

**APPRENTICESHIP REPORT**  
**PT. PERKEBUNAN NUSANTARA IV REGIONAL III**  
**PEKANBARU**

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**STATE POLYTECHNIC OF BENGKALIS**  
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## APPRENTICESHIP REPORT

### PT. PERKEBUNAN NUSANTARA IV REGIONAL III PEKANBARU

Written as on of the conditions for completing Appreaticeship

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**Bengkalis, June 10<sup>th</sup>, 2025**

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background**

Competition in the world of work in the current era of globalization is getting tougher, especially with the limited job opportunities available for new graduates. Students who have just completed higher education often face great challenges in finding a job that suits their field of study. This is exacerbated by the number of graduates who continue to increase every year, while job opportunities do not increase significantly. Therefore, work experience is a very important added value for college graduates in order to compete in the world of work. One of the steps to prepare students to face the world of work is by implementing an apprenticeship program or internship. The apprenticeship is one of the obligations that must be carried out by students on campus as part of the educational process and skill development in the world of work. The apprenticeship is usually carried out in the final semester or after students have completed a number of theoretical courses.

The purpose of this activity is to provide direct experience to students in facing the real challenges that exist in the industrial world or the world of work in accordance with their field of study. During the apprenticeship, students will be placed in companies, agencies, or institutions that are relevant to their majors. In these places, students will work under the guidance of competent mentors or supervisors. The tasks given during KP not only focus on developing technical skills, but also communication.

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study. During the apprenticeship, students will be placed in companies, agencies, or institutions that are relevant to their majors. In these places, students will work under the guidance of competent mentors or supervisors. The tasks given during the apprenticeship not only focus on developing technical skills, but also on communication, problem solving, and teamwork skills which are very important in the world of work. In addition, the apprenticeship also provides an opportunity for students to expand their professional network.

This can open up opportunities to get a job after graduation, because students already have experience and a better understanding of how to work in their chosen field. At the end of the activity, students are usually required to make a report or presentation containing the results and experiences gained during the apprenticeship implementation, which will then be assessed by the campus. Overall, the apprenticeship is one of the means to prepare students to be ready for the world of work and to bridge the gap between the theory learned in college and actual practice. In addition, the apprenticeship also helps students to explore their interests, as well as enrich knowledge and experience that can be useful in their future professional careers.

Politeknik Negeri Bengkalis (Polbeng) is a vocational college located in Bengkalis Regency, Riau Province. It was established in early 2000 by the Bengkalis Regency Government through the Gema Bahari Foundation under the initial name of Bengkalis Shipping Polytechnic. Initially, the institution offered three study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In 2001, Bengkalis Shipbuilding Polytechnic accepted the first batch of new students.

Along with the development of the needs of the industrial world, in 2006, Bengkalis Polytechnic added two new study programs, namely Business English and Informatics Engineering. In early 2008, Bengkalis Polytechnic submitted a proposal to upgrade its status from a Private University (PTS) to a State University (PTN). This process involved support from the Bangun Insani Foundation, the Bengkalis Regency Government, and the Bengkalis Regency Regional House of

Representatives. On July 29, 2011, Politeknik Bengkalis officially became a state university under the name Politeknik Negeri Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of Politeknik Negeri Bengkalis. This inauguration was carried out by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011.

Until 2024, Politeknik Negeri Bengkalis has 9 departments and 21 study programs, with more than 3,000 active students and more than 5,500 alumni. Polbeng is committed to becoming a leading vocational university with national and international standards, with a focus on developing intellectual abilities, skills in their fields, as well as emotional balance and spiritual appreciation through a quality teaching and learning process.

As a vocational university, Polbeng focuses on providing education that focuses on achieving competencies in accordance with the needs of the industrial world. Since its establishment, Politeknik Negeri Bengkalis has produced graduates who are spread across various government and private agencies, both at home and abroad. Politeknik Negeri Bengkalis (Polbeng) is a state vocational college located in Bengkalis Regency, Riau Province. Polbeng organizes practice-based education to produce graduates who are ready to work in various technical and non-engineering fields.

One of the important parts of the Polbeng curriculum is the implementation of internships or practical work which must be followed by students in certain semesters. This program is carried out in various government agencies and private companies, both local and national, to provide direct experience in the world of work. Currently, the implementation of practical work for Polbeng students is focused on increasing industrial competence and professional skills in accordance with the latest labor market needs.

Based on the explanation above, the author as a student of the Business Administration Study Program is required to carry out Internship Work activities for four (4) months. The author chose PT Perkebunan Nusantara IV Regional III

Pekanbaru as a place to carry out Internship Work because he wanted to get the opportunity to apply the knowledge or theoretical concepts obtained during lectures to the real world of work, as well as gain direct experience in applying concepts in accordance with the field of expertise. In addition, the author also has the opportunity to analyze problems related to the knowledge applied in the work in accordance with the study program taken.

During the Internship, the author was placed in the Management System (SM) section. This activity was carried out from February 4, 2025 to June 10, 2025. It is hoped that through this activity, the author can gain insight into the implementation of tasks properly and correctly, and be able to face the real world of work with the experience gained. Internship is a form of activity that must be followed by Bengkalis State Polytechnic students in order to complete their studies. To achieve optimal results, it is important to understand the objectives and benefits of carrying out these internship activities.

