

APPRENTICESHIP REPORT

**PT. BESMINDO MATERI SEWATAMA SECTION HRD
(HUMAN RESOURCES DEVELOPMENT)**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2025**

APPROVAL SHEET

APPRENTICESHIP REPORT

**PT BESMINDO MATERI SEWATAMA SECTION
HRD (HUMAN RESOURCES DEVELOPMENT)**

Written as one of the conditions for completing the Apprenticeship

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Duri, June 17th 2025

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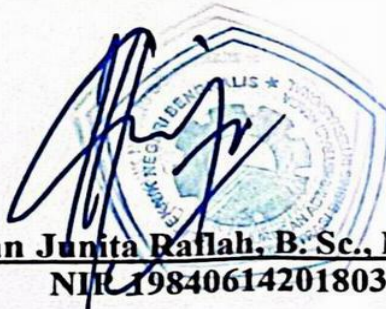
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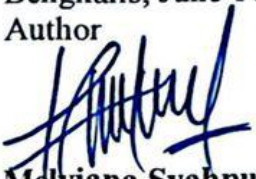
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Bengkalis, June 17th, 2025
Author



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The rapid advancement of science and technology has increased the demand for competent human resources in various fields. Qualified human resources are needed to balance technological progress with the mastery of relevant skills. Adequate expertise supports individuals in obtaining suitable jobs and achieving their career goals. According to Sutrisno (2020), the quality of human resources is a crucial factor that determines the competitiveness of a nation in the era of globalization. Therefore, the workforce must be able to apply scientific knowledge, uphold work ethics, and demonstrate professionalism in the workplace.

In today's era of globalization, technological developments cannot be avoided and continue to evolve rapidly. The government consistently strives to improve the quality of education at all levels, including higher education. Students must be equipped with the necessary capabilities to face the professional world in accordance with their respective fields after graduation. As stated by Suryani & Putra (2022), higher education must align its curriculum with the demands of the job market to produce graduates who are work-ready and adaptable to technological advancements.

Higher education plays a crucial role in preparing students with both academic and practical skills. One of the methods to bridge theoretical learning and real work experiences is through an Apprenticeship Program. According to Ningsih (2021), apprenticeships serve as a strategic platform for students to apply theoretical knowledge into practice, thereby increasing their understanding of real workplace dynamics.

As a vocational institution, State Polytechnic of Bengkalis is responsible for preparing its graduates to compete in the workforce, one of which is by requiring students to undergo an apprenticeship program as part of the academic curriculum.

According to the curriculum of the State Polytechnic of Bengkalis, the apprenticeship program is mandatory for all students in both Diploma III (D3) and Diploma IV (D4) programs. For Diploma III students, the apprenticeship is conducted after completing at least 4 (four) semesters and being declared eligible, with a duration of 1 month. Meanwhile, Diploma IV students conduct their apprenticeship after completing at least 6 (six) semesters and passing all requirements, with a minimum duration of 4 months. This program aims to allow students to apply their academic knowledge while gaining valuable real-world work experience.

In this apprenticeship, the writer completed an apprenticeship for 4 (four) months, from February 17 to June 17, 2025, and was placed at PT. Besmindo Materi Sewatama, specifically in the Human Resource Development (HRD) Division, under the Contractor Compliance and Performance Management (CCPM) section. The CCPM unit plays a vital role in managing contractor compliance with corporate regulations and operational standards.

During the apprenticeship, the writer gained hands-on experience in handling contractor compliance documentation, conducting performance analysis, and coordinating with relevant parties to ensure project execution aligns with company policies and procedures. This valuable experience provided deeper insights into how the corporate environment operates, especially in building a safe, orderly, and professional work culture through the role of CCPM. As highlighted by Rahmawati et al. (2023), exposure to real-world industry practices through apprenticeships enhances student competencies, self-confidence, and understanding of workplace expectations.

1.2 Purpose of the Apprenticeship

The State Polytechnic of Bengkalis apprenticeship activities for the International Business Administration study program have the following objectives:

1. To describe job descriptions at PT. Besmindo Materi Sewatama, Duri.

2. To Identify the place and time apprenticeship at PT. Besmindo Materi Sewatama, Duri.
3. To explain apprenticeship workplace systems and procedures at PT. Besmindo Materi Sewatama, Duri.
4. To find out the obstacles and solutions during the implementation of the apprenticeship at PT. Besmindo Materi Sewatama, Duri.

1.3 Significances of the Apprenticeship

The apprenticeship that was carried out was very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis.

1.3.1 Significances for Students

As for some of the benefits of implementing a Apprenticeship program that students get, they are as follows:

1. Get a certificate from the company if you have completed a Apprenticeship program.
2. Students can develop working relationships and add experience to their resume.
3. Students have the opportunity to apply theoretical / conceptual knowledge in the real world of work.
4. Students gain practical experience in applying theoretical or conceptual knowledge to their course of study.
5. Students are given the opportunity to be able to analyze problems related to knowledge applied in the world of work according to their study program.

1.3.2 Significances for Companies

The benefits of implementing an Apprenticeship program are also obtained by companies or institutions that accept apprentice students, such as:

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

1.3.3 Significances for State Polytechnic of Bengkalis

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

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. State Polytechnic of Bengkalis can improve the quality of its graduates through student apprenticeship experiences.
3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
4. State Polytechnic of Bengkalis receives input from organizations or companies regarding the capabilities of students participating in apprenticeship in the world of work.
5. State Polytechnic of Bengkalis receives input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Besmindo Materi Sewatama is part of Besmindo Group, a company engaged in providing services and supporting products for drilling and maintenance activities of oil and gas wells. Since its establishment, the company has been strongly committed to delivering high-quality, timely, and reliable services. By consistently maintaining professionalism, trust, and customer satisfaction, PT Besmindo Materi Sewatama strives to fully understand client needs and provide solutions that align with industry developments. All management and employees work with high dedication to ensure that every service delivered truly meets customer expectations.

As part of its business development efforts, in 1998 PT Besmindo Materi Sewatama expanded its services by offering OCTG (Oil Country Tubular Goods) equipment rental. This step was taken because the company understood that many customers experience operational delays when their primary equipment is under repair, requiring quick solutions to keep operations running smoothly. By providing rental services, the company helps customers save time and costs while minimizing the risk of production halts. The available equipment for rental includes Drill Pipe, Heavy Drill Pipe, Drill Collars, Magnetless Drill Collars, Stabilizers, Tubing, PUP Joints, and other essential drilling equipment. These tools are available for both sales and rental, supported by technical services that ensure smooth field operations for clients.

In 2000, PT Besmindo Materi Sewatama further expanded its business by adding workover and drilling rig services. Through this diversification, the company became directly involved in both new well drilling and maintenance of existing production wells. Trusted by major companies such as PT Pertamina, PT Chevron Pacific Indonesia, and several international oil companies, PT Besmindo Materi Sewatama has proven its capability as a professional and experienced

partner in the oil and gas industry. All services are delivered by competent technical teams, modern equipment, and work systems that strictly follow safety and quality standards.

Along with business growth and increasing customer demands, in 2014 PT Besmindo Materi Sewatama expanded its operational capacity by adding up to seven workover rigs actively operating in various work locations. This additional fleet allows the company to handle more projects simultaneously and to expand its service coverage in various oil and gas fields. With more rigs available, PT Besmindo Materi Sewatama is increasingly capable of supporting client operations for both well maintenance and new well development.

As operational needs in the field became more complex, in 2020 PT Besmindo Materi Sewatama introduced another new service by launching light vehicle rental, specifically designed to support oil and gas field activities. This service greatly assists field operations, as oil and gas sites are often located in remote areas with challenging terrain. With reliable operational vehicles, workers can easily move between locations, making tasks more efficient and effective. This service has become an important part of supporting the daily operations of clients.

To strengthen its logistics support system, in 2023 PT Besmindo Materi Sewatama opened a Logistic Yard in Duri. This facility was built to simplify the storage, management, and distribution of various drilling equipment and other necessary work tools required by clients. With the Logistic Yard in place, equipment delivery to project sites becomes faster, more organized, and minimizes the risk of delays. This facility allows the company to provide more efficient and integrated logistics services, fully supporting clients' operational needs.

To this day, PT Besmindo Materi Sewatama continues to grow into one of Indonesia's most trusted providers of drilling services and equipment for the oil and gas sector. This success is the result of the company's strong commitment to maintaining service quality, work safety, and customer satisfaction as top priorities. By continuously innovating, keeping up with technological

advancements, and understanding the ever-changing dynamics of the oil and gas industry, PT Besmindo Materi Sewatama is ready to face future business challenges and remain a reliable strategic partner for all its clients.



Figure 2.1 Figure of PT. Besmindo Materi Sewatama

Source :Processed Data 2025

2.2 Vision and Mission

PT Besmindo Materi Sewatama always prioritizes its commitment to delivering the best services in the oil and gas service sector. As a company engaged in providing drilling equipment, workover rigs, rental services, maintenance, and field support, PT Besmindo Materi Sewatama has clear vision, mission, and core values that serve as guidelines for all employees in carrying out their daily work.

2.2.1 Vision:

"To become a trusted, professional, and leading oil and gas service company, delivering safe, efficient, and reliable solutions to support sustainable national and international energy development."

This vision reflects the company's ambition to not only lead in the oil and gas service sector but also contribute positively to the development of the energy sector in Indonesia while upholding safety, quality, and environmental sustainability.

Source :besmindoms.com

2.2.2 Mission:

1. To provide high-quality services in manufacturing, repairing, renting, and maintaining drilling equipment and workover rigs that meet industry standards and client expectations.
2. To prioritize safety, operational excellence, and environmental protection in every aspect of operations.
3. To develop and continuously improve the competence of human resources through training, certification, and knowledge development to meet global oil and gas service industry standards.
4. To build long-term partnerships with clients by providing responsive, professional, and reliable services.
5. To participate in community development, provide employment opportunities, and contribute to regional and national economic growth.

The mission emphasizes the company's focus not only on operational activities but also on the development of human resources, client relationships, and environmental responsibility.

Source :besmindoms.com

2.3 Kind of Business

PT Besmindo Materi Sewatama is a national private company operating in the oil and gas service industry, particularly in the drilling equipment supply, rental, maintenance, and workover rig services. As a strategic partner for major upstream oil and gas companies, the company contributes to the smooth operation of drilling and field activities by providing high-quality tools, reliable equipment, and professional technical services. Its main business activities include:

1. Manufacturing and Repair Services:

PT Besmindo specializes in the production, refurbishment, and repair of oilfield tools such as tool joints, drill pipes, pup joints, and other OCTG (Oil Country Tubular Goods) components.

2. OCTG Equipment Rental:

The company provides rental services for various oilfield equipment including drill pipes, heavy drill pipes, drill collars, stabilizers, tubing, and more. These services are offered to help clients minimize downtime during maintenance or unplanned shutdowns.

3. Workover Rig Services:

PT Besmindo also operates workover rigs used for well intervention, servicing, and maintenance. These rigs are critical for ensuring the continued productivity of oil wells. The company has served major clients including PT Pertamina and formerly PT Chevron Pacific Indonesia.

4. Logistic and Vehicle Rental Services:

To support mobility and operations in the field, the company offers light vehicle rentals and logistics yard support for efficient storage, mobilization, and maintenance of heavy equipment.

5. Logistics Yard Duri (Since 2023):

As part of business expansion, PT Besmindo established a logistics yard in Duri to provide faster and more efficient services to clients operating in the Riau region.

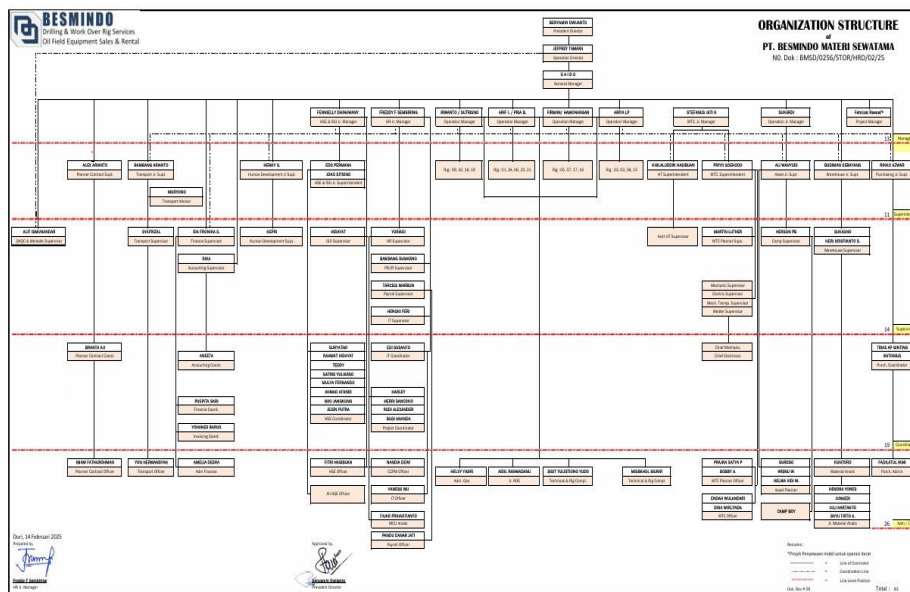
In addition to its technical services, PT Besmindo Materi Sewatama also prioritizes good governance, workforce management, and contractor compliance, particularly through the Human Resources Development (HRD) division.

During the apprenticeship period, placement was in the Human Resources Development (HRD) Division, more specifically under the CCPM (Contractor Compliance and Performance Management) section. CCPM is a critical unit responsible for managing the performance and compliance of contractors who work under the supervision or in collaboration with Pertamina Hulu Rokan (PHR). The CCPM section is responsible for:

1. Monitoring and evaluating contractor performance based on safety, quality, and work output standards.
2. Ensuring that all contractors comply with applicable rules, policies, and contract clauses set by PHR and internal standards.

3. Managing access and confidentiality through secured CCPM systems or portals dedicated only for registered PHR contractors.
4. Assisting in documentation and record-keeping related to contractor audits, compliance scoring, and performance indicators.
5. Coordinating with the Compliance Assurance Team if there are any irregularities or access issues within the system.

2.4 Organizational Structure



To support its core operations in the oil and gas services industry, PT Besmindo Materi Sewatama relies on a structured organizational system with clearly defined roles and responsibilities. Each position within the company plays a significant role in maintaining operational excellence, ensuring safety standards, and achieving strategic business objectives. The following is a detailed description of the duties and responsibilities of each major position in the company:

1. President Director

As the highest-ranking executive in the company, the President Director holds strategic control over all organizational decisions and directions. Responsibilities:

- a. Supervises and evaluates the performance of the Operations Director and other key management figures.
- b. Offers strategic advice and direction to ensure the company is aligned with its mission and business vision.
- c. Acts as the final authority on major decisions and intervenes if any director's actions could negatively affect the company.
- d. Oversees corporate governance and high-level partnerships.

2. Operations Director

The Operations Director is responsible for overseeing the company's core business activities and ensuring their alignment with strategic goals. Responsibilities:

- a. Ensures all departments meet short-term objectives and long-term goals.
- b. Oversees tender and bidding processes to ensure efficiency and compliance.
- c. Represents the company in external engagements, including client and government meetings.
- d. Coordinates with the General Manager to review and execute project contracts.

3. General Manager

The General Manager oversees the daily operations of all departments and ensures that operational goals are met. Responsibilities:

- a. Leads and monitors departmental performance across the organization.
- b. Develops operational budgets and assesses cost-efficiency and resource utilization.
- c. Supervises rig development projects to ensure progress follows project timelines.
- d. Manages budgeting for new rigs and annual maintenance operations.
- e. Participates in procurement tenders and strategic planning.

4. Operations Manager

The Operations Manager supports the General Manager by coordinating field activities and departmental cooperation. Responsibilities:

- a. Assists in day-to-day company operations.
- b. Ensures effective communication and coordination among all employees.
- c. Acts as a representative of management in maintaining customer relationships.

5. Rig Superintendent

This role is essential in overseeing rig site operations and maintaining performance and safety standards. Responsibilities:

- a. Ensures rig crew requirements are met and personnel are assigned appropriately.
- b. Maintains monthly inventory logs of tools and equipment.
- c. Coaches and mentors rig teams, stepping in when other supervisors are absent.
- d. Oversees all rigsite activities to ensure safety and efficiency.

6. Accounting and Finance Superintendent

This individual manages the company's financial health and reporting systems. Responsibilities:

- a. Handles all incoming and outgoing financial transactions.

- b. Maintains comprehensive financial records and prepares monthly reports.
- c. Oversees payroll and ensures compliance with tax regulations.
- d. Provides accurate data for strategic decision-making.

7. Accounting Coordinator

Supporting the Finance Superintendent, the Accounting Coordinator ensures smooth daily financial operations. Responsibilities:

- a. Assists in preparing monthly financial reports.
- b. Coordinates employee salary and payment systems.
- c. Monitors vendor and supplier payment processes.

8. Yard Superintendent

The Yard Superintendent ensures operational readiness and equipment management at the logistics yard. Responsibilities:

- a. Directs staff in carrying out assigned responsibilities related to logistics.
- b. Supervises material storage and equipment deployment.
- c. Ensures field supply needs are communicated and met promptly.

9. Purchasing Supervisor

Responsible for sourcing and procurement of goods and services for field and project needs. Responsibilities:

- a. Handles procurement according to approved Request Orders (RO).
- b. Evaluates and assesses supplier performance every six months.
- c. Coordinates purchase planning with relevant departments to avoid delays.

10. Asset Supervisor

Manages the company's assets, both movable and immovable, to prevent loss and ensure accountability. Responsibilities:

- a. Conducts asset audits quarterly across offices and project sites.
- b. Tracks internal and external asset movements.

- c. Reports asset conditions regularly and prepares rig-related items as per contract specifications.

11. Logistics/Warehouse Supervisor

This role manages the movement, storage, and delivery of materials.

Responsibilities:

- a. Ensures the logistical support for all project and field operations.
- b. Oversees inventory levels and material readiness.
- c. Forecasts field requirements and coordinates deliveries.

12. Transportation Supervisor

Handles company vehicle operations and transportation safety.

Responsibilities:

- a. Manages all transportation logistics related to field operations.
- b. Participates actively in safety training and briefings.
- c. Exercises “Stop Working Authority” when unsafe conditions arise.
- d. Maintains and updates vehicle documentation and legality.

