

APPRENTICESHIP REPORT

**PT. WILMAR NABATI INDONESIA DUMAI-
PELINTUNG**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
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STATE POLYTECHNIC OF BENGKALIS
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APPROVAL SHEET

APPRENTICESHIP REPORT PT.WILMAR NABATI INDONESIA DUMAI PELINTUNG

Written One of the Condition for Completing Apprenticeship

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Bengkalis, June 19, 2025

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In this age of globalization, science and technology are developing rapidly, so qualified and ready-to-use human resources are needed. Colleges or universities and other educational institutions as educational institutions play a very large role in creating quality human resources so that one day, they are able to become workers or entrepreneurs who can apply the knowledge gained in the world of work.

Currently, students are not only required to master the field of study in theory but also must have the ability to communicate and cooperate with others, be able to make decisions based on clear facts, and be able to adapt to a new environment. This is also called soft skills. Soft skills complement hard skills or theoretical knowledge. Students can also find out how it feels to work in the real sense. Job training is a form of academic activity that aims to provide direct experience to students in the industrial world. By participating in KP, students can apply the knowledge they have gained during lectures and understand the real conditions in the field. In addition, this activity also provides an opportunity to develop technical and non-technical skills needed in the world of work.

PT Wilmar Nabati Indonesia - Dumai Industrial Estate is one of the companies engaged in the agribusiness and oleochemical industry, especially in palm oil processing. The company has an important role in the vegetable oil industry, both in the domestic and international markets. Therefore, PT Wilmar is the right place to carry out Practical Work to gain a deeper insight into the production process and management of the palm oil industry.

The Author carried out practical work activities at EHS Central, PT Wilmar Nabati Indonesia - Dumai Industrial Estate. This KP activity was carried out starting from February 5, 2025 to May 31, 2025. As a Practical Work student, the author feels proud to be able to carry out Practical Work and be part of Wilmar. Through this activity, the author learned firsthand how the real world of work and its management in industrial companies.

1.2 Purpose of the Apprenticeship

Apprenticeship is one of the activities for every student to complete their assignments. In order to achieve the expected results, it is necessary to know the purpose of holding the Apprenticeship. The purpose of the apprenticeship conducted at PT. Wilmar Nabati Indonesia, is as follows:

1. To find out the specific of the work carried out in the company / industry
2. To understand the systems and work procedures applied at PT. Wilmar Nabati Indonesia, particularly in document handling and data recording
3. To find out the time and place of the work position during the apprenticeship at PT. Wilmar Nabati Indonesia
4. To identify the obstacles encountered during the apprenticeship and the solutions implemented at PT. Wilmar Nabati Indonesia

1.3 Significances of the Apprenticeship

On the apprenticeship is one of the activities for every State Polytechnic of Bengkalis student in completing their assignments. To achieve the expected results, it is necessary to find out the benefits of holding the on the apprenticeship. The benefits of on the apprenticeship are as follows:

1.3.1 Significances for the Study

Apprenticeship is place for student to gain insight into the real working world. Benefits of the apprenticeship for students are as follows:

1. Students have the opportunity to apply theoretical or concepts knowledge in the real working world.
2. Students gain practical experience in applying theoretical or concept knowledge according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of the apprenticeship for State Polytechnic of Bengkalis are as follows:

1. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and the PT. Wilmar Nabati Indonesia Dumai-Pelintung.
2. Apprenticeship can improve the competence of State Polytechnic of Bengkalis graduates

1.3.3 Significances for the Company

Apprenticeship is one of the activities for every student to complete their assignments. The benefits of the Apprenticeship for the Company are:

1. Establishment of cooperation between the world of education and certain companies or agencies.
2. There are constructive criticisms from companies or agencies for students participating in work practices.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Wilmar Nabati Indonesia was established in 1989 with the production of cooking oil. PT Wilmar Nabati Indonesia was previously named Bukit Kapur Reksa BKR. PT WINA has been established since 1989 with the main production of cooking oil. Bukit Kapur Village is approximately 30 km from Dumai City and in 1991 developed with the establishment of a second factory located on Jalan Datuk Laksamana, Dumai Port area which was later used as a factory and head office for the Dumai area. The development of PT WINA is also supported by the strategic location of the factory, namely the dock facilities from Pelindo which can dock international standard ships for export with a carrying capacity of 30,000 MT.



Figure 2.1 Logo PT. Wilmar Nabati Indonesia
Source: Data Documentation, 2025

In early 2004, the management of PT WINA has decided to add a CPO raw material storage tank of 12,000 MT. With the addition of this stockpile tank, it will directly and indirectly affect the economy in Riau in general and Dumai City in particular will be more advanced and have a positive impact on city development. PT WINA has been able to process CPO of 4,100 MT daily and PK Crushing of 1000 MT daily which makes PT WINA as the 7th largest producer and exporter of palm oil in Indonesia. Another development made by the management of PT WINA is that in early 2005 it rebuilt a factory in the Dumai-Pelitung industrial area in the form of the construction of a Fractionation Refinery with a capacity of 5,600 MTD

and PK University of North Sumatra crushing plant with a capacity of 1500 TDP Ton Per Day.

The development of this factory is supported by a port with a 425- meter-long pier and a 14-meter-deep harbor column, which can accommodate ships with a weight of 50,000 DWT and will be developed to accommodate 70,000 DWT ships, which are companies under the Wilmar Group. The high commitment of management and employees has enabled PT. WINA to grow even further. This is evidenced by the company obtaining ISO 9001:2008 certification on October 16, 2009. In conducting its operations, PT WINA's management has established a vision and mission to support the group's operational business, achieving optimal capacity and quality in line with customer demands, as well as timely delivery, through the development of existing human resources. In 2009, the name PT WINA was changed to PT. Wilmar Nabati Indonesia as a reflection of its growing business and began constructing new factories outside the city of Dumai under the Wilmar Group banner. PT. Wilmar Nabati Indonesia Dumai has the following boundaries:

- North: Borders Dumai Bay
- East: Borders Port Road
- South: Borders Datuk Laksamana Road
- West: Borders the Main Plant of the University of North Sumatra.



Figure 2.2 Main Gate of Kawasan Industri Dumai
Source: Processed Data, 2025

PT Kawasan Industri Dumai is the largest industrial estate in Riau Province, covering a total area of 1,792 hectares. The zone began construction on August 31, 2000. Kawasan Industri Dumai is a subsidiary of Wilmar International Ltd, which is part of Wilmar's strategy to become an integrated agribusiness model encompassing the entire value chain of agricultural commodities. Kawasan Industri

Dumai aims to become a Green Zone and improve community welfare through the development of a modern and sustainable industrial zone.

In 2010, the Dumai Industrial Zone was designated as a Palm Oil Industrial Cluster by the Indonesian government due to its significant potential for palm oil-based industries. While the primary focus of the industrial zone is on palm oil-based industries, the Dumai Industrial Zone is also a strategically advantageous location for investing in various other types of industries.

The Dumai Industrial Zone provides ready-to-use industrial land and complete infrastructure facilities to support business activities in the Industrial Zone, including infrastructure, electricity, industrial raw water treatment, wastewater treatment, 24-hour.

2.2 Vision and Mission

Each company has its own vision and mission to achieve its objectives and drive the implementation of its programs. This is also true for the PT. Wilmar Nabati Indonesia Dumai- Pelintung. The following are the vision and mission statements of the PT. Wilmar Nabati Indonesia Dumai- Pelintung:

2.2.1 Vision of the Company

The vision of PT Wilmar Nabati Indonesia is to become a world-class company in the vegetable oil and specialty oils industry specialties.

2.2.2 Missions of the Company

The mission of PT Wilmar Nabati is to produce high and provide the best service to all customers. Improve employee competence and involvement in achieving the vision vision. Achieve profitable and sustainable business growth and provide long-term value for shareholders and employees. Increase trust and foster good relationships with agents, suppliers, communities and government.

2.3 Kind of Business

Kawasan industri dumai, managed by PT Wilmar Nabati Indonesia, is an integrated industrial estate that houses various types of strategic palm-based businesses. The main activities in this area include processing crude palm oil (CPO) through refining and fractionation processes to produce derivative products such as RBDPO, olein, stearin, and margarine. In addition, there is a Palm Kernel Crushing unit to produce Palm Kernel Oil (PKO) which is an important raw material in the oleochemical and biodiesel industries. The area is also equipped with a biodiesel plant operated by PT Wilmar Bioenergi Indonesia, as well as a fertilizer plant managed by PT Sentana Adidaya Pratama.

Not only that, the production of palm oil-based chemicals is also carried out in this area through PT Wilmar Chemical Indonesia. As a modern industrial estate, complete infrastructure facilities are available, such as electricity supply, clean water, waste treatment systems, ports, health clinics, and 24-hour security services. Products from this area, including Fortune and Sania branded cooking oils, are not only marketed domestically, but also exported to various countries through Wilmar Trading in Singapore. Therefore, Dumai Industrial Estate has a vital role as the center of the palm oil industry and its derivative products in Indonesia.

2.4 Company Organizational Structure

PT Wilmar has an EHS Department as an important part of the company structure to ensure that all operational activities run safely, healthily and environmentally friendly. This department is responsible for managing and supervising the implementation of occupational safety and health systems, environmental impact control, and risk prevention in production areas and industrial estates. During the internship, the author was placed in this department.

The company organizational structure can be interpreted as a line hierarchical which certain the components that make up the company. The structure clearly describes the position, function, right and obligations of each position within the

scope of the company. The organizational structure of the PT. Wilmar Nabati Indonesia Dumai-Pelintung are as follows:



Figure 2.3 Organizational Structure of EHS Central
Source: Processed Data, 2025

2.5 The Working Process

The organizational structure of PT Wilmar Nabati Indonesia EHS Central unit in Dumai Industrial Estate is designed to ensure effective and coordinated management of the environment, health and safety.