## **1.2 Purpose and Benefits of Apprenticeship**

### **1.2.1 Purpose of Apprenticeship**

Based on the background description presented above, the objectives of apprenticeship are:

1. Understand the job description at PT Perkebunan Nusantara IV Regional III Pekanbaru.
2. Understand the work systems and procedures implemented at PT Perkebunan Nusantara IV Regional III Pekanbaru.
3. Understand the location and timing of the apprenticeship at PT Perkebunan Nusantara IV Regional III Pekanbaru.
4. Understanding the types of activities and task descriptions carried out at PT Perkebunan Nusantara IV Regional III Pekanbaru.
5. Understanding the challenges faced during the apprenticeship and the solutions implemented to address them.

### 1.2.2 Benefits of Apprenticeship

With reference to the main objectives of the internship program, the benefits that can be gained from this internship program include:

1. Obtaining the opportunity to apply the knowledge or theoretical concepts obtained during lectures to the real world of work.
2. Being a means of comparison between the knowledge gained in the world of education and the reality in the world of work.
3. Train students in fostering a sense of responsibility and discipline in the work environment.
4. Obtaining work experience in order to improve the quality of self before entering the world of work.
5. Getting the opportunity to recognize and operate various equipment used in companies, agencies, or offices that carry out real work activities.

### 1.3 Significance of the Study

The internship work carried out provides significant benefits for various parties, namely students, companies, and Politeknik Negeri Bengkalis. Based on the objectives and benefits of the internship, this is expected to provide significant information for several parties:

#### 1. For Students.

The implementation of the internship program provides several benefits for students, including:

- a. Students have the opportunity to apply the knowledge and theoretical concepts obtained during lectures to the real world of work.
- b. Students can develop professional relationships and gain work experience.
- c. Students gain practical experience in applying theories or concepts of science in accordance with their study program.

#### 2. For the Company.

The benefits of implementing an apprenticeship program are also felt by companies or institutions receiving apprentices, among others:

- a. The establishment of cooperation between the world of education and the world of industry or companies that are recognized by academics and industry players as an effort to obtain alternative prospective workers who are qualified, dedicated and credible.
  - b. Companies get labor assistance from internship students, so that the work process becomes lighter and more efficient.
  - c. The company becomes better known by academics and the world of education.
3. For Politeknik Negeri Bengkalis.

The implementation of the internship program provides several benefits for Bengkalis State Polytechnic, including:

- a. Establish good cooperation or relationship between the campus and the company where students carry out internships.
- b. Bengkalis State Polytechnic can improve the quality of its graduates through the implementation of an internship program.
- c. Bengkalis State Polytechnic becomes better known in the industrial world or companies.

## **CHAPTER II**

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

#### **2.1 Company Profile**

PT Perkebunan Nusantara V is a state-owned company located in Riau Province that manages 51 Work Units consisting of 1 Head Office; 5 Strategic Business Units (UBS); 25 Core/Plasma Plantation Units; 12 Palm Oil Mills (PKS); 1 PKO Manufacturing Unit; 4 Rubber Processing Plants; and 3 hospitals. The total area managed by PT Perkebunan Nusantara V is 160,745 Ha, of which 86,219 Ha is owned/core land and 74,526 Ha is plasma land.

Initially PT Perkebunan Nusantara V was a combination of the former PT Perkebunan Nusantara II, IV, and V located in three regions, namely Kampar, Bengkalis, and Indragiri Hulu Regencies. In accordance with Ministerial Decrees No. 164/KM/016/1996 on March 11, 1996 and No. 225/KMK/016/1996 on April 8, 1996 and especially the Sei Galuh area (KB 320/743/Menteri/IX)/26 September 1983). Regarding the follow-up of PP No. 10 of 1996 that the assets of PT Perkebunan Nusantara V originated from PT Perkebunan II, IV and V which previously required preparatory and operational stages since the beginning of the establishment of PT Perkebunan Nusantara V which includes inclusive facilities, personnel, assets or property and others as operational steps that have been implemented by the head office of PT Perkebunan Nusantara V located in Riau Province precisely on Rambutan Street, Pekanbaru. (PTPN IV Palmco Regional 3, 2018) As a company engaged in business and certainly has many competitors, PT Perkebunan Nusantara V is rebranding the company through corporate action.

Corporate actions are basically part of the way business actors strengthen their dominance in developing business activities. The term corporate action refers to the actions of business actors, in this case corporate business entities, to merge with other corporations or form new, larger corporations or even take over other business entities. Such terms in corporate law are recognized as merger,



consolidation, and acquisition. Merger is a corporate action to merge with another corporation, which means that the merging corporation ends its existence while the corporation where it merges will become larger.

Corporate actions that include mergers, consolidations, and takeovers are thus part of the corporation's efforts to strengthen the network or enlarge the business activities carried out. (Manalu, 2019) This is what PTPN V has done with corporate action, namely merging and becoming a sub holding to more easily control the market and strengthen its position and become a superior company among its competitors.

The corporate action itself was officially carried out on December 1, 2023 with the merger of PTPN III (Persero) under Holding Perkebunan Nusantara, into two Sub Holding, namely Palm Co and Supporting Co. Palm Co Sub holding was formed through the merger of PT Perkebunan Nusantara (PTPN) V, VI and XIII into PTPN IV as the surviving entity and the impure separation of PTPN III (Persero) into PTPN IV. While the Sub holding Supporting Co was formed through the merger of PTPN II, VII, VIII, IX, X, XI, XII, and XIV into PTPN I. The establishment of palmco is an implementation of the national strategic program (PSN) which aims to realize self-reliance, especially in the field of food security and energy. (Binekasri, t.t.)