13. HSE Superintendent

Ensures the company adheres to health, safety, and environmental (HSE) regulations and standards. Responsibilities:

- a. Assists in preparing HSE plans and budget allocations.
- b. Oversees internal and external safety documentation.
- c. Encourages safety awareness through training and safety meetings.
- d. Conducts annual evaluations and supports overall compliance with HSE policies.

14. HRD Superintendent

This role manages all employee-related programs and ensures workforce wellbeing. Responsibilities:

- a. Plans and implements the recruitment process for new employees.

- b. Resolves employee relations and labor-related issues.
- c. Conducts annual performance evaluations.
- d. Coordinates annual health programs such as Medical Check-Ups (MCU).

15. Maintenance (MTC) Superintendent

Oversees the reliability and functionality of company machinery and rig equipment. Responsibilities:

- a. Monitors critical equipment to prevent operational downtime or penalty.
- b. Supervises maintenance team activities.
- c. Conducts technical evaluations and prepares incident reports.

16. Maintenance Planner (MTC Planner)

Plans and manages scheduled maintenance for machinery and systems.

Responsibilities:

- a. Develops machine maintenance schedules aligned with operation timelines.
- b. Prepares monthly reports on equipment usage and repair budgets.
- c. Creates annual maintenance plans and task coordination schedules.

17. Coordinator

Coordinates specific project or department activities under managerial direction. Responsibilities:

- a. Manages and monitors the performance of subordinate staff.
- b. Prepares activity reports and submits them to supervisors.
- c. Manages employee time sheets and attendance records.

18. Staff

Supports various administrative and operational tasks according to their department. Responsibilities:

- a. Assists in routine tasks and special projects based on department needs.
- b. Maintains document filing and records.
- c. Prepares internal memos and communications.

2.5 The Working Process

The apprenticeship process at PT Besmindo Materi Sewatama was carried out systematically under the Human Resources Development (HRD) Division, specifically within the Contractor Compliance and Performance Management (CCPM) unit. This division plays a vital role in overseeing the compliance and performance of contractors working in collaboration with the company, especially in line with the standards of Pertamina Hulu Rokan (PHR). The following steps describe the structured working process during the apprenticeship period:

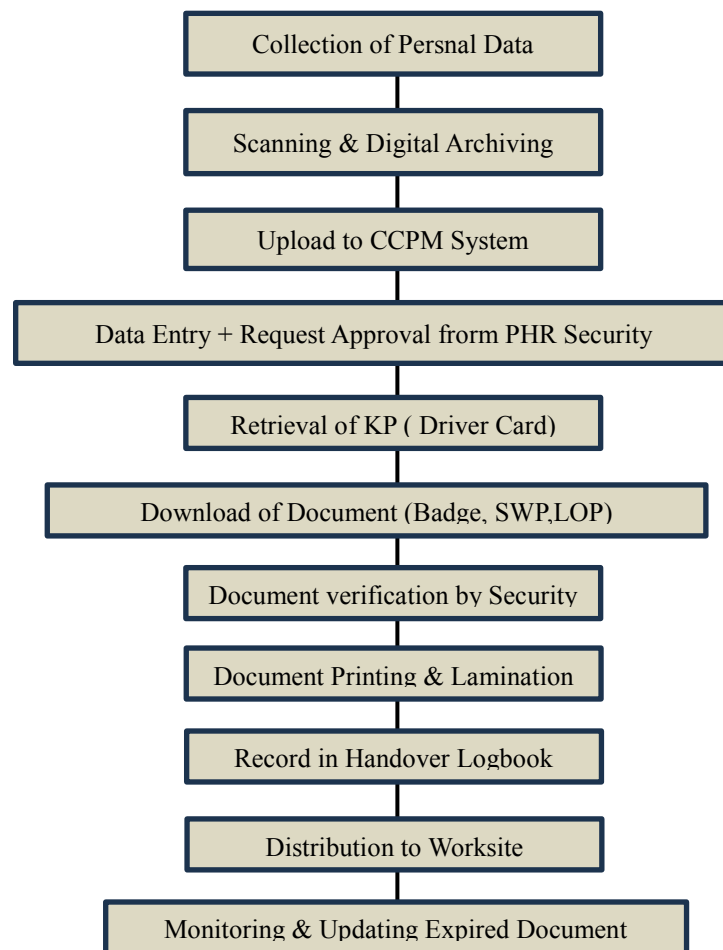


Figure 2.3 The working process of HRD CCPM PT.BMS

Source: Processed data 2025

From the workflow chart above, the apprenticeship activities at HRD CCPM Officer follow a systematic and structured process to manage contractor employee data efficiently. Each stage is interconnected and plays a crucial role in ensuring

that all administrative and compliance aspects are met according to company standards.

1. **Collection of Employee Personal Data**The first step involves collecting personal data from all contractor employees who will work within PT Besmindo Materi Sewatama. The collected data includes important documents such as PKWT (fixed-term employment contract), KTP (Indonesian ID card), SIM (driver's license), K3 certification, MCU (Medical Check-Up) letter, BPJS for both employment and health insurance, and recent photographs. This process is conducted in coordination with the contractor to ensure document completeness before proceeding.
2. **Digital Archiving of Documents**Once the physical documents are collected, they are scanned and digitally archived in designated folders organized by contractor company name and work location. This archiving ensures easy access for verification and auditing purposes.
3. **Uploading to the CCPM System**The scanned documents are uploaded into the CCPM online system, which is used to register all contractor workers and monitor the validity and completeness of their documents. The uploaded data serves as a basis for approval and access to the worksite.
4. **Data Entry and Coordination for Security PHR Approval**Data is entered in detail into the CCPM system, including full name, job title, work location, and document validity periods. Once data entry is complete, coordination is conducted with PHR Security to request approval. This approval is critical to ensure the employee is officially registered and recognized as active in the system.
5. **Retrieving the KP (Driver's Card)**After receiving approval, the HRD CCPM team collects the KP (Driver's Card) from the PHR Security. This card is mandatory for vehicle access within the work environment and is one of the key documents required by field employees.
6. **Downloading and Printing Additional Documents**After obtaining the KP, the next step is downloading additional documents such as the Badge (ID card), SWP (Work Safety Commitment Letter), and LOP (Letter of Permit). These

documents are retrieved from the CCPM system and prepared for printing and lamination.

7. Document Verification and Retrieval from SecurityThe printed documents are submitted to the Security division for final verification. Once verified, they are returned to the HRD CCPM team for distribution.
8. Printing and LaminationThe documents are printed using specialized printers and laminated to ensure durability and longevity in field use.
9. Documentation in the Handover LogbookAll completed and ready-for-distribution documents are recorded in the official handover logbook for internal administrative tracking and control.
10. Distribution to Work Location Documents are either handed to the contractor or directly delivered to the employee's designated work location. This ensures that every employee possesses valid and complete documents in compliance with company standards.
11. Updating Expired Documents HRD CCPM is also responsible for monitoring the validity period of employee documents. If expired documents are identified, such as inactive BPJS, expired SIM, or outdated K3 certificates, the contractor will be instructed to update them. New documents are scanned, uploaded to the system, and reprocessed following the same workflow.

This comprehensive and integrated process ensures the quality, accuracy, and compliance of all contractor workers in accordance with company policies and operational standards.

2.6 Documents Used for Activity

In the implementing of apprenticeship program at HRD CCPM PT BMS several documents using as follows:

1. Employee Personal Data Documents

These documents are essential for verifying the identity, legality, and health eligibility of each contractor employee. The files include the PKWT (Fixed-Term Employment Contract), KTP (National Identity Card), SIM (Driver's

License), K3 Certification, MCU (Medical Check-Up) Results, BPJS Employment and Health Cards, and a recent passport-sized photograph. These documents are gathered at the beginning of the administration process and form the basis for uploading to the CCPM system.

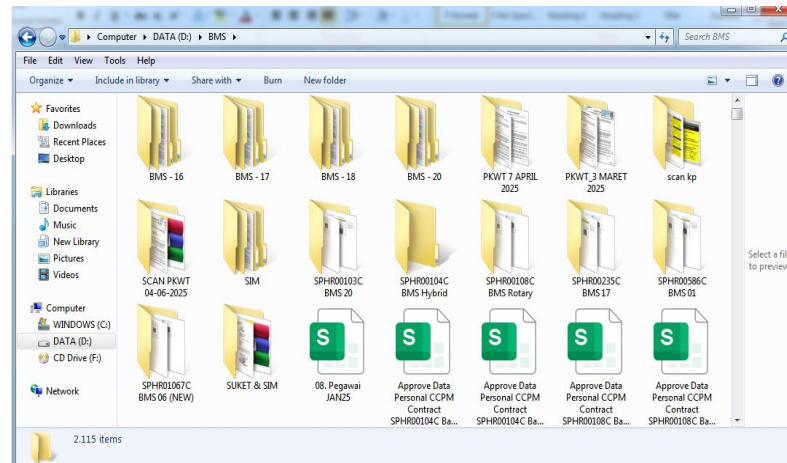


Figure 2.4 Employee Personal Data Document Sample
Source: Processed data 2025

2. Document CCPM System Screenshot (Web-Based Data Entry)

The CCPM system acts as the central platform for uploading and managing contractor worker data. The system interface allows for detailed data entry such as job title, document numbers, expiration dates, and attachments of scanned files. It is the main system used to validate worker readiness and eligibility.

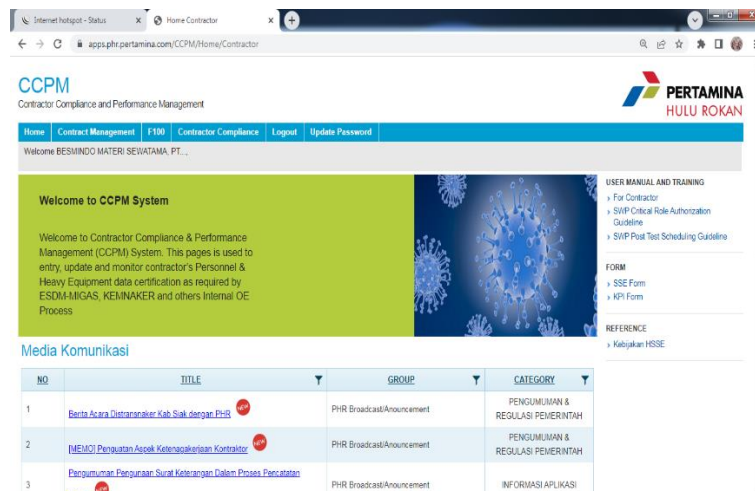


Figure 2.5 CCPM System Data Entry Page
Source: Processed data 2025

3. KP (Driver's Card)

The KP is a special access card required for any worker operating a vehicle inside the PHR work area. It is only issued once the worker's data is fully approved in the CCPM system and after verification from the PHR security division. The card is collected physically from the security office.

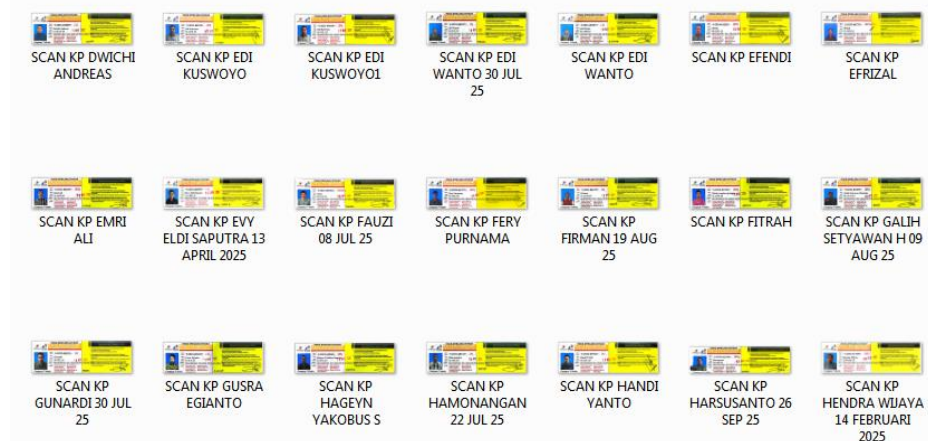


Figure 2.6 Driver's Card (KP) Sample

Source: Processed data 2025

4. Badge, SWP, and LOP Documents

These three documents are crucial for job site access and authorization:

- The Badge serves as an official employee identification card within the work location.
- The SWP (Safe Work Practice / Surat Wajib Patuhi) is a formal document that affirms the worker's commitment to follow and uphold safety rules and procedures while on duty. This document plays a critical role in ensuring a safe work environment, especially in high-risk operational areas such as those within the PHR field.
- The LOP (Letter of Permit) grants the worker formal approval to perform certain duties within the site. These documents are printed and laminated before being handed over to the employee or contractor.

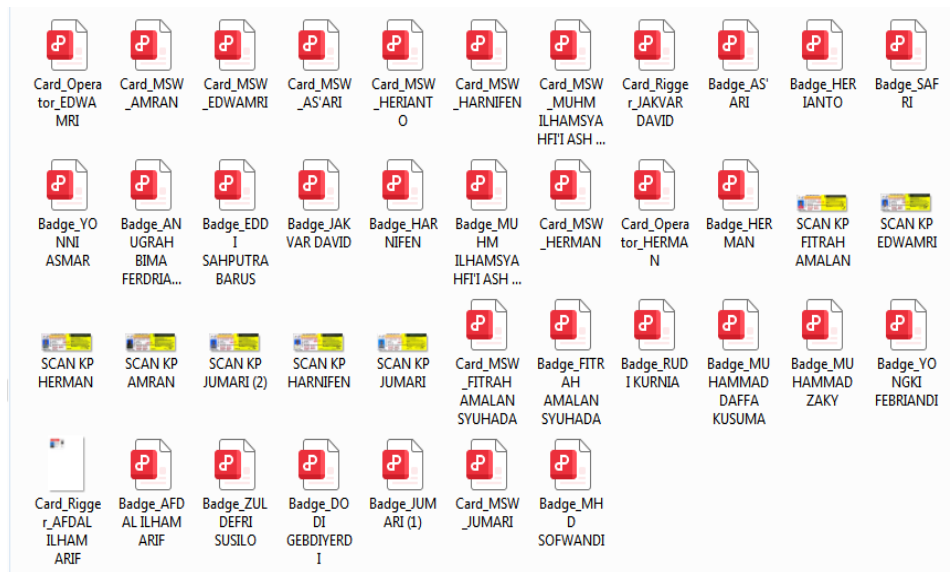


Figure 2.7 Badge and Supporting Documents
Source: Processed data 2025

5. Handover Logbook

To maintain administrative order, the HRD CCPM team uses a handover logbook. This book tracks the distribution of printed documents. It contains the worker's name, date of receipt, list of documents, and recipient signature to confirm delivery.

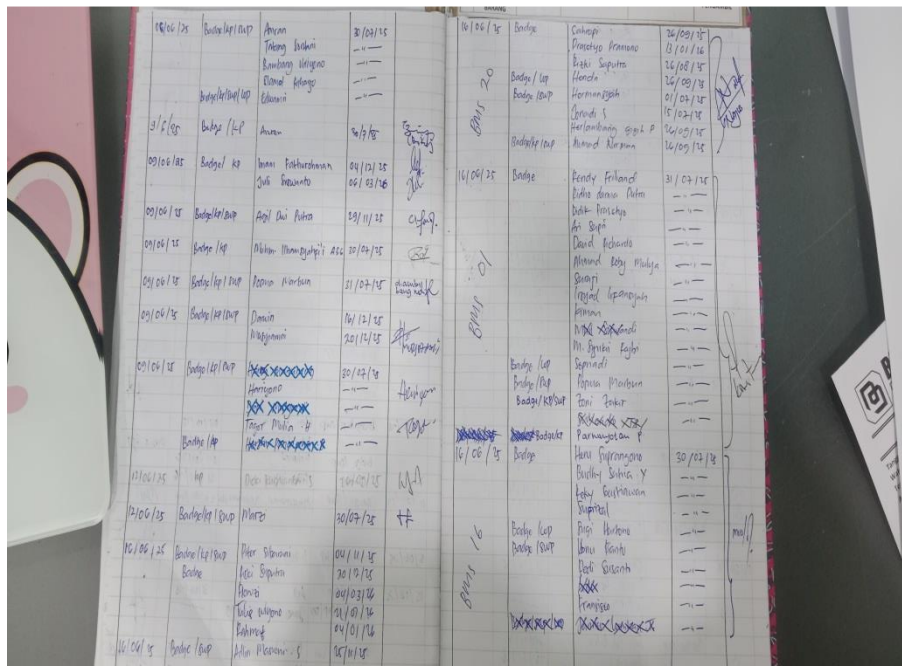


Figure 2.8 Handover Logbook Sample
Source: Processed data 2025

6. Expired Document Tracking Sheet

The HRD CCPM unit monitors each employee's document validity using a tracking sheet. This allows the team to flag and follow up on expiring or expired documents such as BPJS, SIM, or K3 certifications. The contractor is then contacted to provide updates, which are re-uploaded to the system.

Personel			Crane Operator		
No	Nama	Exp	No	Nama	Exp
1	PRIA BUDI	23/04/2025			
2	DEDI JAMAL	29/04/2025			
3	SYAHLINDRA	29/04/2025			
4	WANDRIAN JOSUA SINURAT	29/04/2025			
5	EDY SUHENDRA	30/04/2025			
6	MUHAMAD YUSUF	04/05/2025			
7	AFRIZA	04/05/2025			
8	MADAYAN	04/05/2025			
9	ELVI HENDRA	04/05/2025			
10	MUHAMMAD GALANG SEJATI	04/05/2025			
11	KIMAN	07/05/2025			
12	TONI ANDRE	07/05/2025			
13	IRSYAD IRFANSYAH DESMAN	07/05/2025			
14	MUHAMMAD DAVID	07/05/2025			
15	VERI IRAWAN	13/05/2025			
16	SAFRIZAL	13/05/2025			
17	DIDIK PRASETYO	13/05/2025			
18	SARAJI	13/05/2025			
19	ARIS MUNANDAR LUBIS	13/05/2025			
20	ZONI ZAKIR	13/05/2025			

Driver		
No	Nama	Exp
1	PRIA BUDI	23/04/2025
2	DODOI AJIS	29/04/2025
3	BOSTON GURNING	29/04/2025
4	LESMANSYAH	29/04/2025
5	ELVI HENDRA	04/05/2025
6	MUHAMMAD GALANG SEJATI	04/05/2025
7	AFRIZA	04/05/2025
8	MUHAMMAD DAVID	07/05/2025
9	ARIS MUNANDAR LUBIS	13/05/2025
10	ZONI ZAKIR	13/05/2025
11	FADHLAN RIZWAN	13/05/2025
12	SAFRIZAL	13/05/2025
13	VERI IRAWAN	13/05/2025
14	MICHAEL AGUSTINUS MUNTHE	29/05/2025

Figure 2.9 Expired Document Tracker
Source: Processed data 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The apprenticeship program was conducted at PT Besmindo Materi Sewatama, specifically in the HRD CCPM Officer division, starting from February 17 to June 17, 2025, for a total duration of 18 (eighteen) weeks. The work activities involved administrative tasks, data processing, documentation, and coordination with security teams related to contractor employees. The following are the detailed job descriptions carried out during the apprenticeship period:

Description of Tasks Carried Out in the HRD CCPM Officer Division:

1. Collecting of Employee Personal Data

The first step involves collecting personal data from all contractor employees who will work within PT Besmindo Materi Sewatama. The collected data includes important documents such as PKWT (Fixed-Term Employment Contract), KTP (National Identity Card), SIM (Driver's License), K3 Certification, MCU (Medical Check-Up) Results, BPJS Employment and Health Cards, and recent photographs. This process is conducted in coordination with the contractor to ensure all data is complete before continuing to the next step.

