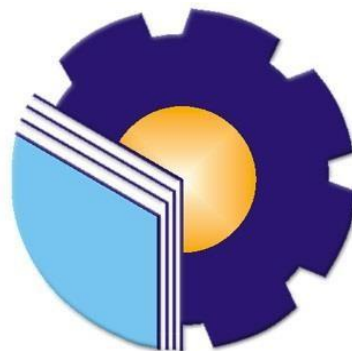


**APPRENTICESHIP REPORT**  
**PT. INTI INDOSAWIT SUBUR**  
**BUATAN PLASMA PLANTATIONS**  
**ASIAN AGRI GROUP**  
**PELALAWAN - RIAU**

**MORA LISA RKT**  
**5404191207**



**INTERNATIONAL BUSINESS ADMINISTRATION**  
**STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS - RIAU**  
**2023**

**APPRENTICESHIP REPORT**  
**PT. INTI INDOSAWIT SUBUR**  
**BUATAN PLASMA PLANTATIONS**  
**ASIAN AGRI GROUP**  
**PELALAWAN - RIAU**

Written as one of the condition for completing Apprenticeship Report

**MORA LISA RKT**  
**5404191207**

Pelalawan, June 30<sup>th</sup>, 2023

Manager of Buatan Plasma Plantations  
PT. Inti Indosawit Subur





**Dinamsyah**  
SAF ID: 1000 8586

Advisor



**M. Fuad Asrofillah, M.M**  
NIP. 199304202022031007

Approved by,  
The head of International Business Administration  
Study Program



**Wan Junita Raflah, B.Sc., M.Ec, Dev**  
NIP. 198406142018032001

## ACKNOWLEDGMENT

Assalamu'alaikum Wr. Wb.

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author in order to complete practical work activities and have completed the practical work report that the author did at PT. Inti Indosawit Subur Buatan Plasma Plantations on time, starting from Februari 1<sup>st</sup> to June 30<sup>th</sup>, 2023. The author would also like to thank all the employees of PT. Inti Indosawit Subur Buatan Plasma Plantations who are very kind, friendly and welcome the author to join and have the opportunity to become a member of the family of PT. Inti Indosawit Subur Buatan Plasma Plantations. In preparing this Job Training report, the author realizes that without guidance from various parties this job training report cannot be completed within a certain time, so the authors would like to thank all those who have been involved and helped the author. Related parties include:

1. Mr. Johny Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as the Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, M.Si as the Head of the Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of International Business Administration Study Program.
5. Mr. M. Fuad Asrofillah, M.M as supervisor of this practical work report.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Coordinator of this practical work report.
7. Mr. Adrian Irnanda Pratama, S.Sos., M.BA as the guardian of class VII A of the International Business Administration.
8. Mr. Djuamsyah as the Manager at PT. Inti Indosawit Subur Buatan Plasma Plantations.
9. All employees of PT. Inti Indosawit Subur Buatan Plasma Plantations who has provided guidance and a lot of experience for writers during job training.

10. My beloved parents. My father, the late Abd. Wahab Rkt and my mother, Roslaini Hrp. As well as my beloved sister, Siti Khodijah Rkt and my brother, Akmalul Khoir Rkt who have provided encouragement and support and motivation both material and non-material.
11. Friends in arms of the Bengkalis State Polytechnic, especially the International Business Administration Study Program, thank you for your support and cooperation during the completion of this report.

The Author realizes that in preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really hope for constructive criticism and suggestions to be a reference for writers in the future. Hopefully this job training report is useful for writers and readers.

Wassalamu'alaikum Wr. Wb

Bengkalis, July 30<sup>th</sup>, 2023



**Mora Lisa Rkt**  
NIM. 5404191207

## TABLE OF CONTENTS

<b>COVER .....</b>	<b>i</b>
<b>VALIDATION FORM .....</b>	<b>ii</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>iii</b>
<b>TABLE OF CONTENTS.....</b>	<b>v</b>
<b>LIST OF FIGURES .....</b>	<b>vii</b>
<b>LIST OF TABLES .....</b>	<b>viii</b>
<b>LIST OF APPENDICES .....</b>	<b>ix</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Significances of the Apprenticeship.....	3
1.3.1 Significance for the Polytechnic Student .....	3
1.3.2 Significances for the State Polytechnic of Bengkalis .....	3
1.3.3 Significance for the Company.....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....</b>	<b>4</b>
2.1 Company Profile.....	4
2.2 Vision and Mission.....	7
2.2.1 Vision .....	7
2.2.2 Mission.....	7
2.3 Core Values (T.O.P.I.C.C).....	7
2.4 Kind of Business.....	8
2.5 Work Culture .....	10
2.6 Asian Agri's target for 2030.....	11
2.7 Organization Structure.....	13
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>16</b>
3.1 Job Description .....	16
3.2 Place and Time of Apprenticeship.....	16
3.2.1 Place of Apprenticeship .....	16
3.2.2 Time of Apprenticeship.....	18

3.3	Systems and Procedures .....	31
3.3.1	Systems.....	31
3.3.2	Procedures .....	31
3.4	Obstacles and Solution of Apprenticeship.....	36
3.4.1	Obstacles .....	36
3.4.2	Solution .....	36
<b>CHAPTER IV CONCLUSION AND SUGESTION.....</b>		<b>37</b>
4.1	Conclusion .....	37
4.2	Suggestion .....	38
<b>REFERENCES .....</b>		<b>39</b>
<b>APPENDICES .....</b>		<b>40</b>

## LIST OF FIGURES

Figure 2.1	Company Logo of PT. Inti Indosawit Subur .....	6
Figure 2.2	Oil Palm Plantation Area of Asian Agri .....	7
Figure 2.3	Core Values (T.O.P.I.C.C) of Asian Agri.....	8
Figure 2.4	Crude Palm Oil .....	9
Figure 2.5	Crude Palm Kernel Oil .....	9
Figure 2.6	Palm Kernel Expeller.....	10
Figure 2.7	Palm Kernel Shell.....	10
Figure 2.8	Work Culture of Asian Agri .....	11
Figure 2.9	Asian Agri's target for 2030.....	12
Figure 2.10	Organization Structure of Buatan Plasma Plantations.....	15
Figure 3.1	Office of Buatan Plasma Plantations .....	17
Figure 3.2	Buatan Plasma Plantations in Partnership with KUD.....	18
Figure 3.3	Flow Chart Gang activity Detail (GAD) .....	32
Figure 3.4	Input Gang activity Detail (GAD) .....	32
Figure 3.5	Flow Chart Inputting Payments for FFB .....	32
Figure 3.6	Input Peyment for FFB Transportation Vehible.....	32
Figure 3.7	Asisst in Audit Preparation.....	33
Figure 3.8	Flow Chart The Process of Preparing Leaf Samples .....	34
Figure 3.9	Preparing Leaf Samples for Lab Test .....	34
Figure 3.10	Flow Chart File Photocopying Process .....	35
Figure 3.11	File Photocopying .....	35
Figure 3.12	Hervest30-month-old FFB.....	36

## LIST OF TABLE

Table 3.1	The Working Schedule of Buatan Plasma Plantations .....	19
Table 3.2	Agenda of Activities of the Week 1 (February 1 <sup>st</sup> to 4 <sup>th</sup> , 2023) .....	19
Table 3.3	Agenda of Activities of the Week 2 (February 6 <sup>th</sup> to 11 <sup>th</sup> , 2023).....	20
Table 3.4	Agenda of Activities of the Week 3 (February 13 <sup>th</sup> to 18 <sup>th</sup> , 2023)..	20
Table 3.5	Agenda of Activities of the Week 4 (February 20 <sup>th</sup> to 25 <sup>th</sup> , 2023)..	21
Table 3.6	Agenda of Activities of the Week 5 (February 27 <sup>th</sup> to 4 <sup>th</sup> , 2023).....	21
Table 3.7	Agenda of Activities of the Week 6 (March 6 <sup>th</sup> to 11 <sup>th</sup> , 2023).....	22
Table 3.8	Agenda of Activities of the Week 7 (March 13 <sup>th</sup> to 18 <sup>th</sup> , 2023).....	23
Table 3.9	Agenda of Activities of the Week 8 (March 20 <sup>th</sup> to 25 <sup>th</sup> , 2023).....	23
Table 3.10	Agenda of Activities of the Week 9 (March 27 <sup>th</sup> to 1 <sup>st</sup> , 2023).....	24
Table 3.11	Agenda of Activities of the Week 10 (April 3 <sup>rd</sup> to 8 <sup>th</sup> , 2023) .....	24
Table 3.12	Agenda of Activities of the Week 11 (April 10 <sup>th</sup> to 15 <sup>th</sup> , 2023).....	25
Table 3.13	Agenda of Activities of the Week 12 (April 17 <sup>th</sup> to 22 <sup>nd</sup> , 2023) .....	25
Table 3.14	Agenda of Activities of the Week 13 (April 24 <sup>th</sup> to 29 <sup>th</sup> , 2023).....	26
Table 3.15	Agenda of Activities of the Week 14 (May 1 <sup>st</sup> to 6 <sup>th</sup> , 2023) .....	26
Table 3.16	Agenda of Activities of the Week 15 (May 8 <sup>th</sup> to 13 <sup>th</sup> , 2023).....	27
Table 3.17	Agenda of Activities of the Week 16 (May 15 <sup>th</sup> to 20 <sup>th</sup> , 2023).....	27
Table 3.18	Agenda of Activities of the Week 17 (May 22 <sup>nd</sup> to 27 <sup>th</sup> , 2023) .....	28
Table 3.19	Agenda of Activities of the Week 18 (May 29 <sup>th</sup> to 3 <sup>rd</sup> , 2023).....	29
Table 3.20	Agenda of Activities of the Week 19 (June 5 <sup>th</sup> to 10 <sup>th</sup> , 2023).....	29
Table 3.21	Agenda of Activities of the Week 20 (June 12 <sup>th</sup> to 17 <sup>th</sup> , 2023).....	30
Table 3.22	Agenda of Activities of the Week 21 (June 19 <sup>th</sup> to 24 <sup>th</sup> , 2023).....	30
Table 3.23	Agenda of Activities of the Week 22 (June 26 <sup>th</sup> to 30 <sup>th</sup> , 2023).....	31



## **LIST OF APPENDICES**

Appendix 1 : Apprenticeship Acceptance Letter .....	40
Appendix 2 : Apprenticeship Statement Letter .....	41
Appendix 3 : Apprenticeship Certificate.....	42
Appendix 4 : Apprenticeship Assessment Sheet.....	43
Appendix 5 : List of Apprenticeship Attendance.....	44
Appendix 6 : Daily Activities .....	49
Appendix 7 : Visit to PMKS Factory Buatan 1 .....	73
Appendix 8 : Gifts to the Company .....	76

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The Indonesian nation has always implemented a National Education system that is more directed towards the development and improvement of Human Resources (HR), where all Indonesian Citizens are expected to have insights into Science and Technology, which will be able to build the Indonesian Nation to be more advanced and prosperous.

In this era of globalization, every individual is required to be able to improve their quality and competence in order to become individuals who are ready to compete in various sectors, especially in the industrial sector. To meet these demands and to achieve complete educational goals in higher education, it is not enough if students only rely on theoretical knowledge obtained from universities. Therefore, students need to apply the knowledge that has been obtained in order to practice the aspects needed to enter the industrial world that they will later be involved in. In line with this, universities require their students to take part in the Internship course held in the final semester. Internship is a learning program as well as practicing working in the field directly at a company for some time as determined. In general, the implementation of internships aims to improve students' abilities in the field of technology and skills directly in various activities in industry and offices. After carrying out the Internship, students are expected to gain experience which includes planning, processing and implementation in the work unit. The above achievements ultimately refer to the professional formation of students who have extensive skills and knowledge in the field of International Business Administration. With these abilities, graduates of the Applied Bachelor of International Business Administration at Politeknik Negeri Bengkalis are expected to apply their skills and knowledge.

Politeknik Negeri Bengkalis also strives to prove the ability of its students by doing practical work directly in the company so that they realize that the

polytechnic's mission is to make each individual ready for use in the world of work and has a relationship and compatibility between the industrial world and the world of education that is well implemented. Asian Agri Group PT Inti Indosawit Subur is one of the leading national private companies in Indonesia that produces crude palm oil through sustainably managed plantations. Established in 1979, Asian Agri has now grown into one of Asia's largest palm oil companies, managing 100,000 hectares of oil palm plantations in North Sumatra, Riau and Jambi, and supported by more than 22,000 employees who join and grow with the company. Its business includes the production of sprouts, nurseries, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly mills.

