily shipping reports		
6.	Archiving the ship's Time Sheet		

NO	SHOP DARWING	DESCRIPTION
1.		<p>Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the consignee or sender. Transmittal is also a statement from a third party as the sender of the goods or the person who sent the goods to the destination address, as proof if the goods sent do not arrive at their destination.</p>
2.		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>

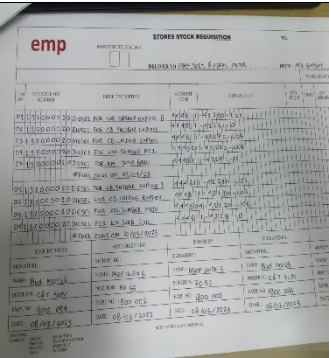
3.		<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>
4.		<p>Participated in K3 seminars, seminars on worker safety in the company's operational activities</p>
5.		<p>Make a daily report, one of the daily reports that is needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
6.		<p>Archiving Ship Time Sheets, is a time record of a sheet for recording the start and end times of loading and unloading activities. The contents of the timesheet include: the name of the ship, the amount of cargo loaded or unloaded, the speed of loading and unloading per hour, the time the ship arrives, the time the ship is docked or anchored, the NOR is given</p>

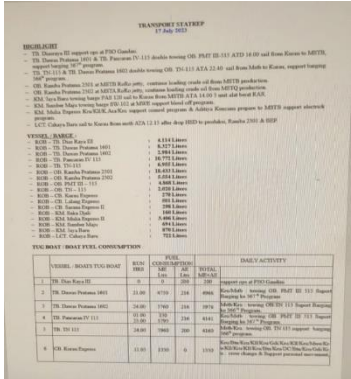



**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day: Monday Friday

Date: March 13-17, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create SSR (Store Stock Requisition)		
3	Making Daily Reports		
4	Create Passenger Manifest		
5	Create Transport Programs		
6	Archiving the ship's Time Sheet		

NO	SHOP DARWING	DESCRIPTION
1	<p>1. Make Transmission.</p> <p>1) Fill in the Destination Address</p> <p>2) dated</p> <p>3) Description</p> <p>4) Total items</p> <p>5) Issued by (origin of letter)</p> <p>6) Attention</p>	<p>Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the consignee or sender.</p>
2.		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>


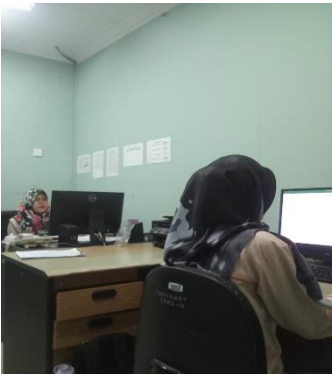
3		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4		<p>The passenger manifest is used as information relating to passengers being transported by the means of transport.</p>
5		<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>
6		<p>Archiving Ship Time Sheets, is a time record of a sheet for recording the start and end times of loading and unloading activities.</p>

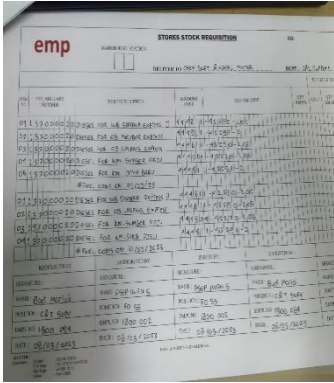
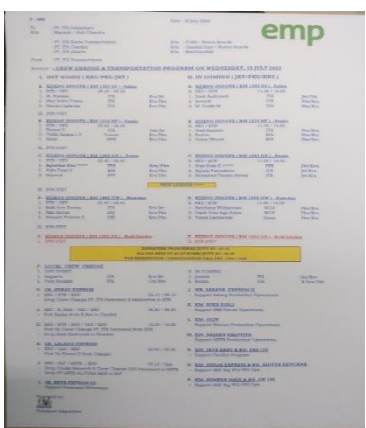
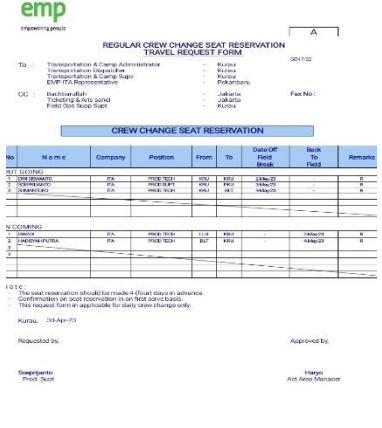
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday - Friday

Date : March 20-24, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Making Daily Reports		
3	Make SSR (Store Stock Requisition)		
4	Create Transport Programs		
5	Fill out the Travel Request Form		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.