2. Document Scanning and Archiving

Digitally archiving all collected physical documents by scanning and organizing them into categorized folders.

3. CCPM System Data Entry

Entering complete employee details into the CCPM web system, including job title, NIK, work location, and uploading scanned documents.

4. Requesting Security Approval

Coordinating with PHR security to seek validation and approval for the employees' entry permits and status verification.

5. Collecting KP (Driver's Card)

Retrieving KP cards from security for employees operating vehicles within the site.

6. Document Download and Printing

Downloading authorized documents such as Badge, SWP (Safe Work Practice), and LOP for site access, followed by printing and lamination.

7. Verification and Retrieval Process

Submitting printed documents to security for verification before distribution.

8. Handover Documentation

Recording all issued documents in a logbook as proof of distribution and for administrative records.

9. On-Site Distribution

Delivering complete documents to the appropriate contractors or directly to employees at the work location.

10. Monitoring and Renewal of Expired Documents

Reviewing document validity, notifying contractors of any expired documents (e.g., BPJS, SIM, or K3), and updating the CCPM system with renewed versions.

3.2 System and Procedure

3.2.1 System

A system is a set of procedures that are interconnected and collectively function to achieve a company's operational goals. At PT Besmindu Materi Sewatama, especially within the HRD CCPM Officer division, the system used is a combination of online systems (via the CCPM platform) and offline/manual procedures. The CCPM system facilitates real-time data management and validation for contractor workers entering PHR project areas. To ensure data confidentiality and accuracy, each user accesses the CCPM system through unique credentials and adheres to internal company protocols.

3.2.2 Procedures

To provide a clearer example of how these procedures are implemented, below is a detailed description of one specific task carried out during the apprenticeship the creation of an employee badge:

1. Collecting Personal Data and Documents

The Flowchart below illustrates the process of collecting personal data and documents.

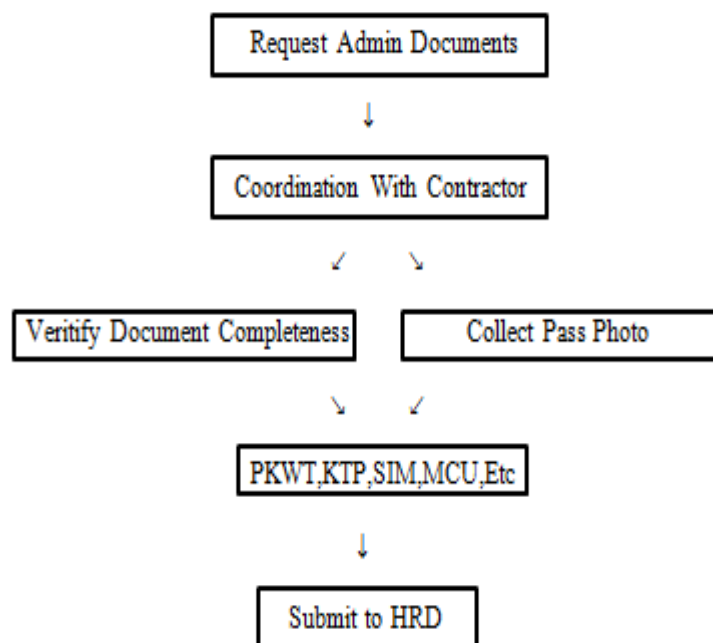


Figure 3.1 the process of Collecting Personal Data and Documents

Source: Processed data 2025

The initial stage begins with requesting and collecting all necessary administrative documents from each contractor employee. These documents include PKWT (Work Agreement), KTP (Indonesian Identity Card), SIM (Driver's License), BPJS Employment and BPJS Health Insurance cards, MCU (Medical Check-Up) results, and a recent passport-style photograph. These documents are essential for verifying the identity, health, and legal working status of the employee before being permitted to access the PHR project site. The collection process is conducted through coordination with the contractor's representative, who ensures that all files are complete before submission to HRD.

2. Document Scanning and Archiving

The flowchart below illustrates the process of document scanning and archiving.

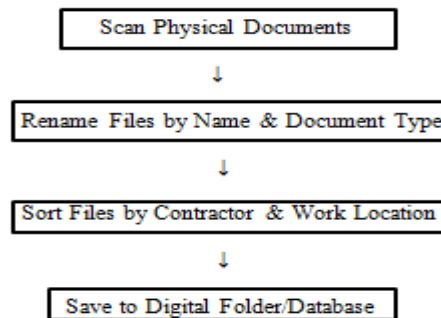


Figure 3.2 the process of Document Scanning and Archiving

Source: Processed data 2025

After the documents are collected, they are scanned using a flatbed scanner to ensure that the digital versions are clear and legible. Each file is renamed systematically according to the employee's name and type of document. The files are then saved into specific folders based on the contractor's name and the work location. This archiving process is vital for maintaining an organized digital database that can be quickly accessed during audits, compliance checks, or when updating expired documents.

3. Uploading to CCPM System

The flowchart below illustrates the process of uploading to CCPM system.

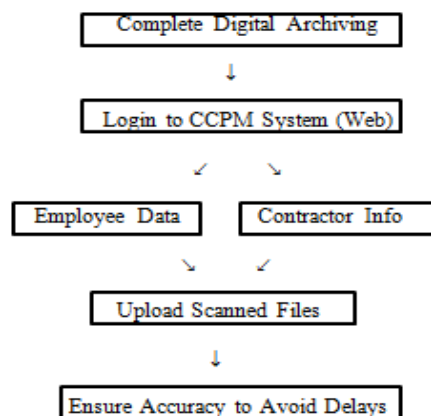


Figure 3.3 the process of Uploading to CCPM System

Source: Processed data 2025

Once the digital archiving is completed, the next step is to upload the employee data into the Contractor Compliance Performance Monitoring (CCPM) system a web-based platform that manages all contractor documentation. The data input includes personal identity information (name, NIK, date of birth, job title), contractor company name, project worksite location, and the corresponding scanned files. Accuracy in this step is crucial to avoid system rejection or delays in the approval process.

4. Requesting Security Approval

The flowchart below illustrates the process of requesting security approval.

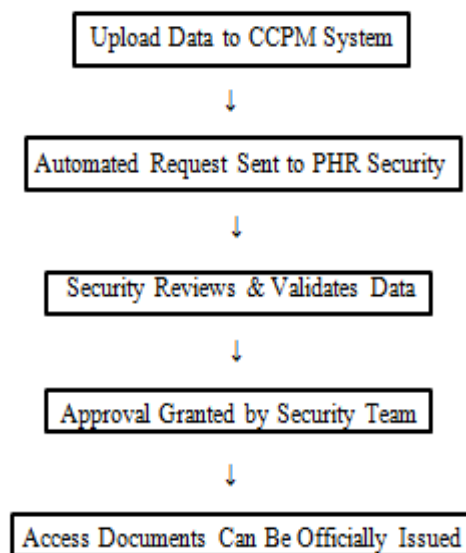


Figure 3.4 the process of Requesting Security Approval

Source: Processed data 2025

After the data is successfully uploaded, the CCPM system will prompt an automated request to the PHR Security team to validate and approve the employee's documents. The security team will cross-check the data for consistency and eligibility. This approval is mandatory before any access-related documents (such as a badge or KP) can be issued. The coordination between HRD and security ensures compliance with safety regulations and minimizes the risk of unauthorized access.

5. Downloading Badge File

The flowchart below illustrates the process of downloading badge file.

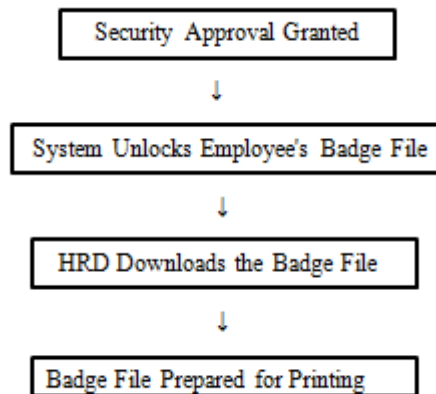


Figure 3.5 the process of Downloading Badge File

Source: Processed data 2025

Once the approval is granted by the PHR Security team, the system will unlock the employee's badge file. This file typically includes the employee's full name, company, photograph, badge number, and a QR code for digital verification. The file is downloaded by the HRD staff and prepared for printing.

6. Printing and Lamination

The flowchart below illustrates the process of printing and lamination.

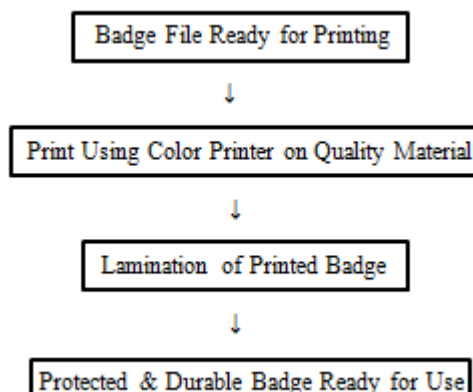


Figure 3.6 the process of Printing and Lamination

Source: Processed data 2025

The badge file is printed using a color printer on high-quality paper or plastic card. After printing, the badge is laminated to protect it from wear and tear, water damage, and dust exposure. Laminated badges also maintain a professional

appearance and durability, which is important for daily use in industrial work environments.

7. Logbook Recording

The flowchart below illustrates the process of logbook recording.

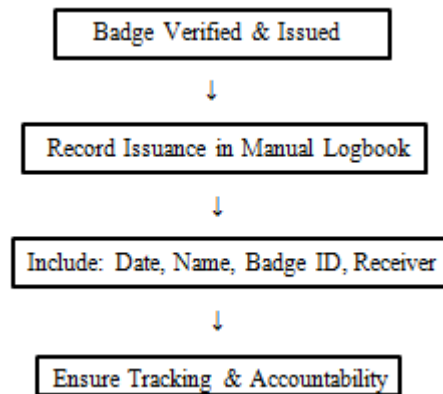


Figure 3.7 the process of Logbook Recording

Source: Processed data 2025

Once verified, the badge issuance is recorded manually in a logbook that includes the date of issuance, employee name, badge ID, and receiving party. This step is essential for tracking the distribution and accountability of official access documents.

8. Badge Distribution

The flowchart below illustrates the process of badge distribution.

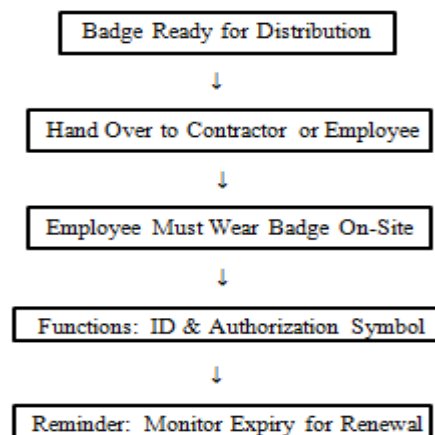


Figure 3.8 the process of Badge Distribution

Source: Processed data 2025

The final step is to distribute the badge to the respective contractor or directly to the employee. The badge must be worn at all times while on-site and acts as both identification and a symbol of authorization. Failure to wear the badge may result in restricted site access or disciplinary action. HRD also reminds the contractor to monitor expiration dates to ensure timely renewal.

This entire process is fundamental in maintaining workplace security, ensuring that only verified and health-cleared individuals are granted site access, and supporting administrative transparency between the HRD department, contractor companies, and the PHR operational team.

3.3 Place of Apprenticeship

This Apprenticeship activity was carried out at PT Besmindo Materi Sewatama from February 17 to June 17, 2025. During the apprenticeship, the Author was placed in the Human Resources Development (HRD) Division, specifically in the Contractor Compliance and Performance Management (CCPM) section.

Table 3.1 Working schedule at PT. Besmindo Materi Sewatama Duri

No	Day	Working Hours	Rest
1.	Monday to Thursday	08.00 AM – 16.00 PM	12.00 – 13.00 PM
2.	Friday	08.00 AM – 16.00 PM	12.00 – 13.30 PM
3.	Saturday & Sunday	Holiday	Holiday

Source: Processed Data 2025

All tasks and responsibilities assigned during the apprenticeship were adjusted to the work system of the HRD – CCPM team. The apprenticeship experience provided the Author with practical understanding of document management, contractor data handling, and administrative support related to employee compliance in the oil and gas service industry.

3.4 Kind and Description of the Activity

The description of the work activities carried out during the Apprenticeship, which took place from February 17 to June 17, 2025 at PT Besmindo Materi Sewatama, specifically in the Human Resources Development

(HRD) Division – CCPM section. The details of its activities can be seen in the following table:

Table 3.2 Daily activities of February 17th, to February 21st, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, February 17, 2025	<ol style="list-style-type: none"> 1. Introduction of the company to apprenticeship participants. 2. General briefing on company procedures, regulations, and intern responsibilities. 3. Photo session for ID card issuance and registration for BPJS Ketenagakerjaan (Employment Social Security). 4. Initial logbook entry to mark the official start of the apprenticeship program 	PT Besmindo Materi Sewatama main office
2.	Tuesday, February 18, 2025	<ol style="list-style-type: none"> 1. Participate in the company's morning exercise with employees. 2. Assist in preparing tax reports. 3. Tasks include collecting required data, verifying supporting documents, and ensuring compliance with tax regulations. 	PT Besmindo Materi Sewatama main office
3.	Wednesday, February 19, 2025	<ol style="list-style-type: none"> 1. Upload employee training certificates to the CCPM (Contractor Compliance and Performance Management) system of Pertamina Hulu Rokan. 2. Verified completeness and formatting of documents before uploading. 3. Support administrative processes and contractor performance evaluation. 	PT Besmindo Materi Sewatama main office
5.	Thursday February 20, 2025	<ol style="list-style-type: none"> 1. Update employee training certificates in the CCPM system. 2. Replace expired certificates, corrected errors, and removed invalid documents. 3. Coordinate with the mentor to ensure all documents met the required standards. 	PT Besmindo Materi Sewatama main office
6.	Friday, February 21, 2025	<ol style="list-style-type: none"> 1. Continue updating employee certificates in the CCPM system. 2. Verified remaining certificates and uploaded new valid versions. 3. Work with the mentor to resolve incomplete data and address technical issues 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the first week, the author was involved in orientation sessions, administrative preparations, and assisting in document collection and certificate uploads. These activities marked the beginning of the apprenticeship program and provided an overview of the daily responsibilities.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.3 Daily Activity of February 24th, to February 28th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, February 24, 2025	<ol style="list-style-type: none"> 1. Continue updating employee certificates in the CCPM system. 2. Verified remaining certificates and uploaded new valid versions. 3. Work with the mentor to resolve incomplete data and address technical issues 	PT Besmindo Materi Sewatama main office
2.	Tuesday, February 25, 2025	<ol style="list-style-type: none"> 1. Join morning exercise for employee wellness. 2. Download, print, and laminate badges, SWPs, and LOPs from the CCPM website. 3. Conduct a field visit to Rig BMS 21 to observe operations and safety protocols. 	<ol style="list-style-type: none"> 1. PT Besmindo Materi Sewatama main office 2. Rig 21 of BMS
3.	Wednesday, February 26, 2025	<ol style="list-style-type: none"> 1. Download employee data for issued Driver Cards from the CCPM site. 2. Print and laminate required work access documents (badge, SWP, LOP) based on operational needs. 	PT Besmindo Materi Sewatama main office
5.	Thursday, February 27, 2025	<ol style="list-style-type: none"> 1. Assist HSE department in laminating CRSSC documents. 2. Ensure quality control and packaging of safety documents for site use. 3. Help organize HSE policies, SOPs, and risk mitigation materials. 	PT Besmindo Materi Sewatama main office
6.	Friday, February 28, 2025	<ol style="list-style-type: none"> 1. Continue supporting HSE team with CRSSC documentation. 2. Serve as Master of Ceremony for company's pre-Ramadan thanksgiving event. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the second week, the author focused on updating employee certificates in the CCPM system, verifying remaining documents, and collaborating with the mentor to resolve incomplete data and technical issues. The week also included downloading, printing, and laminating various employee access documents (badges, SWPs, LOPs), assisting the HSE department with CRSSC documentation, and organizing safety policies and SOPs. Additionally, the author participated in a morning exercise session, conducted a field visit to Rig BMS 21 to observe operations, and served as Master of Ceremony for the company's pre-Ramadan thanksgiving event.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.4 Daily Activity of March 3th, to March 7th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, March 3, 2025	<ol style="list-style-type: none"> 1. Review PKWT (Fixed-Term Employment Agreement) documents nearing expiration for completeness and validity. 2. Scann verified PKWT documents to create digital archives. 3. Save scanned files using a naming format based on employee names and contract end dates 4. Prepare PKWT documents for upload to the CCPM system according to the schedule. 	PT Besmindo Materi Sewatama main office
2.	Tuesday, March 4, 2025	Sick leave.	-
3.	Wednesday, March 5, 2025	Sick leave.	-
5.	Thursday, March 6, 2025	<ol style="list-style-type: none"> 1. Wrote employee names on badges, Driver Cards (KP), and SWPs; recorded distribution in handover logbook. 2. Prepare documents for delivery or personal pick-up. 3. Assist HSE department with documentation (photos, result records, archiving). 4. Create a summary of the HSE division meeting, capturing key points, decisions, and follow-ups. 	PT Besmindo Materi Sewatama main office
6.	Friday, March 7, 2025	<ol style="list-style-type: none"> 1. Update PKWT employee data on the CCPM website. 2. Ensure uploaded data matched original documents in terms of employee info and contract details. 3. Help HSE department laminate HSSE Golden Rules cards. 4. Check lamination quality to ensure readability and durability. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the third week, the author reviewed PKWT (Fixed-Term Employment Agreement) documents nearing expiration, ensuring completeness and validity before scanning them for digital archives. Files were saved using a standardized naming format and prepared for scheduled uploads to the CCPM system. Due to sick leave on Tuesday and Wednesday, activities resumed on Thursday with tasks such as labeling and distributing badges, Driver Cards, and SWPs, assisting the