## **1.2 Purposes of the Apprenticeship**

Internship is one of the activities of Bengkalis State Polytechnic students in completing their studies. To achieve the expected results, students need to know the objectives of the internship program. The objectives of the work practice are as follows:

1. To know the job description of the activities at PT Inti Indosawit Subur, Buatan Plasma Plantations.
2. To determine the time and place of work at PT Inti Indosawit Subur, Buatan Plasma Plantations.
3. To know the work system and procedure at PT Inti Indosawit Subur, Buatan Plasma Plantations.
4. To find out the obstacles and solutions during work practice at PT Inti Indosawit Subur, Buatan Plasma Plantations.

## **1.3 Significance of the Apprenticeship**

Practical work certainly has many benefits for students, universities and companies. While the benefits of practical work include:

1. Significance for students

With the internship program, it is hoped that it will provide opportunities for the Bengkalis community and Bengkalis State Polytechnic students to be able to apply the knowledge gained during college to be practiced in the world of work.

2. Significance for State Polytechnic of Bengkalis

With the internship program, we hope that Politeknik Negeri Bengkalis can establish good cooperation and relationships with various parties.

3. Significance for the Company

Establishment of cooperation between the world of education and corporate institutions receiving assistance from students doing practical work.

## **CHAPTER II**

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

#### **2.1 Company Profile**

Asian Agri is one of Indonesia's leading national private companies that produces crude palm oil through sustainably managed plantations. Asian Agri is one of the companies under Royal Golden Eagle (RGE), which manages a group of world-class companies in the sustainable natural resource-based manufacturing industry, based in Jakarta and headquartered in Singapore. Asian Agri is a subsidiary of RGE which currently has 80 subsidiaries spread across Indonesia and overseas. The company was founded by Sukanto Tanoto, born on December 29, 1949, the eldest of seven children, who started as a family business and became an international business. In 1979 he founded a palm oil company called Asian Agri. Asian Agri has grown into one of Asia's largest palm oil companies, managing 30 company-owned plantations covering 100,000 hectares of land in North Sumatra, Riau and Jambi and around 60,000 hectares of plantations owned by plasma smallholders, and supported by more than 22,000 employees who join and grow with the company. Asian Agri also has a strong Research and Development (R&D) Center to ensure only the best planting materials are produced, supported by professionals in various fields (agronomy, soil, pests, diseases, breeding, biotechnology and tissue culture). The R&D strategy consists of the following action plans:

1. Conventional oil palm breeding through field tests in various locations (>650 ha) with different agroclimatic characteristics (abiotic and biotic components) to select the best performing materials.
2. Biotechnology facilities utilizing the discovery and modeling of molecular markers using Genomic Selection to identify higher quality planting materials with superior economic characteristics (high yield/highyield/compact/disease tolerant/etc).

3. A Seed Production Unit that only produces "Tested and Proven" planting material. These elite Tenera seeds have been approved by the Ministry of Agriculture, produced according to applicable standards and have been certified ISO 9001:2015 regarding quality assurance.
4. State-of-the-art tissue culture facilities to clone "Tested and Proven" elite Tenera seeds for commercial use, as well as parent selection (Dura/Pisifera) for future production of semiclonal or biclonal material.
5. Establish a network of fertilizer and agronomic trials in various locations to achieve the site yield potential (SYP) of the developed planting materials, through the use of appropriate fertilizers and best management practices.
6. Accredited analytical laboratory services that apply consistent and meticulous laboratory practices to produce a wide range of analyses (leaf nutrient, soil, fertilizer, compost, wastewater, fresh fruit bunch yield, etc).
7. Fully integrated "Pest & Disease" laboratory for the development of Integrated Pest Management (IPM) technology to be applied and disseminated in commercial fields.

Asian Agri also opens opportunities for those who want to start a career in the palm oil industry with the Plantation Center of Excellence Graduate Trainee Program. This program is called the Asian Agri Learning Institute (AALI), which is the best HR training center in the palm oil industry sector in Indonesia. AALI's training center was established on January 5, 2002 through an education program that has implemented the ISO 9001: 2008 quality management system. AALI prepares reliable planter candidates who are ready to contribute to improving the quality and productivity of palm oil in Indonesia. The program lasts six months, consisting of three months of classroom and three months of on-the-job training in mills, plantations and offices. Prospective Planters will receive education on all aspects of the palm oil industry from a team of experts, from planting and caring for oil palms to harvesting and processing. Prospective Planters will also learn the importance of sustainability and can help minimize the palm oil industry's impact on the environment while helping local communities improve their livelihoods. There are various career paths offered based on the major. The Plantation Assistant

Training is designed for those graduating from agriculture and forestry faculties, the Mill Assistant Training for mechanical engineering, chemical engineering and electrical engineering majors and finally the Administrative Assistant Training suitable for economics and management graduates. Below is the Asian Agri logo:

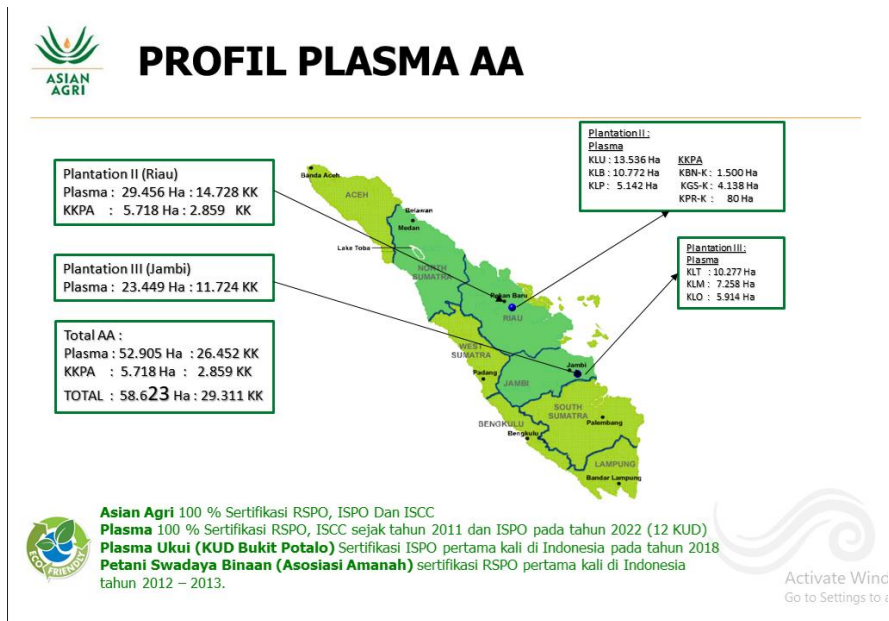


**Figure 2.1 Company Logo of PT Inti Indosawit Subur**

*Source: Asian Agri Website*

The company's business includes nursery, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech and environmentally friendly mills. Asian Agri also ensures that sustainable development practices are implemented throughout its operational areas, including in smallholder-owned plantations. The partnership focuses on developing the technical, financial and sustainability capabilities of partners with smallholders through training, assistance and mentoring with farm assistants.

Asian Agri produces more than 1 million tons of Crude Palm Oil (CPO) per year to meet market demand. Asian Agri currently has 22 palm oil mills located in North Sumatra, Riau and Jambi. These mills are ISCC certified and are specifically designed to thoroughly remove moisture, residue and impurities to produce quality CPO. All mills implement high sustainability standards primarily through the reduction of waste generated and the use of renewable energy. The mill utilizes its own biogas power plant energy that converts Palm Oil Methane Effluent (POME) into renewable energy. Located in North Sumatra, Riau and Jambi, these power plants also supply electricity to the surrounding communities. Below is a map of all oil palm plantation areas managed by Asian Agri.



**Figure 2.2 Oil Palm Plantation Area of Asian Agri**  
 Source: PT Inti Indosawit Subur

## 2.2 Vision and Mission

### 2.2.1 Vision of PT. Inti Indosawit Subur

To be one of the largest and best sustainable resource-based companies, always creating benefits for the **Community, Country, Climate, Customer and Company.**

### 2.2.2 Mission of PT. Inti Indosawit Subur

Improving quality of life through sustainable resource development, Asian Agri uses best agronomic practices, where we focus on the 3C of condition, crop, and cost in caring for each staple.

## 2.3 Core Values (T.O.P.I.C.C) of Asian Agri

The company adheres to six core values:

### 1. Complementary Team

We are one in purpose and complement each other in teamwork.

### 2. Ownership

We nurture a sense of belonging to always achieve the best.

### 3. People



We develop human resources to grow together.

4. Integrity

We act with integrity.

5. Customer

We understand and provide the best for customers.

6. Continuous Improvement

We understand and provide the best for customers.



Figure 2.3 Core Values (T.O.P.I.C.C) of Asian Agri

Source: PT. Inti Indosawit Subur

## 2.4 Kind of Business PT. Inti Indosawit Subur, Buatan Plasma Plantations

Asian Agri's business encompasses nursery, planting, and processing fresh fruit bunches (FFB) to produce sustainable palm oil in high-tech, environmentally-friendly mills. From sustainably managed plantations to closed-loop mills, Asian Agri always maintains the highest quality standards for all products produced. In line with the commitment to sustainable practices, every part of the oil palm across the plantations is processed into various products through effective Research and Development processes and efficient ways of working. The products produced from PT Inti Indosawit Subur PMKS Buatan 1 branch are products from raw materials to semi-finished oil and then proceed to the factory branch in dumai to be processed

into finished products. The following are some of the products produced by PT Inti Indosawit Subur, PMKS Buatan 1:

1. Crude Palm Oil

Crude Palm Oil (CPO) or commonly referred to as crude palm oil is oil from the processing of oil palm fruits obtained through the extraction process of the fruit flesh of oil palm plants. Oil palm fruit consists of fruit skin (exocarp), pulp (mesocarp pulp), shell (shell endosperm) and core (kernel endosperm). Exocarp and mesocarp contain a lot of CPO. CPO is used for various food and personal care products as well as fuel. The CPO produced is processed in refineries into edible oils such as cooking oil and margarine, oleochemicals for detergents and lubricants, biodiesel, and lauric acid for cosmetics and soaps.



**Figure 2.4 Crude Palm Oil**  
*Source: Asian Agri Website*

2. Crude Palm Kernel Oil

Used in food products such as non-dairy cream and ice cream, Crude Palm Kernel Oil (CPKO) is the oil from the kernel of the palm fruit that has been separated from the pulp and shell. After the mesocarp is extracted, the kernels are broken, peeled and crushed to produce CPKO, which is then processed into the final product.



**Figure 2.5 Crude Palm Kernel Oil**  
*Source: Asian Agri Website*

3. Palm Kernel Expeller

Similar to CPKO, Palm Kernel Expeller (PKE) is produced from palm kernels. PKE is mainly used in animal feed production.



**Figure 2.6 Palm Kernel Expeller**

*Source: Asian Agri Website*

4. Palm Kernel Shell

Palm Kernel Shell is widely used as a biofuel. The shell is separated when the palm kernel is crushed and shelled for processing into CPKO and PKE.



**Figure 2.7 Palm Kernel Shell**

*Source: Asian Agri Website*

## 2.5 Work Culture of Asian Agri

There are 3 stages of Asian Agri's Work Culture:

1. MSP-BS:

Planting Every Staple, Growing Healthy

- a. The seedlings planted are the best selection of seedlings
- b. Planted in the right and comfortable place
- c. Optimal number of trees per hectare and uniform growth
- d. Fertilizer is absorbed by the plants 100%

2. MSP:

Taking Care of Every Principal

- a. Timely and best rotation
- b. 4 T fertilization

1. Right Dose
  2. Right Method
  3. Right Time
  4. Right Place
- c. No Pest and Disease infestation
- d. All roads are passable at all times
3. MSB:
- Quoting Each Brondolan
- a. Harvest all ripe fruits
  - b. The loose fruits are quoted clean
  - c. Harvested fruits, all delivered to the factory today!