3		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
4		<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>
5		<p>Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee</p>


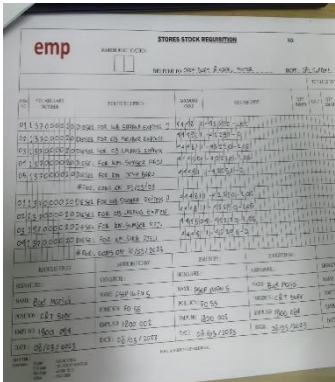

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday Friday

Date : 27 -31 March 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Transport Programs		
3	Making Daily Reports		
4	Make SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty



3		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
5		<p>The passenger manifest is used as information relating to passengers being transported by the means of transport.</p>

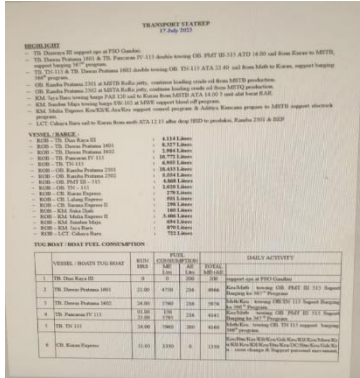
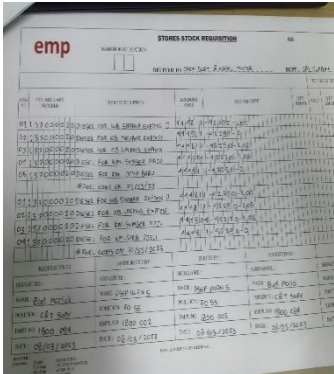
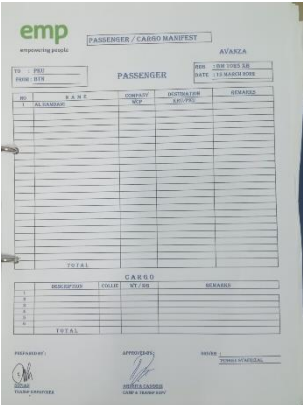
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday Friday

Date : April 03 -07, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

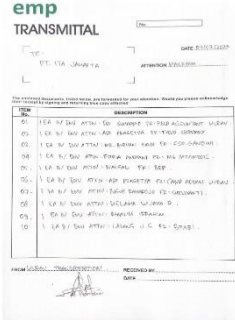

3		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
5		<p>The passenger manifest is used as information relating to passengers being transported by the means of transport.</p>

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday Friday

Date : April 10 -14, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

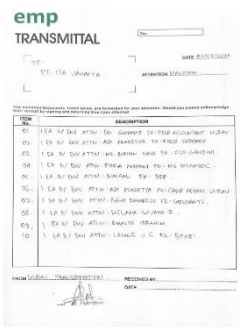
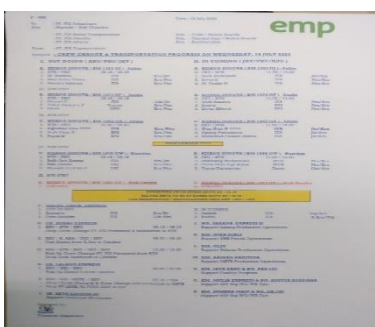
NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty




DAILY ACTIVITIES PRACTICAL WORK (KP)

Day : Monday Friday

Date : April 17-21, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Transport Programs		
3	Join the She Meeting		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty



3		<p>Participated in the she meeting activities, which were held by the SHE division regarding driving safety</p>
4		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
5		<p>The passenger manifest is used as information relating to passengers being transported by the means of transport.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday Friday

Date : April 24-28, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Transport Programs		
3	Making Daily Reports		
4	Fill out the Travel Request Form		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