1. Responsible for leading all activities related to the environment, health, and occupational safety. The EHS Manager acts as a strategic decision maker, EHS policy director, and liaison between top management and the entire EHS operational team.
2. Assist the EHS Manager in conducting operational supervision and ensuring that the EHS system is implemented in accordance with procedures. The Assistant Manager is also responsible for the field if the EHS Manager is unable to perform their duties, as well as coordinating cross-divisional activities.
3. Main Divisions
 - a. Environment: Managing environmental aspects, including solid, liquid, and gas waste management, emissions monitoring, pollution control, and

ensuring the company complies with all applicable environmental regulations.

- b. System : Responsible for developing, maintaining, and overseeing the implementation of quality management systems and documentation, such as ISO, SOPs, and internal audits, to ensure compliance with international standards and internal policies.
- c. Safety Focuses on workplace safety by ensuring the proper use of Personal Protective Equipment (PPE), conducting Occupational Safety and Health (OSH) training, and ensuring that all safety procedures are followed by employees and contractors.
- d. ERT (Emergency Response Team): A team trained to handle emergencies such as fires, workplace accidents, chemical spills, or other disasters. This team has structured emergency response procedures to minimize risks and losses.

4. Medical Team

Comprising doctors and paramedics responsible for providing occupational health services, routine health checks, handling medical cases at the workplace, and taking swift action in medical emergencies.

5. Implementation Team

- a. Inspector: Conducting routine inspections in work areas, reporting potential hazards, verifying compliance with EHS standards, and monitoring field conditions on a regular basis.
- b. Shift Leader and ERT Member: Coordinate the emergency response team during each shift, ensure the readiness of emergency equipment, and lead evacuations or rescue operations in the event of an incident.
- c. Staff: Provide daily administrative, technical, and operational support across all divisions, ensuring the smooth flow of information and EHS documentation.

This coordination and responsibility structure shows a structured system with clear coordination pathways between EHS functions to support safe, healthy, and environmentally friendly industrial operations.

2.6 Document Used for Activities

In carrying out its daily operational activities, PT. Wilmar Nabati Indonesia – Kawasan Industri Dumai utilizes a variety of important administrative and technical documents. These documents serve as essential tools to ensure the smooth, safe, and compliant execution of all procedures and activities across various departments. Each document has its own specific purpose, whether it be for environmental management, health and safety compliance, personnel screening, permit issuance, or reporting. The proper use, organization, and documentation of these materials are crucial for supporting operational efficiency, legal compliance, and risk management throughout the company operations.

1. Job Safety and Environment Analysis (JSEA)

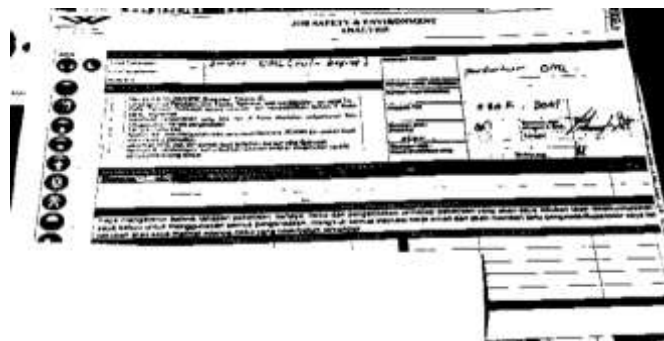


Figure 2.4 Job safety and Environment Analysis
Source: Data Documentation, 2025

Job Safety and Environment Analysis (JSEA) is a systematic method used to identify potential hazards and environmental impacts of each step of a job before the job is carried out. The aim is to prevent workplace accidents and minimize risks to worker safety and environmental impacts. In the process, JSEA involves analyzing work stages, identifying hazards, assessing risks, and establishing control measures such as the use of personal protective equipment (PPE), safe work procedures, and environmental protection. With JSEA, work can be carried out safely, efficiently, and in accordance with applicable safety and environmental standards.

2. Manifest LB3

The LB3 Manifest is a mandatory document used to record and track the transportation of hazardous and toxic waste (B3) from the producer to the waste manager. This document serves as proof that the waste has been handled in accordance with legal and safe procedures, and to ensure that there are no irregularities in the transportation and management process. Every transportation of B3 waste must be accompanied by a manifest signed by the generator, transporter, and final recipient, then reported electronically through the KLHK system so that it can be monitored by the government.

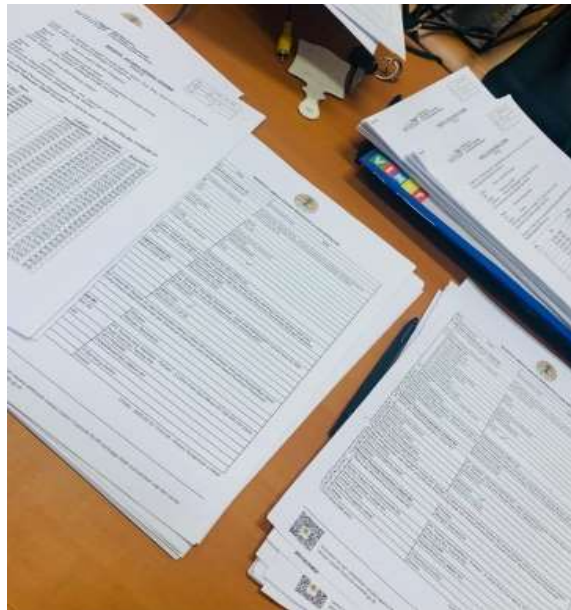


Figure 2.5 Manifest LB3
Source: Data Documentation, 2025

Here is a brief explanation for each point:

1. Used to track the flow of hazardous waste transportation.
2. Involves three main parties: the generator, transporter, and waste manager.
3. Must be completed in full, accurately, and signed by all parties.
4. Reported to KLHK through an electronic system (SIMPEL or related application).
5. Aims to maintain safety, health, and environmental sustainability.

3. LB3 Handover Report

The LB3 Handover Report is an official document used to record the handover process of hazardous and toxic waste (B3) from the waste producer to the transporter or manager who has an official permit. This report serves as administrative evidence that the waste has been handed over and received in accordance with applicable procedures, and is part of the waste management reporting and monitoring system. It contains important information such as the identity of the generator, the type and quantity of waste, the date of handover, the identity of the recipient, and the signatures of both parties. The LB3 Handover Report supports transparency and accountability in the management of B3 waste and ensures that the waste handling process is safe and in accordance with environmental regulations.



Figure 2.6 LB3 Handover Report

Source: Data Documentation, 2025

4. Cooperation Agreement Letter (SPK)

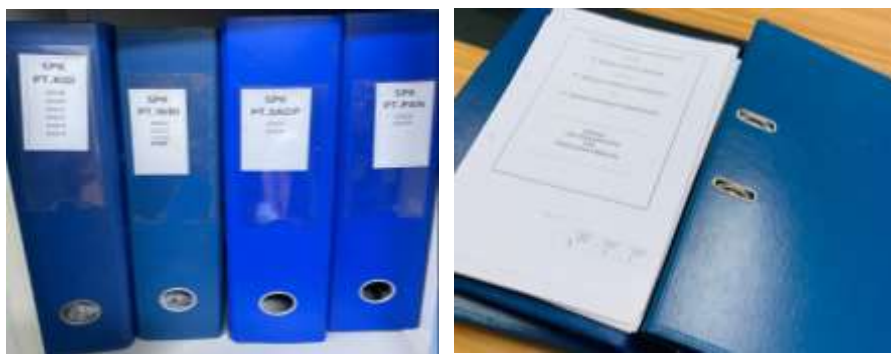


Figure 2.7 Cooperation agreement Letter (SPK)

Source: Data Documentation, 2025

A Cooperation Agreement Letter (SPK) is a written document containing an official agreement between two or more parties collaborating on a project, activity, or the provision of certain services/goods. The SPK outlines the rights and obligations of each party, the scope of work, the duration of implementation, the contract value, as well as provisions regarding payment, dispute resolution, and force majeure conditions (events beyond control).

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This Apprenticeship was carried out at Kawasan Industri Dumai PT. Wilmar Nabati Indonesia for 4 (four) months, starting from February 05, 2025 to May 31, 2025. During the apprenticeship period, The author was placed as Secretary to the Manager in the EHS Central Department of PT Wilmar Kawasan Industri Dumai. This position has an important role in supporting the smooth operation of the manager and department, especially in administrative aspects and internal communication.

During the internship period, the author was placed as Secretary to the Manager in the EHS Central Department of PT Wilmar Dumai Industrial Estate. This position has an important role in supporting the smooth operations of managers and departments, especially in the aspects of administration, internal communication, and coordination between teams. As a secretary, the author is required to be alert, thorough, and able to maintain the flow of information to remain effective and efficient. The following are some of the tasks that the author performed:

1. Creating work schedules and agendas for the manager and the EHS Central PT. Wilmar KID department team.
2. Communicate manager's instructions to supervisors or other EHS team members.
3. Accompany or represent the manager in delivering light operational information to other teams or units if needed.
4. Remind managers and teams of routine reporting deadlines.

Here are some of the work that the author did:

1. Creating of SIMPER badges for Wilmar employees as proof of driving eligibility in the company work area
2. Creating of RFID cards for contractor employees as identification and access

control for contractor employees

3. Compile and archive correspondence and official documents to be stored in computer files and bantext folders of each unit.
4. Inventory the documents and assets of PT Wilmar EHS Central department.
5. Entering recap data of JSEA (Job Safety and Environmental Analysis) registration documents into Microsoft Excel for the purposes of archiving important company files, and also creating registration number codes.
6. Scanning various important documents such as company SPK documents, Test Results Reports, LB3 Handover Minutes, Training Evaluation, Environmental Monitoring documents, and etc.
7. Recap data on partners who have sent LK3 Monthly Reports in the April 2025 period for routine unit reporting needs.
8. Recap data on partners who violate the rules and make Warning Letter 1 (SP1) for violators.
9. Compile and enter recap data of violation documents which will then be entered into the mainbase Appsheet data from the Traffic Management System (TMS).