**Figure 2.8 Work Culture of Asian Agri**  
 Source: PT. Inti Indosawit Subur

## 2.6 Asian Agri's target for 2030

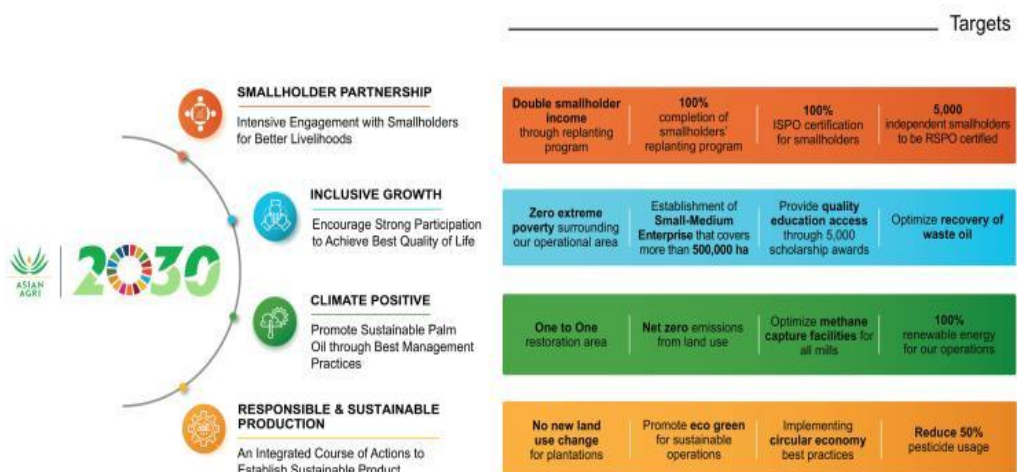
Asian Agri Group PT Inti Indosawit Subur has 4 stages to achieve its 2030 target:

### 1. Smallholder Partnership

Intensive Engagement with Smallholders for Better Livelihoods

- a. Double smallholder income through replanting program
- b. 100% completion of smallholders replanting program
- c. 100% ISPO certification for smallholders

- d. 5.000 independent smallholders to be RSPO certified
- 2. Inclusive Growth**
- Encourage Strong Participation to Achieve Best Quality of Life
- a. Zero extreme poverty surrounding our operational area
  - b. Establishment of Small-Medium Enterprise that covers more than 500.000
  - c. Provide quality education access through 5.000 scholarship awards
  - d. Optimize recovery of waste oil
- 3. Climate Positive**
- Promote Sustainable Palm Oil through Best Management Practices
- a. One to One restoration area
  - b. Net zero emissions from land use
  - c. Optimize methane capture facilities for all mills
  - d. 100% renewable energy for our operations
- 4. Responsible & Sustainable Production**
- An Integrated Course of Actions to Establish Sustainable Product
- a. No new land use change for plantations
  - b. Promote eco green for sustainable operations
  - c. Implementing circular economy best practices
  - d. Reuce 50% pesticide usage



**Figure 2.9 Asian Agri's target for 2030**

Source: Asian Agri Website

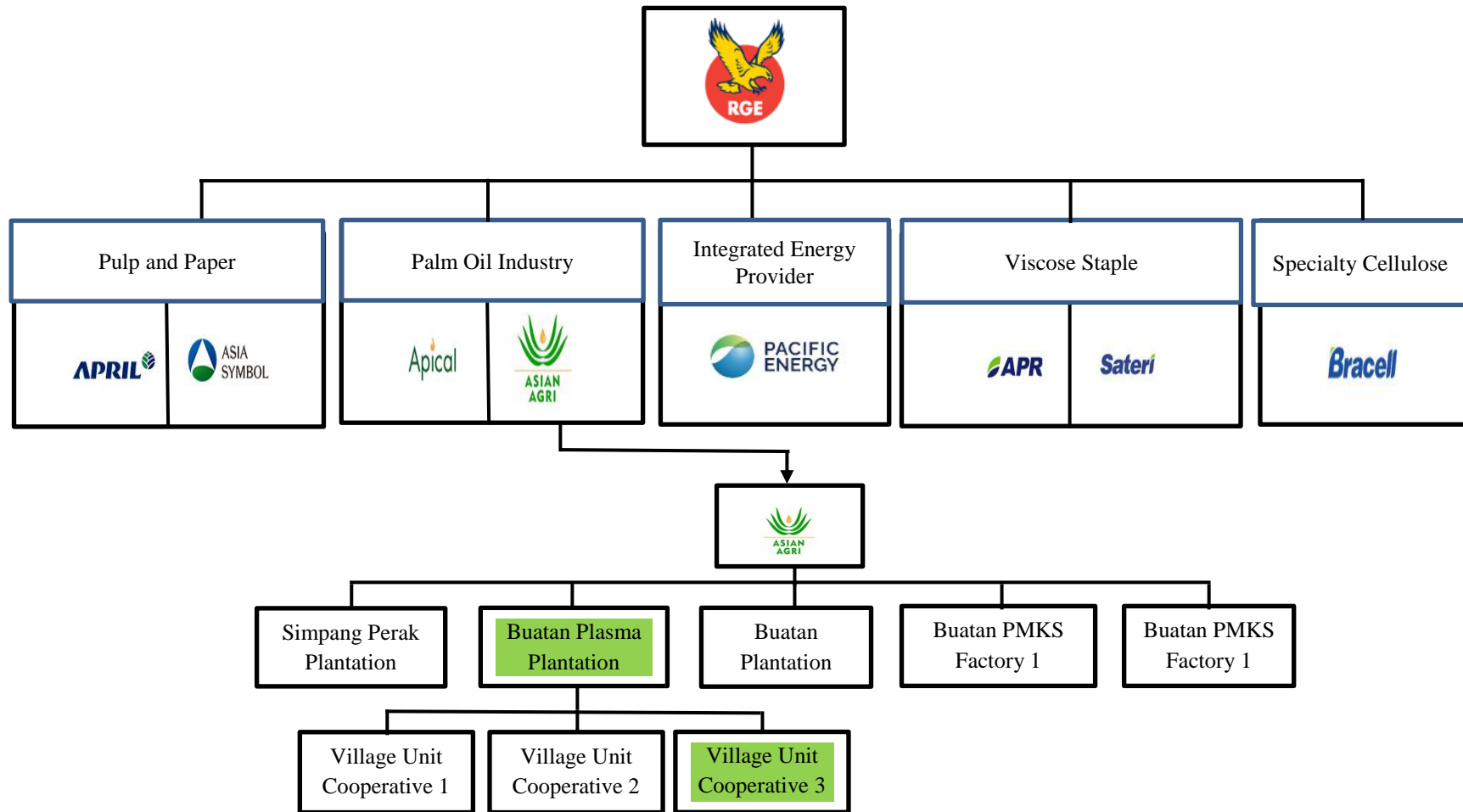
## **2.7 Organization Structure of PT. Inti Indosawit Subur, Buatan Plasma Plantations**

The organization structure of the company can be interpreted as a multilevel line that contains the components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is intended so that every component in the company can function optimally and the company's wheels can always move effectively and efficiently. In addition, it also clearly describes the separation of work activities from each other and how the relationship between activities and function is limited. In a good organizational structure, it is necessary to explain the authority of who reports to whom, so there is one responsibility for what will happen. RGE (Royal Golden Eagle) manages a group of natural resource-based manufacturing companies operating in various countries. The business ranges from the upstream sector which includes natural resource development and sustainable harvesting to processing into value-added products for the global market to benefit communities, countries, climate, customers and the company. RGE has offices in Singapore, Hong Kong, Jakarta, Beijing and Nanjing with marketing offices located around the world. The RGE Group of companies is engaged in the following business sectors:

1. Pulp and Paper - APRIL & Asia Symbol
2. Palm Oil Industry - Apical & Asian Agri
3. Integrated Energy Provider - Pacific Energy
4. Viscose Staple - Asia Pacific Rayon & Sateri
5. Specialty Cellulose - Bracell

Asian Agri has 3 divisions of oil palm plantation management, which include the Simpang Perak Plantation, Buatan Plasma Plantation and Buatan Plantation. The Simpang Perak Plantation and Buatan Plantation are the company's core plantations, while the Buatan Plasma Plantation is a smallholder-owned plantation managed by the company with a partnership pattern. Asian Agri also owns two mills that process fresh fruit bunches from oil palm plantations, namely

the PMKS Buatan 1 and Buatan 2 Mills, which produce crude palm oil. Buatan Plasma Plantation are offices that manage partnerships with plasma farmers. Plasma is an oil palm plantation owned by farmers independently, which in its development is integrated into Large Private Plantations and Large State Plantations. The development of plasma plantations by large private plantation companies, as a form of obligation to the community around the plantation, especially oil palm plantations that continue to increase. The Village Unit Cooperative is one of the all-round cooperatives that serves as a bridge for oil palm farmers by carrying out its role to increase production, realize fair income and equitable prosperity and improve the economy of members through cooperation with companies. The organization structure at PT. Inti Indosawit Subur, Buatan Plasma Plantations as follows:



**Figure 2.10 Organization Structure of Buatan Plasma Plantation**  
*Source: PT. Inti Indosawit Subur*



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Description of internship work at PT Inti Indosawit Subur Buatan Plasma Plantations on February 1, 2023 until June 30, 2023. The specifications of the work carried out for 5 months in general at PT Inti Indosawit Subur Buatan Plasma Plantations are as follows:

1. Inputting Gang Activity Detail (GAD) and filling in the attendance of casual workers
2. Inputting and calculating payments for FFB transport vehicles.
3. Assist with book closing and Audit preparation
4. Preparing leaf samples for lab tests
5. File photocopying
6. View the maintenance process of Immature Oil Palm

#### **3.2 Place and Time of Apprenticeship**

##### **3.2.1 Place of Apprenticeship**

This work practice activity is carried out at PT Inti Indosawit Subur Buatan Plasma Plantations located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. The plasma farmers here are farmers who took part in the government's 1989 transmigration program or Perkebunan Inti Rakyat known as PIR-trans. Under the program, farmers mostly from Java were relocated to rural areas and given 2 hectares of farmland for each household. Plus half a hectare of land for housing. These smallholders then partnered with a local company that provided labor to prepare the land. After four years their oil palm plantations are ready to be harvested. Under the scheme, smallholders agree to sell their produce to the company at a price set by the government and Asian Agri was one of the first companies to participate in this government program.



**Figure 3.1 Office of Buatan Plasma Plantations**

*Source: PT. Inti Indosawit Subur*

PT Inti Indosawit Subur Buatan Plasma Plantations cooperates with communities around the plantation. The application of the cooperation system between the company and the community is called the plasma cooperation system, in which the Village Unit Cooperative (KUD) serves as a business entity that bridges between the community and the company concerned (MOA No. 98 of 2013). PT Inti Indosawit Subur Buatan Plasma Plantations partners with 12 KUD namely Bhakti Mandiri, Jaya Makmur, Sumber Rejeki, Sejahtera, Mulus Rahayu, Bhirawa Bhakti, Tani Rukun, Kebun Sawit Harapan, Buatan Jaya, Mitra Usaha, Makarti Sawit and Bina Mulia. Here is the complete explanation picture:

No	PMKS	SP.	Ha	Jumlah KT	Jumlah KK	Nama KUD	Nama Ketua	No. HP	Badan Hukum
1	PBS	3	980	20	490	BHAKTI MANDIRI	Sugeng Kiswinarno	0812 6172 1047	NO : 1604/BH/XIII, TGL. 31 OKTOBER 1991
2	PBS	4	920	20	460	JAYA MAKMUR	Sudiyono	0813 6590 1967	NO : 1885/BH/XIII, TGL. 08 JULI 1994
3	PBS	5	818	17	409	SUMBER REJEKI	Udiyono	0821 7305 5099	NO : 1734/BH/XIII, TANGGAL 7 JANUARI 1993
4	PBS	6	876	19	438	SEJAHTERA	Sunardi	0813 7853 4074	BADAN HUKUM NO. 1733 / BH / XIII
<b>Sub Total</b>			<b>3,594</b>	<b>76</b>	<b>1,797</b>				
1	PBD	1	698	18	349	MULUS RAHAYU	Pawito	0813 6441 4660	NOMOR : 1633/BH/XIII, Tanggal 24 Januari 1992
2	PBD	2	996	20	498	BHIRAWA BHAKTI	Komar	0852 6319 7546	BADAN HUKUM NO. 1661 / BH / XIII
3	PBD	7	952	21	476	TANI RUKUN	Trianto	0813 6547 7852	BADAN HUKUM No. 102 / BH / II / 1996
4	PBD	8	800	17	400	KEBUN SAWIT HARAPAN	Pudin	0823 8370 5636	BADAN HUKUM NOMOR : 51/BH/KDK.4.2/1.2/XI/1998
5	PBD	9	860	18	430	BUATAN JAYA	Suradi	0812 6136 7463	BADAN HUKUM NO. 30 / BH / 518 / VII / 2003
6	PBD	10	1,200	24	600	MITRA USAHA	Nyono	0853 7446 6138	NO. 06/PAD/DISKOP/518/VIII/2003 TGL 04 AGUSTUS 2003
7	PBD	11	800	16	400	MAKARTI SAWIT	Ahmat Sulikin S. Pd	0812 7561 9787	No : 24/BH/KWK.4/5.1/III/1996
8	PBD	12	872	18	436	BINA MULIA	Dwi Ristiyono	0821 6953 6994	No : 04/PAD/BH/IV.8/VI/2010
<b>Sub Total</b>			<b>7,178</b>	<b>152</b>	<b>3,589</b>				
<b>Total</b>			<b>10,772</b>	<b>228</b>	<b>5,386</b>				

**Figure 3.2 Buatan Plasma Plantations in Partnership with KUD**

*Source: PT. Inti Indosawit Subur*

During my practical work placement at KUD Jaya Makmur Village Kumbara Utama SP 4 to help in the administration section. The time of implementation of practical work is carried out for 5 months. Starting from February 1, 2023 until June 30, 2023.