3



Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations

4

emp
employee portal

REGULAR CREW CHANGE SEAT RESERVATION TRAVEL REQUEST FORM

To : Transportation & Camp Administration
 Transportation Request & Approval
 EMP IT'S Representative

CC : Head of Staff
 Ticketing & Airs panel
 Fleet Ops Support

024702

Form No :

CREW CHANGE SEAT RESERVATION

No	Name	Company	Position	From	To	Date Of First Book	Book To Last	Remarks
1	DAKRIYAH	PTA	1118	1118	1118	1118	1118	
2	DAKRIYAH	PTA	1118	1118	1118	1118	1118	
3	DAKRIYAH	PTA	1118	1118	1118	1118	1118	
NEXT DAYS								
1	DAKRIYAH	PTA	1118	1118	1118	1118	1118	
2	DAKRIYAH	PTA	1118	1118	1118	1118	1118	
3	DAKRIYAH	PTA	1118	1118	1118	1118	1118	

FOIC:
 - This seat reservation should be made 4 (four) days in advance.
 - Confirmation of seat reservation is on first principle.
 - This request form is applicable for daily crew change only.

Kurdu: 20-Apr-20

Requested by: _____ Approved by: _____

Requestor: _____ Manager: _____



Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee


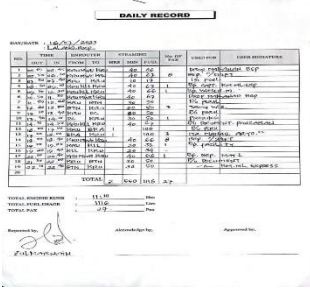

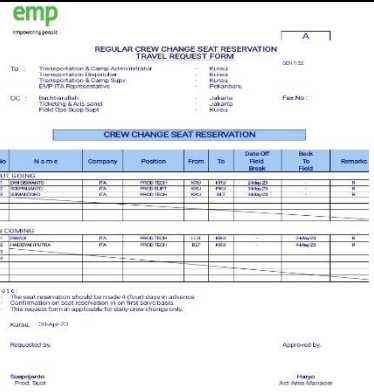
**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday Friday

Date :01-05 May2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Passenger Manifest		
3	Create Transport Programs		
4	Making Daily Reports		
5	Archiving SSR (Store Stock requisition)		
6	Fill out the Travel Request Form		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		The passenger manifest is used as information relating to passengers being transported by the means of transport.


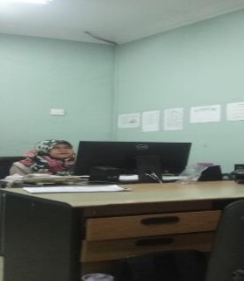
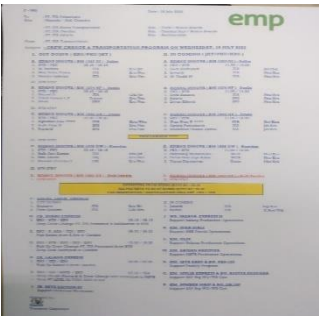
3		<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>
4		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
5		<p>Archiving Ship Time Sheets, is a time record of a sheet for recording the start and end times of loading and unloading activities. The contents of the timesheet include: the name of the ship, the amount of cargo loaded or unloaded, the speed of loading and unloading per hour, the time the ship arrives, the time the ship is docked or anchored, the NOR is given</p>
		<p>Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee</p>

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday- Friday

Date : 08-12 May 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Passenger Manifest		
3	Create Transport Programs		
4	Making Daily Reports		
5	Create an SSR (Store Stock Requisition)		



NO	SHOP DARWING	DESCRIPTION
1.		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2.		The passenger manifest is used as information relating to passengers being transported by the means of transport.
3.		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

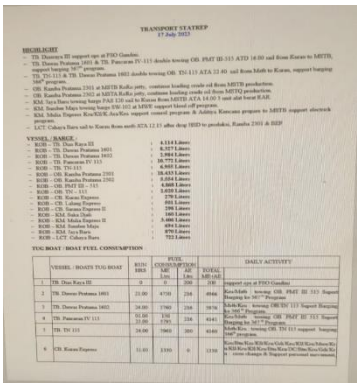

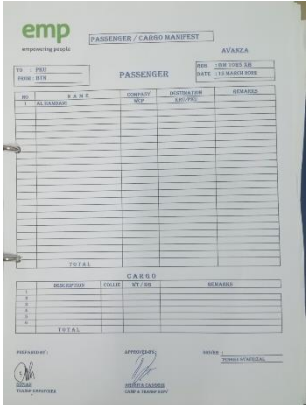
DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday Friday