HSE department with documentation, and preparing a summary of the HSE division meeting. The week concluded with updating PKWT employee data on the CCPM website, verifying accuracy against original documents, laminating HSSE Golden Rules cards, and performing quality checks.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.5 Daily Activity of March 10th, to March 14th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, March 10, 2025	<ol style="list-style-type: none"> 1. Continue updating employee PKWT (Fixed-Term Employment Agreement) data on the CCPM system. 2. Ensure uploaded data matched original documents, including employee info and contract validity details. 	PT Besmindo Materi Sewatama main office
2.	Tuesday, March 11, 2025	<ol style="list-style-type: none"> 1. Download Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) data from the CCPM website. 2. Verified accuracy and completeness of employee information 3. Print the documents with high-quality standards and laminated them for durability. 4. Conduct final checks to ensure no data errors or physical defects. 	PT Besmindo Materi Sewatama main office
3.	Wednesday, March 12, 2025	<ol style="list-style-type: none"> 1. Continue laminating previously printed Badges, SWPs, and LOPs. 2. Record document owners' names in the archive book for administrative tracking and handover records. 	PT Besmindo Materi Sewatama main office
5.	Thursday, March 13, 2025	<ol style="list-style-type: none"> 1. Continu updating employee PKWT data on the CCPM system. 2. Ensure accuracy and alignment with original contracts. 3. Organize and archived both digital and physical versions of PKWT documents. 4. Coordinate with mentor to review progress and confirm document accuracy and completeness. 	PT Besmindo Materi Sewatama main office
6.	Friday, March 14, 2025	<ol style="list-style-type: none"> 1. Continue PKWT data updates on the CCPM website. 2. Recheck data to avoid errors before finalizing inputs. 3. Scann Driver Cards (KP) for digital archiving. 4. Laminate scanned KP documents to protect and preserve them. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the fourth week, the author continued updating employee PKWT (Fixed-Term Employment Agreement) data on the CCPM system, ensuring accuracy against original documents and contract details. Activities included downloading and verifying Badge, SWP, and LOP data, printing with high-quality standards, laminating for durability, and performing final checks for errors or defects. The author also recorded document ownership in the archive book, organized and archived PKWT documents in both digital and physical formats, and coordinated with the mentor to review progress. The week concluded with scanning Driver Cards for digital archiving and laminating them for preservation.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.6 Daily Activity of March 17th, to March 21th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, March 17, 2025	<ol style="list-style-type: none"> 1. Assist the HSE department in uploading PPE (Personal Protective Equipment) data to the Besmindo Google PPE account. 2. Ensure completeness and accuracy of uploaded information (equipment type, quantity, request date, recipient). 3. Organize folders and files for easy access and data monitoring. 	PT Besmindo Materi Sewatama main office
2.	Tuesday, March 18, 2025	<ol style="list-style-type: none"> 1. Continue uploading PPE data to the Besmindo Google PPE account for documentation and archiving. 2. Maintain accuracy and structure of the uploaded files. 3. Continue organizing data folders for efficient access and future use. 	PT Besmindo Materi Sewatama main office
3.	Wednesday, March 19, 2025	<ol style="list-style-type: none"> 1. Scann KP (Driver's Card) documents for digital archiving. 2. Laminate the scanned KP documents to ensure durability and physical protection. 	PT Besmindo Materi Sewatama main office
5.	Thursday, March 20, 2025	<ol style="list-style-type: none"> 1. Download Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents from the CCPM website. 2. Verified accuracy of each downloaded file against employee records. 	PT Besmindo Materi Sewatama main office

6.	Friday, March 21, 2025	<ol style="list-style-type: none"> 1. Print the downloaded Badge, SWP, and LOP documents. 2. Trimmed documents to the correct sizes for lamination. 3. Complete the lamination process to ensure document durability and protection. 	PT Besmindo Materi Sewatama main office
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Source: Processed Data 2025

In the fifth week, the author assisted the HSE department in uploading PPE (Personal Protective Equipment) data to the Besmindo Google PPE account, ensuring completeness and accuracy in details such as equipment type, quantity, request date, and recipient. The author also organized data folders for efficient access and monitoring. Activities included continuing PPE uploads, scanning and laminating KP (Driver's Card) documents for durability, downloading Badge, SWP, and LOP documents from the CCPM website, verifying them against employee records, and completing the printing, trimming, and lamination processes to maintain document quality.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.7 Daily Activity of March 24th, to March 28th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, March 24, 2025	<ol style="list-style-type: none"> 1. Laminate previously printed Badges, SWPs (Safe Work Permits), and LOPs (Letters of Permit). 2. Organize laminated items by grouping them based on each employee's name. 3. Record and document the handover of items in the company logbook for archiving. 	PT Besmindo Materi Sewatama main office
2.	Tuesday, March 25, 2025	<ol style="list-style-type: none"> 1. Assist the HSSE division in laminating safety tags (e.g., LOTO tags, fire extinguisher/APAR tags). 2. Ensure all tags were properly laminated and ready for field deployment. 3. Help organize and prepare the tags for distribution to designated locations. 	PT Besmindo Materi Sewatama main office

3.	Wednesday, March 26, 2025	<ol style="list-style-type: none"> 1. Help prepare for the company's Iftar (breaking of fast) event during Ramadan. 2. Assist in room setup and arranging food and beverages. 3. Serve as the Master of Ceremony (MC) during the Tausiyah (Islamic sermon) and Iftar event. 	PT Besmindo Materi Sewatama main office
5.	Thursday, March 27, 2025	<ol style="list-style-type: none"> 1. Assist the HSSE department with safety-related activities by inputting PPE (Personal Protective Equipment) data into the system. 2. Ensure accuracy and completeness of safety equipment records for field personnel. 	PT Besmindo Materi Sewatama main office
6.	Friday, March 28, 2025	<ol style="list-style-type: none"> 1. Continue assisting the HSSE department with PPE data input to maintain up-to-date safety equipment documentation. 2. Focus on the accuracy and organization of records for compliance and operational needs. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the sixth week, the author laminated previously printed Badges, SWPs, and LOPs, organized them by employee names, and documented the handover process in the company logbook. The week also involved assisting the HSSE division in laminating safety tags such as LOTO and fire extinguisher tags, preparing them for field deployment, and managing their distribution. The author contributed to the company's Iftar event during Ramadan by helping with venue setup, arranging food and beverages, and serving as Master of Ceremony during the Tausiyah and Iftar. Additionally, the author supported the HSSE department by inputting PPE data into the system, ensuring accurate and complete safety equipment records for field personnel, and maintaining compliance with operational requirements.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.8 Daily Activity of March 31th, to April 04th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, March 31, 2025	Eid al-Fitr holiday.	-
2.	Tuesday, April 01, 2025	Eid al-Fitr holiday.	-

3.	Wednesday, April 02, 2025	Eid al-Fitr holiday.	-
5.	Thursday, April 03, 2025	<ol style="list-style-type: none"> 1. Conduct data recap on the CCPM website. 2. Check expiration dates of personnel data, including general staff, crane operators, drivers, and others. 3. Ensure records were up-to-date to maintain safety and compliance. 4. Help with documentation and monitoring of certification validity. 	PT Besmindo Materi Sewatama main office
6.	Friday, April 04, 2025	<ol style="list-style-type: none"> 1. Download Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents from the CCPM system. 2. Compile the data using timesheets. 3. Categorize data based on rig contracts and assigned crew/support teams. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the seventh week, the author was on Eid al-Fitr holiday from Monday to Wednesday. Activities resumed on Thursday with conducting a data recap on the CCPM website, checking the expiration dates of personnel records such as general staff, crane operators, and drivers, and ensuring all records were updated for safety and compliance. The author also assisted in documenting and monitoring certification validity. On Friday, the tasks included downloading Badge, SWP, and LOP documents from the CCPM system, compiling the data using timesheets, and categorizing them based on rig contracts and assigned crew or support teams.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.9 Daily Activity of April 07, to April 11, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, April 07, 2025	<ol style="list-style-type: none"> 1. Scann newly signed PKWT (Fixed-Term Employment Agreements). 2. Rename the scanned files using the format: PKWT_Name_ContractValidityPeriod (e.g., PKWT_JEFRI_10 OCT 2025). 3. Organize the digital files into the internal contract documentation folder. 	PT Besmindo Materi Sewatama main office

2.	Tuesday, April 08, 2025	<ol style="list-style-type: none"> 1. Download Badge, SWP (Surat Wajib Pekerja), and LOP (Letter of Permission) files from the system. 2. Laminate the downloaded documents for field use. 	PT Besmindo Materi Sewatama main office
3.	Wednesday, April 09, 2025	<ol style="list-style-type: none"> 1. Arrange laminated Badge, KP (Kartu Pengemudi), SWP, and LOP based on their respective IRG (Internal Request Group) and crew names. 2. Ensure proper labeling and placement for ease of identification. 	PT Besmindo Materi Sewatama main office
5.	Thursday, April 10, 2025	<ol style="list-style-type: none"> 1. Retriev newly issued KP from PHR Security. 2. Perform scanning of KP documents for digital archiving. 3. Sent scann KP files via email to the assigned mentor for documentation purposes. 	PT Besmindo Materi Sewatama main office
6.	Friday, April 11, 2025	<ol style="list-style-type: none"> 1. Download Badge, SWP, and LOP files based on the names of KP previously collected from security. 2. Laminate the documents accordingly. 3. Logg the handover in the official documentation record book for archiving purposes. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the eighth week, the author scanned newly signed PKWT documents, renamed the files according to a standardized format, and organized them into the internal contract documentation folder. On Tuesday, Badge, SWP, and LOP files were downloaded and laminated for field use. Wednesday's work involved arranging laminated Badge, KP, SWP, and LOP documents by IRG and crew names to ensure easy identification. On Thursday, the author retrieved newly issued KP from PHR Security, scanned them for digital archiving, and sent the files to the mentor for documentation. The week concluded on Friday with downloading Badge, SWP, and LOP files based on the collected KP data, laminating the documents, and recording the handover in the official logbook for archiving.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.10 Daily Activity of April 14th, to April 18th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, April 14, 2025	1. Cross-check HSSE Passport expiration data for BMS Hybrid rig contract employees. 2. Mark expired documents in red and recorded vali	PT Besmindo Materi Sewatama main office
2.	Tuesday, April 15, 2025	1. Continue HSSE Passport expiration check for BMS-01 and Rotary contracts. 2. Update data and ensured accuracy of expiration tracking.	PT Besmindo Materi Sewatama main office
3.	Wednesday, April 16, 2025	1. Conduct the same check for BMS-20, BMS-06, BMS-17, and BMS-03A contracts. 2. Highlight expired passports and compiled them in the recap sheet.	PT Besmindo Materi Sewatama main office
5.	Thursday, April 17, 2025	1. Combine files of Employee Driver Cards (KP) with supporting documents such as driver's licenses and official stateme	PT Besmindo Materi Sewatama main office
6.	Friday, April 18, 2025	National holiday: Good Friday (Wafat Yesus Kristus)	-

Source: Processed Data 2025

In the ninth week, the author focused on checking HSSE Passport expiration dates for various rig contracts. Monday's task involved cross-checking data for BMS Hybrid rig contract employees, marking expired documents in red, and recording their validity. On Tuesday, the checks continued for BMS-01 and Rotary contracts, with updates made to ensure accurate expiration tracking. Wednesday was dedicated to reviewing passports for BMS-20, BMS-06, BMS-17, and BMS-03A contracts, highlighting expired ones, and compiling them in a recap sheet. On Thursday, the author combined Employee Driver Card (KP) files with supporting documents such as driver's licenses and official statements. The week concluded with a public holiday on Friday for Good Friday (Wafat Yesus Kristus).

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.11 Daily Activity of April 21th, to April 25th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, April 21, 2025	1. Download employee badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Laminate the printed documents. 3. Record and wrote the documents into the handover book.	PT Besmindo Materi Sewatama main office
2.	Tuesday, April 22, 2025	1. Update employee certificate data. 2. Identify employees with expired or incomplete certificates. 3. Prepare a list for certification follow-up.	PT Besmindo Materi Sewatama main office
3.	Wednesday, April 23, 2025	Continue updating and verifying employee certification data.	PT Besmindo Materi Sewatama main office
5.	Thursday, April 24, 2025	Continue the same task of checking and updating employee certificates.	PT Besmindo Materi Sewatama main office
6.	Friday, April 25, 2025	Participate in the e-Clor (safety and environmental training) organized by the HSE team of PT BMS for apprenticeship participants.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the tenth week, activities began on Monday with downloading employee Badges, SWPs, and LOPs, laminating them, and recording each item in the handover book. Tuesday's focus was on updating employee certificate data, identifying those with expired or incomplete records, and preparing a follow-up list. The tasks on Wednesday and Thursday were a continuation of updating and verifying employee certification data to ensure completeness and accuracy. On Friday, the author participated in the e-Clor safety and environmental training organized by PT BMS's HSE team for apprenticeship participants.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.12 Daily Activity of April 29th, to May 04th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, April 28, 2025	1. Download employee badge, SWP (Safe Work Permit), and LOP (Letter of Permit). 2. Print the downloaded documents.	PT Besmindo Materi Sewatama main office
2.	Tuesday, April 29, 2025	1. Laminate the printed documents. 2. Group the documents based on employee names, rig assignments, and crew divisions.	PT Besmindo Materi Sewatama main office
3.	Wednesday,	1. Record the documents into the	PT Besmindo Materi

	April 30, 2025	handover book. 2. Prepare the badges and supporting documents to be sent to the worksite.	Sewatama main office
5.	Thursday, May 01, 2025	Public Holiday – Labor Day	-
6.	Friday, May 02, 2025	Collect and record PKWT (Work Agreement Letters) based on their valid periods.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the eleventh week, Monday began with downloading employee Badges, SWPs, and LOPs, followed by printing the documents. On Tuesday, the printed documents were laminated and grouped according to employee names, rig assignments, and crew divisions. Wednesday was dedicated to recording the documents into the handover book and preparing badges and supporting documents for delivery to worksites. Thursday was a public holiday for Labor Day. The week concluded on Friday with the collection and recording of PKWT (Work Agreement Letters) based on their validity periods.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.13 Daily Activity of May 05th, to May 09th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, May 05, 2025	Update PKWT (Fixed-Term Employment Contract) data on the CCPM website based on the provided list and contract details.	PT Besmindo Materi Sewatama main office
2.	Tuesday, May 06, 2025	Continue updating PKWT data on the CCPM website as per the contract list.	PT Besmindo Materi Sewatama main office
3.	Wednesday, May 07, 2025	1. Download the badge, SWP (Safe Work Permit), and LOP (Letter of Permit) data. 2. Print and trimmed the documents.	PT Besmindo Materi Sewatama main office
5.	Thursday, May 08, 2025	Laminate the trimmed documents.	PT Besmindo Materi Sewatama main office
6.	Friday May 09, 2025	1. Collect KP (Access Cards) from the PHR Security. 2. Scann the KP cards for digital archiving. 3. Trimmed and laminated the KP cards.	PT Besmindo Materi Sewatama main office and Camp Area PHR

Source: Processed Data 2025

In the twelfth week, Monday focused on updating PKWT (Fixed-Term Employment Contract) data on the CCPM website based on the provided contract

list and details. This task continued on Tuesday to ensure all data was accurately updated. On Wednesday, badge, SWP, and LOP data were downloaded, printed, and trimmed. Thursday was dedicated to laminating the prepared documents. The week concluded on Friday with the collection of KP (Access Cards) from PHR Security, scanning them for digital archiving, trimming, and laminating the cards for durability.

Moving on to the next week, the detailed activities are presented in the following table.

Table 3.14 Daily Activity of May 12th, to May 16th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, May 12, 2025	National Holiday (Waisak Day).	-
2.	Tuesday, May 13, 2025	1. Prepare PKWT (Fixed-Term Employment Contract) documents. 2. Arrange documents based on rig assignment. 3. Affixed revenue stamps (materai) on the PKWTs for signatures by employees and the General Manager.	PT Besmindo Materi Sewatama main office
3.	Wednesday, May 14, 2025	Downloaded all contract data from the Contractor Compliance section on the CCPM website.	PT Besmindo Materi Sewatama main office
5.	Thursday, May 15, 2025	1. Download, print, and trimmed badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Laminate all printed documents.	PT Besmindo Materi Sewatama main office
6.	Friday, May 16, 2025	1. Record document handover in the logbook. 2. Group all documents according to rig and crew for delivery to the worksite.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the thirteenth week, Monday was a national holiday for Waisak Day. On Tuesday, PKWT (Fixed-Term Employment Contract) documents were prepared, arranged based on rig assignments, and affixed with revenue stamps for signatures by employees and the General Manager. Wednesday focused on downloading all contract data from the Contractor Compliance section of the CCPM website. On Thursday, badge, SWP, and LOP documents were downloaded, printed, trimmed, and laminated. The week concluded on Friday with recording the document handover in the logbook and grouping all documents according to rig and crew for delivery to the worksite.

Moving to the next week, the detailed activities are presented in the following table.

Table 3.15 Daily Activity of May 20th, to May 25th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, May 19, 2025	<ol style="list-style-type: none"> 1. Prepare PKWT (Fixed-Term Employment Contract) files for employee signatures. 2. Group the contracts based on rig assignments. 3. Affixed revenue stamps (materai) to each PKWT document. 	PT Besmindo Materi Sewatama main office
2.	Tuesday, May 20, 2025	Continue the same activities as the previous day: grouping PKWTs and applying revenue stamps.	PT Besmindo Materi Sewatama main office
3.	Wednesday, May 21, 2025	<ol style="list-style-type: none"> 1. Record the PKWTs that had been signed by employees. 2. Prepare the documents for submission to the General Manager for final signatures. 	PT Besmindo Materi Sewatama main office
5.	Thursday, May 22, 2025	<ol style="list-style-type: none"> 1. Delivery all employee-signed PKWTs to the General Manager's office for signature. 2. Create a PB (Barang Request) form for HR stationery supplies that had run out. 3. Collect the requested items from the warehouse. 	PT Besmindo Materi Sewatama main office
6.	Friday, May 23, 2025	<ol style="list-style-type: none"> 1. Download the badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Print and laminate the download documents. 	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the fourteenth week, activities began on Monday with preparing PKWT (Fixed-Term Employment Contract) files for employee signatures, grouping them by rig assignments, and affixing revenue stamps. Tuesday continued with the same process of grouping PKWTs and applying stamps. On Wednesday, signed PKWTs were recorded and prepared for submission to the General Manager. Thursday involved delivering the signed PKWTs to the General Manager's office, creating a PB (Barang Request) form for HR stationery supplies, and collecting the requested items from the warehouse. The week concluded on Friday with downloading, printing, and laminating badge, SWP, and LOP documents.