### 3.2.1.1 KUD Jaya Makmur

#### a. Gambaran Umum

KUD Jaya Makmur is located in Kumbara Utama Village, Kerinci Kanan District, Siak Regency, Riau Province. KUD Jaya Makmur is registered with the Department of Cooperatives and Small Business Development of Riau Province with Legal Entity No. 1885/BH/XIII dated July 08, 1994.

#### b. Board of Directors

Chairman : Sudiyono  
Secretary : Wilis Efri, M.Sc  
Treasurer : Abdul Muhsin

#### c. Business Unit

The business units managed by KUD Jaya Makmur are as follows:

1. Savings and Loan Business
2. Waserda Business Unit

### 3.2.2 Time of Apprenticeship

PT. Inti Indosawit Subur, Buatan Plasma Plantations has provisions regarding the schedule and time of implementation of practical work which is adjusted to the work schedule of employees. The schedule and time of internship implementation can be seen in table 3.1 below:

**Table 3.1 The Working Schedule PT. Inti Indosawit Subur Buatan Plasma Plantations**

No.	Day	Working Hours	Company
1	Monday to Friday	07:00 to 16:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
2	Saturday	07:00 to 12:00	PT. Inti Indosawit Subur Buatan Plasma Plantations
3	Sunday	Day off	Day off

Source: PT. Inti Indosawit Subur Buatan Plasma Plantations, 2023

In the first week's agenda, we met Mr. Lindu Simatupang as Public Relations at PT Inti Indosawit Subur to coordinate the internship acceptance letter and discuss the procedures for implementing internships in this company.

**Table 3.2 Agenda of Activities of the Week 1 (February 1<sup>st</sup>, 2023 to February 4<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Wednesday, February 1 <sup>st</sup> , 2023	Meet Mr. Lindu Simatupang as Public Relations and discuss the internship acceptance letter	Office of Buatan Plantations
2	Thursday, February 2 <sup>nd</sup> , 2023	Introduction to all staff at the KBN office	Office of Buatan Plantations
3	Friday, February 3 <sup>rd</sup> , 2023	Discussion with Mr. ardy as Head of Administration at the KBN office about the business side of Asian Agri	Office of Buatan Plantations
4	Saturday, February 4 <sup>th</sup> , 2023	Preparing the necessary equipment to welcome guests from Singapore who will go directly to the field	Office of Buatan Plantations

Source: Processed Data, 2023

In the second week's agenda, we were directed by Mr. Djuamsyah as manager at the Buatan Plasma Plantation Office to the Asian Agri Sehat Buatan (AASB) Clinic for 2 weeks to help input employee BPJS Employment data and assist prospective employees who will carry out Medical Check Up (MCU). The agenda for the second week (February 6<sup>th</sup> to February 11<sup>th</sup>, 2023) can be seen in table 3.3 below:

**Table 3.3 Agenda of Activities of the Week 2 (February 6<sup>th</sup>, 2023 to February 11<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, February 6 <sup>th</sup> , 2023	1. Familiarization with existing employees at the Asian Agri artificial health clinic 2. Writing patient's BPJS data in the registration section 3. Assisting doctors in examining Medical Check Up (MCU) patient	Buatan Healthy Asian Agri Clinic
2	Tuesday, February 7 <sup>th</sup> , 2023	Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
3	Wednesday, February 8 <sup>th</sup> , 2023	1. Write the patient's BPJS data in the registration section 2. Filling in the medicine stock book	Buatan Healthy Asian Agri Clinic
4	Thursday, February 9 <sup>th</sup> , 2023	1. Check the medicine stock that is still available at the clinic 2. Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
5	Friday, February 10 <sup>th</sup> , 2023	1. Recapitulate data on visitors who seek treatment at the Clinic 2. Filling in the medicine stock book	Buatan Healthy Asian Agri Clinic
6	Saturday, February 11 <sup>th</sup> , 2023	Writing patient's BPJS data in the registration section	Buatan Healthy Asian Agri Clinic

Source: *Processed Data, 2023*

The agenda of activities or work that the author did during the practical work at the Asian Agri Sehat Buatan (AASB) Clinic for the third week (February 13<sup>th</sup> to February 18<sup>th</sup>, 2023) can be seen in table 3.4 below:

**Table 3.4 Agenda of Activities of the Week 3 (February 13<sup>th</sup>, 2023 to February 18<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, February 13 <sup>th</sup> , 2023	1. Recapitulate data on visitors who seek treatment at the Clinic 2. Filling in the medicine stock book	Buatan Healthy Asian Agri Clinic
2	Tuesday, February 14 <sup>th</sup> , 2023	Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
3	Wednesday, February 15 <sup>th</sup> , 2023	1. Writing patient's BPJS data in the registration section 2. Assisting doctors in examining Medical Check Up (MCU) patient	Buatan Healthy Asian Agri Clinic
4	Thursday, February 16 <sup>th</sup> , 2023	1. Check the stock of medicine that is still available at the clinic 2. Inputting patient BPJS data online	Buatan Healthy Asian Agri Clinic
5	Friday, February 17 <sup>th</sup> , 2023	Sick	-
6	Saturday, February 18 <sup>th</sup> , 2023	National Holiday	-

Source: *Processed Data, 2023*

In the fourth week of the agenda, we were placed in the Buatan Plasma Plantation Office. In this fourth week we were introduced to the plantation staff and went directly to the field to see oil palm plantations and meet with farmers who have long partnered with the company in SP 4 KUD Jaya Makmur, Kumbara Utama village. The agenda for the fourth week (February 6<sup>th</sup> to February 11<sup>th</sup>, 2023) can be seen in table 3.5 below:

**Table 3.5 Agenda of Activities of the Week 4 (February 20<sup>th</sup>, 2023 to February 25<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, February 20 <sup>th</sup> , 2023	Introduction to farmers who have long partnered with the company in SP 4 KUD Jaya Makmur Kumbara Utama village	Perkebunan kelapa sawit di SP 4
2	Tuesday, February 21 <sup>st</sup> , 2023	1. Observed the maintenance of a 30-month-old oil palm plantation. 2. Seeing the process of harvesting 30-month-old FFB in the SP 4 area of KUD Jaya Makmur, Kumbara Utama village	Perkebunan kelapa sawit di SP 4
3	Wednesday, February 22 <sup>nd</sup> , 2023	1. Seeing the development of oil palm plantations that have been replanted with the Replanting Assistant 2. Seeing the process of caring for oil palm trees to avoid pests	Perkebunan kelapa sawit di SP 2
4	Thursday, February 23 <sup>rd</sup> , 2023	Observing the process of pest control on oil palm trees with the foreman	Perkebunan kelapa sawit di SP 2
5	Friday, February 24 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
6	Saturday, February 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

*Source: Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifth Week (February 27<sup>th</sup> to March 4<sup>th</sup>, 2023) can be seen in table 3.6 below:

**Table 3.6 Agenda of Activities of the Week 5 (February 27<sup>th</sup>, 2023 to March 4<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, February 27 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy documents 3. Tidying up and storing files Fotocopy dokumen	Office of Buatan Plasma Plantations

2	Tuesday, February 28 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, March 1 <sup>st</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, March 2 <sup>nd</sup> , 2023	3. Input Gang Activity Detail (GAD) 4. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, March 3 <sup>rd</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, March 4 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixth Week (March 6<sup>th</sup> to March 11<sup>th</sup>, 2023) can be seen in table 3.7 below:

**Table 3.7 Agenda of Activities of the Week 6 (March 6<sup>th</sup>, 2023 to March 11<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 6 <sup>th</sup> , 2023	Thanksgiving event for the first harvest after a 30-month replanting period in the SP 4 KUD Jaya Makmur area in Kumbara Utama village	Perkebunan kelapa sawit di SP 4
2	Tuesday, March 7 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
3	Wednesday, March 8 <sup>th</sup> , 2023	1. Fill out the Fertilizer transport form 2. Fotocopy Document	Office of Buatan Plasma Plantations
4	Thursday, March 9 <sup>th</sup> , 2023	Recapitulate data on farmers with the company	Office of Buatan Plasma Plantations
5	Friday, March 10 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, March 11 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of work agreement document with contractor 3. File tidying	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventh Week (March 13<sup>th</sup> to March 18<sup>th</sup>, 2023) can be seen in table 3.8 below:

**Table 3.8 Agenda of Activities of the Week 7 (March 13<sup>th</sup>, 2023 to March 18<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 13 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
2	Tuesday, March 14 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
3	Wednesday, March 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, March 16 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
5	Friday, March 17 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
6	Saturday, March 18 <sup>th</sup> , 2023	Meeting to prepare for ISCC Audit	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighth Week (March 20<sup>th</sup> to March 25<sup>th</sup>, 2023) can be seen in table 3.9 below:

**Table 3.9 Agenda of Activities of the Week 8 (March 20<sup>th</sup>, 2023 to March 25<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 20 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
2	Tuesday, March 21 <sup>st</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
3	Wednesday, March 22 <sup>nd</sup> , 2023	Sick	-
4	Thursday, March 23 <sup>rd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of work agreement document with contractor	Office of Buatan Plasma Plantations
5	Friday, March 24 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations



6	Saturday, March 25 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. File tidying	Office of Buatan Plasma Plantations
---	--	---	-------------------------------------

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Ninth Week (March 27<sup>th</sup> to April 1<sup>st</sup>, 2023) can be seen in table 3.10 below:

**Table 3.10 Agenda of Activities of the Week 9 (March 27<sup>th</sup>, 2023 to April 1<sup>st</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, March 27 <sup>th</sup> , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
2	Tuesday, March 28 <sup>th</sup> , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
3	Wednesday, March 29 <sup>th</sup> , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
4	Thursday, March 30 <sup>th</sup> , 2023	Preparing leaf samples for lab tests	Office of Buatan Plasma Plantations
5	Friday, March 31 <sup>st</sup> , 2023	Preparing the dried leaf samples for delivery	Office of Buatan Plasma Plantations
6	Saturday, April 1 <sup>st</sup> , 2023	Assist with book closing preparation	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Tenth Week (April 3<sup>rd</sup> to April 8<sup>th</sup>, 2023) can be seen in table 3.11 below:

**Table 3.11 Agenda of Activities of the Week 10 (April 3<sup>rd</sup>, 2023 to April 8<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 3 <sup>rd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Fotocopy documents	Office of Buatan Plasma Plantations
2	Tuesday, April 4 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, April 5 <sup>th</sup> , 2023	Go to the field with the manager to see the oil palm plantation	Perkebunan Kelapa Sawit SP 1
4	Thursday, April 6 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

5	Friday, April 7 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
6	Saturday, April 8 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eleventh Week (April 10<sup>th</sup> to April 15<sup>th</sup>, 2023) can be seen in table 3.12 below:

**Table 3.12 Agenda of Activities of the Week 11 (April 10<sup>th</sup>, 2023 to April 15<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 10 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
2	Tuesday, April 11 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, April 12 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. File tidying	Office of Buatan Plasma Plantations
4	Thursday, April 13 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, April 14 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, April 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

On the Twelfth Week from April 17<sup>th</sup> to April 22<sup>nd</sup>, 2023 they give a day off to interns. Since because I come from outside the province of riau I wa given early leave.