Date : 15 – 19 May 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty


3		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
5		<p>The passenger manifest is used as information relating to passengers being transported by the means of transport.</p>

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday- Friday

Date :22-26 May 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		

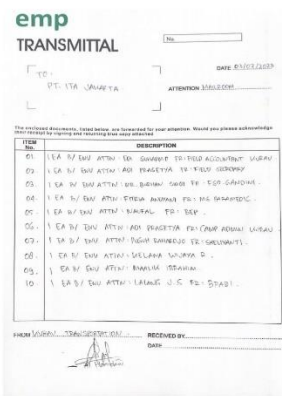
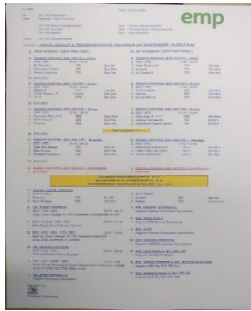
NO	SHOP DARWING	DESCRIPTION
1.	2. Make Transmission. 1) Fill in the Destination Address 2) dated 3) Description 4) Total items 5) Issued by(origin of letter) 6) Attention	Make Transmital proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2.		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

DAILY ACTIVITIES PRACTICAL WORK (KP)

Day : Monday- Friday

Date :29 May – 02 June 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Supiah	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Create Passenger Manifest		


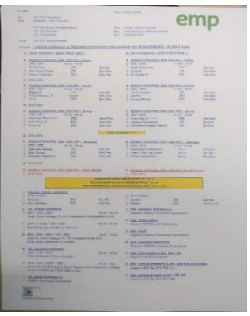
NO	SHOP DARWING	DESCRIPTION
1.		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2.		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

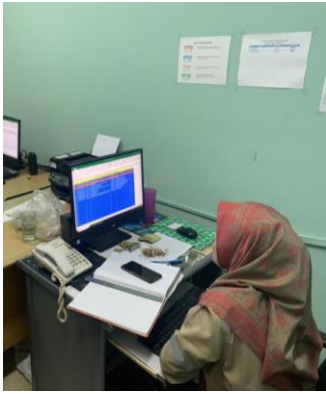
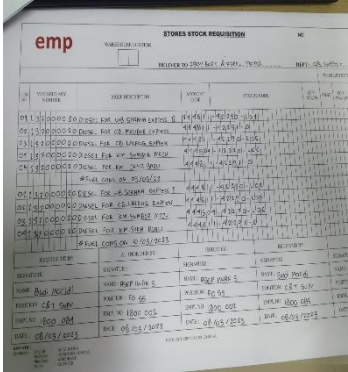
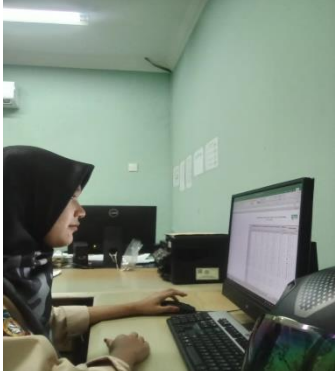
DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday- Friday

Date :05 – 09 June 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Transport Programs		
3	Making Daily Reports		
4	Create SSR (Store Stock Requisition)		
5	Fill out the Travel Request Form		

NO	SHOP DARWING	DESCRIPTION
1.		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2.		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

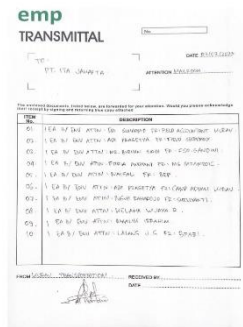
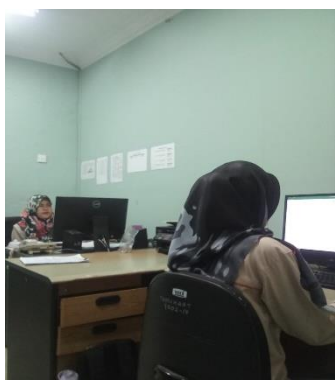
3.		<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4.		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>
5.		<p>Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee</p>