Moving to the next week, the detailed activities are presented in the following table.

Table 3.16 Daily Activity of May 26th, to May 30th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, May 26, 2025	Download, print, laminate, and record employee documents including badges, KP (Kartu Pengenal), SWP (Safe Work Permit), and LOP (Letter of Permit) in the handover book.	PT Besmindo Materi Sewatama main office
2.	Tuesday, May 27, 2025	1. Participate in a group exercise session. 2. Assist in the employee health check activities: vision test, blood pressure, blood sugar, uric acid, cholesterol, and weight check. 3. Help record and collect data of participating employees.	PT Besmindo Materi Sewatama main office
3.	Wednesday, May 28, 2025	1. Complete missing information in employees' PKWT (Fixed-Term Employment Contracts), such as filling in names and other necessary data. 2. Check and verify the accuracy and completeness of the PKWT contents.	PT Besmindo Materi Sewatama main office
5.	Thursday, May 29, 2025	National holiday for the Ascension of Jesus Christ	-
6.	Friday, May 30, 2025	Continue activities from May 28, focusing on cross-checking the completeness of PKWT documents.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the fifteenth week, Monday's tasks involved downloading, printing, laminating, and recording employee documents such as badges, KP, SWP, and LOP in the handover book. On Tuesday, activities included joining a group exercise session, assisting in employee health checks (vision, blood pressure, blood sugar, uric acid, cholesterol, and weight), and recording the data of participants. Wednesday focused on completing missing details in employees' PKWTs and verifying their accuracy. Thursday was a national holiday for the Ascension of Jesus Christ. The week concluded on Friday by continuing the PKWT verification and completeness check.

Moving to the next week, the detailed activities are presented in the following table.

Table 3.17 Daily Activity of June 02th, to June 06th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, June 02, 2025	Scann PKWT (Fixed-Term Employment Contracts) documents and saved them according to the required format.	PT Besmindo Materi Sewatama main office
2.	Tuesday, June 03, 2025	Scann employee documents, including police clearance certificates and statements letters.	PT Besmindo Materi Sewatama main office
3.	Wednesday, June 04, 2025	1. Pick up employee ID cards (KP) from PHR security 2. scann them for digital archiving purposes.	PT Besmindo Materi Sewatama main office and Area Camp PHR
5.	Thursday, June 05, 2025	1. Print employee certificates for Best BBS (Behavior Based Safety) and Best Driver awards. 2. Record the printed certificates in the handover book for archiving.	PT Besmindo Materi Sewatama main office
6.	Friday, June 06, 2025	National holiday for Eid al-Adha	-

Source: Processed Data 2025

In the sixteenth week, Monday's activity involved scanning PKWT documents and saving them in the required format. On Tuesday, scanning continued for employee documents such as police clearance certificates and statement letters. Wednesday focused on collecting employee ID cards (KP) from PHR security and scanning them for digital archiving. Thursday's tasks included printing employee certificates for the Best BBS and Best Driver awards, followed by recording them in the handover book for archiving. Friday was a national holiday for Eid al-Adha.

The subsequent week's activities are detailed in the following table.

Table 3.18 Daily Activity of June 09th, to June 13th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, June 09, 2025	Download HSE passport data for all employees.	PT Besmindo Materi Sewatama main office
2.	Tuesday, June 10, 2025	Review HSE passport data to identify employees whose passports were expired or nearing expiration, then compiled the data for renewal.	PT Besmindo Materi Sewatama main office
3.	Wednesday, June 11, 2025	Assist in supervising the SWP (Safe Work Practice) examination for new employees at PT BMS.	PT Besmindo Materi Sewatama main office& Camp PHR

5.	Thursday, June 12, 2025	Download the badge, SWP, and LOP (Letter of Permit) data for hybrid and rotary contract employees.	PT Besmindo Materi Sewatama main office
6.	Friday, June 13, 2025	Print the download badge, SWP, and LOP data and trimmed them in preparation for lamination.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the seventeenth week, Monday began with downloading HSE passport data for all employees. On Tuesday, the HSE passport data was reviewed to identify expired or soon-to-expire documents, followed by compiling a renewal list. Wednesday involved assisting in the supervision of SWP examinations for new employees at PT BMS. Thursday's work consisted of downloading badge, SWP, and LOP data for hybrid and rotary contract employees. On Friday, the downloaded badge, SWP, and LOP documents were printed and trimmed in preparation for lamination.

The following week's activities are presented in the next table.

Table 3.19 Daily Activity of June 16th, to June 17th, 2025

No	Date and Time	Name of Activity	Place
1.	Monday, June 16, 2025	1. Laminate badge, SWP, LOP, and KP (ID card) documents that had been trimmed earlier. 2. Record the laminated documents in the handover book as part of company archives.	PT Besmindo Materi Sewatama main office
2.	Tuesday, June 17, 2025	1. Participate in a morning group exercise session. 2. Scann PKWT (employment contract) documents. 3. Complete apprenticeship closure requirements, including gathering apprenticeship evaluation forms, certificates, attendance records, company logbook, and other necessary data. 4. Submitt final apprenticeship report and presentation to the mentor, officially concluding the apprenticeship program.	PT Besmindo Materi Sewatama main office

Source: Processed Data 2025

In the eighteenth and final week, Monday's tasks involved laminating badge, SWP, LOP, and KP documents that had been trimmed earlier, then recording them in the handover book for company archives. On Tuesday, the activities included participating in a morning group exercise session, scanning PKWT documents,

and completing apprenticeship closure requirements. This involved gathering evaluation forms, certificates, attendance records, the company logbook, and other necessary data. The week concluded with submitting the final apprenticeship report and presentation to the mentor, marking the official end of the apprenticeship program.

3.5 Obstacles and Solution

3.5.1 Obstacles

During the apprenticeship at PT Besmindo Materi Sewatama as an HRD CCPM Officer, the author encountered several challenges that affected the workflow and task efficiency. These obstacles include:

1. **Unorganized and Incomplete Previous Data**

The author had difficulty accessing historical documents because several files were either not systematically archived or were incomplete. This disorganization significantly hampered the document verification process and caused delays in data validation.

2. **Inconsistent File Formats and Naming Conventions**

The processing of various employee documents (e.g., PKWT, HSE Passport, certifications) was time-consuming due to inconsistent file formats and naming systems. This inconsistency made it challenging to locate, process, and archive documents efficiently.

3. **Limited Access to Printing and Laminating Equipment**

The unavailability or shared usage of printing and laminating machines led to bottlenecks in preparing physical documents, especially when multiple departments required the same resources simultaneously.

4. **Delays During Document Collection and Exam Schedules**

Some employees submitted documents late or were unprepared during scheduled exams such as SWP. These disruptions negatively affected the workflow and often required rescheduling, which interfered with the overall planning.

5. **Time Constraints in Completing Apprenticeship Deliverables**

Toward the end of the apprenticeship, the need to compile reports, complete evaluations, and manage various requirements in a limited time became overwhelming, increasing stress levels and reducing focus.

3.5.2 Solution

To overcome the obstacles mentioned above, the following practical solutions were implemented by the author:

1. **Manual and Digital Reorganization of Archives**

The author proactively reviewed, categorized, and reorganized both physical and digital documents to create a more accessible and complete archive for future use. This process ensured a more efficient verification system going forward.

2. **Establishing a Standard File Naming and Grouping System**

A structured approach was introduced by naming files uniformly based on employee names, document types, and dates. This made retrieval easier and contributed to a more organized data management process.

3. **Coordinating Equipment Use with Relevant Teams**

The author communicated with the HR and General Affairs departments to schedule printing and laminating sessions in advance. This prevented overlapping usage and minimized delays in document production.

4. **Employee Reminders and Clear Guidelines**

To prevent tardiness and unpreparedness, reminders were sent out before scheduled activities. Clear instructions and deadlines were also communicated to employees to ensure they complied with document submission and exam schedules.

5. **Gradual Report Preparation and Active Mentorship Engagement**

The author began drafting sections of the final report early and maintained regular check-ins with the assigned mentor. This strategy helped distribute the workload over time and reduced last-minute pressure.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

Based on the apprenticeship activities carried out from February 17 to June 17, 2025, at PT. Besmindo Materi Sewatama in the HRD division under the Contractor Compliance and Performance Management (CCPM) section, the following conclusions can be drawn:

1. The apprenticeship program has provided the writer with valuable insights and meaningful experiences in the field of human resource administration and contractor compliance management. These were particularly gained through hands-on involvement in processing various important documents such as PKWT (Work Agreement Letter), KP (Work Permit), SWP (Work Safety Letter), LOP (Work Order Letter), and employee certifications, which are crucial in managing employment relations and ensuring procedural compliance within the company.
2. Through the program, the writer acquired practical skills in several administrative and technical tasks. These included systematic document archiving, accurate data input into the CCPM (Contractor Compliance and Performance Management) system on the Pertamina Hulu Rokan platform, document printing and lamination, and participation in on-site field visits and internal company events. These activities enhanced the writer's understanding of daily HR workflows and corporate event coordination.
3. The apprenticeship experience also significantly enhanced the writer's professional competencies, including the ability to work under structured environments, manage time efficiently, and practice effective communication within a team. The writer also learned the importance of teamwork, interpersonal collaboration, and maintaining professional conduct in alignment with the company's standard operating procedures and workplace safety regulations.

4. The direct exposure to real-world work situations allowed the writer to develop a deeper understanding of the critical role of accuracy, confidentiality, and compliance in documentation processes. These elements are essential in supporting the smooth execution of operational activities and maintaining legal and procedural integrity within the organization

4.2 Suggestions

Based on the obstacles and experiences faced during the apprenticeship, the author offers the following suggestions:

1. For future apprentices, it is recommended to familiarize themselves early with data management tools and document handling procedures to adapt more quickly and contribute effectively.
2. PT Besmindo Materi Sewatama is encouraged to implement and maintain a standardized document naming and archiving system to enhance data accessibility and reduce processing time.
3. HR and support departments should consider setting structured equipment schedules for document printing and lamination to prevent bottlenecks and task delays.
4. Contractor representatives and HR personnel should collaborate to ensure employees are well-informed and punctual in submitting required documents or attending exams.
5. It is advisable for students to begin drafting their reports early and engage consistently with mentors to manage time efficiently and meet all internship requirements without excessive stress.

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APPENDICES

Appendix 1: Apprenticeship Request Letter



**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS**

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Nomor : 6196/PL31/TU/2024

30 November 2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Kantor PT. Besmindo Materi Sewatama

Jl. Duri - Dumai No.Km. 09, Balai Makam, Kecamatan Bathin Solapan, Bengkalis
Regency, Riau 28983

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 Kantor PT. Besmindo Materi Sewatama yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 17 Februari s/d 17 Juni 2025, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Melviana Syahputri	5404211422	D4 Administrasi Bisnis Internasional

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

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



**As. Direktur
Wakil Direktur III**

Marhadi Setra, S.T., M.Sc.
NIP. 198903142015041001

Contak Person:

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

Appendix II: Statement Letter



Nomor : 111/Srt/HRD-2/02/2025
Lamp :
Perihal : Permohonan Melakukan Magang

Kepada Yth.

Bp/Ibu. Wakil Direktur III
A/n : Marhadi Sastra, S.T., M. SC.

Di – Tempat

Dengan hormat,

Ref. Proposal: No /PL31/TU/2024 Dari Politeknik Negeri Bengkalis untuk Praktek Kerja Lapangan / Magang di PT. Besmindo Materi sewatama Rencana Akan Mulai Tanggal 17 Februari s/d 17 Juni 2025 sebanyak 01 (Satu) orang dengan data sebagai berikut :

NO	NAMA	NIM	PROGRAM STUDI
1	Melviana Syahputri	5404211422	D4 Administrasi Bisnis internasional

Maka dalam hal ini kami dari Perusahaan PT. Besmindo Materi Sewatama Mengabulkan permintaan untuk Pratek kerja lapangan / Magang di Perusahaan kami.

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

Duri; 11 Februari 2025

PT. Besmindo Materi Sewatama

Bambang Sumarno
PR/IR Supervisor

OPERATING OFFICE:
DURI : Jl. Duri – Dumai KM. 9
04/01 No.12
RT. 001 RW. 001, Desa Sebangar
Kec. Mandau - Duri, Riau 28884
Telp : 0765 - 560755

<http://www.besmindo.com>

HEAD OFFICE:
J.POI Kalimantan, Kp. Pekopen RT
Tambun Bekasi 17510, Indonesia
Telp : (62-21) - 883 35710
Fax : (62-21) - 883 35711
E-mail : materi@besmindo.com
Website :

Appendix III: Apprenticeship Assessment Sheet

Evaluation Result From Company Job Training
Assessment PT Besmindo Materi Sewatama Duri Section HRD (Human
Resources Development)

Name : Melviana Syahputri
Student's Identity No. : 5404211422
Study Program : International Business Administration
Educational Institutions : Bengkalis State Polytechnic

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	90
2.	Responsibility	25%	96
3.	Adjustment/Adaptation	10%	98
4.	Work Result	30%	98
5.	Behavior in General	15%	95
Total (1+2+3+4+5)		100%	95.4

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

Notes :

.....

.....

.....

.....

Duri, June 17th 2025



Appendix IV: Apprenticeship Certificate



BESMINDO
Drilling & Work Over Rig Service
Oil Field Equipment Sales & Rental

CERTIFICATE

No. BMSD/1129/ST/HRD/06/25

This is to certify that

MELVIANA SYAHPUTRI

Success for completing to Human Resource Department
work practice at PT. Besmindo *Materi* Sewatama
Period February 17th, 2024 to June 17th, 2025

Duri, June 17th, 2025



General Manager



PT BMS Vision :
Melihat kembali dan memberikan jasa pengeboran dan kerja ulang sumur serta
pengadaan dan penyewaan peralatan yang berhubungan dengan operasional sumur-sumur MIGAS & Geothermal

Appendix V: Apprenticeship Attendance List



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

ABSENSI BULANAN MAGANG

Nama : Melviana Syahputri
Nim : 5404211422
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Semester : 8
Lokasi Kp : PT. Besmindu Materi Sewatama

No	Hari	Tanggal	Masuk	Istirahat	Pulang	Paraf Mentor	Keterangan
1	Senin	17/02/2025	08:00	12:00	17:00		Hadir
2	Selasa	18/02/2025	08:00	12:00	17:00		Hadir
3	Rabu	19/02/2025	08:00	12:00	17:00		Hadir
4	Kamis	20/02/2025	08:00	12:00	17:00		Hadir
5	Jum'at	21/02/2025	08:00	12:00	17:00		Hadir
6	Senin	24/02/2025	08:00	12:00	17:00		Hadir
7	Selasa	25/02/2025	08:00	12:00	17:00		Hadir
8	Rabu	26/02/2025	08:00	12:00	17:00		Hadir
9	Kamis	27/02/2025	08:00	12:00	17:00		Hadir
10	Jum'at	28/02/2025	08:00	12:00	17:00		Hadir

Mengetahui,

Hidayat
ISO Supervisor



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

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ABSENSI BULANAN MAGANG

Nama : Melviana Syahputri
Nim : 5404211422
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Semester : 8
Lokasi Kp : PT. Besmindo Materi Sewatama

No	Hari	Tanggal	Masuk	Istirahat	Pulang	Paraf Mentor	Keterangan
1	Senin	03/03/2025	08:00	12:00	17:00		Hadir
2	Selasa	04/03/2025	08:00	12:00	17:00	-	Sick
3	Rabu	05/03/2025	08:00	12:00	17:00	-	Sick
4	Kamis	06/03/2025	08:00	12:00	17:00		Hadir
5	Jum'at	07/03/2025	08:00	12:00	17:00		Hadir
6	Senin	10/03/2025	08:00	12:00	17:00		Hadir
7	Selasa	11/03/2025	08:00	12:00	17:00		Hadir
8	Rabu	12/03/2025	08:00	12:00	17:00		Hadir
9	Kamis	13/03/2025	08:00	12:00	17:00		Hadir
10	Jum'at	14/03/2025	08:00	12:00	17:00		Hadir
11	Senin	17/03/2025	08:00	12:00	17:00		Hadir
12	Selasa	18/03/2025	08:00	12:00	17:00		Hadir
13	Rabu	19/03/2025	08:00	12:00	17:00		Hadir
14	Kamis	20/03/2025	08:00	12:00	17:00		Hadir

15	Jum'at	21/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir
16	Senin	24/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir
17	Selasa	25/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir
18	Rabu	26/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir
19	Kamis	27/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir
20	Jum'at	28/03/2025	08:00	12:00	17:00	<i>H</i>	Hadir

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Hidayat
ISO Supervisor



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

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

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





ABSENSI BULANAN MAGANG

Nama : Melviana Syahputri
Nim : 5404211422
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Semester : 8
Lokasi Kp : PT> Besmindo Materi Sewatama

No	Hari	Tanggal	Masuk	Istirahat	Pulang	Paraf Mentor	Keterangan
1	Selasa	01/04/2025	08:00	12:00	17:00	-	Idul Fitri
2	Rabu	02/04/2025	08:00	12:00	17:00	-	Idul Fitri
3	Kamis	03/04/2025	08:00	12:00	17:00	al	Hadir
4	Jum'at	04/04/2025	08:00	12:00	17:00	al	Hadir
5	Senin	07/04/2025	08:00	12:00	17:00	al	Hadir
6	Selasa	08/04/2025	08:00	12:00	17:00	al	Hadir
7	Rabu	09/04/2025	08:00	12:00	17:00	al	Hadir
8	Kamis	10/04/2025	08:00	12:00	17:00	al	Hadir
9	Jum'at	11/04/2025	08:00	12:00	17:00	al	Hadir
10	Senin	14/04/2025	08:00	12:00	17:00	al	Hadir
11	Selasa	15/04/2025	08:00	12:00	17:00	al	Hadir
12	Rabu	16/04/2025	08:00	12:00	17:00	al	Hadir
13	Kamis	17/04/2025	08:00	12:00	17:00	al	Hadir
14	Jum'at	18/04/2025	08:00	12:00	17:00	al	Hadir