**Table 3.13 Agenda of Activities of the Week 12 (April 17<sup>th</sup>, 2023 to April 22<sup>nd</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 17 <sup>th</sup> , 2023		
2	Tuesday, April 18 <sup>th</sup> , 2023		

3	Wednesday, April 19 <sup>th</sup> , 2023	Eid Al-Fitr	
4	Thursday, April 20 <sup>th</sup> , 2023		
5	Friday, April 21 <sup>st</sup> , 2023		
6	Saturday, April 22 <sup>nd</sup> , 2023		

Source: *Processed Data, 2023*

On the Thirteenth Week from April 24<sup>th</sup> to April 29<sup>th</sup>, 2023 the company gave a day off for interns. Because I came from outside Riau province, I was given early leave.

**Table 3.14 Agenda of Activities of the Week 13 (April 24<sup>th</sup>, 2023 to April 29<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, April 24 <sup>th</sup> , 2023	Eid Al-Fitr	
2	Tuesday, April 25 <sup>th</sup> , 2023		
3	Wednesday, April 26 <sup>th</sup> , 2023		
4	Thursday, April 27 <sup>th</sup> , 2023		
5	Friday, April 28 <sup>th</sup> , 2023		
6	Saturday, April 29 <sup>th</sup> , 2023		

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fourteenth Week (May 1<sup>st</sup> to May 6<sup>th</sup>, 2023) can be seen in table 3.15 below:

**Table 3.15 Agenda of Activities of the Week 14 (May 1<sup>st</sup>, 2023 to May 6<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 1 <sup>st</sup> , 2023	National Holiday	-
2	Tuesday, May 2 <sup>nd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
3	Wednesday, May 3 <sup>rd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

4	Thursday, May 4 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, May 5 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, May 6 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Fifteenth Week (May 8<sup>th</sup> to May 13<sup>th</sup>, 2023) can be seen in table 3.16 below:

**Table 3.16 Agenda of Activities of the Week 15 (May 8<sup>th</sup>, 2023 to May 13<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 8 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
2	Tuesday, May 9 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
3	Wednesday, May 10 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, May 11 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations
5	Friday, May 12 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
6	Saturday, May 13 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Sixteenth Week (May 15<sup>th</sup> to May 20<sup>th</sup>, 2023) can be seen in table 3.17 below:

**Table 3.17 Agenda of Activities of the Week 16 (May 15<sup>th</sup>, 2023 to May 20<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

2	Tuesday, May 16 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
3	Wednesday, May 17 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, May 18 <sup>th</sup> , 2023	National Holiday	-
5	Friday, May 19 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Office of Buatan Plasma Plantations
6	Saturday, May 20 <sup>th</sup> , 2023	1. Tidying up files 2. Copy of work agreement document with contractor	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Seventeenth Week (May 22<sup>nd</sup> to May 27<sup>th</sup>, 2023) can be seen in table 3.18 below:

**Table 3.18 Agenda of Activities of the Week 17 (May 22<sup>nd</sup>, 2023 to May 27<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
2	Tuesday, May 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, May 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, May 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, May 26 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
6	Saturday, May 27 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Eighteenth Week (May 29<sup>th</sup> to June 3<sup>rd</sup>, 2023) can be seen in table 3.19 below:

**Table 3.19 Agenda of Activities of the Week 18 (May 29<sup>th</sup>, 2023 to June 3<sup>rd</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, May 29 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
2	Tuesday, May 30 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, May 31 <sup>st</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, June 1 <sup>st</sup> , 2023	National Holiday	-
5	Friday, June 2 <sup>nd</sup> , 2023	National Holiday	-
6	Saturday, June 3 <sup>rd</sup> , 2023	Assist assistants to prepare smallholder data	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Ninteenth Week (June 5<sup>th</sup> to June 10<sup>th</sup>, 2023) can be seen in table 3.20 below:

**Table 3.20 Agenda of Activities of the Week 19 (June 5<sup>th</sup>, 2023 to June 10<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 5 <sup>th</sup> , 2023	Assist assistants to prepare smallholder data	Office of Buatan Plasma Plantations
2	Tuesday, June 6 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
3	Wednesday, June 7 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, June 8 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, June 9 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
6	Saturday, June 10 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty Week (June 12<sup>th</sup> to June 17<sup>th</sup>, 2023) can be seen in table 3.21 below:

**Table 3.21 Agenda of Activities of the Week 20 (June 12<sup>th</sup>, 2023 to June 17<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 12 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
2	Tuesday, June 13 <sup>th</sup> , 2023	Visit to PMKS factory Buatan 1 to see the products produced by the company	PMKS factory Buatan 1
3	Wednesday, June 14 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
4	Thursday, June 15 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
5	Friday, June 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, June 17 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-first Week (June 19<sup>th</sup> to June 24<sup>th</sup>, 2023) can be seen in table 3.22 below:

**Table 3.22 Agenda of Activities of the Week 21 (June 19<sup>th</sup>, 2023 to June 24<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 19 <sup>th</sup> , 2023	Preparing for the farewell event of the plasma KTU who transferred to Palembang	Office of Buatan Plasma Plantations
2	Tuesday, June 20 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, June 21 <sup>st</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, June 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
5	Friday, June 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
6	Saturday, June 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations

Source: Processed Data, 2023

Agenda of activities or work that the author did during Job Training at PT. Inti Indosawit Subur Buatan Plasma Plantations Twenty-second Week (June 26<sup>th</sup> to June 30<sup>th</sup>, 2023) can be seen in table 3.23 below:

**Table 3.23 Agenda of Activities of the Week 22 (June 26<sup>th</sup>, 2023 to June 30<sup>th</sup>, 2023)**

No.	Day and Time	Activities	Place
1	Monday, June 26 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
2	Tuesday, June 27 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Office of Buatan Plasma Plantations
3	Wednesday, June 28 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Office of Buatan Plasma Plantations
4	Thursday, June 29 <sup>th</sup> , 2023	National Holiday	-
5	Friday, June 30 <sup>th</sup> , 2023	Provided souvenirs to the company as a token of appreciation	Office of Buatan Plasma Plantations

Source: *Processed Data, 2023*

### **3.3 System dan Procedure**

#### **3.3.1 System**

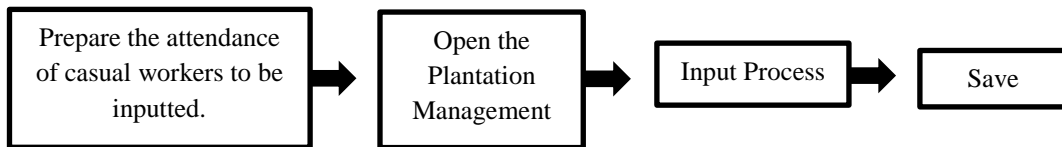
To facilitate employees in carrying out their duties, the company uses a local network system specifically for employees of the artificial smallholding office. Each computer in one division is connected to other divisions in the Business Unit itself. But not all work is done online, there is work done offline and manually.

#### **3.3.2 Procedure**

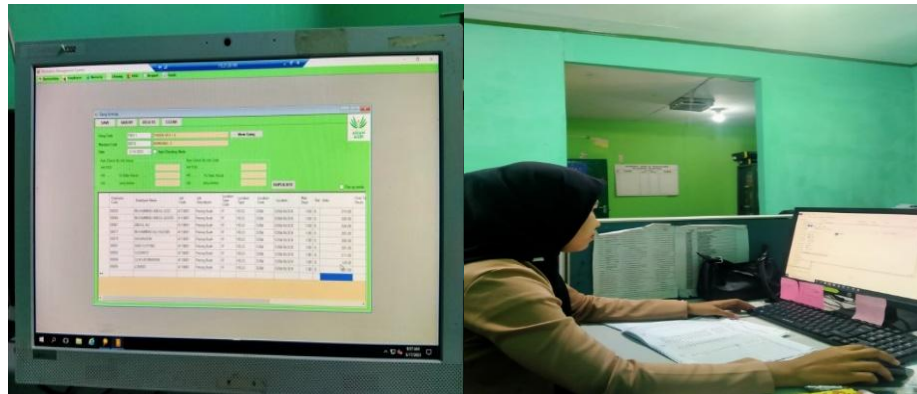
Apprenticeship procedures that have been carried out at PT. Inti Indosawit Subur Buatan Plasma Plantations from Februari 1<sup>st</sup> to June 30<sup>th</sup>, 2023 is as follows:

1. Input Gang Activity Detail (GAD) and fill in the attendance of casual workers using the company's application, Plantation Management System (PMS). GAD is filled in based on the work that occurs in the field. After inputting the GAD data, it is continued by filling in the workers' attendance according to the attendance list. Examples of work inputted include fertilizing, harvesting, spraying and prying logs.



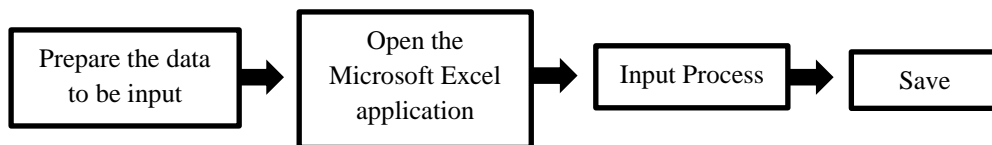


**Figure 3.3 Flow Chart Input Gang Activity Detail (GAD)**  
 Source: Processed Data, 2023

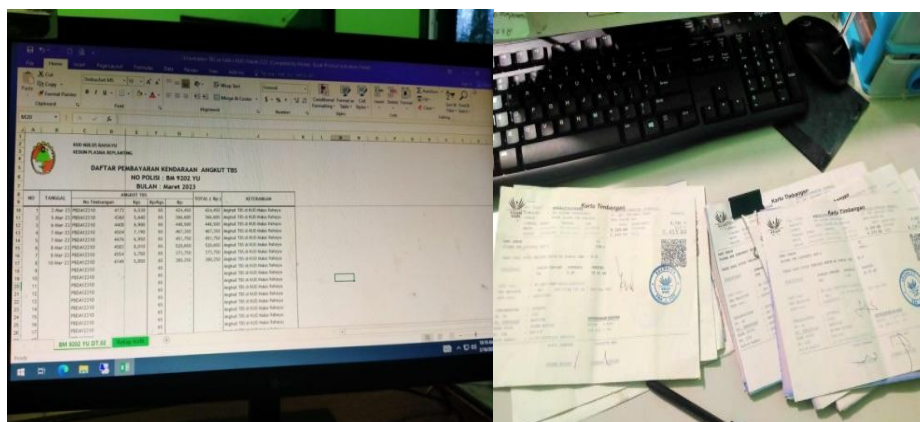


**Figure 3.4 Input Gang Activity Detail (GAD)**  
 Source: Processed Data, 2023

2. Inputting and calculating payments for FFB transport vehicles using Microsoft Excel, inputting starts based on weigh card number, vehicle number plate (Truck / Dum Truck), total tonnage multiplied by the value of palm oil per kilogram.



**Figure 3.5 Flow Chart Inputting Payments for FFB**  
 Source: Processed Data, 2023



**Figure 3.6 Input Payment for FFB Transportation Vehicle**  
 Source: Processed Data, 2023

### 3. Assist in Audit Preparation

This audit is a process of collecting and examining data to obtain and evaluate evidence objectively regarding statements about economic activities and events in a company with the aim of determining the level of conformity between these statements and predetermined criteria, as well as delivering the results to interested users. The purpose of this auditing process is to produce an audit report. This audit is carried out every 6 months in each cooperative each with done in stages. Data that needs to be prepared such as financial data, farmer data and others.