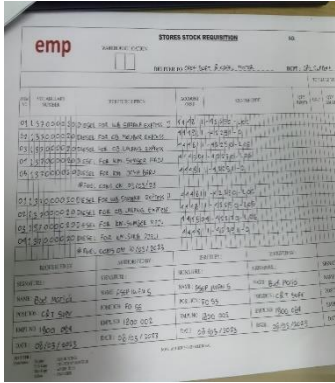
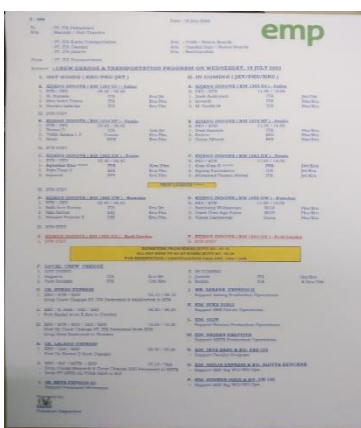
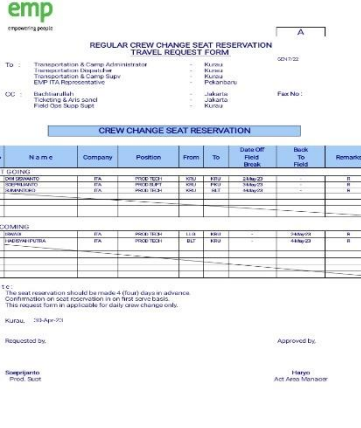
DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday- Friday

Date :June 12–16, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Making Daily Reports		
3	Make SSR (Store Stock Requisition)		
4	Create Transport Programs		
5	Fill out the Travel Request Form		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2		Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.


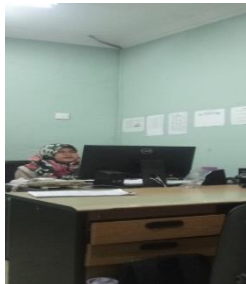
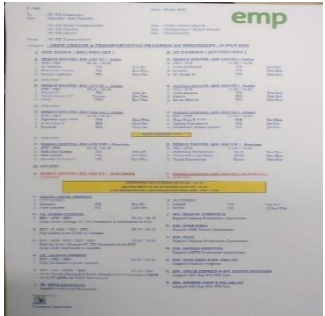
3		<p>Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs</p>																																																																																																			
4		<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>																																																																																																			
5	 <table border="1" data-bbox="475 1375 836 1509"> <thead> <tr> <th>No</th> <th>No m e</th> <th>Company</th> <th>Position</th> <th>From</th> <th>To</th> <th>Days Off</th> <th>Back To</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>2</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>3</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>4</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>5</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>6</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>7</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>8</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>9</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> <tr> <td>10</td> <td>001000000</td> <td>PA</td> <td>PROG TECH</td> <td>030</td> <td>030</td> <td>14/07/18</td> <td>14/07/18</td> <td></td> </tr> </tbody> </table>	No	No m e	Company	Position	From	To	Days Off	Back To	Remarks	1	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		2	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		3	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		4	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		5	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		6	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		7	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		8	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		9	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		10	001000000	PA	PROG TECH	030	030	14/07/18	14/07/18		<p>Fill out the Data Travel Requet Form, an employee request form, employees fill out a travel request form to request approval for flight tickets for business trips in the transport division. A travel form is an absolute necessity When an employee has to travel for work, a form that collects travel details from an employee's staff member so that the transport division can approve the trip and reimburse the employee</p>
No	No m e	Company	Position	From	To	Days Off	Back To	Remarks																																																																																													
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DAILY ACTIVITIES
PRACTICAL WORK (KP)

Day : Monday- Friday

Date : June 19-23, 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create Passenger Manifest		
3	Create Transport Programs		
4	Making Daily Reports		
5	Create an SSR (Store Stock Requisition)		

NO	SHOP DARWING	DESCRIPTION
1.		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the recipient or sender of the goods.
2.		The passenger manifest is used as information relating to passengers being transported by the means of transport.
3.		Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty

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DAILY RECORD

BARUMAH : 16/03/2013
L.A.M.B.A.R.