3.2 System and Procedures

3.2.1 System

As a large-scale industrial company, PT Wilmar Dumai Industrial Estate implements an integrated work system through a combination of Online and Offline Systems to support the smooth operation, administration, and management of EHS (Environment, Health, and Safety). These two systems are designed in a structured and complementary manner in the implementation of technical and administrative functions, so that all company activities can run effectively, efficiently, and in accordance with applicable industry standards.

1. Online Systems

PT Wilmar Dumai Industrial Estate implements a comprehensive online system to improve the efficiency and effectiveness of operational management

and EHS systems. One of the main systems used is WEPTW (Wilmar Electronic Permit to Work System), a digital system for applying and managing work permits, such as Hot Work Permit, Confined Space Entry, and Working at Height, which allows the approval process to be structured and documented electronically. For employee training and competency development, the company uses the SAP Litmos platform as an online-based learning system, which provides EHS training modules, assessments, and certifications digitally. In performance measurement, Wilmar has a KPI system that is managed online so that it can be monitored regularly by management and become the basis for evaluating the achievement of safety and environmental standards.

In addition, a TMS (Traffic Management System) is used to monitor and regulate heavy vehicle traffic within the industrial estate, thereby reducing the risk of accidents and improving the smoothness of logistics. For the violation or non-conformance reporting system, the company uses Appsheet, a mobile/web-based digital platform that allows employees to fill out violation forms, hazard reports, and near misses quickly, easily, and can be traced back. Communication between departments is also facilitated by digital media such as Outlook Microsoft Teams as well as internal WhatsApp groups. On the other hand, the security monitoring system and operational activities have also been connected with CCTV monitoring systems and sensors that can be monitored online by management.

2. Offline Systems

Offline systems are of course also still applied in some operational aspects that are hands-on and require physical involvement. For example, the implementation of daily inspections in the field such as checking fire fighting equipment, measuring emissions, checking tank conditions, and risk assessments are still often carried out using paper/manual forms before the data is inputted into the digital system. Technical training activities such as fire drills, fire extinguisher training, and emergency evacuation are still conducted offline to ensure hands-on understanding and practical skills in the field.

In addition, important legal documents such as contracts, permits, and external audit reports are still archived in hardcopy as official documents and for audit

purposes. Important information related to EHS targets, work accident records, and safety standards are also displayed manually through safety boards available in each work area. This offline system is a complement to the existing online system, thus creating a balanced integration between technology and direct practice in the field to maintain safety, occupational health and environmental protection standards in the industrial area.

This combination of digital and manual systems creates a work ecosystem that is efficient, well-documented, and in line with operational standards and laws and regulations. Through the implementation of this system, PT Wilmar Kawasan Industri Dumai ensures that industrial operations run in a safe, orderly and sustainable manner.

3.2.2 Procedures

The description of the procedures carried out while carrying out practical work activities at PT. Wilmar Nabati Indonesia – Kawasan Industri Dumai as follows:

1. Production of SIMPER Badges for Wilmar Employees

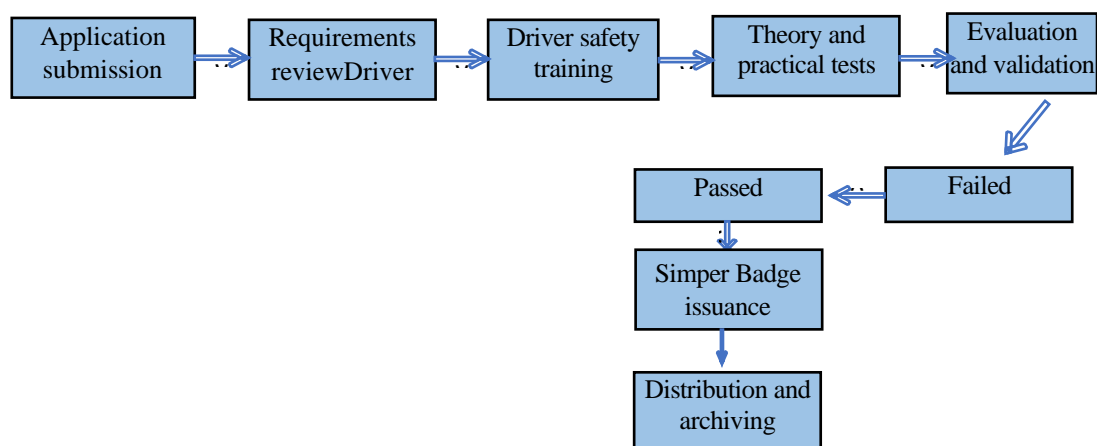


Figure 3.1 Flowchart of simper badge manufacturing process

Source: Processed Data, 2025

The SIMPER (Company Driving License) badge is an official identity card issued by the company to employees or contractors who have met the requirements to operate vehicles in the company's work area. This badge is issued after participants

have completed driver safety training, passed theoretical and practical tests, and fulfilled the required administrative requirements. The primary function of the SIMPER badge is to serve as proof of eligibility and legal authorization to drive within an industrial environment, as well as to function as access control and driver identification to support the implementation of workplace safety standards within the company premises.

2. Production of RFID for Wilmar Employees

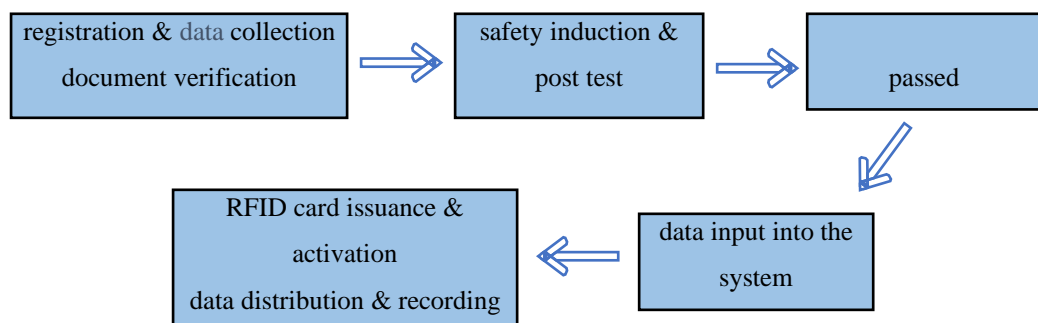


Figure 3.2 Flowchart of RFID manufacturing process

Source: Processed Data, 2025

RFID (Radio Frequency Identification) is an automatic identification technology that uses radio waves to read data from cards or tags without the need for direct contact. In industrial environments such as PT Wilmar, RFID is used as an identity card for workers and contractors to control access to and from work areas, record attendance, and improve security and operational efficiency within the company

3. Compile and archive correspondence and official documents

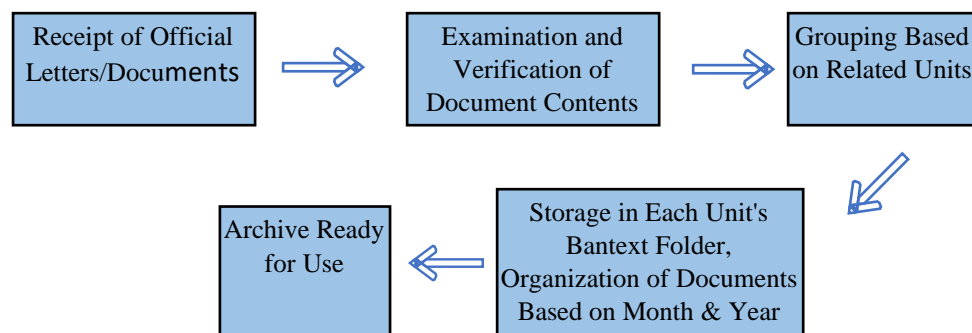


Figure 3.3 Flowchart of Document Archiving Process

Source: Processed Data, 2025

This diagram explains the flow of the official document management process carried out in the work environment, starting from the document receipt stage, followed by checking and verifying the contents to ensure completeness and validity. After that, the documents are classified or grouped according to the relevant unit or division. Next, the documents are digitally stored in computer files and archived in the respective units' bantext folders. The final step is the systematic organization of documents based on month and year, making it easier to retrieve data and supporting administrative orderliness and future audit requirements.

4. Inventory the Documents and Assets of PT Wilmar EHS Central department

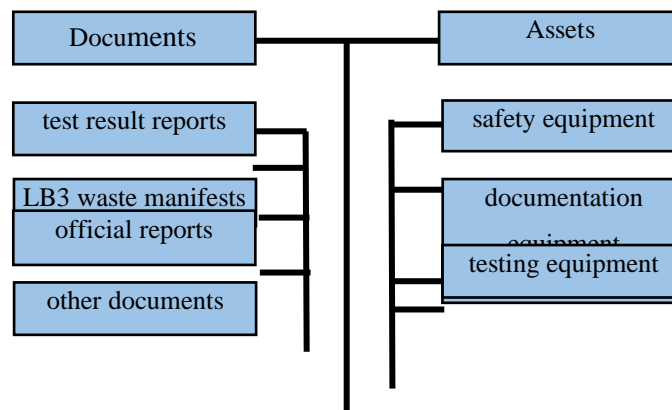


Figure 3.4 Flowchart of Inventory the Document and Asset Process

Source: Processed Data, 2025

Document & Asset Inventory – EHS Central describes the main classification of all documents and assets managed by the EHS Central Department of PT Wilmar. In general, the inventory is divided into two broad categories, namely Documents and Assets. Within the document category, there are several important types, such as Test Results Reports containing environmental testing data, Hazardous Waste Manifest records detailing waste management processes, and legal documents like operational permits and legal approvals. Additionally, there are Meeting Minutes for activity documentation and supporting documents such as meeting notes and Standard Operating Procedures (SOPs). Meanwhile, the asset category includes Safety Equipment (such as PPE and fire extinguishers), Documentation Equipment (computers, scanners), Support Logistics (safety banners, forms), and Testing

Equipment used in field monitoring. This inventory aims to maintain administrative order, facilitate data retrieval, and support overall EHS audit and operational readiness.