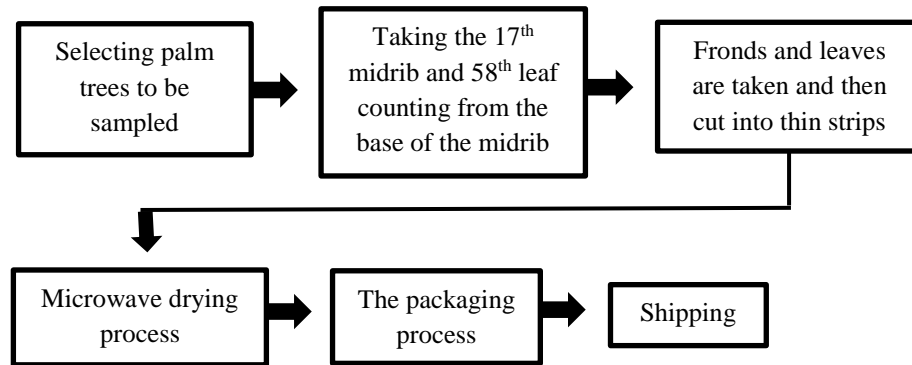
**Figure 3.7 Assist in Audit Preparation**

*Source: Processed Data, 2023*

### 4. Preparing Leaf Samples for Lab Test

Leaf Sampling Unit (LSU) is a leaf sampling activity in each block to diagnose the value of nutrients in oil palm plants and to determine the type and dose of fertilizer sown whether it is in accordance with the dose. LSU analysis is carried out to determine the need for sufficient leaf nutrients in plants. The results of the LSU analysis are the basis for fertilization activities, so that fertilization recommendations are prepared based on the needs of the plant. LSU activity is important to be carried out once a year, by taking the 17th midrib and 58th leaf calculated from the base of the midrib. In addition, there are criteria for trees that can be used as samples for LSU sampling, namely by selecting plants that are not inserted trees, normal tree growth and not adjacent to roads or ditches or rivers, not attacked by pests and diseases and not adjacent to inserted trees. After the fronds and leaves are taken, they are then cut thinly to facilitate the drying process. After

the drying process is complete, they are packed and sent to the Palm Oil Research and Development Center located at Bahilang Plantation Tebing Tinggi Deli, North Sumatra.



**Figure 3.8 Flow Chart The Process of Preparing Leaf Samples**

*Source: Processed Data, 2023*



**Figure 3.9 Preparing Leaf Samples for Lab Test**

*Source: Processed Data, 2023*

5. File photocopying

Copy the remission fund file for operational costs and field costs every month. The following is the photocopy procedure at PT Inti Indosawit Subur Buatan Plasma Plantations. First, make sure the photocopier is turned on and paper is available.

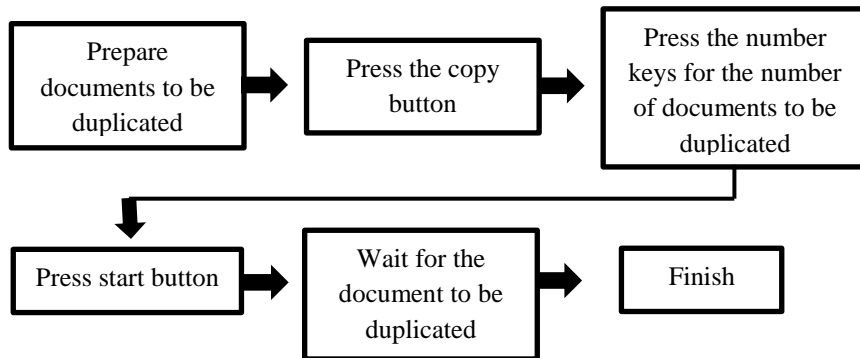


Figure 3.10 Flow Chart File Photocopying Process

Source: Processed Data, 2023

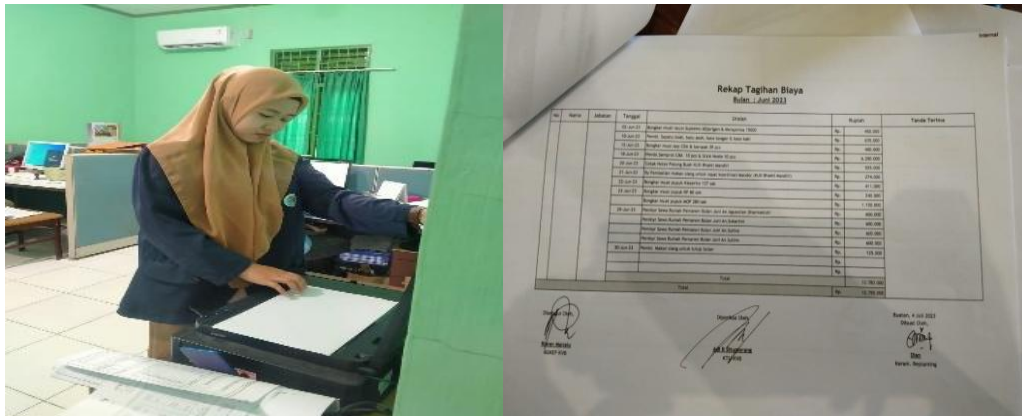


Figure 3.11 File Photocopying

Source: Processed Data, 2023

6. Looking at the process of maintaining Immature Oil Palm Plants such as maintenance, fertilization and spraying of 30-month-old oil palms at KUD Jaya Makmur, Kumbara Utama village, which has participated in the replanting program. Oil palm replanting is the process of replacing oil palm plants that are no longer productive or economical (>25 years) or low productivity (<10 tons FFB/ha/year).



**Figure 3.12 Harvest 30-month-old FFB**  
*Source: Processed Data, 2023*

### **3.4 Obstacles and Solution of Apprenticeship**

#### **3.4.1 Obstacles**

There are several obstacles that occur during the implementation of practical work at PT. Inti Indosawit Subur is as follows:

1. When inputting data in the Plantation Management System Application, the author often forgets the username and password because each data stored uses a different username and password.
2. When duplikating documents or scanning documnet in large quantities, the photocopy machin ofen gets stuck/error.

#### **3.4.2 Solution**

Solution that can be found from the obstacles encountered during the internship at PT. Inti Indosawit Subur are:

1. The solution in overcoming this obstacle is that the author must record it in a small book to remember it again if he forgets the username and password so that it makes it easier for the author to do the job.
2. When duplikating documents or scanning documnet in large quantities, you should first make sure that all photocopiers are active and make sure all cables are connected so that when duplicating documents and scanning they do not get interrupted or errors while doing work.

## **CHAPTER IV**

### **CONCLUSION AND SUGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Inti Indosawit Subur Buatan Plasma Plantations, it can be concluded follows:

1. Disimpulkan ada beberapa jenis pekerjaan selama kerja praktek, yaitu:
  - a. Inputting Gang Activity Detail (GAD) and filling in the attendance of casual workers
  - b. Inputting and calculating payments for FFB transport vehicles.
  - c. Assist with book closing and Audit preparation
  - d. Preparing leaf samples for lab tests
  - e. File photocopying
  - f. View the maintenance process of Immature Oil Palm
2. This work practice activity was carried out at PT Inti Indosawit Subur Buatan Plasma Plantations located in Mekar Jaya Village, Pangkalan Kerinci District, Pelalawan Regency, Riau. During my practical work I was placed in the clerk's office of KUD Jaya Makmur Village Kumbara Utama SP 4 to assist in the administration section. The time of implementation of practical work carried out for 5 months. Starting from February 1, 2023 to June 30, 2023.
3. The system and procedure of the work process at PT Inti Indosawit Subur Buatan Plasma Plantations, especially in the KUD Jaya Makmur Kumbara Utama Village crew section, is to input Gang Activity Detail (GAD) and fill in the attendance of casual daily workers using the company's application, namely the Plantation Management System (PMS). GAD is filled in based on the work of casual workers that occurs in the field. After inputting the GAD data, it is continued by filling in the workers' attendance according to the attendance list. Examples of work inputted include fertilizing, harvesting, spraying and prying logs.

3. The obstacles faced by the author during the practical work are that the author must try to adjust to the existing culture in the company environment, especially in terms of communication. When inputting data in the Plantation Management System Application, the author often forgets the username and password because each data that has been inputted is stored using a different username and password and when duplicating documents or scanning documents in large quantities, the photocopier is often stuck/error. Solutions that can be done to overcome the obstacles of the practical work process, the author must record the username and password in a small book to remember it again if he forgets the username and password so that it makes it easier for the author to do the job and when duplicating documents or scanning documents in large quantities, you should first make sure all photocopiers are active and make sure all cables are connected so that when duplicating documents and scanning do not experience interference or errors when doing work.

#### **4.2 Sugestion**

After doing practical work at PT Inti Indosawit Subur Buatan Plasma Plantations, several suggestions can be given as follows:

1. Computer facilities must be added to make it easier for employees to input data.
2. Increase internet network access such as wifi to help employee performance

## REFERENCES

PT. Inti Indosawit Subur Profile, <https://www.asianagri.com/id/>, Accessed on July 3<sup>rd</sup>, 2023

Royal Golden Eagle (RGE) Group Profile, <https://www.rgei.com/id/>, Accessed on August 24<sup>th</sup>, 2023



## APPENDICES

### Appendix 1 : Apprenticeship Acceptance Letter



PT. Inti Indosawit Subur – Group Buatan, KM 66 Desa Mekar Jaya, Pangkalan Kerinci

---

NO. : 38/GM-IIS/HMS/Ext./XII/2022  
LAMP. : -  
PERIHAL : Jawaban Surat Pemohonan Kerja Praktek (KP)

Kepada Yth,  
Direktur Politeknik Negeri Bengkalis  
Di  
Tempat  
Dengan hormat,

Menanggapi surat Bapak/Ibu tertanggal 28 November 2022 Nomor : 5710/PL31/TU/2022, dengan Hal: Pemohonan Kerja Praktek atas nama Sri Mas Ayu, Mora Lisa Rangkuti dan Sylvia Maharani pada dasarnya dapat kami terima dengan persyaratan sebagai berikut:

1. Prosedur penerimaan peserta Kerja Praktek yang berdasar pada protocol Cegah Covid-19 yang berlaku di Perusahaan
2. Perusahaan tidak menyediakan akomodasi apapun selain tempat Kerja bagi peserta Kerja Praktek.
3. Peserta Kerja Praktek wajib terdaftar di BPJS Ketenagakerjaan, untuk memperoleh Jaminan Kecelakaan Kerja dan Jaminan Kematian.
4. Waktu yang diberikan untuk Peserta Kerja Praktek adalah mulai dari tanggal Februari 2023 s/d July 2023

Dan untuk pengaturan selanjutnya, Bapak/Ibu dapat berkoordinasi dengan Humas PT Inti Indosawit Subur – Group Buatan; Bpk. Lindu Simatupang

Demikian kami sampaikan, dan atas pengertian Bapak/Ibu, kami ucapkan terima kasih.  
Pangkalan Kerinci, 10 Desember 2022

Hormat kami,

Gaton Sibuea

Group Manager

CC : - ROTI Asian Agri Group –Pekanbaru

- File

## Appendix 2 : Apprenticeship Statement Letter



**SURAT KETERANGAN**  
**No. 007/ES-KLB/PERSON/06/2023**

Yang bertanda tangan dibawah ini :

Nama : **Djuamsyah**  
SAP ID : 10008586  
Jabatan : **Manager Plasma**  
Alamat : **Komp. Perumahan PBS  
PT. Inti Indosawit Subur-Buatan ( Asian Agri )**

Dengan ini menerangkan bahwa :

Nama : **Mora Lisa RKT**  
NIM : 5404191207  
Jurusan : **D4 Administrasi Bisnis Internasional  
Politeknik Negeri Bengkalis**

Adalah benar nama tersebut diatas telah melaksanakan Praktek kerja Industri (PRAKERIN) dalam rangka menyelesaikan tugas akhir di POLITEKNIK NEGERI BENGKALIS jurusan D4 Administrasi Bisnis Internasional di Kantor Plasma PT. Inti Indosawit Subur - Buatn dari tanggal 01 Februari s/d 30 Juni 2023.

Demikian surat keterangan ini dibuat untuk dipergunakan seperlunya dan sebaik-baiknya.