NO	TIME	DESCRIPTION	PERALANGAN	NO. LAYANAN	REMARKS	SIKIL
1	08.00	08.00	08.00	08.00	08.00	08.00
2	08.00	08.00	08.00	08.00	08.00	08.00
3	08.00	08.00	08.00	08.00	08.00	08.00
4	08.00	08.00	08.00	08.00	08.00	08.00
5	08.00	08.00	08.00	08.00	08.00	08.00
6	08.00	08.00	08.00	08.00	08.00	08.00
7	08.00	08.00	08.00	08.00	08.00	08.00
8	08.00	08.00	08.00	08.00	08.00	08.00
9	08.00	08.00	08.00	08.00	08.00	08.00
10	08.00	08.00	08.00	08.00	08.00	08.00
11	08.00	08.00	08.00	08.00	08.00	08.00
12	08.00	08.00	08.00	08.00	08.00	08.00
13	08.00	08.00	08.00	08.00	08.00	08.00
14	08.00	08.00	08.00	08.00	08.00	08.00
15	08.00	08.00	08.00	08.00	08.00	08.00
16	08.00	08.00	08.00	08.00	08.00	08.00
17	08.00	08.00	08.00	08.00	08.00	08.00
18	08.00	08.00	08.00	08.00	08.00	08.00
19	08.00	08.00	08.00	08.00	08.00	08.00
20	08.00	08.00	08.00	08.00	08.00	08.00
21	08.00	08.00	08.00	08.00	08.00	08.00
22	08.00	08.00	08.00	08.00	08.00	08.00
23	08.00	08.00	08.00	08.00	08.00	08.00
24	08.00	08.00	08.00	08.00	08.00	08.00
25	08.00	08.00	08.00	08.00	08.00	08.00
26	08.00	08.00	08.00	08.00	08.00	08.00
27	08.00	08.00	08.00	08.00	08.00	08.00
28	08.00	08.00	08.00	08.00	08.00	08.00
29	08.00	08.00	08.00	08.00	08.00	08.00
30	08.00	08.00	08.00	08.00	08.00	08.00
TOTAL		2	08.00	08.00	08.00	08.00

TOTAL BUKU BAKAR : 11.00 liter
TOTAL FUEL OIL : 11.00 liter
TOTAL PAK : 11.00 liter

Barumah :
Zaki H. M. S. M.

Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.

5



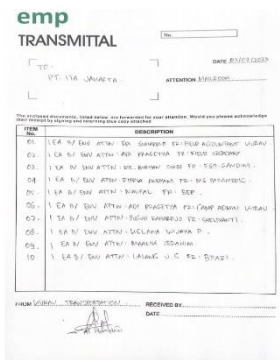
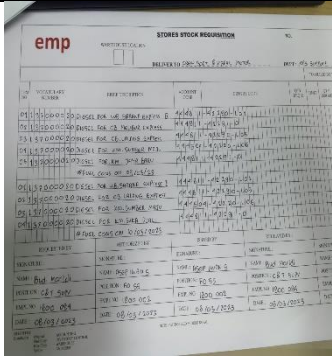
Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs

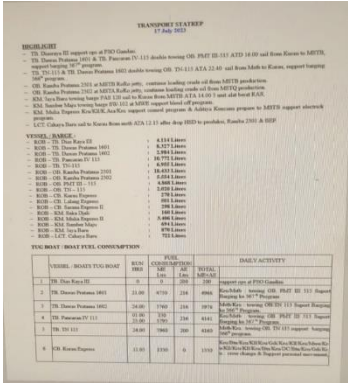



DAILY ACTIVITIES PRACTICAL WORK (KP)

Day : Monday Friday

Date : 26-30 June 2023

NO	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make Transmission	Alhamdani	
2	Create SSR (Store Stock Requisition)		
3	Making Daily Reports		
4	Create Passenger Manifest		
5	Create Transport Programs		
6	Archiving the ship's Time Sheet		