National Strategic Projects (PSN) are projects implemented by the Government, Regional Governments, National Strategic Projects (PSN) and/or business entities that have a strategic nature to increase growth and equitable development in order to improve the welfare of the community and regional development. To ensure that the implementation of PSN runs in accordance with the objectives of Presidential Regulation No. 3/2016, the President issued Presidential Instruction No. 1/2016 addressed to Cabinet Ministers, Attorney General, Cabinet Secretary, Presidential Chief of Staff, Heads of Non-Ministerial Government Institutions, Governors, and Regents/Mayors. Specifically, in the fifth dictum of the first point of Presidential Instruction Number 1 Year 2016, it was

instructed to the Head of BPKP to improve supervision of governance to accelerate the implementation of PSN (BPKP Official Website 2024, t.t.).

PTPN IV Palmco Reginal III is a company resulting from corporate action by merging sub holding Perkebunan Nusantara, which consists of PT Perkebunan Nusantara (PTPN) V, VI and XIII into PTPN IV as the surviving entity and separation of PTPN III (Persero) into PTPN IV. The establishment of this sub holding is named Palmco which specifically manages oil palm. PTPN IV Palmco Regional 3 is the former PTPN V, which later changed its name to PTPN IV Palmco Regional III. (PTPN IV Palmco Regional 3, 2018). PALMCO itself is a sub holding engaged in the specialty of oil palm. The establishment of the palmco sub holding is expected to become the world's largest palm oil company and is optimistic that it can realize food and energy security, as with the government's strategic plan in the National Strategic Project (PSN). PTPN is believed to be able to contribute to increasing national crude palm oil (CPO) and domestic cooking oil. PTPN estimates that cooking oil production will increase from 460,000 tons/year in 2021 to 1.8 million tons/year in 2026. The merger carried out by the PTPN group is one of the schemes run by the Ministry of SOEs. This aims to increase efficiency and improve various financial indicators, as well as the company's operations. (Indonesia, 2023).



**Figure 2.1 PTPN Company Logo**  
Data Source: PTPN IV Regional III Website



**Figure 2.2 Head Office of PT Perkebunan Nusantara IV Regional III Pekanbaru**  
Data Source: PT Perkebunan Nusantara IV Regional III Pekanbaru

Tree as a depiction of a tree/fruit that is close to the shape of a plant, depicted with fronds above, fronds below. The fronds above mean oil palm plantations and tea plantations. Then the two fronds below mean the container, here that is managing the commodity of oil palm and tea in this hat is PT Perkebunan Nusantara IV. The four curved fields below are the foundation that supports the commodities of oil palm and tea, made massively and firmly carrying a strong message, the arches that lead to the left and right are the direction of development / marketing, in addition to presenting the bilir industry of PT Perkebunan Nusantara IV.

Four curved fields analogize the number 4 (four) of PT Perkebunan Nusantara 28 IV, hence the name PT Perkebunan Nusantara (PTPN) IV. Overall, the shape of this logo is directed upwards if taken straight line towards or centered to a point, which means the sharpness of the business focus in achieving goals for the common welfare. Regarding the color in the logo, in addition as a symbol as well as aesthetic elements. Orange is hot, passionate, brave.

Green is cool, cold confidence. Green in four curved fields, refers to the nature of cold hands, as well as confidence in managing the work that brings fresh air to the company's profits and the welfare of its employees, as well as cool in the harmony of work between fellow employees and superiors so that mutual intimacy arises, in this case PT Perkebunan Nusantara IV is jemih in mindset and confidence in the results, work. Orange on the container and the shape of three fronds, is a

burning spirit to maintain and improve the quality of production in capturing the market from competitors in the three products marketed. With cold hands and confidence and enthusiasm for work, success will be achieved thanks to the grace and Grace of God Almighty.

## **2.2 Vision and Mission**

### **2.2.1 Vision of PT Perkebunan Nusantara IV Regional III Pekanbaru**

PTPN IV Regional III Pekanbaru has a vision to become a Sustainable and Environmentally-Friendly Integrated Agribusiness Company. This vision is realized through the efficient management of the palm oil and rubber agroindustry, by applying the principles of Good Corporate Governance, industry standards, and environmental conservation.

The company is also committed to building excellence through the development of competent and adaptable human resources. The core values upheld are Morals: Integrity, Competence, Harmony, Loyalty, Adaptability, and Collaboration with this approach, PTPN IV Regional III continues to contribute to building a superior, competitive, and sustainable plantation industry.

### **2.2.2 Mission of PT Perkebunan Nusantara IV Regional III Pekanbaru**

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Perkebunan Nusantara IV Regional III includes the following:

1. Efficient management of the palm oil and rubber agro-industry with partners for the benefit of stakeholders.
2. Implementation of the principles of Good Corporate Governance, sustainable palm oil criteria, implementation of industry standards and environmental preservation to produce products that are acceptable to customers.
3. Creation of competitive advantage in HR and Technology 4.0 through HR management based on best practices, the latest HR management system and Information Technology to improve the company's core competencies.

### **2.3 Kind of Business**

PT Perkebunan Nusantara IV Regional III, located at Rambutan Street, Pekanbaru, is one of the important entities in the plantation industry in Indonesia. The company is known primarily for its superior products, namely palm oil and rubber. Palm oil produced by PTPN IV Regional III not only meets the needs of the domestic market, but is also exported to various countries, making it one of the strategic commodities that contribute significantly to the national economy. The region is known as a major producer of various plantation commodities, especially palm oil and rubber. The main products produced are crude palm oil (CPO) and palm kernel (Palm Kernel), which become raw materials for various industries, including food, cosmetics, and energy. The Company manages its nucleus and plasma plantations along with 12 Palm Oil Mills (PKS) and PKO and PKM Mills which form the backbone of the Company's operations that produce palm oil and palm kernel.