Buatan, 30 Juni 2023

Hormat kami  
  
**Djuamsyah**  
Manager Plasma

Appendix 3 : Apprenticeship Certificate



## Appendix 4 : Apprenticeship Assessment Sheet

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. INTI INDOSAWIT SUBUR

Nama : Mora Lisa Rkt

Nim : 5404191207

Program Studi : D4 - Administrasi Bisnis Internasional

No	Aspek penilaian	Bobot	Nilai
1	Disiplin	20%	80 (Delapan puluh).
2	Tanggung-jawab	25%	86 (Delapan puluh enam).
3	Penyesuaian diri	10%	90 (Sembilan puluh).
4	Hasil kerja	30%	80 (Delapan puluh).
5	Perilaku secara umum	15%	85 (Delapan puluh lima).
	Total jumlah (1+2+3+4+5)	100%	421 (Empat Ratus Dua puluh Satu).

Keterangan :

Nilai : Kriteria

82-100 : Istimewa

71-80 : Baik sekali

66-70 : Baik

61-65 : Cukup Baik

56-60 : Cukup

Notes :

Pelalawan, 30 Juni 2023



  
Djamsyah  
Manager

## Appendix 5 : List of Apprenticeship Attendance

DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DI PT INTI INDOSAWIT SUBUR  
 BULAN : FEBRUARI 2023

No.	NAMA	NIM	TANGGAL																											
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	Mora Lisa Rkt	5404191207	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs	Mhs
2	Sylvia Maharani	5404191192	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul	Sul
3	Sri Mas Ayu	5404191197	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs	Abs

Note :  
 Biru : Tidak Hadir (Sakit)  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah


Bustan, 28 Februari 2023  
 Dibuat Oleh:  
  
 YUSEMIATY  
 KTU KLB  
 Dinyetujui Oleh:  
  
 YUSEMIATY  
 Manager KLB


DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DI PT INTI INDO SAWIT SUBUR  
 BULAN : MARET 2023

No.	NAMA	NIM	TANGGAL																																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	Mora Lisa Rkt	5404191207	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Sylvia Maharani	5404191192	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3	Sri Mas Ayu	5404191197	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Note :  
 Biru : Tidak Hadir (Sakit)  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah

Buatan, 31 Maret 2023

Disetujui  
  
 D. SAMIYAH  
 Manager KLB

Dibuat Oleh:  
  
 RUMIATIY  
 KTL KLB

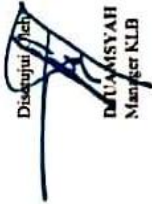
DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
POLITEKNIK NEGERI BENGKALIS  
DI PT INTI INDOSAWIT SUBUR  
BULAN : APRIL 2023

No.	NAMA	NIM	TANGGAL																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	Mora Lisa Rki	5404191207	Maka																														
2	Sylvia Maharani	5404191192	Sil																														
3	Sri Mas Ayu	5404191197	Pr																														

Note :  
Biru : Tidak Hadir (Cuti Lebaran)  
Hijau : Hari Minggu  
Merah : Tanggal Merah

Buatan, 30 April 2023

Disetujui/



**DUNAMSYAH**  
Manager KLB

Dibuat Oleh:



**KUSMIATY**  
KTU KLB

DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DI PT INTI INDOSAWIT SUBUR  
 BULAN : MEI 2023

No.	NAMA	NIM	TANGGAL																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Mora Lisa Rky	5404191207	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah	Mah
2	Sylvia Maharani	5404191192	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su	
3	Sri Mas Ayu	5404191197	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	Ork	

Note :  
 Biru : Tidak Hadir (Sakit)  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah

Buatan, 31 Mei 2023

Disetujui Oleh:  
  
 DWI ANSYAH  
 Manager KLB

Dibuat Oleh:  
  
 YUSRILATY  
 KTU KLB



DAFTAR HADIR KERJA PRAKTEK MAHASISWI  
 POLITEKNIK NEGERI BENGKALIS  
 DIPT INTI INDOSAWIT SUBUR  
 BULAN : JUNI 2023

No.	NAMA	NIM	TANGGAL																																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
1	Mora Lisa Rkt	5404191207	MAB							MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB	MAB
2	Sylvia Maharani	5404191192	SU							SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	
3	Sri Mas Ayu	5404191197	AS							AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS

Note : Tidak Hadir  
 Biru : Tidak Hadir  
 Hijau : Hari Minggu  
 Merah : Tanggal Merah

Duatan, 30 Juni 2023

Disetujui oleh:  
  
 DJUANSYAH  
 Manajer KLB


Dibuat oleh:  
  
 YUSSIATY  
 KTU KLB

**Appendix 6 : Daily Activities**

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : Wednesday – Saturday

DATE : February 1<sup>st</sup>- February 4<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Wednesday, February 1 <sup>st</sup> , 2023	Meet Mr. Lindu Simatupang as Public Relations and discuss the internship acceptance letter	Mardiana Wulandari	
2	Thursday, February 2 <sup>nd</sup> , 2023	Introduction to all staff at the KBN office		
3	Friday, February 3 <sup>rd</sup> , 2023	Discussion with Mr. ardy as Head of Administration at the KBN office about the business side of Asian Agri		
4	Saturday, February 4 <sup>th</sup> , 2023	Preparing the necessary equipment to welcome guests from Singapore who will go directly to the field		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : February 6<sup>th</sup>- February 11<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 6 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Familiarization with existing employees at the Asian Agri artificial health clinic</li> <li>2. Writing patient's BPJS data in the registration section</li> <li>3. Assisting doctors in examining Medical Check Up (MCU) patient</li> </ol>	Dina Hutagaol	
2	Tuesday, February 7 <sup>th</sup> , 2023	Inputting patient BPJS data online		
3	Wednesday, February 8 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Write the patient's BPJS data in the registration section</li> <li>2. Filling in the medicine stock book</li> </ol>		
4	Thursday, February 9 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Check the medicine stock that is still available at the clinic</li> <li>2. Inputting patient BPJS data online</li> </ol>		
5	Friday, February 10 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1. Recapitulate data on visitors who seek treatment at the Clinic</li> <li>2. Filling in the medicine stock book</li> </ol>		
6	Saturday, February 11 <sup>th</sup> , 2023	Writing patient's BPJS data in the registration section		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Assisted in inputting BPJS patient data online at Buatan Healthy Asian Agri Clinic. This clinic is a medical center for all employees at Asian Agri

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : February 13<sup>th</sup>- February 18<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 13 <sup>th</sup> , 2023	1. Recapitulate data on visitors who seek treatment at the Clinic 2. Filling in the medicine stock book	Dina Hutagaol	
2	Tuesday, February 14 <sup>th</sup> , 2023	Inputting patient BPJS data online		
3	Wednesday, February 15 <sup>th</sup> , 2023	1. Writing patient's BPJS data in the registration section 2. Assisting doctors in examining Medical Check Up (MCU) patient		
4	Thursday, February 16 <sup>th</sup> , 2023	1. Check the stock of medicine that is still available at the clinic 2. Inputting patient BPJS data online		
5	Friday, February 17 <sup>th</sup> , 2023	Sick		
6	Saturday, February 18 <sup>th</sup> , 2023	National Holiday		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Filling in the drug stock book is done every day to see if the necessary drugs are still available

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Thursday

DATE : February 20<sup>th</sup>- February 23<sup>rd</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 20 <sup>th</sup> , 2023	Introduction to farmers who have long partnered with the company in SP 4 KUD Jaya Makmur Kumbara Utama village	Mardiana Wulandari	
2	Tuesday, February 21 <sup>st</sup> , 2023	<ol style="list-style-type: none"> <li>1. Observed the maintenance of a 30-month-old oil palm plantation.</li> <li>2. Seeing the process of harvesting 30-month-old FFB in the SP 4 area of KUD Jaya Makmur, Kumbara Utama village</li> </ol>		
3	Wednesday, February 22 <sup>nd</sup> , 2023	<ol style="list-style-type: none"> <li>1. Seeing the development of oil palm plantations that have been replanted with the Replanting Assistant</li> <li>2. Seeing the process of caring for oil palm trees to avoid pests</li> </ol>		
4	Thursday, February 23 <sup>rd</sup> , 2023	Observing the process of pest control on oil palm trees with the foreman		
		Notes by Industrial Coach		

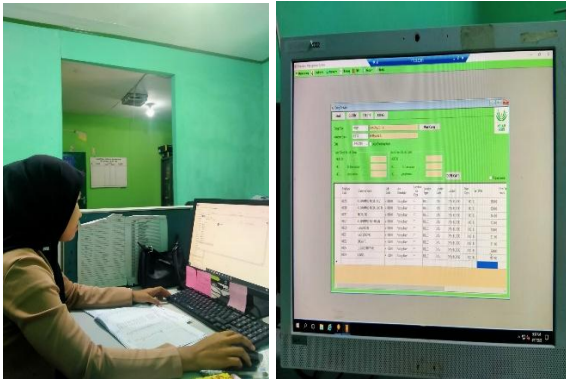
No	WORKING	EXPLANATION
		Introduction to farmers who have long partnered with the company in SP 4 KUD Jaya Makmur Kumbara Utama village as well as seeing the process of maintaining oil palm plantations

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday – Saturday

DATE : February 24<sup>th</sup>- February 25<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Friday, February 24 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Saturday, February 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Inputting and calculating payments for FFB transport vehicles using Microsoft Excel

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday




DATE : February 27<sup>th</sup>- March 4<sup>th</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 27 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Photocopy documents 3. Tidying up and storing files Fotocopy dokumen	Mardiana Wulandari	
2	Tuesday, February 28 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
3	Wednesday, March 1 <sup>st</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, March 2 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, March 3 <sup>rd</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
6	Saturday, March 4 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday  
DATE : March 6<sup>th</sup> 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 6 <sup>th</sup> , 2023	Thanksgiving event for the first harvest after a 30-month replanting period in the SP 4 KUD Jaya Makmur area in Kumbara Utama village	Mardiana Wulandari	
		Notes by Industrial Coach		
No	WORKING		EXPLANATION	
	  		<p>Thanksgiving event for the first harvest after a 30-month replanting period in the SP 4 KUD Jaya Makmur area in Kumbara Utama village</p>	


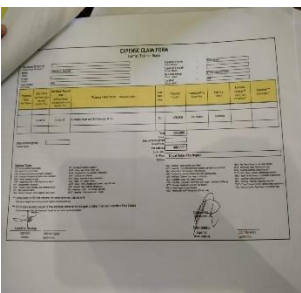


## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday – Saturday

DATE : March 7<sup>th</sup>- March 11<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Tuesday, March 7 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Wednesday, March 8 <sup>th</sup> , 2023	1. Fill out the Fertilizer transport form 2. Fotocopy Document		
3	Thursday, March 9 <sup>th</sup> , 2023	Recapitulate data on farmers with the company		
4	Friday, March 10 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
5	Saturday, March 11 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of work agreement document with contractor 3. File tidying		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
	 	<p>Copying the remis fund file for operational costs and field costs every month at KUD Jaya Makmur, Kumbara Utama Village</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 13<sup>th</sup>- March 18<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 13 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Mardiana Wulandari	
2	Tuesday, March 14 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
3	Wednesday, March 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, March 16 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
5	Friday, March 17 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
6	Saturday, March 18 <sup>th</sup> , 2023	Meeting to prepare for ISCC Audit		
		Notes by Industrial Coach		

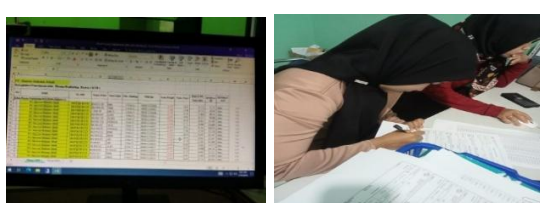
No	WORKING	EXPLANATION
		Meeting with farm managers and staff to prepare for ICSS Audit

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 20<sup>th</sup>- March 25<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 20 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Tuesday, March 21 <sup>st</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
3	Wednesday, March 22 <sup>nd</sup> , 2023	Sick		
4	Thursday, March 23 <sup>rd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Copy of work agreement document with contractor		
5	Friday, March 24 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
6	Saturday, March 25 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. File tidying		
Notes by Industrial Coach				