Dipindai dengan CamScanner

15	Senin	21/04/2025	08:00	12:00	17:00		Hadir
16	Selasa	22/04/2025	08:00	12:00	17:00		Hadir
17	Rabu	23/04/2025	08:00	12:00	17:00		Hadir
18	Kamis	24/04/2025	08:00	12:00	17:00		Hadir
19	Jum'at	25/04/2025	08:00	12:00	17:00		Hadir
20	Senin	28/04/2025	08:00	12:00	17:00		Hadir
21	Selasa	29/04/2025	08:00	12:00	17:00		Hadir
22	Rabu	30/04/2025	08:00	12:00	17:00		Hadir

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Hidayat

ISO Supervisor



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711






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ABSENSI BULANAN MAGANG

Nama : Melviana Syahputri
Nim : 5404211422
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Semester : 8
Lokasi Kp : Besmindo Materi Sewatama

No	Hari	Tanggal	Masuk	Istirahat	Pulang	Paraf Mentor	Keterangan
1	Jum'at	02/05/2025	08:00	12:00	17:00		Hadir
2	Senin	05/05/2025	08:00	12:00	17:00		Hadir
3	Selasa	06/05/2025	08:00	12:00	17:00		Hadir
4	Rabu	07/05/2025	08:00	12:00	17:00		Hadir
5	Kamis	08/05/2025	08:00	12:00	17:00		Hadir
6	Jum'at	09/05/2025	08:00	12:00	17:00		Hadir
7	Selasa	13/05/2025	08:00	12:00	17:00		Hadir
8	Rabu	14/05/2025	08:00	12:00	17:00		Hadir
9	Kamis	15/05/2025	08:00	12:00	17:00		Hadir
10	Jum'at	16/05/2025	08:00	12:00	17:00		Hadir
11	Senin	19/05/2025	08:00	12:00	17:00		Hadir
12	Selasa	20/05/2025	08:00	12:00	17:00		Hadir
13	Rabu	21/05/2025	08:00	12:00	17:00		Hadir
14	Kamis	22/05/2025	08:00	12:00	17:00		Hadir

15	Jum'at	23/05/2025	08:00	12:00	17:00		Hadir
16	Senin	26/05/2025	08:00	12:00	17:00		Hadir
17	Selasa	27/05/2025	08:00	12:00	17:00		Hadir
18	Rabu	28/05/2025	08:00	12:00	17:00		Hadir
19	Jum'at	30/05/2025	08:00	12:00	17:00		Hadir

Mengetahui,



Hidayat
ISO Supervisor



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

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ABSENSI BULANAN MAGANG

Nama : Melviana Syahputri
Nim : 5404211422
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Semester : 8
Lokasi Kp : PT. Besmindo Materi Sewatama

No	Hari	Tanggal	Masuk	Istirahat	Pulang	Paraf Mentor	Keterangan
1	Senin	02/06/2025	08:00	12:00	17:00		Hadir
2	Selasa	03/06/2025	08:00	12:00	17:00		Hadir
3	Rabu	04/06/2025	08:00	12:00	17:00		Hadir
4	Kamis	05/06/2025	08:00	12:00	17:00		Hadir
5	Selasa	10/06/2025	08:00	12:00	17:00		Hadir
6	Rabu	11/06/2025	08:00	12:00	17:00		Hadir
7	Kamis	12/06/2025	08:00	12:00	17:00		Hadir
8	Jum'at	13/06/2025	08:00	12:00	17:00		Hadir
9	Senin	16/06/2025	08:00	12:00	17:00		Hadir
10	Selasa	17/06/2025	08:00	12:00	17:00		Hadir

Mengetahui,

Hidayat
ISO Supervisor

Appendix VI: Partical Work Certificate



SURAT KETERANGAN Nomor: BMSD/73 /SRT/OPS/06/25

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Melviana Syahputri
Tempat/Tgl. Lahir : Sidorejo, 29 Mei 2002
Alamat : Jl. Baru Kulim Km 9

Telah melakukan Kerja Praktek pada perusahaan kami, PT Besmindo Materi Sewatama, terhitung sejak tanggal 17 Februari 2025 sampai dengan 17 Juni 2025 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan kedisiplinan, ketekunan, dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Demikian agar yang berkepentingan maklum.

Duri, 17 Juni 2025



Nandia Firma Dewi
Pembimbing Lapangan

OPERATING OFFICE:
DURI : Jl. Duri - Dumai KM. 9
RT. 001 RW. 001, Desa Sebangar
Kec. Bathin Solapan - Duri, Riau 28784
Telp : 0765 - 5620049






HEAD OFFICE:
Jl. POJ Kalimantan, Kp. Pekopen RT 04/01 No.12
Tambun Bekasi 17510, Indonesia
Telp : (62-21) - 883 35710
Fax : (62-21) - 883 35711
E-mail : materi@besmindo.com
Website : <http://www.besmindo.com>

Appendix VII: Daily Activities of the Apprenticeship

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 17th, 2024 to February 21th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, February 17, 2025	<ol style="list-style-type: none"> 1. Introduction of the company to apprenticeship participants. 2. General briefing on company procedures, regulations, and intern responsibilities. 3. Photo session for ID card issuance and registration for BPJS Ketenagakerjaan (Employment Social Security). 4. Initial logbook entry to mark the official start of the apprenticeship program 	Nandia Firna Dewi	
Tuesday, February 18, 2025	<ol style="list-style-type: none"> 1. Participated in the company's morning exercise with employees. 2. Assisted in preparing tax reports. 3. Tasks included collecting required data, verifying supporting documents, and ensuring compliance with tax regulations. 	Nandia Firna Dewi	
Wednesday, February 19, 2025	<ol style="list-style-type: none"> 1. Uploaded employee training certificates to the CCPM (Contractor Compliance and Performance Management) system of Pertamina Hulu Rokan. 2. Verified completeness and formatting of documents before uploading. 3. Supported administrative processes and contractor performance evaluation. 	Nandia Firna Dewi	
Thursday February 20, 2025	<ol style="list-style-type: none"> 1. Updated employee training certificates in the CCPM system. 2. Replaced expired certificates, corrected errors, and removed invalid documents. 3. Coordinated with the mentor to ensure all documents met the required standards. 	Nandia Firna Dewi	
Friday, February 21, 2025	<ol style="list-style-type: none"> 1. Continued updating employee certificates in the CCPM system. 2. Verified remaining certificates and uploaded new valid versions. 3. Worked with the mentor to resolve incomplete data and address technical issues 	Nandia Firna Dewi	




No.	Documentation
1.	
2	<p>Explanation</p> <p>During the first week of the internship, I was introduced to the company's procedures, regulations, and responsibilities as an intern. I participated in the BPJS registration and ID card photo session. I also joined the company's morning exercise and began assisting with tax report preparation. In the following days, I was assigned to upload and update employee training certificates in the CCPM system, verify document completeness, and coordinate with my mentor to ensure data accuracy and compliance.</p>

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : February 24th, 2024 to February 28th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, February 24, 2025	1. Continued updating employee certificates in the CCPM system. 2. Verified remaining certificates and uploaded new valid versions. 3. Worked with the mentor to resolve incomplete data and address technical issues	Nandia Firna Dewi	
Tuesday, February 25, 2025	4. Joined morning exercise for employee wellness. 5. Downloaded, printed, and laminated badges, SWPs, and LOPs from the CCPM website.	Nandia Firna Dewi	






	6. Conducted a field visit to Rig BMS 21 to observe operations and safety protocols.		
Wednesday, February 26, 2025	7. Downloaded employee data for issued Driver Cards from the CCPM site. 8. Printed and laminated required work access documents (badge, SWP, LOP) based on operational needs.	Nandia Firna Dewi	
Thursday February 27, 2025	9. Assisted HSE department in laminating CRSSC documents. 10. Ensured quality control and packaging of safety documents for site use. 11. Helped organize HSE policies, SOPs, and risk mitigation materials.	Nandia Firna Dewi	
Friday, February 28, 2025	12. Continued supporting HSE team with CRSSC documentation. 13. Served as Master of Ceremony for company's pre-Ramadan thanksgiving event.	Nandia Firna Dewi	

No.	Documentation
1.	
2	<p>Explanation</p> <p>In the following days of my internship, I continued updating and verifying employee certificates in the CCPM system and assisted my mentor in resolving data and technical issues. I participated in the company's morning exercise and supported administrative tasks such as downloading, printing, and laminating badges, SWPs, LOPs, and Driver Cards. I also conducted a field visit to Rig BMS 21 to observe operations and safety protocols. In the HSE department, I helped laminate CRSSC documents, ensured the quality and packaging of safety materials, and organized HSE policies and SOPs. Additionally, I supported the CRSSC documentation process and served as the Master of Ceremony during the company's pre-Ramadan thanksgiving event.</p>

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 03th, 2025 to March 07th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, March 03, 2025	<ol style="list-style-type: none"> 1. Reviewed PKWT (Fixed-Term Employment Agreement) documents nearing expiration for completeness and validity. 2. Scanned verified PKWT documents to create digital archives. 3. Saved scanned files using a naming format based on employee names and contract end dates 4. Prepared PKWT documents for upload to the CCPM system according to the schedule. 	Nandia Firna Dewi	
Tuesday, March 04, 2025	Sick leave.	Nandia Firna Dewi	
Wednesday, March 05, 2025	Sick leave.	Nandia Firna Dewi	
Thursday March 06, 2025	<ol style="list-style-type: none"> 1. Wrote employee names on badges, Driver Cards (KP), and SWPs; recorded distribution in handover logbook. 2. Prepared documents for delivery or personal pick-up. 3. Assisted HSE department with documentation (photos, result records, archiving). 4. Created a summary of the HSE division meeting, capturing key points, decisions, and follow-ups. 	Nandia Firna Dewi	
Friday, March 07, 2025	<ol style="list-style-type: none"> 1. Updated PKWT employee data on the CCPM website. 2. Ensured uploaded data matched original documents in terms of employee info and contract details. 3. Helped HSE department laminate HSSE Golden Rules cards. 4. Checked lamination quality to ensure readability and durability. 	Nandia Firna Dewi	





No.	Documentation
1.	
2	<p>Explanation</p> <p>During this period, I reviewed and scanned PKWT documents for digital archiving and prepared them for CCPM upload. After a short sick leave, I resumed by labeling and distributing employee badges and Driver Cards, and assisted the HSE department with documentation, including meeting summaries and archiving. I also updated PKWT data on the CCPM system and helped laminate HSSE Golden Rules cards, ensuring quality and durability.</p>

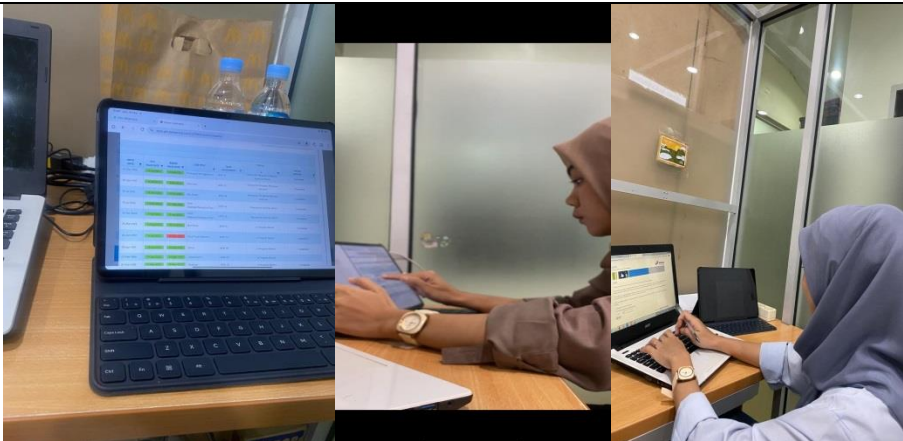
DAILY ACTIVITY OF THE APPRENTICESHIP



Day : Monday - Friday

Date : March 10th, 2025 to March 14th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, March 10, 2025	<ol style="list-style-type: none"> Continued updating employee PKWT (Fixed-Term Employment Agreement) data on the CCPM system. Ensured uploaded data matched original documents, including employee info and contract validity 	Nandia Firna Dewi	

	details.		
Tuesday, March 11, 2025	<ol style="list-style-type: none"> 1. Downloaded Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) data from the CCPM website. 2. Verified accuracy and completeness of employee information 3. Printed the documents with high-quality standards and laminated them for durability. 4. Conducted final checks to ensure no data errors or physical defects. 	Nandia Firna Dewi	
Wednesday, March 12, 2025	<ol style="list-style-type: none"> 1. Continued laminating previously printed Badges, SWPs, and LOPs. 2. Recorded document owners' names in the archive book for administrative tracking and handover records. 	Nandia Firna Dewi	
Thursday March 13, 2025	<ol style="list-style-type: none"> 1. Continued updating employee PKWT data on the CCPM system. 2. Ensured accuracy and alignment with original contracts. 3. Organized and archived both digital and physical versions of PKWT documents. 4. Coordinated with mentor to review progress and confirm document accuracy and completeness. 	Nandia Firna Dewi	
Friday, March 14, 2025	<ol style="list-style-type: none"> 1. Continued PKWT data updates on the CCPM website. 2. Rechecked data to avoid errors before finalizing inputs. 3. Scanned Driver Cards (KP) for digital archiving. 4. Laminated scanned KP documents to protect and preserve them. 	Nandia Firna Dewi	



No.	Documentation
1.	




	 
2	<p>Explanation</p> <p>Throughout this period, I consistently updated employee PKWT data on the CCPM system, ensuring accuracy and alignment with original contracts. I also downloaded, printed, and laminated Badges, SWPs, LOPs, and Driver Cards, maintaining high-quality standards. Additionally, I archived both digital and physical documents, recorded them for administrative tracking, and coordinated with my mentor to review progress and ensure all data was complete and error-free.</p>

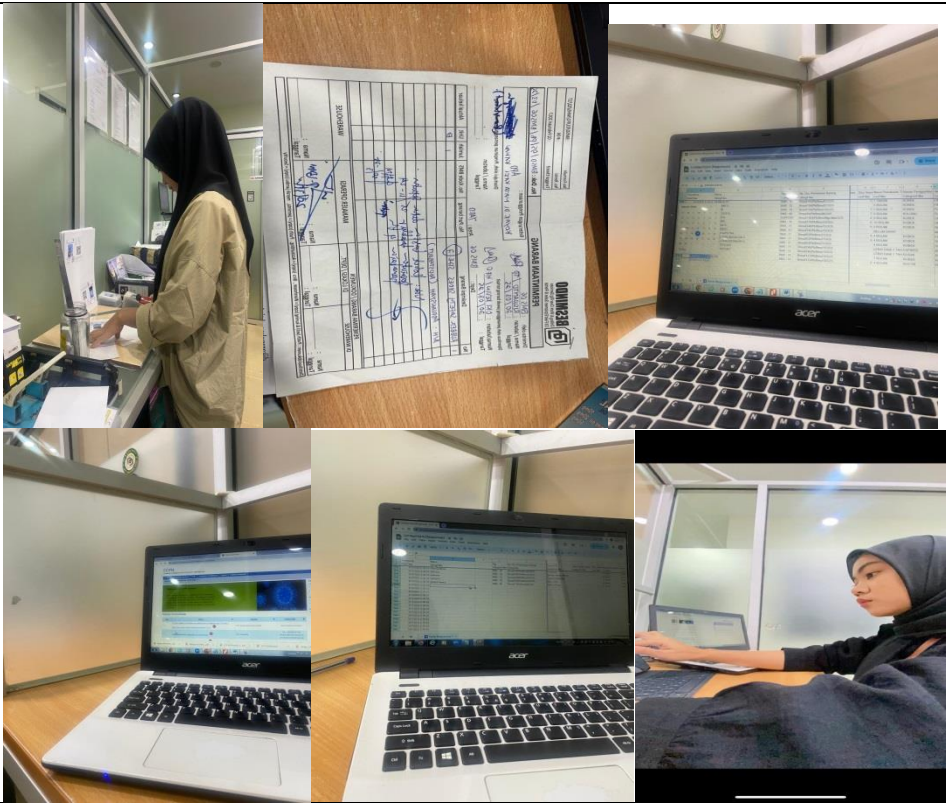
DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 17th, 2025 to March 21th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, March 17, 2025	<ol style="list-style-type: none"> Assisted the HSE department in uploading PPE (Personal Protective Equipment) data to the Besmindo Google PPE account. Ensured completeness and accuracy of uploaded information (equipment type, quantity, request date, recipient). Organized folders and files for easy access and data monitoring. 	Nandia Firna Dewi	
Tuesday, March 18, 2025	<ol style="list-style-type: none"> Continued uploading PPE data to the Besmindo Google PPE account for documentation and archiving. Maintained accuracy and structure of the uploaded files. Continued organizing data folders for efficient access and future use. 	Nandia Firna Dewi	






Wednesday, March 19, 2025	<ol style="list-style-type: none"> 1. Scanned KP (Driver's Card) documents for digital archiving. 2. Laminated the scanned KP documents to ensure durability and physical protection. 	Nandia Firna Dewi	
Thursday March 20, 2025	<ol style="list-style-type: none"> 1. Downloaded Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents from the CCPM website. 2. Verified accuracy of each downloaded file against employee records. 	Nandia Firna Dewi	
Friday, March 21, 2025	<ol style="list-style-type: none"> 1. Printed the downloaded Badge, SWP, and LOP documents. 2. Trimmed documents to the correct sizes for lamination. 3. Completed the lamination process to ensure document durability and protection. 	Nandia Firna Dewi	

No.	Documentation
1.	
2	<p>Explanation</p> <p>During this period, I assisted the HSE department in uploading and organizing PPE (Personal Protective Equipment) data on the Besmindo Google PPE account, ensuring all information was complete and accurate. I maintained a structured folder system for easy data access and monitoring. Additionally, I scanned and laminated Driver Cards (KP) for archiving. I also downloaded, verified, printed, trimmed, and laminated Badge, SWP, and LOP documents from the CCPM website to ensure their accuracy, durability, and readiness for use.</p>


DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 24th, 2025 to March 28th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, March 24, 2025	<ol style="list-style-type: none"> 1. Laminated previously printed Badges, SWPs (Safe Work Permits), and LOPs (Letters of Permit). 2. Organized laminated items by grouping them based on each employee's name. 3. Recorded and documented the handover of items in the company logbook for archiving. 	Nandia Firna Dewi	
Tuesday, March 25, 2025	<ol style="list-style-type: none"> 1. Assisted the HSSE division in laminating safety tags (e.g., LOTO tags, fire extinguisher/APAR tags). 2. Ensured all tags were properly laminated and ready for field deployment. 3. Helped organize and prepare the tags for distribution to designated locations. 	Nandia Firna Dewi	
Wednesday, March 26, 2025	<ol style="list-style-type: none"> 1. Helped prepare for the company's Iftar (breaking of fast) event during Ramadan. 2. Assisted in room setup and arranging food and beverages. 3. Served as the Master of Ceremony (MC) during the Tausiyah (Islamic sermon) and Iftar event. 	Nandia Firna Dewi	
Thursday March 27, 2025	<ol style="list-style-type: none"> 1. Assisted the HSSE department with safety-related activities by inputting PPE (Personal Protective Equipment) data into the system. 2. Ensured accuracy and completeness of safety equipment records for field personnel. 	Nandia Firna Dewi	
Friday, March 28, 2025	<ol style="list-style-type: none"> 1. Continued assisting the HSSE department with PPE data input to maintain up-to-date safety equipment documentation. 2. Focused on the accuracy and organization of records for compliance and operational needs. 	Nandia Firna Dewi	






No.	Documentation
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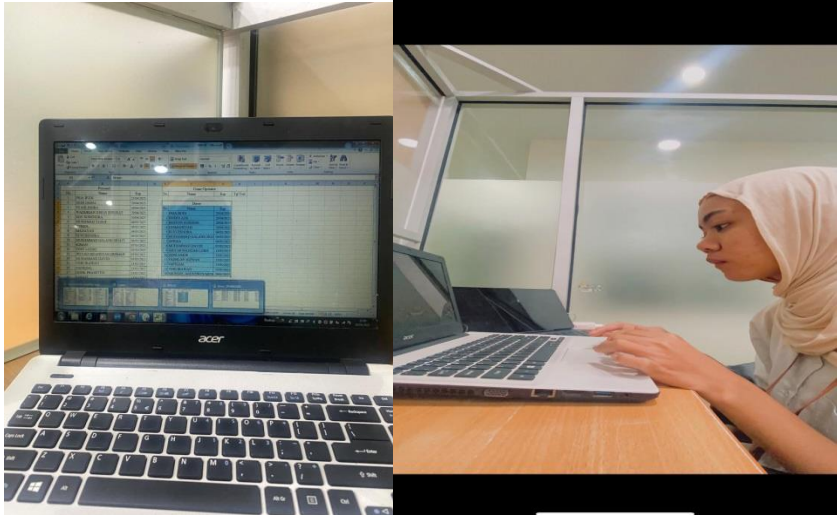
1.	
2	<p>Explanation</p> <p>During this period, I laminated and organized safety documents such as Badges, SWPs, LOPs, and safety tags (e.g., LOTO and APAR tags), grouping and recording them based on employee names for proper tracking and distribution. I also assisted in inputting and maintaining accurate PPE data in the system to support the HSSE department's safety documentation needs. In addition, I helped prepare for the company's Ramadan Iftar event by arranging the venue, organizing refreshments, and serving as the Master of Ceremony during the Tausiyah and Iftar session.</p>

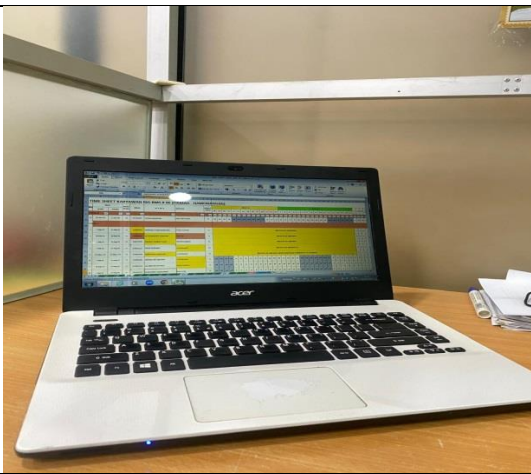

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : March 31th, 2025 to April 04th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, March 31, 2025	Eid al-Fitr holiday.	Nandia Firna Dewi	
Tuesday, April 01, 2025	Eid al-Fitr holiday.	Nandia Firna Dewi	
Wednesday, April 02, 2025	Eid al-Fitr holiday.	Nandia Firna Dewi	
Thursday April 03, 2025	<ol style="list-style-type: none"> 1. Conducted data recap on the CCPM website. 2. Checked expiration dates of personnel data, including general staff, crane operators, drivers, and others. 3. Ensured records were up-to-date to maintain safety and compliance. 4. Helped with documentation and monitoring of certification validity. 	Nandia Firna Dewi	
Friday, April 04, 2025	<ol style="list-style-type: none"> 1. Downloaded Badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents from the CCPM system. 2. Compiled the data using timesheets. 3. Categorized data based on rig contracts and assigned crew/support teams. 	Nandia Firna Dewi	




No.	Documentation
1.	



	 
2	<p>Explanation</p> <p>After the Eid al-Fitr holiday break, I resumed work by conducting a data recap on the CCPM website. I checked the expiration dates of personnel records such as for general staff, crane operators, and drivers to ensure all data remained valid and compliant. I also assisted in monitoring certification statuses. Additionally, I downloaded and compiled Badge, SWP, and LOP documents, organizing them using timesheets and categorizing the data based on rig contracts and assigned crew or support teams.</p>

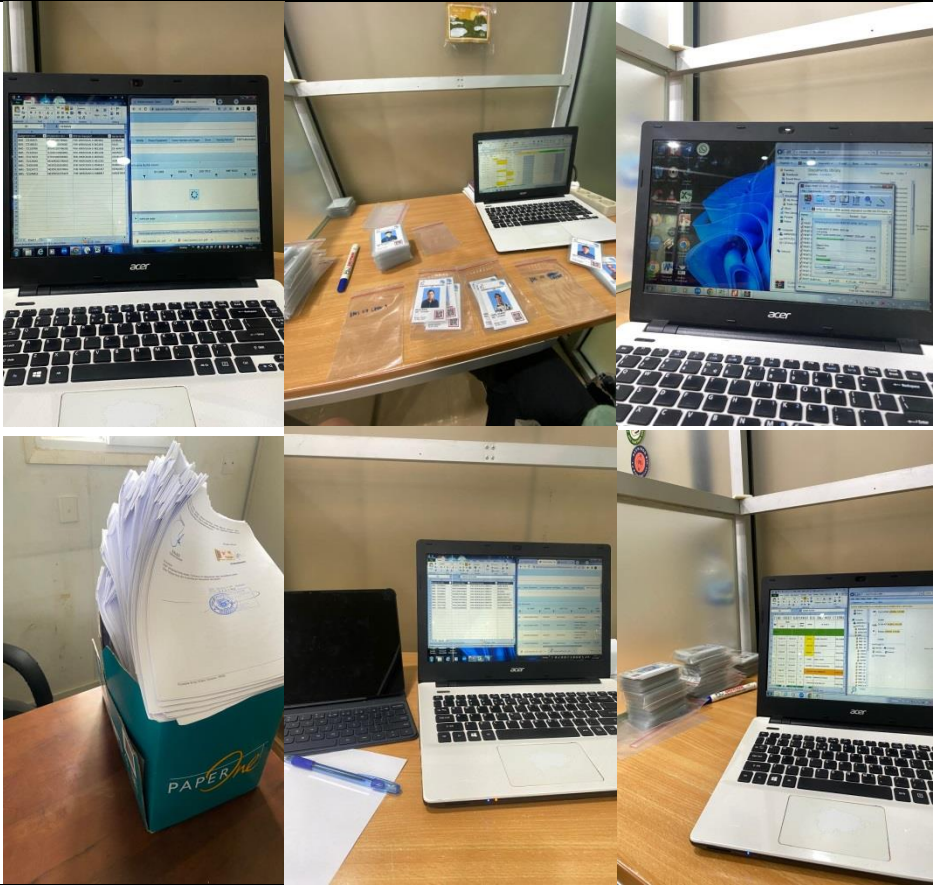
DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 07th, 2025 to April 11th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, April 07, 2025	<ol style="list-style-type: none"> Scanned newly signed PKWT (Fixed-Term Employment Agreements). Renamed the scanned files using the format: PKWT_Name_ContractValidityPeriod (e.g., PKWT_JEFRI_10 OCT 2025). Organized the digital files into the internal contract documentation folder. 	Nandia Firna Dewi	
Tuesday, April 08, 2025	<ol style="list-style-type: none"> Downloaded Badge, SWP (Surat Wajib Pekerja), and LOP (Letter of Permission) files from the system. Laminated the downloaded documents for field use. 	Nandia Firna Dewi	
Wednesday, April 09, 2025	<ol style="list-style-type: none"> Arranged laminated Badge, KP (Kartu Pengemudi), SWP, and LOP based on their respective IRG (Internal Request Group) and crew names. 	Nandia Firna Dewi	

	2. Ensured proper labeling and placement for ease of identification.		
Thursday April 10, 2025	1. Retrieved newly issued KP from PHR Security. 2. Performed scanning of KP documents for digital archiving. 3. Sent scanned KP files via email to the assigned mentor for documentation purposes.	Nandia Firna Dewi	
Friday, April 11, 2025	1. Downloaded Badge, SWP, and LOP files based on the names of KP previously collected from security. 2. Laminated the documents accordingly. 3. Logged the handover in the official documentation record book for archiving purposes.	Nandia Firna Dewi	






No.	Documentation
1.	
2	Explanation <p>During this period, I scanned newly signed PKWT documents, renamed them using a standardized format, and organized the files into the internal contract documentation folder. I also downloaded and laminated Badge, SWP, and LOP documents for field use.</p>


	These laminated items were then arranged and labeled according to their IRG and crew names for easier identification. In addition, I retrieved new Driver Cards (KP) from PHR Security, scanned them for digital archiving, and sent the files to my mentor for documentation. I also downloaded related Badge, SWP, and LOP files linked to the collected KPs, laminated them, and recorded the handover in the company's documentation logbook
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DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 14th, 2025 to April 18th 2025






Date and Time	Name of Activity	Task Assignor	Signature
Monday, April 14, 2025	1. Cross-checked HSSE Passport expiration data for BMS Hybrid rig contract employees. 2. Marked expired documents in red and recorded vali	Nandia Firna Dewi	
Tuesday, April 15, 2025	1. Continued HSSE Passport expiration check for BMS-01 and Rotary contracts. 2. Updated data and ensured accuracy of expiration tracking.	Nandia Firna Dewi	
Wednesday, April 16, 2025	1. Conducted the same check for BMS-20, BMS-06, BMS-17, and BMS-03A contracts. 2. Highlighted expired passports and compiled them in the recap sheet.	Nandia Firna Dewi	
Thursday April 17, 2025	Combined files of Employee Driver Cards (KP) with supporting documents such as driver's licenses and official stateme	Nandia Firna Dewi	
Friday, April 18, 2025	National holiday: Good Friday (Wafat Yesus Kristus)	Nandia Firna Dewi	

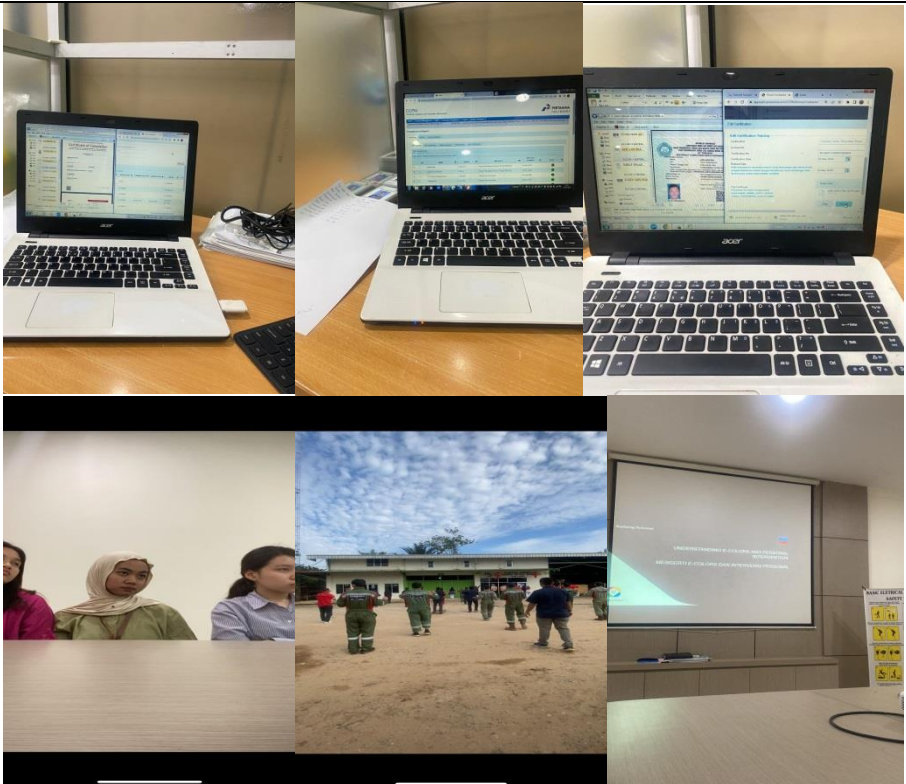
No.	Documentation
1.	
2	<p data-bbox="384 1267 1339 1301">Explanation</p> <p data-bbox="384 1312 1339 1570">During this period, I focused on cross-checking the expiration dates of HSSE Passports for employees under various rig contracts, including BMS Hybrid, BMS-01, Rotary, BMS-20, BMS-06, BMS-17, and BMS-03A. Expired documents were marked and compiled in a recap sheet to support compliance monitoring. I also combined Employee Driver Cards (KP) with supporting documents such as driver's licenses and official statements for complete documentation. The week also included a national holiday for Good Friday (Wafat Yesus Kristus).</p>

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 21th, 2025 to April 25th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, April 21, 2025	1. Downloaded employee badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Laminated the printed documents. 3. Recorded and wrote the documents into the handover book.	Nandia Firna Dewi	
Tuesday, April 22, 2025	1. Updated employee certificate data. 2. Identified employees with expired or incomplete certificates. 3. Prepared a list for certification follow-up.	Nandia Firna Dewi	
Wednesday, April 23, 2025	Continued updating and verifying employee certification data.	Nandia Firna Dewi	
Thursday April 24, 2025	Continued the same task of checking and updating employee certificates.	Nandia Firna Dewi	
Friday, April 25, 2025	Participated in the e-Clor (safety and environmental training) organized by the HSE team of PT BMS for apprenticeship participants.	Nandia Firna Dewi	






No.	Documentation
1.	

2	Explanation
	During this period, I downloaded, laminated, and documented employee Badge, SWP, and LOP files, recording them in the handover logbook. I also updated and verified employee certification data, identified expired or incomplete certificates, and compiled a follow-up list. Additionally, I participated in the e-Clor safety and environmental training conducted by the HSE team of PT BMS, which was aimed at enhancing awareness among apprenticeship participants.

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : April 28, 2025 to May 02th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, April 28, 2025	1. Downloaded employee badge, SWP (Safe Work Permit), and LOP (Letter of Permit). 2. Printed the downloaded documents.	Nandia Firna Dewi	
Tuesday, April 29, 2025	1. Laminated the printed documents. 2. Grouped the documents based on employee names, rig assignments, and crew divisions.	Nandia Firna Dewi	
Wednesday, April 30, 2025	1. Recorded the documents into the handover book. 2. Prepared the badges and supporting documents to be sent to the worksite.	Nandia Firna Dewi	
Thursday May 01, 2025	Public Holiday – Labor Day	Nandia Firna Dewi	
Friday, May 02, 2025	Collected and recorded PKWT (Work Agreement Letters) based on their valid periods.	Nandia Firna Dewi	






No.	Documentation
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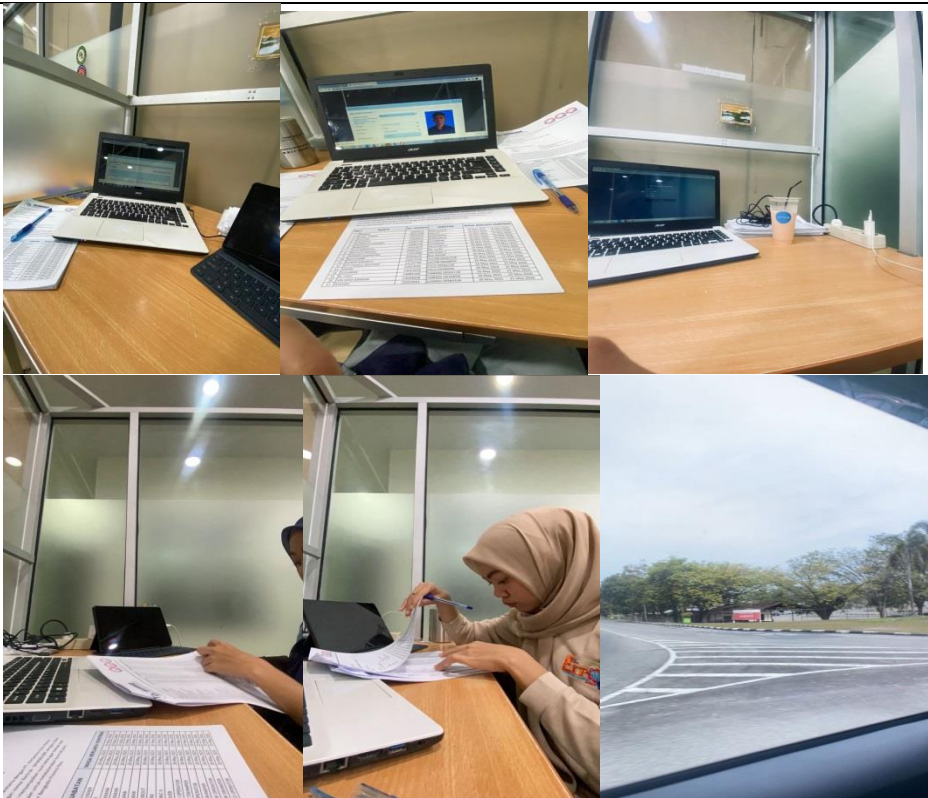
1.	
2	<p>Explanation</p> <p>During this period, I downloaded, printed, and laminated employee Badge, SWP, and LOP documents. These documents were then grouped according to employee names, rig assignments, and crew divisions. I recorded them in the handover book and prepared the materials for delivery to the worksite. Additionally, I collected and recorded PKWT (Work Agreement Letters) based on their validity periods. The week also included a public holiday in observance of Labor Day.</p>