The products produced must meet the quality criteria of national and international standards in order to be accepted by the market. For this reason, the Company strives to maintain product quality by handling the entire series of production processes properly and correctly according to standards. About 98% of CPO is marketed domestically and the rest is destined for overseas markets. While all palm kernel production is reprocessed into PKO and PKM which are marketed at home and abroad. CPO production from PTPN IV Regional III is supported by extensive oil palm land and modern processing facilities, which ensure product quality meets national and international standards. The palm oil production process starts with sustainable oil palm cultivation, followed by modern processing to ensure quality and efficiency.

In addition to palm oil, PTPN IV Regional III also produces high-quality natural rubber. The rubber produced is used in various industries, including automotive, footwear, and other consumer goods. As with palm oil products, the quality of the products produced must comply with national and international standards in order

to be accepted by domestic and foreign markets. The company applies innovative and environmentally friendly cultivation techniques to increase the productivity of rubber plantations. By utilizing modern technology in the processing process, PTPN IV Regional III is able to produce rubber with high quality standards, so that it can compete in the global market. This success in rubber production also contributes to the diversification of products offered by the company.

In an effort to increase the added value of the products produced, PTPN IV Regional III also develops various processed products from palm oil. One of the processed products produced is biodiesel, which is an environmentally friendly renewable energy alternative. With the increasing awareness of the importance of sustainable energy, PTPN IV Regional III is committed to contributing to the development of renewable energy through the production of biodiesel. In addition, the company also produces other derivative products, such as palm oil-based soaps and cosmetics, which are increasingly in demand by consumers.

The services offered by PTPN IV Regional III are not only limited to physical products, but also include consulting services and training for local farmers. Through partnership programs, PTPN IV Regional III provides training on good cultivation techniques, farm management, and sustainable agricultural practices. These services aim to increase the capacity of local farmers in managing their farms, thereby increasing their productivity and income. Thus, PTPN IV Regional III not only acts as a producer, but also as a strategic partner for the surrounding community.

## **2.4 Organization Structure**

The company's organizational structure can be interpreted as a multilevel arrangement (hierarchy) consisting of the components that make up the company. This structure clearly describes the position, function, rights, and obligations of each position within the scope of the company. The goal is that each component in the company can carry out its role optimally, so that company operations can run effectively and efficiently. In addition, the organizational structure also shows the

separation of work activities between one part and another, and describes the relationship between activities and functions within the company. In a good organizational structure, lines of authority and responsibility must be clearly drawn, including who is responsible to whom, so that each job has structured direction and supervision.

In a company's organizational structure, there are a number of important positions included in the core management ranks, such as directors, managers, and heads of divisions or departments. Below these ranks, there are executive staff and workers who carry out daily operational tasks. The organizational structure of PT Perkebunan Nusantara IV Regional III is as follows:

STRUKTUR ORGANISASI REGIONAL III  
 REGION HEAD

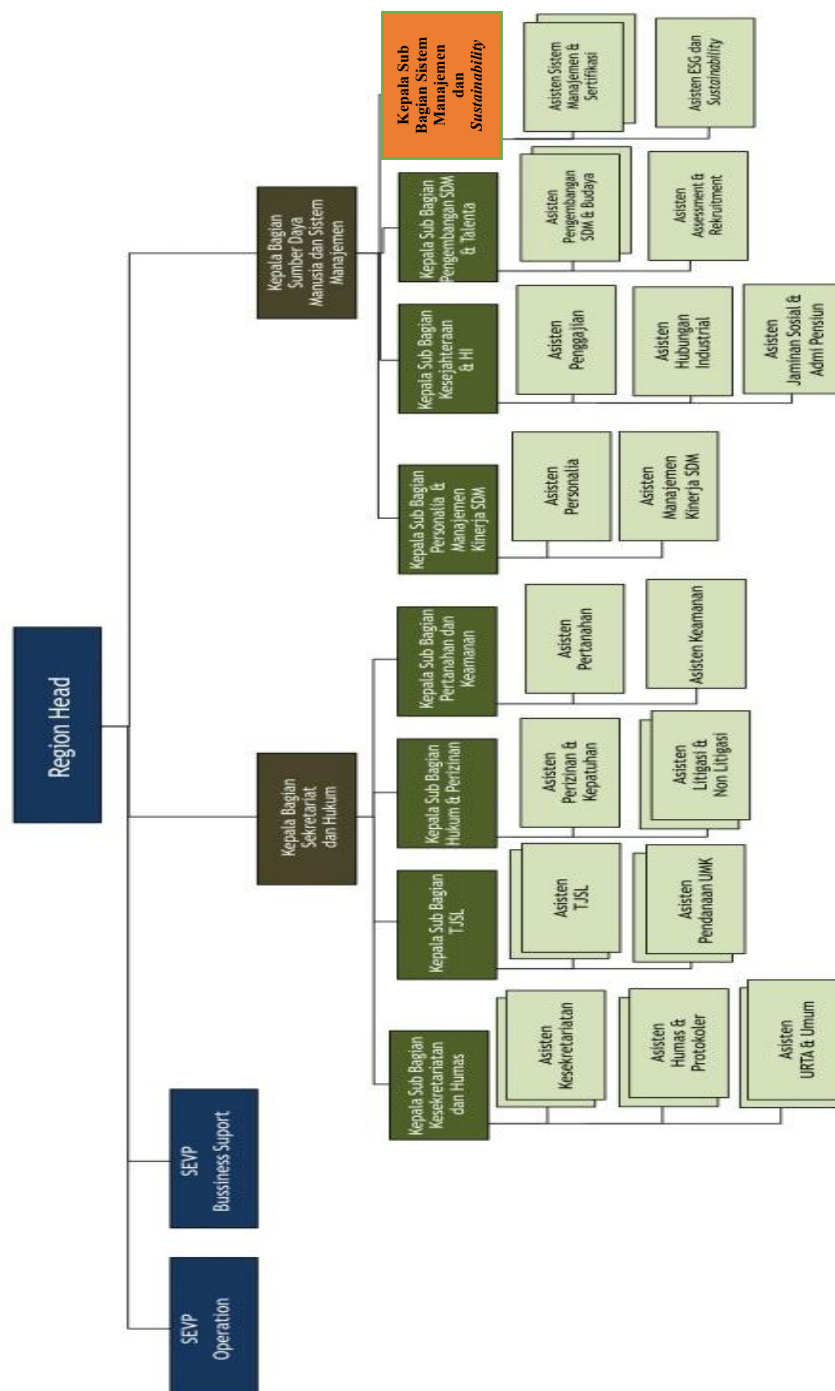


Figure 2.1 Organizational Structure of PT Perkebunan Nusantara IV Regional III Regional  
 Source: PT Perkebunan Nusantara IV Regional III Pekanbaru



Each work position in the organizational structure of PT Perkebunan Nusantara IV Regional III Pekanbaru has duties and responsibilities to achieve company goals. The following is a job description of each organizational structure, namely:

1. Region Head

As the highest leader in Region III, the Region Head is responsible for the overall business operations and strategy in the Riau region. Since December 2024, this position has been held by Ahmad Gusmar Harahap, replacing Rurianto who was transferred to Regional I North Sumatra.

2. Operations Division

Manages plantation and palm oil mill activities, including planning, implementing, and evaluating production processes to ensure efficiency and productivity.

3. Finance Division

Responsible for the company's financial management, including budget planning, financial reporting, and cash flow monitoring to support financial stability.

4. Human Resources Division

Manages labor aspects, including recruitment, training, career development, and employee performance management to ensure competent and productive human resources.

5. Marketing and Sales Division

In charge of developing marketing strategies, establishing relationships with customers, and increasing sales of palm oil products and their derivatives. Holding Perkebunan Nusantara.

6. Information Technology Division

Manages the company's information systems and technology, including the development and maintenance of IT infrastructure to support efficient operations.

#### 7. Internal Audit Division

Conduct internal audits and supervision to ensure compliance with company policies and applicable regulations, and identify areas for improvement.

#### 8. Legal and Compliance Division

Provides legal support, handles corporate legal matters, and ensures compliance with regulations and internal policies.

#### 9. Social and Environmental Responsibility Division

Manages social and environmental programs, including sustainability initiatives and contributions to surrounding communities, such as clean water provision and local food processing training. This organizational structure is designed to support the vision of PTPN IV Regional III as a sustainable and environmentally sound integrated agribusiness company, as well as to improve efficiency and competitiveness in the palm oil industry.

### **2.5 The Working Process**

The author during his internship was placed in the Management System and Sustainability (SM) department of PT Perkebunan Nusantara IV Regional III Pekanbaru. A management system is a framework consisting of policies, processes, and procedures designed to regulate, control, and improve the performance of an organization in achieving its goals. This system helps organizations to manage various resources-such as human, financial, time, and information-in a structured and efficient manner. The duties and functions of the Management System and Sustainability (SM) Division of PT Perkebunan Nusantara IV Regional III Pekanbaru are as follows:

#### 1. Main Duties of the SM.

There are a number of key objectives of the Management System (MS) designed to support operational effectiveness and organizational performance improvement, which can generally be outlined as follows:

a. Manage Plantation Operations

Plan, implement and supervise oil palm cultivation and production activities to meet quality and efficiency standards.

b. Managing Human Resources

Develop recruitment, training and performance evaluation strategies to ensure competent and productive employees.

c. Managing Company Finances

Budgeting, recording transactions, preparing financial reports, and ensuring the financial health of the company.

d. Ensure Compliance and Governance

Ensure all business activities are in accordance with the law and Good Corporate Governance (GCG) policies.

e. Monitor and Evaluate Performance

Implement regular monitoring and reporting systems to ensure objectives are achieved and risks are controlled.

f. Applying Technology and Innovation

Integrating digital systems and modern agricultural technology in production and data management activities.

g. Managing Social and Environmental Responsibility

Implement social programs, community empowerment, and environmental preservation in a sustainable manner.

2. Main Purpose of SM.

In general, the purpose of the management system (SM) is to organize, control, and direct all organizational activities in a systematic and coordinated manner so that organizational goals can be achieved effectively, efficiently, and sustainably.

The main tasks of the Management System in a company organization are:

a. Improve Efficiency and Productivity.

b. So that operational activities can run optimally with minimal costs and maximum results.

c. Ensure Quality and Business Sustainability.

- d. Ensure every process meets quality standards and is long-term oriented.
- e. Strengthening the Company's Competitiveness.
- f. Enhance excellence in the national and global palm oil market through professional management.
- g. Support Transparency and Accountability.
- h. Provide an open and auditable system, to build stakeholder trust.
- i. Adapting to Changes in the Business Environment.
- j. Making the company more adaptive to market, regulatory and technological changes.
- k. Realizing Good Corporate Governance.
- l. Encourage a work culture that is disciplined, has integrity, and is results-oriented.

## **2.6 Documents Used for Activitiy**

Documents used in activities at PT Perkebunan Nusantara IV Regional III Pekanbaru are as follows:

### **1. Attendance Form**

Attendance forms are usually used when there is an event, activity, or meeting that is filled out by participants who are present at that time. At the top of the form is the day, date, time, speaker and attendance form consisting of name, department or section, and signature.