5. Archiving of Job Safety and Environmental Analysis

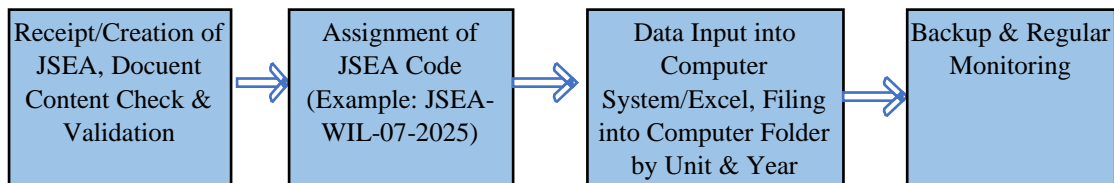


Figure 3.5 Flowchart of Archiving JSEA Process

Source: Processed Data, 2025

The process of collecting and archiving JSEA (Job Safety and Environment Analysis) documents begins with the receipt or creation of documents by the work implementation team or related unit. Once the document is prepared, it undergoes content review and validation by the EHS (Environment, Health, and Safety) team to ensure that all safety and environmental aspects are included in accordance with company standards. If the document is deemed valid, the next step is to assign a JSEA code, which is a unique code typically consisting of the unit name, type of work, and date or serial number. This code serves to facilitate document identification and tracking.

After being assigned a code, the data from the JSEA is then entered into a computer system or Excel/digital database. The information entered includes the job name, location, execution date, responsible party name, and document code. Next, the JSEA file is archived in a special computer folder organized by work unit and year of creation. This folder serves as the primary storage location for JSEA documents in digital format. As a final step, regular backups and monitoring of these documents are conducted to ensure data security and ease of access in the future.

6. Scanning of various important documents such as company

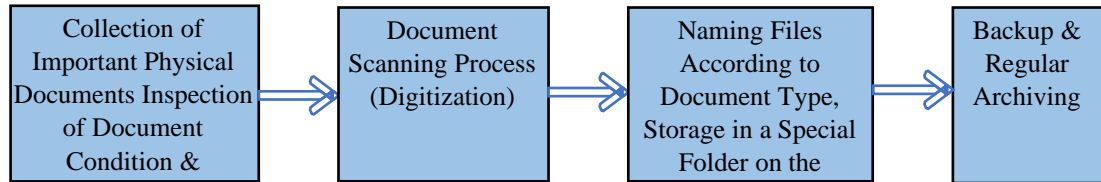


Figure 3.6 Flowchart of Scanning Document Process

Source: Processed Data, 2025

This process is carried out to digitize various important documents so that they can be easily stored, searched, and reused in the form of computer files. Documents included in this process include SPK (Work Agreement) documents, Test Result Reports, B3 Waste Handover Reports, Training Evaluations, and environmental monitoring documents.

7. Recap data on partners who have sent LK3 Monthly Reports

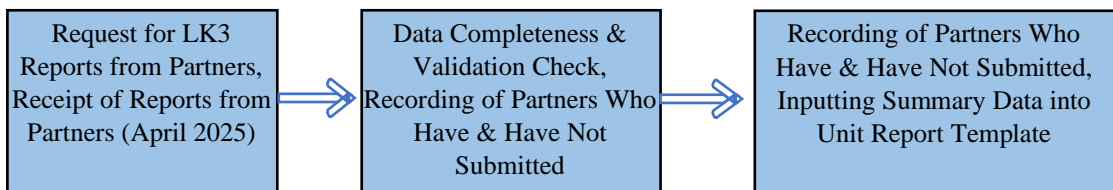


Figure 3.7 Flowchart of Recap Data LK3 Monthly Reports Process

Source: Processed Data, 2025

The process of compiling LK3 (Health, Safety, and Environment Activity Report) data begins with requesting reports from all partners for the April 2025 period. Once the reports are received, they are reviewed for completeness and compliance with the required format. Data from partners who have submitted reports and those who have not are systematically recorded, and the compilation results are entered into the unit work report template. All documents and compilation data are stored digitally in computer folders organized by partner name and reporting period, for routine reporting purposes and to facilitate access during audits or internal evaluations.

8. Recap data on partners who violate the rules and make Warning Letter 1 (SP1) for violators.

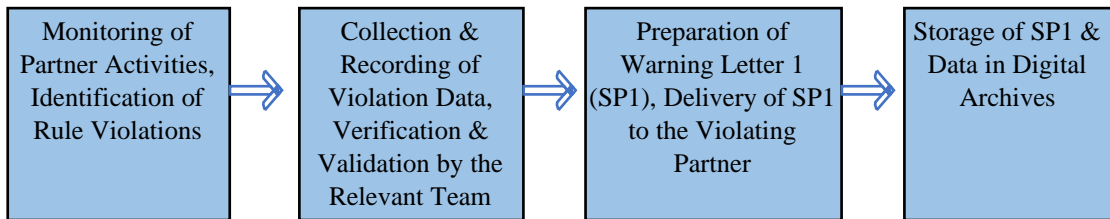


Figure 3.8 Flowchart of Recap Data Warning Letter SP1 Process
Source: Processed Data, 2025

This process is carried out by compiling data on partners who have been proven to have violated company regulations, whether in terms of safety, the environment, or work order. Violation data is collected based on monitoring results or reports from relevant teams, then systematically recorded in a list of violators. For partners proven to have violated the rules, a First Warning Letter (SP1) is issued as an official reprimand and documentation of administrative sanctions. All violation data and SP1s are stored digitally for monitoring, reporting, and evaluating partner performance in the future.

9. Compile and enter recap data of violation documents

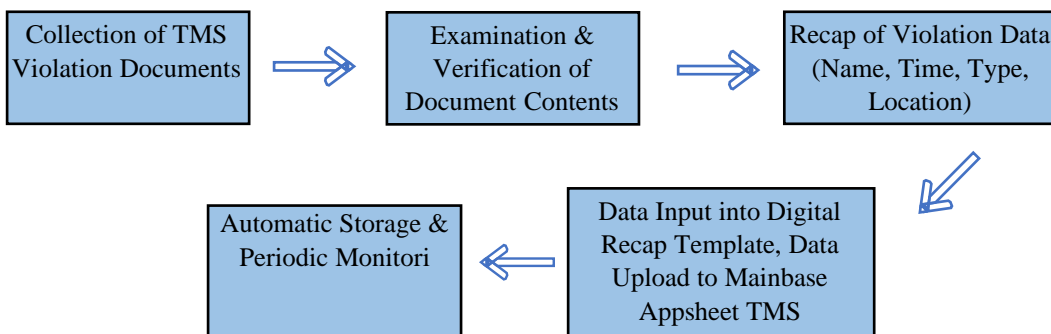


Figure 3.9 Flowchart of Violation Documents Process
Source: Processed Data, 2025

This process is carried out by collecting and compiling all violation documents that occur in the work area, particularly those related to the traffic management system (TMS). The violation data includes information on the perpetrator, type of violation (such as not wearing PPE, road access violations,

unauthorized use of SIMPER/RFID, and others), as well as the time and location of the incident. After all data is compiled and verified, the information is then entered into a digital system based on Appsheet that is integrated with the main TMS database, to facilitate regular monitoring, reporting, and analysis of violations.

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This Apprenticeship was carried out at PT Wilmar Nabati Indonesia – Dumai Industrial Estate, Jl. Sumatra Island, Pelintung Village, Medang Kampai, Medang Kampai District, Dumai City, Riau.



Figure 3.10 Address of Kawasan Industri Dumai

Source: Google Map, 2025

3.3.2 Time of Apprenticeship

This Apprenticeship activity as carried out starting from February 05, 2025 until May 31, 2025. The following is the schedule of the apprenticeship hourse at the PT. Wilmar Nabati Indonesia, Kawasan Industri Dumai:

Table 3.1 Apprenticeship Schedule

No	Day	Working Hours	Break
	Monday to Friday	08.00 – 16.00 WIB	12.00 – 13.00 WIB
2	Saturday	08.00 – 13.00 WIB	12.00 – 12.30 WIB
3	Sunday	Weekend	Weekend

Source: Processed Data 2025

Based on the internship schedule listed in Table 3.1, internship activities are carried out every weekday from Monday to Friday, with working hours starting at 08.00 to 16.00 WIB. Lunch breaks are scheduled at 12.00-13.00 WIB, except on Saturdays which have less break time at 12.00- 12.30 WIB because working hours start at 08.00 – 13.00 WIB.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the PT. Wilmar Nabati Indonesia –Kawasan Industri Dumai. During the first week, internship activities focused on collecting internship requirements, assigning internship placements, and filling in and entering data on inactive employees in Excel. in general can be seen in the following table:

Table 3.2 Daily Activities from February 05rd to February 08th, 2025

Date	Description of Activities	Place
Wednesday, Feb 5, 2025	1. File Checking	Central Office
Thursday, Feb 6, 2025	1. Safety Briefing and Driving Rule Briefing 2. PKL Place Distribution	EHS Central
Friday, Feb 7, 2025	1. Create Temporary data of Wilmar Contractor Workers and Tenant Contractor Workers	EHS Central
Saturday, Feb 8, 2025	1. Laminating Badge Simper of Wilmar Contractor Workers and Tenant Contractors 2. Creating Temporary Data of Contractor Workers	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai – Pelintung in the second week focused on deleting inactive employee data and laminating SIMPER badges for contractors and employees from February 10 to 14, 2025, as shown in the table below:

Table 3.3 Daily Activities from February 10th to February 14th, 2025

Date	Description of Activities	Place
Monday, Feb 10, 2025	1. Laminating Badge Simper of Wilmar Contractor Workers and Tenant Contractors 2. Creating Temporary Data of Contractor Workers	EHS Central
Tuesday, Feb 11, 2025	1. Delete Temporary Data of inactive Wilmar Contractor Workers. 2. Laminating Badge simper of wilmar Contractor Workers	EHS Central
Wednesday, Feb 12, 2025	1. Laminating Badge Simper of Wilmar Contractor Workers and Tenant Contractors	EHS Central
Thursday, Feb 13, 2025	1. Laminating Badge Simper of Wilmar Contractor Workers	EHS Central

	2. Separating and Reordering the Simper badges per PT.	
Friday, Feb 14, 2025	1. Delete the data of Temporary Workers of Wilmar Contractors who are no longer active. 2. Laminating Badge simper of Wilmar Contractor Workers 3. Separating the wilmar contractor worker badge simper	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumia-Pelintung in the third week was to delete the data of inactive contractors and employees in Excel and also to deliver active BPJS documents to the Wilmar CO office from February 17 to 24, 2025, as shown in the table below:

Table 3.4 Daily Activities from February 17th to February 22nd, 2025

Date	Description of Activities	Place
Monday, Feb 17, 2025	1. Delete Contractor worker data that is no longer active. 2. Deliver documents to CO 3. Laminatinng Badge Simper	EHS Central
Tuesday, Feb 18, 2025	1. Create a new RFID 2. Laminating badge simper 3. Deleting data on inactive contractor workers	EHS Central
Wednesday, Feb 19, 2025	1. Laminating Badge Simper 2. Delete inactive contractor worker data	EHS Central
Thursday, Feb 20, 2025	1. Delete inactive worker data 2. Laminating badge simper	EHS Central
Friday, Feb 21, 2025	1. Delete inactive worker data 2. Laminating badge simper	EHS Central
Saturday, Feb 22, 2025	1. Maintain data on inactive workers 2. Deliver documents to CO	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the fourth week, which involved creating new RFID cards for contractors and Wilmar employees and laminating SIMPER badges for workers from February 24 to March 1, 2025, can be seen in the table below:

Table 3.5 Daily Activities from February 24th to March 01th, 2025

Date	Description of Activities	Place
Monday, Feb 24, 2025	1. Create New RFID for Workers 2. Laminating Badge Simper	EHS Central
Tuesday, Feb 25, 2025	1. Laminating badge simper 2. Deleting inactive data	EHS Central
Wednesday, Feb 26, 2025	1. Create new RFID workers 2. Laminating badge simper	EHS Central
Thursday, Feb 27, 2025	1. Create new RFID workers	EHS Central
Friday, Feb 28, 2025	Yard Holiday in celebration of the upcoming Ramadan month.	-
Saturday, March 01, 2025	Yard Holiday in celebration of the upcoming Ramadan month.	-

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Pelintung-Dumai in the fifth week was to create new RFID cards for contractors and Wilmar employees and to laminate contractor worker badges from March 1 to March 8, 2025, as shown in the table below:

Table 3.6 Daily Activities from March 03rd to March 08th, 2025

Date	Description of Activities	Place
Monday, March 03, 2025	1. Archiving data that is no longer active	EHS Central
Tuesday, March 04, 2025	1. Laminating Badge Simper 2. Retiring Inactive Data	EHS Central
Wednesday, March 05, 2025	1. Laminating Badge Simper 2. Customize registered and active BPJS data	EHS Central
Thursday, March 06, 2025	1. Creating New RFID 2. Laminating Badge simper	EHS Central
Friday, March 07, 2025	1. Delete Data that is no longer active 2. Laminating Badge simper 3. Recording the name of the Contractor's worker name	EHS Central
Saturday, March 08, 2025	1. Creating a New RFID	EHS Central

Source: Processed Data, 2025

The agenda of activities or tasks carried out by the Author during the internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the sixth week includes reminding and updating daily activities/tasks of employees at the EHS office and participating in vehicle inspection activities for employees from all industrial area

units. Additionally, conducting an inventory of EHS documents. From March 10 to 14, 2025, the activities can be seen in the table below as follows:

Table 3.7 Daily Activities from March 10th to March 14th, 2025

Date	Description of Activities	Place
Monday, March 10, 2025	1. Laminating badge simper 2. Creating a New RFID	EHS Central
Tuesday, March 11, 2025	sick	-
Wednesday, March 12, 2025	1. Reminder & update daily activities/tasks of employees in the EHS office. 2. Inventory of EHS documents	EHS Central
Thursday, March 13, 2025	1. Reminder & update daily activities/tasks of employees in the EHS office. 2. Inventory of EHS documents. 3. Participate in vehicle eligibility inspection activities for all industrial estate units.	EHS Central
Friday, March 14, 2025	1. Inventory of EHS documents. 2. Participate in the vehicle eligibility inspection activities of workers of all industrial estate units.	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the Author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the seventh week was the inventory of EHS documents and the preparation of SPK per company, per year, per month. Preparation of LB3 Handover Reports, preparation of manifest documents per company, per year, per month, per LB3 code, and preparation of Test Results Reports, Self-Monitoring Reports, and daily LB3 data summaries. From March 17 to 22, 2025, as shown in the table below:

Table 3.8 Daily Activities from March 17th to March 22nd, 2025

Date	Description of Activities	Place
Monday, March 17, 2025	1. Inventory of EHS documents. 2. Prepare SPK per company, per year, per month. 3. Prepare LB3 Handover Report.	EHS Central
Tuesday, March 18, 2025	1. Inventory of EHS documents. 2. Compile manifest documents per company, per year, per month, per LB3 code.	EHS Central
Wednesday, March 19, 2025	1. Inventory of EHS documents. 2. Compile manifest documents per company, per year, per month, per LB3 code.	EHS Central
Thursday, March 20, 2025	1. Inventory of EHS documents. 2. Prepare Test Result Report, Self-Monitoring Report. 3. Recap daily LB3 data.	EHS Central

Friday, March 21, 2025	1. Inventory of EHS documents. 2. Recap daily LB3 data.	EHS Central
Saturday, March 22, 2025	1. Inventory of EHS documents. 2. Recap daily LB3 data.	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the eighth week was the summary of daily LB3 data and inventory of EHS documents from March 24 to 31, 2025, which can be seen in the table below:

Table 3.9 Daily Activities from March 24th to March 31st, 2025

Date	Description of Activities	Place
Monday, March 24, 2025	1. Daily LB3 data recap. 2. Inventory of EHS documents	EHS Central
Tuesday, March 25, 2025	1. Daily LB3 data recap. 2. Inventory of EHS documents	EHS Central
Wednesday, March 26, 2025	1. Daily LB3 data recap. 2. Inventory of EHS documents	EHS Central
Thursday, March 27, 2025	1. Daily LB3 data recap. 2. Inventory of EHS documents	EHS Central
Friday, March 28, 2025	Public Holiday (Holy Day of Nyepi)	-
Saturday, March 29, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT.Wilmar Nabati Indonesia Dumai- Pelintung on April 01 to April 05, 2025 can be seen in the table below as follows:

Table 3.10 Daily Activities from April 01st to April 05th, 2025

Date	Description of Activities	Place
Tuesday, April 01, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-
Wednesday, April 02, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-
Thursday, April 03, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-
Friday, April 04, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-
Saturday, April 05, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Wilmar Nabati Indonesia Dumai - Pelintung on April 07 to April 12, 2025 can be seen in the table below as follows:

Table 3.11 Daily Activities from April 07th to April 12nd, 2025

Date	Description of Activities	Place
Monday, April 07, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	-
Tuesday, April 08, 2025	1. EHS equipment inventory 2. EHS document inventory 3. LB3 daily data recap	EHS Central
Wednesday, April 09, 2025	1. Recap of manifest documents per year, per LB3 code 2. Recap of daily LB3 data	EHS Central
Thursday, April 10, 2025	1. Recap of daily LB3 data 2. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Friday, April 11, 2025	1. Recap of daily LB3 data 2. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Saturday, April 12, 2025	-	Off

Source: Processed Data, 2025

The Agenda of activities or work carried out by the Author during his internship at PT. Wilmar Nabati Indonesia Dumai - The tasks completed in the tenth week include an inventory of EHS equipment, an inventory of EHS documents, a summary of daily LB3 data, and a summary of manifest documents per year, per LB3 code, as well as the revision of PT Wilmar's environmental documents - The tasks completed from April 7 to April 12, 2025, are detailed in the table below as follows:

Table 3.12 Daily Activities from April 14th to April 19th, 2025

Date	Description of Activities	Place
Monday, April 14, 2025	1. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Tuesday, April 15, 2025	1. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Wednesday, April 16, 2025	1. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Thursday, April 17, 2025	1. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Friday, April 18, 2025	Public Holiday of the Death of Jesus Christ.	-
Saturday, April 19, 2025	1. Recap of quality target data of PT WBI Test Result Report (LHU)	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the Author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the eleventh week was

Revision of PT Wilmar - Pelintung environmental documents, Inventory of company SPK documents per year

and creating SP1 violation records for employees who did not attend safety meetings. The revision of PT Wilmar Dumai-Pelintung's environmental documents from April 21 to 26, 2025, can be seen in the table below as follows:

Table 3.13 Daily Activities from April 21st to April 26th, 2025

Date	Description of Activities	Place
Monday, April 21, 2025	1. Redraft of PT Wilmar's environmental document - pelintung	EHS Central
Tuesday, April 22, 2025	1. Redraft environmental document PT Wilmar dumai-pelintung 2. Inventory of company SPK documents	EHS Central
Wednesday, April 23, 2025	1. Inventory of company SPK documents per year 2. Make SP1 minutes of violations for not attending safety talks	EHS Central
Thursday, April 24, 2025	1. Make SP1 for partners who commit violations of not attending monthly safety talks	EHS Central
Friday, April 25, 2025	1. Make SP1 for partners who commit violations of not attending monthly safety talks	EHS Central
Saturday, April 26, 2025	1. Redraft environmental document PT Wilmar dumai-pelintung	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the Author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the twelfth week was a summary of company data for all KID units, recompilation of PT Wilmar Dumai environmental documents - Pelintung, Summary of inspector findings for hazard input into Enablon, Summary of April 2025 permit data, and also Scanning of SPK, Scanning of LOTO training evaluation forms from April 28 to May 3, 2025, can be seen in the table below as follows:

Table 3.14 Daily Activities from April 28th to May 03th, 2025

Date	Description of Activities	Place
Monday, April 28, 2025	1. Recap company data all KID units 2. Redraft environmental document PT Wilmar Dumai - pelintung	EHS Central
Tuesday, April 29, 2025	1. Recap inspector findings for hazard input to enablon	EHS Central
Wednesday, April 30, 2025	1. Redraft environmental document PT Wilmar Dumai - pelintung	EHS Central
Thursday, May 01, 2025	-	Holiday
Friday, May 02, 2025	1. Recap company data all KID units	EHS Central

	2. Recap permit data april 2025	
Saturday, May 03, 2025	1. Scan SPK 2. Scan training evaluation form LOTO	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the Author during his internship at PT. Wilmar Nabati Indonesia Dumai -The tasks completed in the thirteen week include: Summary of the inspector's findings for hazard input into Enablon, Summary of company data for all KID units under the April 2025 permit, Draft minutes of violations for 2025, and Summary of JSEA documents and the creation of their registration numbers, Summary of Safe Working Hours data for Wilmar KID partners based on the April 2025 permit data from May 5 to May 10, 2025, can be seen in the table below as follows:

Table 3.15 Daily Activities from May 05th to May 10th, 2025

Date	Description of Activities	Place
Monday, May 05, 2025	1. Recap of inspector findings for hazard input to enablon 2. Recap of company data for all KID units on permit april 2025	EHS Central
Tuesday, May 06, 2025	1. Recap data of companies that have sent LK3 mothly report april 2025	EHS Central
Wednesday, May 07, 2025	1. Recap data of companies that have sent LK3 mothly report april 2025 2. Recap JSEA register documents 3. Draft minutes of violations 2025	EHS Central
Thursday, May 08, 2025	1. Recap JSEA documents and create their register numbers	EHS Central
Friday, May 09, 2025	1. Recap Safe Man Hour data of Wilmar KID partners according to permit data april 2025	EHS Central
Saturday, May 10, 2025	1. Recap JSEA registration document & create register code 2. Recap Safe Man Hour data of Wilmar KID partners april 2025	EHS Central

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai – Pelintung. in the fourteen week was a summary of occupational safety and environmental analysis data and the creation of a registration code. The dates from May 12 to 17, 2025, can be seen in the table below as follows:

Table 3.16 Daily Activities from May 12nd to May 17th, 2025

Date	Description of Activities	Place
Monday, May 12, 2025	Public Holiday for the Vesak Day Holiday	-
Tuesday, May 13, 2025	1. Recapitulate Job Safety & Environment Analysis data and create a register code	EHS Central
Wednesday, May 14, 2025	1. Recapitulate Job Safety & Environment Analysis data and create a register code	EHS Central
Thursday, May 15, 2025	1. Recapitulate Job Safety & Environment Analysis data and create a register code	EHS Central
Friday, May 16, 2025	1. Recapitulate Job Safety & Environment Analysis data and create a register code	EHS Central
Saturday, May 17, 2025		Off

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai - Pelintung in the fifteenth week was to recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data from May 16, 2025, from May 19 to May 24, 2025, it can be seen in the table below as follows:

Table 3.17 Daily Activities from May 19th to May 24th, 2025

Date	Description of Activities	Place
Monday, May 19, 2025	1. Recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data May 16, 2025	EHS Central
Tuesday, May 20, 2025	1. Recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data May 16, 2025	EHS Central
Wednesday, May 21, 2025	1. Recap of May 2025 inspector findings for hazard input to enablon	EHS Central
Thursday, May 22, 2025	1. Recap of May 2025 inspector findings for hazard input to enablon	EHS Central
Friday, May 23, 2025	1. Recap of May 2025 inspector findings for hazard input to enablon	EHS Central
Saturday, May 24, 2025	1. PKL report pre-presentation	Meeting Room Estate Department

Source: Processed Data, 2025

The agenda of activities or work carried out by the author during his internship at PT. Wilmar Nabati Indonesia Dumai-Pelintung in the last week of the final PKL report preparation and presentation from May 26 to 31, 2025 can be seen in the table below as follows:

Table 3.18 Daily Activities from May 26th to May 31st, 2025

Date	Description of Activities	Place
Monday, May 26, 2025	Prepare the final PKL report	EHS Central
Tuesday, May 27, 2025	Prepare the final PKL report	EHS Central
Wednesday, May 28, 2025	Prepare the final PKL report	EHS Central
Thursday, May 29, 2025	Prepare the final PKL report	EHS Central
Friday, May 30, 2025	Prepare the final PKL report	EHS Central
Saturday, May 31, 2025	PKL final report presentation	Meeting Room Estate Department

Source: Processed Data, 2025

3.5 Obstacle and Solution of the Apprenticeship

3.5.1 Obstacle

During the internship at PT. Wilmar Nabati Indonesia – Dumai Kawasan industri dumai, the author encountered various obstacles, both technical and non-technical. These obstacles affected the smooth running of tasks, understanding of work systems, and the adaptation process in the industrial environment.

1. At the beginning of the internship, the author had difficulty understanding the workflow and division of tasks at EHS Central. Some of the work was technical and required a deep understanding of documents, equipment, and internal systems that had never been used before.
2. There is a lack of neatness and orderliness in document filing, where some important documents have not been systematically organized by year, code, or document type. This makes it difficult to find documents when needed, especially in activities that require quick data for reporting.
3. There are no significant issues related to working hours and location. However, adapting to a more intense work schedule compared to an academic environment requires adjustment, especially in terms of maintaining consistent attendance and managing break times.

4. Low understanding of safety induction material among contractors – Some contractors failed the post-test safety induction, indicating that the method of delivering the material was not optimal.

3.5.2 Solution

The suggestions or recommendations are intended to provide concrete solutions to obstacles encountered during the internship. These suggestions take into account the needs of the company, the effectiveness of work processes, and the development of the interns' competencies.

1. Companies can provide more structured briefings or orientations regarding job specifications, including brief simulations or examples of expected work output. This will accelerate the adaptation of interns and minimize initial mistakes.
2. Companies can reorganize their archives using standard classification systems (e.g., document coding systems and color labeling) and provide brief training to all staff on effective archiving procedures. Consistent digitization of documents will also speed up the search process and prevent the risk of loss.
3. Interns are advised to familiarize themselves with the pace of work in the industry before starting their internship, for example by creating a simulated daily schedule or preparing physically to stay in top condition during full working hours.
4. For safety induction materials, learning methods can be made more interactive, for example by using field simulations, illustrative videos, and live question and answer sessions.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

Here are some conclusions that can be drawn from the internship at PT. Wilmar Nabati Indonesia- Dumai Pelintung:

1. In-depth understanding of the company operational and administrative systems during the internship, the author gained extensive insight into work processes in an industrial environment, particularly in terms of material management administration, document filing by EHS Central, and the implementation of technology-based systems such as WEPTW that support work efficiency and safety.
2. Enhanced knowledge of safety procedures and personnel eligibility the author directly observed how the company strictly implements employee and contractor screening processes, conducts safety induction programs, and evaluates eligibility through post-tests, all aimed at ensuring only personnel meeting safety standards are permitted to work.
3. Experience in human resource development systems and performance evaluation through observations of the implementation of training and development programs, as well as the use Traffic Management Systems (TMS), the author gained a clear understanding of how the company manages employee competency development while maintaining safety and performance in a measurable manner.

4.2 Suggestions

The following suggestions are addressed to the company, the higher education institution, and the students, with the aim of improving the quality and effectiveness of the internship program.

1. For Companies (EHS Central)

The author assesses that the internship program at the company is running smoothly, as students are given the freedom to ask questions and actively

participate in employees' activities within the workplace. However, the author suggests that the company should focus more on providing learning opportunities aligned with the students' fields of study and structure the allocation and execution of operational tasks in a more organized manner. This aim is to help students understand their responsibilities more clearly and effectively.

2. For the Higher Education Institution (State Polytechnic Bengkalis)

It is hoped that the higher education institution can strengthen the mentoring program between students and their academic advisors during the internship period. This guidance is crucial to help students overcome various challenges, both technical and related to adapting to a new work environment.

3. For Students (Specifically the Author)

The author recognizes the importance of self-development during the internship and has compiled several suggestions that can serve as personal evaluations, including: mastering the prioritization of tasks to avoid feeling overwhelmed by workloads, improving communication skills, being more proactive in asking questions and learning to enhance knowledge and skills, and taking the initiative to learn more about the company's work processes, systems, and procedures to enrich experiences and insights during the internship.