NO	SHOP DARWING	DESCRIPTION
1		Make Transmittal proof of delivery in lieu of a receipt or statement from the sender for the consignee or sender.
2.		Making SSR made by the transport department because it uses oil for smooth transportation. Usually made as proof of oil release from the Warehouse and as a basis for charging departmental costs

3.	 <p>The image shows a document titled "TRANSKIP STAFREP 17 July 2023". It contains a list of vessel names and their corresponding fuel consumption data. The vessels listed include: <ul style="list-style-type: none"> TK-001 (TK-001) TK-002 (TK-002) TK-003 (TK-003) TK-004 (TK-004) TK-005 (TK-005) TK-006 (TK-006) TK-007 (TK-007) TK-008 (TK-008) TK-009 (TK-009) TK-010 (TK-010) TK-011 (TK-011) TK-012 (TK-012) TK-013 (TK-013) TK-014 (TK-014) TK-015 (TK-015) TK-016 (TK-016) TK-017 (TK-017) TK-018 (TK-018) TK-019 (TK-019) TK-020 (TK-020) TK-021 (TK-021) TK-022 (TK-022) TK-023 (TK-023) TK-024 (TK-024) TK-025 (TK-025) TK-026 (TK-026) TK-027 (TK-027) TK-028 (TK-028) TK-029 (TK-029) TK-030 (TK-030) TK-031 (TK-031) TK-032 (TK-032) TK-033 (TK-033) TK-034 (TK-034) TK-035 (TK-035) TK-036 (TK-036) TK-037 (TK-037) TK-038 (TK-038) TK-039 (TK-039) TK-040 (TK-040) TK-041 (TK-041) TK-042 (TK-042) TK-043 (TK-043) TK-044 (TK-044) TK-045 (TK-045) TK-046 (TK-046) TK-047 (TK-047) TK-048 (TK-048) TK-049 (TK-049) TK-050 (TK-050) TK-051 (TK-051) TK-052 (TK-052) TK-053 (TK-053) TK-054 (TK-054) TK-055 (TK-055) TK-056 (TK-056) TK-057 (TK-057) TK-058 (TK-058) TK-059 (TK-059) TK-060 (TK-060) TK-061 (TK-061) TK-062 (TK-062) TK-063 (TK-063) TK-064 (TK-064) TK-065 (TK-065) TK-066 (TK-066) TK-067 (TK-067) TK-068 (TK-068) TK-069 (TK-069) TK-070 (TK-070) TK-071 (TK-071) TK-072 (TK-072) TK-073 (TK-073) TK-074 (TK-074) TK-075 (TK-075) TK-076 (TK-076) TK-077 (TK-077) TK-078 (TK-078) TK-079 (TK-079) TK-080 (TK-080) TK-081 (TK-081) TK-082 (TK-082) TK-083 (TK-083) TK-084 (TK-084) TK-085 (TK-085) TK-086 (TK-086) TK-087 (TK-087) TK-088 (TK-088) TK-089 (TK-089) TK-090 (TK-090) TK-091 (TK-091) TK-092 (TK-092) TK-093 (TK-093) TK-094 (TK-094) TK-095 (TK-095) TK-096 (TK-096) TK-097 (TK-097) TK-098 (TK-098) TK-099 (TK-099) TK-100 (TK-100) </p>	<p>Making daily reports, daily reports that are needed by PT. IMBANG TATA ALAM to find out hours & ship oil used as company operations.</p>
4.	 <p>The image shows a woman wearing a hijab sitting at a desk in an office environment. She is looking at a computer monitor and appears to be working on a task. There are papers and other office supplies on the desk.</p>	<p>Transport Program, is a passenger schedule, namely PT. IMBANG TATA ALAM employees who make Crew Changes or change employees who are off duty and on duty</p>
5.	 <p>The image shows a group of people, including men and women, sitting around a table. They are smiling and appear to be in a social setting, possibly a farewell gathering. There is food and drinks on the table.</p>	<p>Farewell</p>
6.	 <p>The image shows a group of people, including men and women, sitting on the floor. They are smiling and appear to be in a social setting, possibly a farewell gathering. There is food and drinks on the floor.</p>	<p>Farewell Ceremony with the Supervisor, Supertendent & the kurau camp ladies</p>