DAFTAR HADIR PESERTA SOSIALISASI ENTERPRISE RISK INFORMATION NUSANTARA ( ERIN )

TANGGAL: 13 FEBRUARI, 2025 / MESS KEDUN TANDUN

No	Nama	Jabatan	Unit/Kebun	Tanda Tangan	
1				1	
2	APRILIA KLO	SM PTAN	PTAN	2	
3	SYAHRI HADIMAN	AKAPD ID	Tandun	3	
4	AZHAN MURONGAN	ADK	Tandun	4	
5	ABDUL RAHAK.	Asst Apdelling	Terantam.	5	
6	Agung Hasudungan	Asst Apdelling	Terantam	6	
7	SHAHRIYUR ROHAN	APK TER	Terantam	7	
8	Walsiyati	ATU terantam	Terantam	8	
9	Krishna S.	Asst. Apdelling	Tandun	9	
10	M. Reza Gamilang	Asst Apdelling	SKE	10	
11	JALU Supriyanti	APK SKE	SKE	11	
12	ASWAN MARTI	APK PTAM	PTAM	12	
13	Syaifuldin Ef. Pohan	Asst. Apd ID	K-TAM	13	
14	Ferry Winna	Asst Apd	K-TAM	14	
15	BAYORA LUBIS	ATU	K-TAM	15	
16	Sugianto	Asst Bidang Pan	Kantor DBR	16	
17	MUHAMMAD RIZKI	ATU	Kantor DBR	17	

Figure 2.2 Attendance Form

Source: Tandun Garden Mess

## 2. Minutes Form

A minutes form is a concise record of the proceedings of a meeting, presentation, or similar activity, which includes topics of discussion and decisions taken. This form is used to record the results of meetings or activities carried out, which include the title of the meeting, day/date of implementation, venue, list of participants, description of discussions, actions taken, and signed by the person in charge of the meeting.



**Figure 2.3 Evaluation Meeting for ERIN Application Filling**  
Source: PTPN Hanglekir Building

## **BAB III**

### **SCOPE OF THE APRENTICHESHIP**

#### **3.1 Job Description**

This practical work was carried out at PT Perkebunan Nusantara IV Regional III Pekanbaru for 4 (four) months, starting from February 04, 2025 to June 06, 2025. During the internship, the author was placed in the Management System and Sustainability (SM) section, with the following description of activities:

1. Printing documents.
2. Scanning documents.
3. Checking and inputting data on the number of areas and blocks of utilization of palm oil industry wastewater on PTPN V oil palm plantation land.
4. Preparing a report via Canva on ERIN socialization activities, the master of ceremonies (MC), and documentation.
5. Served as a committee member in PTPN IV Family Gathering event organized by the HR Division and Sustainability Management System.
6. Creating a website for ERIN application.
7. Served as a committee member for consumption at the Quiz Match event in commemoration of the OSH Month 2025 at PTPN IV Regional 3.
8. Create a notification letter regarding employee account replacement.
9. Recapitulation of SUB Data Section Sustainable Management System Year 2025.
10. Document grouping report on environmental management and monitoring of the PTPN 4 Regional 3 Pekanbaru palm oil mill.
11. Inputting Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application.

## 3.2 Systems and Procedure

### 3.2.1 The Working System

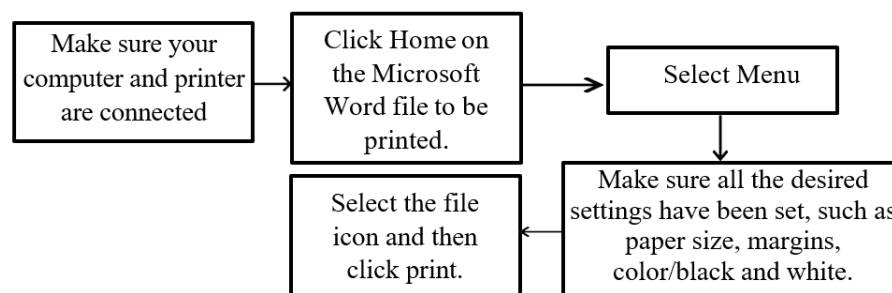
The work system or activities carried out during the internship in the Management System and Sustainability (SM) section of PT Perkebunan Nusantara IV Regional III Pekanbaru consists of an online system and a manual system. Activities carried out online include checking letters through the company's internal application, as well as using the Canva application to design brochures and create PowerPoint presentations). Meanwhile, activities carried out manually include recording through forms with a predetermined format, which are used in the implementation of activities, meetings, and presentations.

### 3.2.2 Work Procedures

There are several work procedures and evidence of task implementation during vocational training which can be explained as follows:

#### 1. Printing Document.

Printing a document is the activity of converting a document in digital form (softcopy) into printed form (hardcopy) using a printer the steps in printing a document are as follows:



**Figure 3. 1 Printing Document**

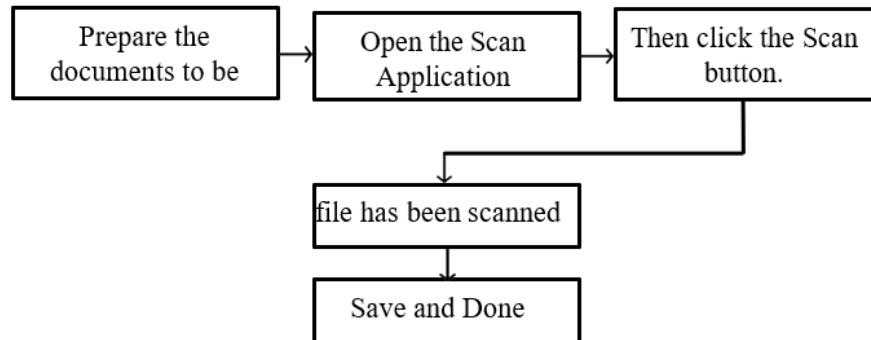
Source: Photo, 2025

#### 2. Scanning Documents.

Scanning documents is the process of converting documents or photos in printed form (hard copy) into digital form (soft copy). Scanned documents are generally