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 05, 2025 to May 09th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, May 05, 2025	Updated PKWT (Fixed-Term Employment Contract) data on the CCPM website based on the provided list and contract details.	Nandia Firna Dewi	
Tuesday, May 06, 2025	Continued updating PKWT data on the CCPM website as per the contract list.	Nandia Firna Dewi	
Wednesday, May 07, 2025	1. Downloaded badge, SWP (Safe Work Permit), and LOP (Letter of Permit) data. 2. Printed and trimmed the documents.	Nandia Firna Dewi	
Thursday May 08, 2025	Laminated the trimmed documents.	Nandia Firna Dewi	
Friday, May 09, 2025	1. Collected KP (Access Cards) from the PHR Security. 2. Scanned the KP cards for digital archiving. 3. Trimmed and laminated the KP cards.	Nandia Firna Dewi	






No.	Documentation
1.	
2	Explanation


	During this period, I updated PKWT (Fixed-Term Employment Contract) data on the CCPM website based on the contract list and details provided. I also downloaded, printed, trimmed, and laminated Badge, SWP, and LOP documents for employee access. Additionally, I collected KP (Access Cards) from PHR Security, scanned them for digital archiving, and completed the trimming and lamination process to ensure durability and proper documentation.
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DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 12, 2025 to May 16th 2025






Date and Time	Name of Activity	Task Assignor	Signature
Monday, May 12, 2025	National Holiday (Waisak Day).	Nandia Firna Dewi	
Tuesday, May 13, 2025	1. Prepared PKWT (Fixed-Term Employment Contract) documents. 2. Arranged documents based on rig assignment. 3. Affixed revenue stamps (materai) on the PKWTs for signatures by employees and the General Manager.	Nandia Firna Dewi	
Wednesday, May 14, 2025	Downloaded all contract data from the Contractor Compliance section on the CCPM website.	Nandia Firna Dewi	
Thursday May 15, 2025	1. Downloaded, printed, and trimmed badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Laminated all printed documents.	Nandia Firna Dewi	
Friday, May 16, 2025	1. Recorded document handover in the logbook. 2. Grouped all documents according to rig and crew for delivery to the worksite.	Nandia Firna Dewi	


No.	Documentation
1.	
2	<p data-bbox="384 1133 528 1167">Explanation</p> <p data-bbox="384 1178 1337 1444">During this period, following the Waisak Day holiday, I prepared PKWT (Fixed-Term Employment Contract) documents by organizing them according to rig assignments and affixing revenue stamps (materai) for signatures by employees and the General Manager. I also downloaded contract data from the Contractor Compliance section on the CCPM website. Additionally, I downloaded, printed, trimmed, and laminated Badge, SWP, and LOP documents. All completed documents were grouped by rig and crew, recorded in the handover logbook, and prepared for delivery to the worksite.</p>


DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 19, 2025 to May 23th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, May 19, 2025	<ol style="list-style-type: none"> 1. Prepared PKWT (Fixed-Term Employment Contract) files for employee signatures. 2. Grouped the contracts based on rig assignments. 3. Affixed revenue stamps (materai) to each PKWT document. 	Nandia Firna Dewi	
Tuesday, May 20, 2025	Continued the same activities as the previous day: grouping PKWTs and applying revenue stamps.	Nandia Firna Dewi	
Wednesday, May 21, 2025	<ol style="list-style-type: none"> 1. Recorded the PKWTs that had been signed by employees. 2. Prepared the documents for submission to the General Manager for final signatures. 	Nandia Firna Dewi	
Thursday May 22, 2025	<ol style="list-style-type: none"> 1. Delivered all employee-signed PKWTs to the General Manager's office for signature. 2. Created a PB (Barang Request) form for HR stationery supplies that had run out. 3. Collected the requested items from the warehouse. 	Nandia Firna Dewi	
Friday, May 23, 2025	<ol style="list-style-type: none"> 1. Downloaded badge, SWP (Safe Work Permit), and LOP (Letter of Permit) documents. 2. Printed and laminated the downloaded documents. 	Nandia Firna Dewi	




No.	Documentation
1.	



	
2	<p>Explanation</p> <p>Throughout this period, I prepared PKWT (Fixed-Term Employment Contract) documents by grouping them according to rig assignments and affixing revenue stamps (materai) to each file. After employee signatures were collected, I recorded the signed contracts and submitted them to the General Manager for final approval. I also created a PB (Barang Request) form to request HR stationery supplies and collected the items from the warehouse. Additionally, I downloaded, printed, and laminated Badge, SWP, and LOP documents for field use.</p>

DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : May 26, 2025 to May 30th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, May 26, 2025	Downloaded, printed, laminated, and recorded employee documents including badges, KP (Kartu Pengenal), SWP (Safe Work Permit), and LOP (Letter of Permit) in the handover book.	Nandia Firna Dewi	
Tuesday, May 27, 2025	<ol style="list-style-type: none"> 1. Participated in a group exercise session. 2. Assisted in the employee health check activities: vision test, blood pressure, blood sugar, uric acid, cholesterol, and weight check. 3. Helped record and collect data of participating employees. 	Nandia Firna Dewi	
Wednesday, May 28, 2025	<ol style="list-style-type: none"> 1. Completed missing information in employees' PKWT (Fixed-Term Employment Contracts), such as filling in names and other necessary data. 2. Checked and verified the accuracy and 	Nandia Firna Dewi	

	completeness of the PKWT contents.		
Thursday May 29, 2025	National holiday for the Ascension of Jesus Christ	Nandia Firna Dewi	
Friday, May 30, 2025	Continued activities from May 28, focusing on cross-checking the completeness of PKWT documents.	Nandia Firna Dewi	




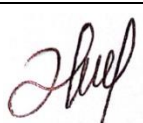
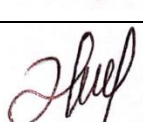
No.	Documentation
1.	
2	Explanation During this period, I downloaded, printed, laminated, and recorded employee


	documents—such as badges, KP, SWP, and LOP—in the handover logbook. I also participated in a group exercise session and assisted with employee health check activities, including tests for vision, blood pressure, blood sugar, uric acid, cholesterol, and weight. I helped collect and record the health data of participants. Additionally, I completed missing information in PKWT (Fixed-Term Employment Contract) documents and verified their accuracy and completeness. The week also included a national holiday for the Ascension of Jesus Christ.
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DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : June 02, 2025 to June 06th 2025


Date and Time	Name of Activity	Task Assignor	Signature
Monday, June 02, 2025	Scanned PKWT (Fixed-Term Employment Contracts) documents and saved them according to the required format.	Nandia Firna Dewi	
Tuesday, June 03, 2025	Scanned employee documents, including police clearance certificates and statements letters.	Nandia Firna Dewi	
Wednesday, June 04, 2025	1. Picked up employee ID cards (KP) from PHR security 2. scanned them for digital archiving purposes.	Nandia Firna Dewi	
Thursday June 05, 2025	1. Printed employee certificates for Best BBS (Behavior Based Safety) and Best Driver awards. 2. Recorded the printed certificates in the handover book for archiving.	Nandia Firna Dewi	
Friday, June 06, 2025	National holiday for Eid al-Adha	Nandia Firna Dewi	





No.	Documentation
1.	
2	Explanation <p>During this period, I scanned PKWT (Fixed-Term Employment Contract) documents and other employee files such as police clearance certificates and statement letters, saving them in the required format for documentation. I also picked up employee ID cards (KP) from PHR security, scanned them for digital archiving, and printed certificates for Best BBS (Behavior Based Safety) and Best Driver awards. All printed certificates were recorded in the handover book. This week also included a national holiday in observance of Eid al-Adha.</p>

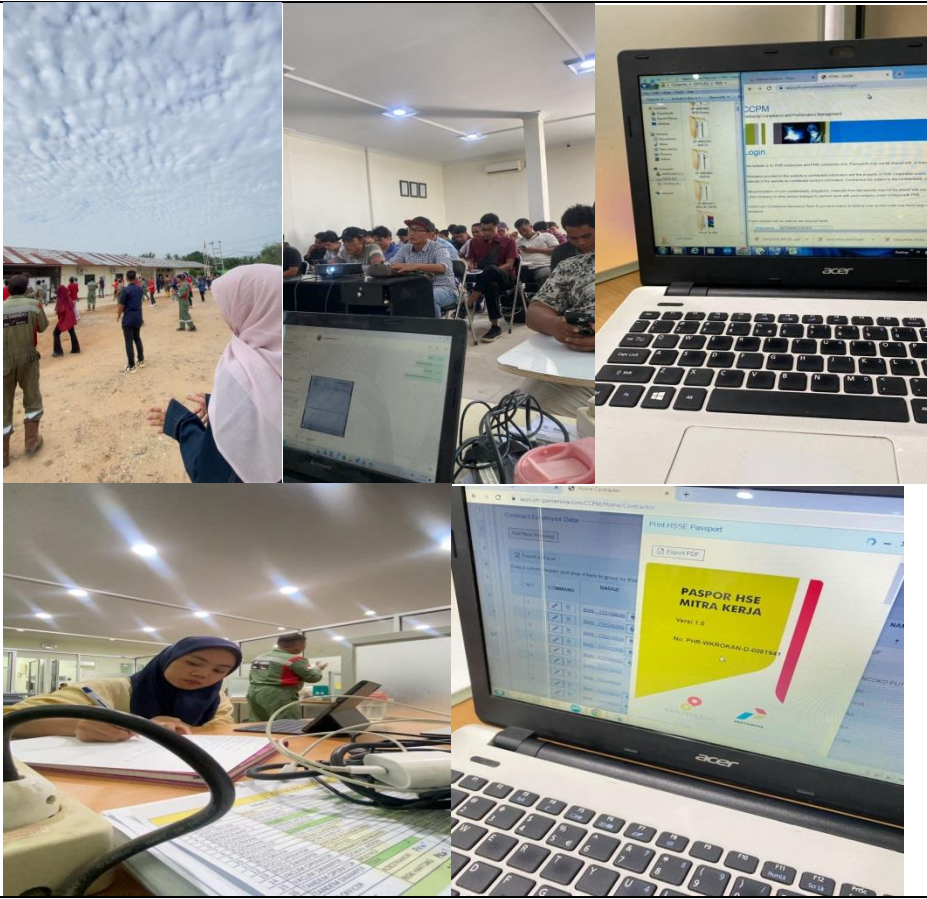
DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Friday

Date : June 09, 2025 to June 13th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, June 09, 2025	Downloaded HSE passport data for all employees.	Nandia Firna Dewi	

Tuesday, June 10, 2025	Reviewed HSE passport data to identify employees whose passports were expired or nearing expiration, then compiled the data for renewal.	Nandia Firna Dewi	
Wednesday, June 11, 2025	Assisted in supervising the SWP (Safe Work Practice) examination for new employees at PT BMS.	Nandia Firna Dewi	
Thursday June 12, 2025	Downloaded badge, SWP, and LOP (Letter of Permit) data for hybrid and rotary contract employees.	Nandia Firna Dewi	
Friday, June 13, 2025	Printed the downloaded badge, SWP, and LOP data and trimmed them in preparation for lamination.	Nandia Firna Dewi	



No.	Documentation
1.	
2	<p>Explanation</p> <p>During this period, I downloaded and reviewed HSE passport data for all employees to identify those whose passports were expired or nearing expiration, and compiled the information for renewal purposes. I also assisted in</p>

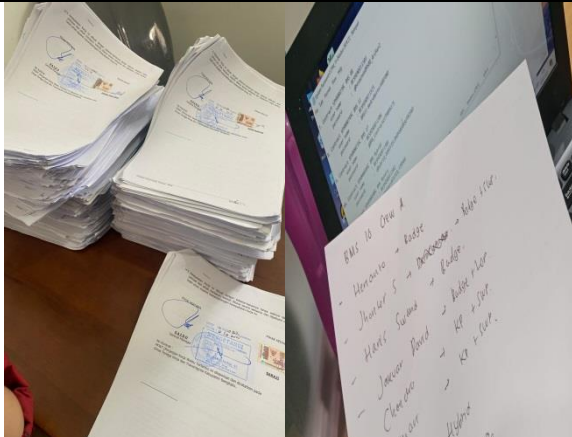

	supervising the SWP (Safe Work Practice) examination for new employees at PT BMS. Additionally, I downloaded badge, SWP, and LOP (Letter of Permit) data for hybrid and rotary contract employees, printed and trimmed them in preparation for lamination.
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DAILY ACTIVITY OF THE APPRENTICESHIP

Day : Monday - Tuesday

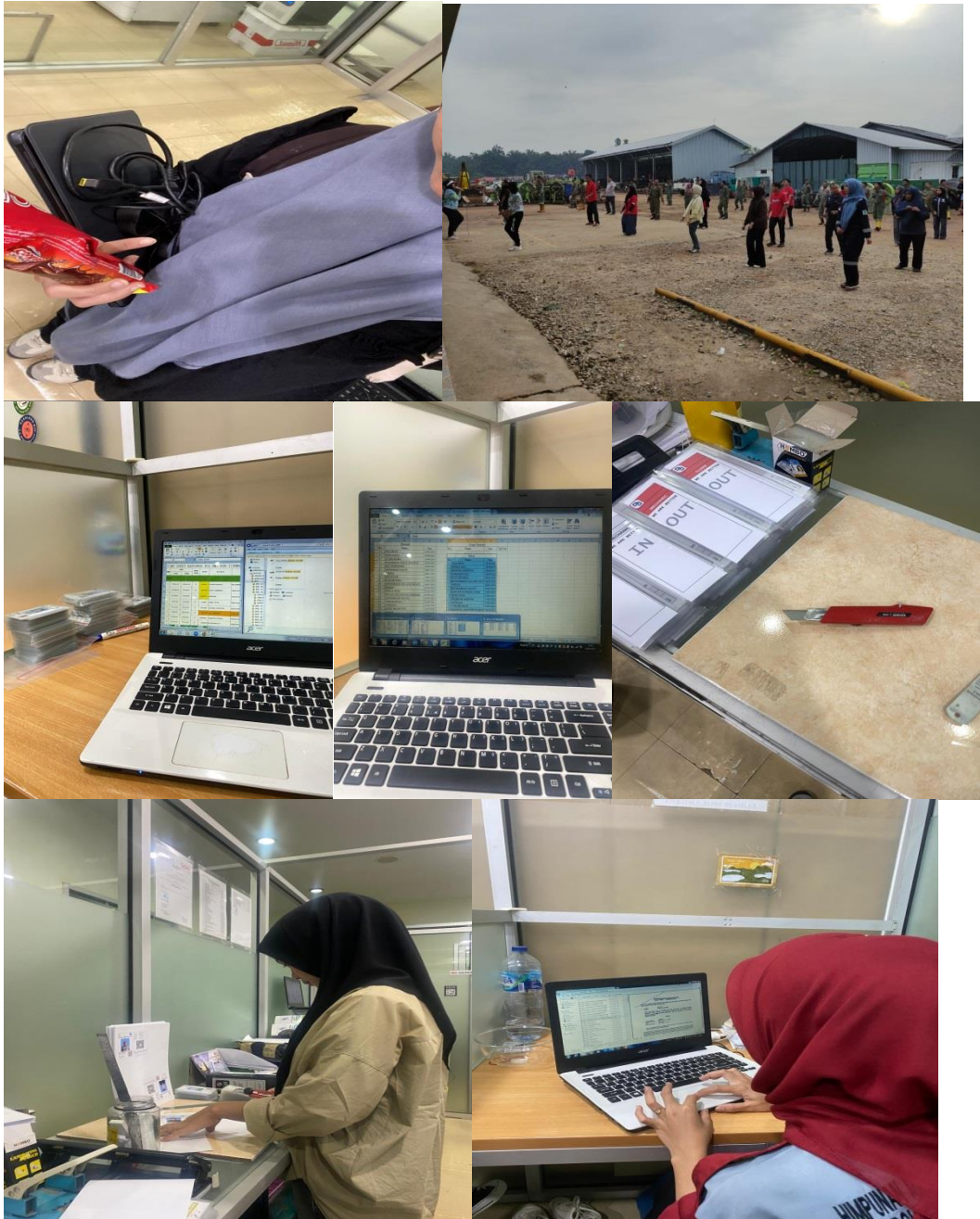
Date : June 16, 2025 to June 17th 2025

Date and Time	Name of Activity	Task Assignor	Signature
Monday, June 16, 2025	<ol style="list-style-type: none"> 1. Laminated badge, SWP, LOP, and KP (ID card) documents that had been trimmed earlier. 2. Recorded the laminated documents in the handover book as part of company archives. 	Nandia Firna Dewi	
Tuesday, June 17, 2025	<ol style="list-style-type: none"> 1. Participated in a morning group exercise session. 2. Scanned PKWT (employment contract) documents. 3. Completed apprenticeship closure requirements, including gathering apprenticeship evaluation forms, certificates, attendance records, company logbook, and other necessary data. 4. Submitted final apprenticeship report and presentation to the mentor, officially concluding the apprenticeship program. 	Nandia Firna Dewi	

No.	Documentation
1.	 

2	Explanation
	<p>The internship activities included laminating important documents such as badges, SWP, LOP, and KP cards, then recording them into the handover book for company archiving purposes. The intern also participated in a group morning exercise, scanned employment contract (PKWT) documents, and fulfilled the final apprenticeship requirements. These included collecting evaluation forms, certificates, attendance records, and logbooks. The internship officially concluded with the submission of the final report and presentation to the mentor.</p>

Appendix VIII: Documentation of Apprenticeship







Appendix IX: Consultation Sheet

REVISION SHEET
APPRENTICESHIP REPORT
DIV – INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Melviana Syahputri
 Student Number : 5404211422
 Apprenticeship Place : PT. Besmindo Materi Sewatama Duri
 Advisor : Yanisha Dwi Astari, S.S., M.Hum.

No.	Date	Revision	Advisor Initials
1.	July 23, 2025	System procedur dibuat penggunaan begin	Yf
2.	July 28, 2025	lengkap dokumen ter pada lampiran.	Yf
3.	July 29, 2025	perbaiki kesimpulan dan hasil penelitian disesuaikan dengan	Yf
4.	July 30, 2025	perbaiki kesimpulan pada lampiran.	Yf
5.	July 31, 2025	ACC for binding	Yf

Bengkalis, 31 July 2025

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