REFERENCES

- PT Kawasan Industri Dumai. (n.d). *About us*. Kawasan industry Dumai, Accessed on June 10, 2025 From <https://kawasanindustridumai.co.id/in/about-us>
- Sabariah, (2024). *PT. Wilmar Nabati Indonesia Dumai-Pelintung Dan Pt. Bank Riau Kepri Syariah Batupanjang Rupa Bagian Kredit/Pembiayaan*

APPENDICES

Appendix 1: Application Letter of Apprenticeship



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 5799/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

Bengkalis, 18 November 2024

Yth. Pimpinan PT. Wilmar Nabati Indonesia Dumai
Jl. Datuk Laksamana, Buluh Kasap, Kec. Dumai Timur, Kota Dumai, Riau 26653

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Wilmar Nabati Indonesia Dumai yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari 2025 s/d 06 Juni 2025, ndapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Noviyanggi Syaputri	5404211366	D4 Administrasi Bisnis Internasional
2	Khairunnisak	5404211437	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur III

Michael Sastra, S.T., M.Sc.
NIP. 198903142015041001

Contact Person:
M. Alkadri Perdana, B.IT, M.Sc (0812 7648 4321)

Appendix 2: Apprenticeship Attendance List











































No : F-HRGA-09-019
Rev : 01
Date : 05 February
2025

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : MOVIYAHUCCI STAPUTRI
NIS/NIM : 3404211366
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
PERIODE : 05 Februari 2025 s/d 31 May 2025
NOMOR HANDPHONE :
Tlpn Orang Tua:

BULAN : Februari - May

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













































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Rev : 01
Date : 05 February 2025
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DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

M : Noviyanggi Syaputri
AH/UNIVERSITAS : 5404211366
DE : Politeknik Negeri Bengkalis
R HANDPHONE : 05 Februari 2025 s/d 31 May 2025
Tlpn Orang Tua: 85272380524

BULAN : Februari - May

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Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

hadiran :



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Rev : 01
Date : 05 February 2025
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DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

: Noviyanggi Syaputri
: 5404211366
/UNIVERSITAS : Politeknik Negeri Bengkalis
: 05 Februari 2025 s/d 31 May 2025
HANDPHONE : 83174025932 Tlpn Orang Tua: 85272380524

BULAN : Februari - May

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10/04/2025	07:45	YH	17:00	YH	
11/04/2025	07:31	YH	17:00	YH	
—	—	—	—	—	minggu 10
14/04/2025	07:33	YH	16:00	YH	
15/04/2025	07:25	YH	16:00	YH	
16/04/2025	07:45	YH	16:00	YH	
17/04/2025	07:40	YH	16:00	YH	
18/04/2025	07:34	YH	16:00	YH	tanggal merah
19/04/2025	07:36	YH	16:00	YH	
—	—	—	—	—	minggu 11
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22/04/2025	07:41	YH	16:00	YH	
23/04/2025	07:30	YH	16:00	YH	
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25/04/2025	07:45	YH	16:00	YH	
26/04/2025	07:36	YH	16:00	YH	
—	—	—	—	—	minggu 12
28/04/2025	07:41	YH	16:00	YH	
29/04/2025	07:34	YH	16:00	YH	
30/04/2025	07:30	YH	16:00	YH	

Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

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







































No : F-HRGA-09-019
Rev : 01
Date : 05 February 2025
Page : 01 Of 1

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

UNIVERSITAS : Noviyanggi Syaputri
5404211366
Politeknik Negeri Bengkalis
05 Februari 2025 s/d 31 May 2025
HANDPHONE : 83174025932 Tlpn Orang Tua: 85272380524

ULAN : Februari - May

ULAN : Februari - May		ABSENSI			
TANGGAL	MASUK		PULANG		KETERANGAN
	JAM	PARAF	JAM	PARAF	
1/04/2025	—	—	—	—	lebaran
2/04/2025	—	—	—	—	lebaran
3/04/2025					
4/04/2025					
5/04/2025					
—	—	—	—	—	minggu 9
7/04/2025					
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14/04/2025	07:25		16:00		
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17/04/2025	07:34		16:00		tanggal merah
18/04/2025	07:36		16:00		
—	—	—	—	—	minggu 11
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25/04/2025	07:36		16:00		
—	—	—	—	—	minggu 12
27/04/2025	07:41		16:00		
28/04/2025	07:39		16:00		
29/04/2025	07:30		16:00		

Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

ran :

Appendix 3: Apprenticeship Statement Letter

PT. KAWASAN INDUSTRI DUMAI



SURAT KETERANGAN
NOMOR: 0067/SK-PKL/HRD/VI/2025

No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 1 of 2

Yang bertanda tangan dibawah ini menerangkan bahwa :


NAMA : Noviyanggi Syaputri
NIM : 5404211366
PROGRAM STUDI / JURUSAN : Administrasi Niaga
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen EHS di Kawasan Industri Dumai sejak tanggal 05 Februari 2025 s/d 31 Mei 2025, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 13 Juni 2025

PT. Kawasan Industri Dumai


Andy Krisna
Head Dept. HRGA & Adm.

Medan Office : B&G Tower, Lt 9, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777, Fax. +62 61 4154891
Dumai Office : Jl. Pulau Sumatera, Kawasan Industri Dumai, Pelitung - 28816, Telp +62 785 33533, Fax +62 785 33553

Appendix 4: Apprenticeship Assessment

SHEET EVALUATION OF IMPLEMENTATION OF JOB TRAINING

Name : Noviyanggi Syaputri
 Student's Identity No. : 5404211366
 Title of the Job Training :

NO	EVALUATION ASPECTS	SCORE NUMBER
A	Field Work (30 %)	81
B	Coaching(50 %)	80
1	Motivation	90
2	Disciplin	83
3	Critical Attitude and Creativity	
	Average Scores = $(B1+B2+B3)/3$	
C	Report (20%)	
1	Substance	86
2	Writing Order	89
	Average Report Score = $(C1+C2)/2$	
	Implementation Evaluation Score Job Training = $0,3A + 0,5B + 0,2C$	83,46

Notes :

A	81	100
AB	71	80
B	66	70
BC	61	65
C	56	60
D	41	55
E	0	40

Pelintung, 30 Mei 2025
 Coach










(Samuel Ivan Gilben)

Appendix 5: Daily Activities of Apprenticeship

DAILY ACTIVITIES February 05th to Mei 31th, 2025

Month : 1st
 Week : 3rd
 Day : Monday - Saturday
 Date : February 17th - 22nd, 2025


Date	Description of Activities	Assignor	Paraf
Monday, Feb 17, 2025	1. Delete Contractor worker data that is no longer active. 2. Deliver documents to CO Laminating Badge Simper	Widi	
Tuesday, Feb 18, 2025	1. Create a new RFID 2. Laminating badge simper Deleting data on inactive contractor workers	Widi	
Wednesday, Feb 19, 2025	1. Laminating Badge Simper Delete inactive contractor worker data	Widi	
Thursday, Feb 20, 2025	1. Delete inactive worker data Laminating badge simper	Widi	
Friday, Feb 21, 2025	1. Delete inactive worker data Laminating badge simper	Widi	
Saturday, Feb 22, 2025	1. Maintain data on inactive workers Deliver documents to CO	Widi	

No	Working	Explanation
1.		In the third week, I was still working on deleting inactive employee data so that when entering the new code number, there would be no conflict.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025







Month : 1st
 Week : 3nd
 Day : Monday - Saturday
 Date : February 17th - 22nd, 2025

Date	Description of Activities	Assignor	Paraf
Monday, Feb 17, 2025	1. Delete Contractor worker data that is no longer active. 2. Deliver documents to CO Laminating Badge Simper	Widi	f
Tuesday, Feb 18, 2025	1. Create a new RFID 2. Laminating badge simper Deleting data on inactive contractor workers	Widi	f
Wednesday, Feb 19, 2025	1. Laminating Badge Simper Delete inactive contractor worker data	Widi	f
Thursday, Feb 20, 2025	1. Delete inactive worker data Laminating badge simper	Widi	f
Friday, Feb 21, 2025	1. Delete inactive worker data Laminating badge simper	Widi	f
Saturday, Feb 22, 2025	1. Maintain data on inactive workers Deliver documents to CO	Widi	f

No	Working	Explanation
1.		In the third week, I was still working on deleting inactive employee data so that when entering the new code number, there would be no conflict.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025





Month : 2nd
Week : 1st
Day : Saturday - Saturday
Date : March 01st - 08th, 2025


Date	Description of Activities	Assignor	Paraf
Saturday, March 01, 2025	Yard Holiday in celebration of the upcoming Ramadan month.	-	
Monday, March 03, 2025	1. Archiving data that is no longer active	Widi	
Tuesday, March 04, 2025	1. Laminating Badge Simper 2. Retiring Inactive Data	Widi	
Wednesday, March 05, 2025	1. Laminating Badge Simper 2. Customize registered and active BPJS data	Widi	
Thursday, March 06, 2025	1. Creating New RFID 2. Laminating Badge simper	Widi	
Friday, March 07, 2025	1. Delete Data that is no longer active 2. Laminating Badge simper 3. Recording the name of the Contractor's worker name	Widi	
Saturday, March 08, 2025	1. Creating a New RFID	Widi	

No	Working	Explanation
1.		In the fifth week, I was still working on laminating SIMPER badges, deleting data on inactive workers so that when new code numbers were entered, there would be no conflicts, and also creating new RFID cards for Wilmar workers.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025







Month : 2nd
Week : 2st
Day : Monday - Friday
Date : March 10th - 14rd, 2025


Date	Description of Activities	Assignor	Paraf
Monday, March 10, 2025	1. Laminating badge simper 2. Creating a New RFID	Widi	
Tuesday, March 11, 2025	sick	-	
Wednesday, March 12, 2025	1. Reminder & update daily activities/tasks of employees in the EHS office. Inventory of EHS documents	Samuel	
Thursday, March 13, 2025	1. Reminder & update daily activities/tasks of employees in the EHS office. 2. Inventory of EHS documents. Participate in vehicle eligibility inspection activities for all industrial estate units.	Samuel	
Friday, March 14, 2025	1. Inventory of EHS documents. Participate in the vehicle eligibility inspection activities of workers of all industrial estate units.	Samuel	