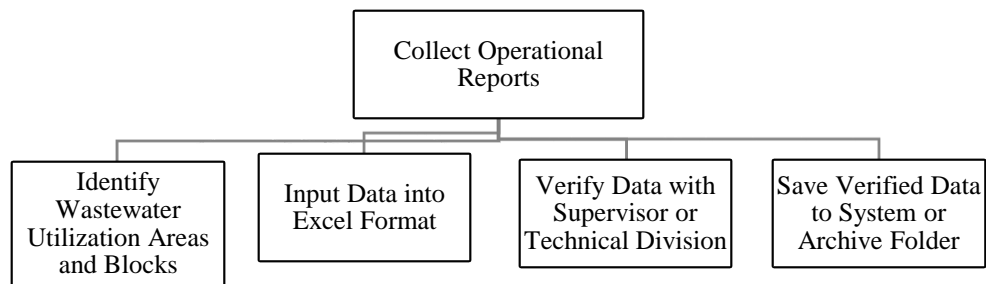
physical copies that will be stored in digital format. The procedures for scanning documents are as follows:



**Figure 3. 2 Scanning Document**  
Source: Photo, 2025

3. Checking and inputting data on the number of areas and blocks of utilization of palm oil industry wastewater on PTPN V oil palm plantation land.

The author was given the task of checking and inputting data related to the number of areas and blocks of palm oil industry wastewater utilization on PTPN V's oil palm plantation land. This activity is carried out as part of monitoring and managing the utilization of wastewater efficiently and in accordance with applicable regulations. The first step was to check the area of each area and calculate the total number of areas and blocks used in the wastewater utilization process. Each area and block was verified based on field data to ensure the accuracy of the information collected. After checking is complete, all data that has been obtained is then inputted into the author's personal Excel file. The inputting is done systematically to facilitate further data processing, as well as documentation that can be used in reporting and evaluating the performance of industrial waste management in the PTPN V oil palm plantation environment.

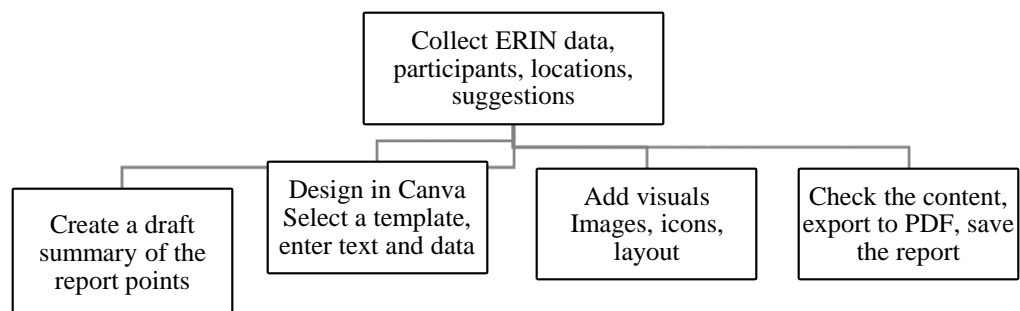


**Figure 3. 3 Checking and inputting data**

Source: Photo, 2025

4. Preparing a report via Canva on ERIN socialization activities, the master of ceremonies (MC), and documentation.

Erin application socialization is an activity that aims to introduce and provide in-depth understanding to employees regarding the use of Erin application as a support system in the management and reporting of environmental data and other sustainability aspects in the scope of work of PTPN IV. This application is designed to facilitate the process of documentation, reporting, and monitoring of activities related to the management system and sustainability of the company.



**Figure 3. 4 Creating ERIN socialization reports via Canva**

Source: Photo, 2025

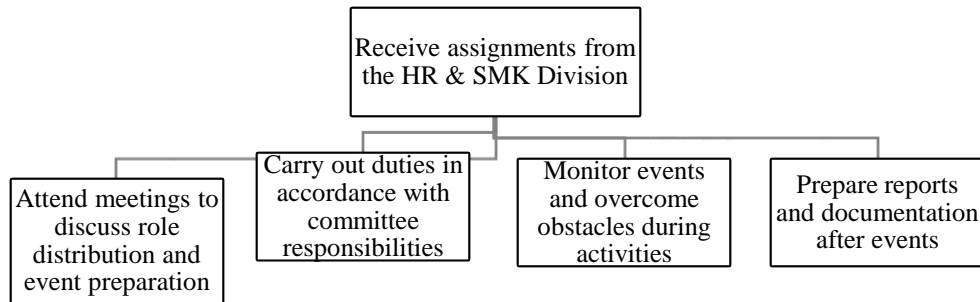
This socialization activity is organized by the Management System and Sustainability Section of PTPN IV Regional III Pekanbaru. Socialization is held for four days, which is divided into two different locations, namely for two days at Mess Sei Galuh and the next two days at Mess Tandun. All participants who attended were representatives of work units that have a direct relationship with the application of Erin in the field. In this activity, the author was given the responsibility to carry out several important roles, including as a host (MC),

documentation of activities, and helping to prepare reports on the implementation of socialization. As an MC, the author is in charge of guiding the course of the event so that it runs according to the predetermined agenda. At the same time, the author also conducted documentation in the form of taking photos and videos as an archive of activities and report materials. In addition, the author participated in preparing the final report of the socialization activities which contained a description of the course of the event, the number of participants, the material presented, and the participants' responses to the Erin application. Active involvement in various aspects of this activity provides useful experience in terms of communication, event management, and professional information management.