No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 27<sup>th</sup>- April 1<sup>st</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 27 <sup>th</sup> , 2023	Preparing leaf samples for lab tests	Mardiana Wulandari	
2	Tuesday, March 28 <sup>th</sup> , 2023	Preparing leaf samples for lab tests		
3	Wednesday, March 29 <sup>th</sup> , 2023	Preparing leaf samples for lab tests		
4	Thursday, March 30 <sup>th</sup> , 2023	Preparing leaf samples for lab tests		
5	Friday, March 31 <sup>st</sup> , 2023	Preparing the dried leaf samples for delivery		
6	Saturday, April 1 <sup>st</sup> , 2023	Assist with book closing preparation		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>The dried leaf samples will be sent to the Oil Palm Research and Development Center in Bahilang Plantation Tebing Tinggi Deli, North Sumatra</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 3<sup>rd</sup>- April 8<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 3 <sup>rd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Fotocopy documents	Mardiana Wulandari	
2	Tuesday, April 4 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
3	Wednesday, April 5 <sup>th</sup> , 2023	Go to the field with the manager to see the oil palm plantation		
4	Thursday, April 6 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, April 7 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
6	Saturday, April 8 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Plunged into the field with the manager to see the garden in SP 1 KUD Mulus Rahayu

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 10<sup>th</sup>- April 15<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 10 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped	Mardiana Wulandari	
2	Tuesday, April 11 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
3	Wednesday, April 12 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. File tidying		
4	Thursday, April 13 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, April 14 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
6	Saturday, April 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 17<sup>th</sup>- April 22<sup>nd</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 17 <sup>th</sup> , 2023	Eid Al-Fitr	Mardiana Wulandari	
2	Tuesday, April 18 <sup>th</sup> , 2023			
3	Wednesday, April 19 <sup>th</sup> , 2023			
4	Thursday, April 20 <sup>th</sup> , 2023			
5	Friday, April 21 <sup>st</sup> , 2023			
6	Saturday, April 22 <sup>nd</sup> , 2023			
		Notes by Industrial Coach		

No	WORKING	EXPLANATION

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : April 24<sup>th</sup>- April 29<sup>th</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 24 <sup>th</sup> , 2023	Eid Al-Fitr	Mardiana Wulandari	
2	Tuesday, April 25 <sup>th</sup> , 2023			
3	Wednesday, April 26 <sup>th</sup> , 2023			
4	Thursday, April 27 <sup>th</sup> , 2023			
5	Friday, April 28 <sup>th</sup> , 2023			
6	Saturday, April 29 <sup>th</sup> , 2023			
		Notes by Industrial Coach		


No	WORKING	EXPLANATION




## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 1<sup>st</sup>- May 6<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 1 <sup>st</sup> , 2023	National Holiday	Mardiana Wulandari	
2	Tuesday, May 2 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
3	Wednesday, May 3 <sup>rd</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
4	Thursday, May 4 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, May 5 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
6	Saturday, May 6 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		

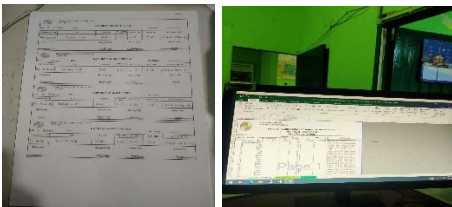
No	WORKING	EXPLANATION
		Input Gang activity Detail (GAD) and fill in the attendance of casual workers using the company's application, Plantation Management System (PMS)

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 8<sup>th</sup>- May 13<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 8 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Tuesday, May 9 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
3	Wednesday, May 10 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, May 11 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
5	Friday, May 12 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
6	Saturday, May 13 <sup>th</sup> , 2023	Inputting and calculating payments for Fresh Fruit Bunch (FFB) transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 15<sup>th</sup>- May 20<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 15 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Tuesday, May 16 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
3	Wednesday, May 17 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, May 18 <sup>th</sup> , 2023	National Holiday		
5	Friday, May 19 <sup>th</sup> , 2023	1. Inputting and calculating payments for FFB transport vehicles 2. Ensure each payment receipt is stamped		
6	Saturday, May 20 <sup>th</sup> , 2023	1. Tidying up files 2. Copy of work agreement document with contractor		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 22<sup>nd</sup>- May 27<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Tuesday, May 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, May 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, May 25 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, May 26 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
6	Saturday, May 27 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : May 29<sup>th</sup>- June 3<sup>rd</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 29 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Mardiana Wulandari	
2	Tuesday, May 30 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, May 31 <sup>st</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, June 1 <sup>st</sup> , 2023	National Holiday		
5	Friday, June 2 <sup>nd</sup> , 2023	National Holiday		
6	Saturday, June 3 <sup>rd</sup> , 2023	Assist assistants to prepare smallholder data		
		Notes by Industrial Coach		

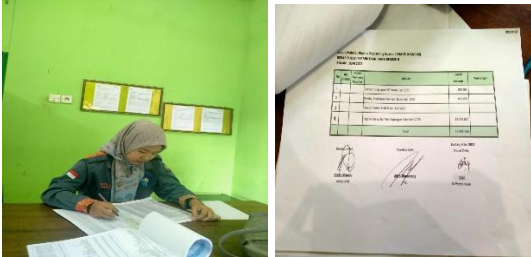
No	WORKING	EXPLANATION
		Assist assistants to prepare smallholder data

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 5<sup>th</sup>- June 10<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 5 <sup>th</sup> , 2023	Assist assistants to prepare smallholder data	Mardiana Wulandari	
2	Tuesday, June 6 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
3	Wednesday, June 7 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, June 8 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, June 9 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
6	Saturday, June 10 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 12<sup>th</sup>- June 17<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 12 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers	Mardiana Wulandari	
2	Tuesday, June 13 <sup>th</sup> , 2023	Visit to PMKS factory Buatan 1 to see the products produced by the company		
3	Wednesday, June 14 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
4	Thursday, June 15 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
5	Friday, June 16 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
6	Saturday, June 17 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Visit to PMKS factory Buatan 1 to see the products produced by the company

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : June 19<sup>th</sup>- June 24<sup>th</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 19 <sup>th</sup> , 2023	Preparing for the farewell event of the plasma KTU who transferred to Palembang	Mardiana Wulandari	
2	Tuesday, June 20 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, June 21 <sup>st</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, June 22 <sup>nd</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
5	Friday, June 23 <sup>rd</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
6	Saturday, June 24 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		A meal and farewell for the plasma chief who transferred to Palembang



## DAILY ACTIVITIES OF THE JOB TRAINING

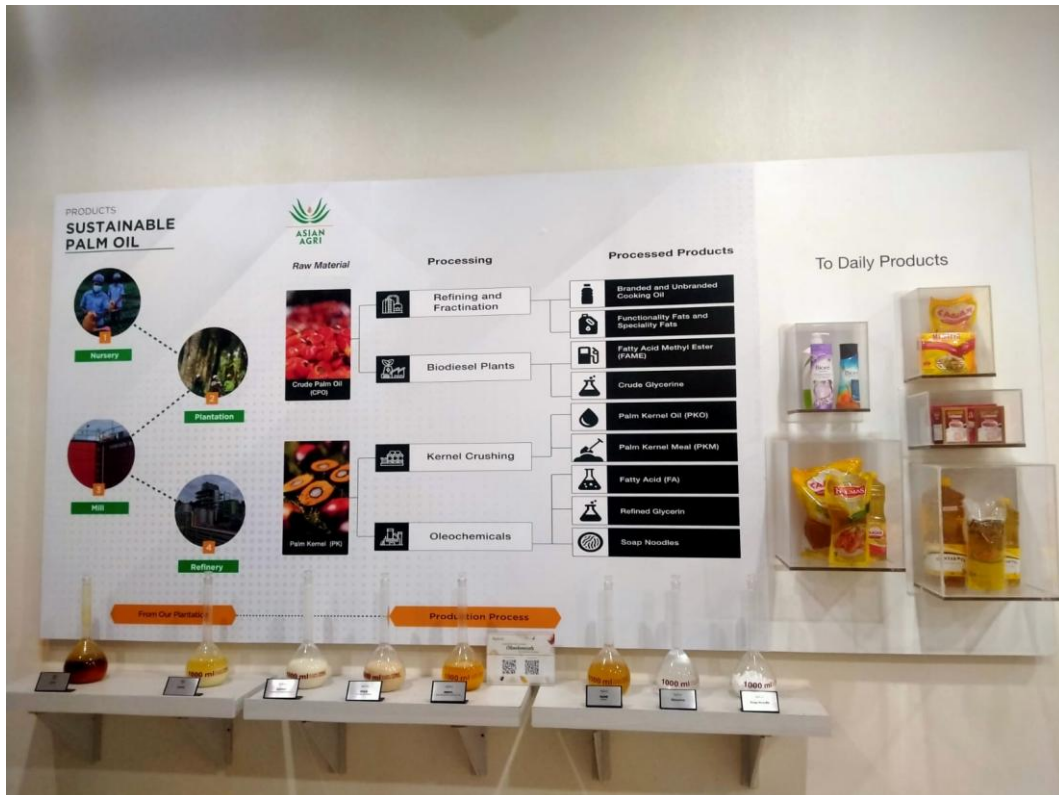
DAY : Monday – Friday

DATE : June 26<sup>th</sup>- June 30<sup>th</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, June 26 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles	Mardiana Wulandari	
2	Tuesday, June 27 <sup>th</sup> , 2023	Inputting and calculating payments for FFB transport vehicles		
3	Wednesday, June 28 <sup>th</sup> , 2023	1. Input Gang Activity Detail (GAD) 2. Fill in the attendance of Freelance Workers		
4	Thursday, June 29 <sup>th</sup> , 2023	National Holiday		
5	Friday, June 30 <sup>th</sup> , 2023	Provided souvenirs to the company as a token of appreciation		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Giving souvenirs to the company as a form of remembrance and at the same time saying goodbye to all employees because the internship has ended</p>

## Appendix 7 : Visit to PMKS Factory Buatan 1







 A large digital display or poster with a green and blue background. At the top, it features the ASIAN AGRI logo and the title "PIONEER OF PARTNERSHIP PROGRAM" with the tagline "Good for Community Good for Country Good for Climate Good for Customer Good for Company". Below this, it details the "ONE TO ONE PARTNERSHIP COMMITMENT" with a "100 THOUSAND HECTARES" graphic and a "SMILE PROGRAMME" section. The SMILE section includes a "3 PHASES OF SMILE" timeline: Phase 1 (2010-2015), Phase 2 (2015-2021), and Phase 3 (2021-2025). The bottom of the display shows a photograph of five people in a field.
 

**ASIAN AGRI**  
**PIONEER OF PARTNERSHIP PROGRAM**  
 Good for Community Good for Country Good for Climate Good for Customer Good for Company

**ONE TO ONE PARTNERSHIP COMMITMENT**

Asian Agri became a PIONEER in supporting the Indonesian Government Transmigration Program (PPT 1974/5) through the Pioneer Smallholder Program in 1997.

60,000 ha of Plasma Plantation (30,000 farmers)

Manage 41,500 ha of independent smallholders' plantation (10,000 farmers)

One of the largest Palm Oil Producers in the world ISPO, RSPO and ISCC Certified

**100 THOUSAND HECTARES**

The One to One Commitment seeks to match each hectare of our own plantations with land owned by smallholders by the end of 2024.

We provide smallholders with training and assistance to help increase yield and earn sustainability certification.

**SMILE PROGRAMME**  
 SMALLHOLDER INCLUSIVE FOR BETTER LIVELIHOOD AND EMPOWERMENT (SMILE)

**smile**

SMILE is a joint programme between Asian Agri-Agri-AGI-KAO, and with the 3 combined strengths, SMILE can further enhance smallholders' social and economic resilience by addressing the barriers affecting independent smallholders' productivity head-on with a focus on strengthening good sustainable and climate-resilient best practices.

**PROGRAMS TO SUPPORT SMALLHOLDERS' SMILE**

Planting, Replanting, Sustainability, Carbon Sequestration, Fire Awareness, Knowledge Sharing on Best Practices in Oil Palm Management

**3 PHASES OF SMILE**

Phase 1: 2010-2015 Phase 2: 2015-2021 Phase 3: 2021-2025

**Appendix 8 : Gifts to the Company**