No	Working	Explanation
1.		In the six week, I worked on compiling all documents according to PT per year, per month, and also per date.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025


Month : 2nd
Week : 3st
Day : Monday - Saturday
Date : March 17th - 22nd, 2025


Date	Description of Activities	Assignor	Paraf
Monday, March 17, 2025	1. Inventory of EHS documents. 2. Prepare SPK per company, per year, per month. Prepare LB3 Handover Report.	Samuel	
Tuesday, March 18, 2025	1. Inventory of EHS documents. Compile manifest documents per company, per year, per month, per LB3 code.	Samuel	
Wednesday, March 19, 2025	1. Inventory of EHS documents. Compile manifest documents per company, per year, per month, per LB3 code.	Samuel	
Thursday, March 20, 2025	1. Inventory of EHS documents. 2. Prepare Test Result Report, Self-Monitoring Report. Recap daily LB3 data.	Samuel	
Friday, March 21, 2025	1. Inventory of EHS documents. Recap daily LB3 data.	Samuel	
Saturday, March 22, 2025	1. Inventory of EHS documents. Recap daily LB3 data.	Samuel	

No	Working	Explanation
1.		In the seventh week, I conducted an inventory of EHS documents and also compiled SPK per company, per year, and per month.

DAILY ACTIVITIES
February 05th to Mei 31th, 2025

Month : 2nd
Week : 4st
Day : Monday - Saturday
Date : March 24th - 29st, 2025

Date	Description of Activities	Assignor	Paraf
Monday, March 24, 2025	1. Daily LB3 data recap. 2. Inventory of EHS documents	Samuel	
Tuesday, March 25, 2025	1. Daily LB3 data recap. Inventory of EHS documents	Samuel	
Wednesday, March 26, 2025	1. Daily LB3 data recap. Inventory of EHS documents	Samuel	
Thursday, March 27, 2025	1. Daily LB3 data recap. Inventory of EHS documents	Samuel	
Friday, March 28, 2025	Public Holiday (Holy Day of Nyepi)	Samuel	
Saturday, March 29, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	

No	Working	Explanation
1.		In the seventh week, I did the work of compiling LB3 data.






DAILY ACTIVITIES
February 05th to Mei 31th, 2025

Month : 3rd
 Week : 1st
 Day : Tuesday - Saturday
 Date : April 01st - 05th, 2025

Date	Description of Activities	Assignor	Paraf
Tuesday, April 01, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	
Wednesday, April 02, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	
Thursday, April 03, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	
Friday, April 04, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	
Saturday, April 05, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025







Month : 3rd
 Week : 2nd
 Day : Monday - Saturday
 Date : April 07th - 12th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, April 07, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Samuel	
Tuesday, April 08, 2025	1. EHS equipment inventory 2. EHS document inventory LB3 daily data recap	Samuel	
Wednesday, April 09, 2025	1. Recap of manifest documents per year, per LB3 code Recap of daily LB3 data	Samuel	
Thursday, April 10, 2025	1. Recap of daily LB3 data Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Friday, April 11, 2025	1. Recap of daily LB3 data Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Saturday, April 12, 2025	-	Samuel	

No	Working	Explanation
1.		In the nine week, I worked on a recap of daily LB3 data and a redraft of PT Wilmar environmental document - pelintung.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025







Month : 3rd
Week : 3rd
Day : Monday – Saturday
Date : April 14th - 19th, 2025


Date	Description of Activities	Assignor	Paraf
Monday, April 14, 2025	Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Tuesday, April 15, 2025	Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Wednesday, April 16, 2025	Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Thursday, April 17, 2025	Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Friday, April 18, 2025	Public Holiday of the Death of Jesus Christ.	Samuel	
Saturday, April 19, 2025	Recap of quality target data of PT WBI Test Result Report (LHU)	Samuel	

No	Working	Explanation
1.		In the teen week, I worked on a recap of daily LB3 data and a redraft of PT Wilmar environmental document - pelintung.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025




Month : 3rd
 Week : 4th
 Day : Monday – Saturday
 Date : April 21st - 26th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, April 21, 2025	Redraft of PT Wilmar's environmental document - pelintung	Samuel	
Tuesday, April 22, 2025	1. Redraft environmental document PT Wilmar dumai-pelintung Inventory of company SPK documents	Samuel	
Wednesday, April 23, 2025	1. Inventory of company SPK documents per year Make SP1 minutes of violations for not attending safety talks	Samuel	
Thursday, April 24, 2025	Make SP1 for partners who commit violations of not attending monthly safety talks	Samuel	
Friday, April 25, 2025	Make SP1 for partners who commit violations of not attending monthly safety talks	Samuel	
Saturday, April 26, 2025	Redraft environmental document PT Wilmar dumai-pelintung	Samuel	

No	Working	Explanation
1.		Week 11 Inventory of company SPK documents per year and create SP1 minutes regarding violations for not attending safety meetings.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025

Month : 3rd
 Week : 5th
 Day : Monday – Saturday
 Date : April 28th - 30th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, April 28, 2025	1. Recap company data all KID units Redraft environmental document PT Wilmar Dumai - pelintung	Samuel	
Tuesday, April 29, 2025	Recap inspector findings for hazard input to enablon	Samuel	
Wednesday, April 30, 2025	Redraft environmental document PT Wilmar Dumai - pelintung	Samuel	

No	Working	Explanation
1.		Recap company data all KID unit Redraft environmental document PT Wilmar Dumai - pelintung .



DAILY ACTIVITIES
February 05rd to Mei 31th, 2025


Month : 4nd
 Week : 1st
 Day : Tuesday- Saturday
 Date : April 01st- 03rd, 2025

Date	Description of Activities	Assignor	Paraf
Thursday, May 01, 2025	-	-	
Friday, May 02, 2025	1. Recap company data all KID units Recap permit data april 2025	Samuel	f
Saturday, May 03, 2025	1. Scan SPK Scan training evaluation form LOTO	Samuel	f

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025

Month : 4rd
Week : 1st
Day : Monday– Saturday
Date : April 05th- 10th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, May 05, 2025	1. Recap of inspector findings for hazard input to enablon Recap of company data for all KID units on permit april 2025	Samuel	
Tuesday, May 06, 2025	Recap data of companies that have sent LK3 mothly report april 2025	Samuel	
Wednesday, May 07, 2025	1. Recap data of companies that have sent LK3 mothly report april 2025 2. Recap JSEA register documents Draft minutes of violations 2025	Samuel	
Thursday, May 08, 2025	Recap JSEA documents and create their register numbers	Samuel	
Friday, May 09, 2025	Recap Safe Man Hour data of Wilmar KID partners according to permit data april 2025	Samuel	
Saturday, May 10, 2025	1. Recap JSEA registration document & create register code Recap Safe Man Hour data of Wilmar KID partners april 2025	Samuel	

No	Working	Explanation
1.		Recap JSEA registration document & create register code and Recap Safe Man Hour data of Wilmar KID partners april 2025.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025

Month : 4nd
 Week : 2st
 Day : Monday– Saturday
 Date : April 12nd - 17th, 2025


Date	Description of Activities	Assignor	Paraf
Monday, May 12, 2025	Public Holiday for the Vesak Day Holiday	Samuel	\$
Tuesday, May 13, 2025	Recapitulate Job Safety & Environment Analysis data and create a register code	Samuel	\$
Wednesday, May 14, 2025	Recapitulate Job Safety & Environment Analysis data and create a register code	Samuel	\$
Thursday, May 15, 2025	Recapitulate Job Safety & Environment Analysis data and create a register code	Samuel	\$
Friday, May 16, 2025	Recapitulate Job Safety & Environment Analysis data and create a register code	Samuel	\$
Saturday, May 17, 2025	-	-	

No	Working	Explanation
1.		Recap JSEA registration document & create register code and Recap Safe Man Hour data of Wilmar KID partners april 2025.

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025

Month : 4rd
 Week : 3rd
 Day : Monday– Saturday
 Date : April 19th- 24th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, May 19, 2025	Recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data May 16, 2025	Samuel	
Tuesday, May 20, 2025	Recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data May 16, 2025	Samuel	
Wednesday, May 21, 2025	Recap of May 2025 inspector findings for hazard input to enablon	Samuel	
Thursday, May 22, 2025	Recap of May 2025 inspector findings for hazard input to enablon	Samuel	
Friday, May 23, 2025	Recap of May 2025 inspector findings for hazard input to enablon	Samuel	
Saturday, May 24, 2025	PKL report pre-presentation	Samuel	

No	Working	Explanation
1.		Recap data on partners who did not attend the safety talk on May 16, 2025. Based on permit data May 16, 2025

DAILY ACTIVITIES
February 05rd to Mei 31th, 2025

Month : 4nd
 Week : 4th
 Day : Monday– Saturday
 Date : April 26th- 31th, 2025

Date	Description of Activities	Assignor	Paraf
Monday, May 26, 2025	Prepare the final PKL report	Samuel	f
Tuesday, May 27, 2025	Prepare the final PKL report	Samuel	f
Wednesday, May 28, 2025	Prepare the final PKL report	Samuel	f
Thursday, May 29, 2025	Prepare the final PKL report	Samuel	f
Friday, May 30, 2025	Prepare the final PKL report	Samuel	f
Saturday, May 31, 2025	PKL final report presentation	Samuel	f

Appendix 6: Apprenticeship Certificate



Appendix 7: Documentation of Plaque Handover to the Director and Office Team of EHS Central