5. Served as a committee member in PTPN IV Family Gathering event organized by the HR Division and Sustainability Management System.

Family gathering activity is one form of togetherness activity that aims to strengthen the relationship between employees and strengthen teamwork in the work environment. On this occasion, family gathering activities organized by PTPN IV Regional III Pekanbaru with all employees of the Human Resources (HR) and Management Systems (SM). The event was held at Taman Alam Mayang, Pekanbaru, which is one of the open recreation locations with a natural and comfortable atmosphere. The Famgeth was filled with various interesting activities, such as group games, entertainment sessions, door prize distribution, and relaxing activities with family. An atmosphere of intimacy and kinship was felt throughout the activities. The participants followed each series of events with enthusiasm, thus creating positive interactions that support a more harmonious and enjoyable working relationship. In this activity, the author also played a role as an event committee. Her duties included assisting with technical preparations, coordinating the implementation of activities, and ensuring that the entire series of events ran in an orderly manner and in accordance with the schedule that had been prepared. In addition, the author was also involved in accompanying

participants during the activity and assisting with documentation for internal reporting needs.

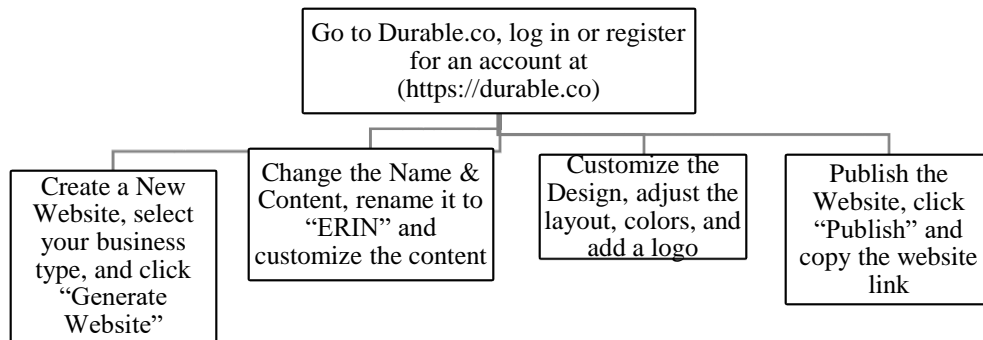


**Figure 3. 5 SDM-SM Family Gathering Activities**  
Source: Photo, 2025

#### 6. Creating a website for ERIN application.

An AI website is a website that is powered by artificial intelligence technology. This technology allows the system to think and make decisions automatically, just like how humans think. AI websites are usually used to help users complete tasks, provide recommendations, answer questions, or process data quickly and accurately. The use of AI on a website aims to improve the user experience by providing smarter, more interactive, and efficient services. These websites not only display information, but are also able to understand user needs and customize responses based on data processed by the AI system. In other words, an AI website is dynamic, as it continues to learn from the interactions that occur on it. The author has the main responsibility in designing and developing an AI website to support the performance of the Erin application. The Erin application itself is a system designed to facilitate users in carrying out certain activities digitally. Therefore, the author is tasked with incorporating AI functions into the website so that the Erin application can be accessed more easily, modern, and responsive. The author's tasks included several important stages, such as developing the design of the website's appearance, integrating appropriate AI systems, and conducting tests to ensure that all features are running properly. In addition, the author must also ensure that the website is user-friendly, easy to understand, and can be used through various devices such as computers, tablets,

and mobile phones. The artificial intelligence technology used in this website will help users to obtain information or complete tasks automatically, without the need for complicated processes. This is part of an effort to utilize technological advances in everyday life in a positive and productive manner.

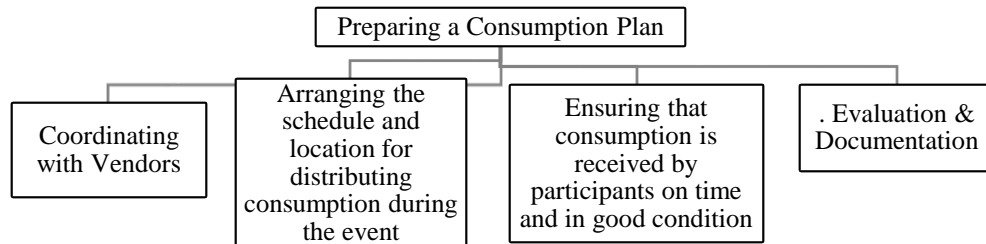


**Figure 3. 6 Creating the ERIN Website via Durable AI**  
Source: Photo, 2025

7. Served as the consumption committee at the Quiz Match event in commemoration of the OSH Month 2025 at PTPN IV Regional 3.

In order to commemorate the Month of Occupational Safety and Health (K3) in 2025, PTPN IV Regional III organized a quiz match activity involving all divisions located at the Regional III Head Office. This activity aims to increase employee knowledge, awareness, and concern for the importance of the application of OHS in the work environment as a whole. This quiz match was organized by the Management System and Sustainability Section of PTPN IV Regional III. As the organizer, the committee team has arranged a series of activities in an orderly and systematic manner, ranging from planning questions, scheduling matches, to the final assessment. The material tested in the match includes important aspects of work safety, emergency response procedures, OHS regulations, and safe work practices. Each division within the Regional III Headquarters sent representatives as participants. The enthusiasm of the participants was very high, as seen from the spirit of competition and active participation in each competition session. This activity is not only a

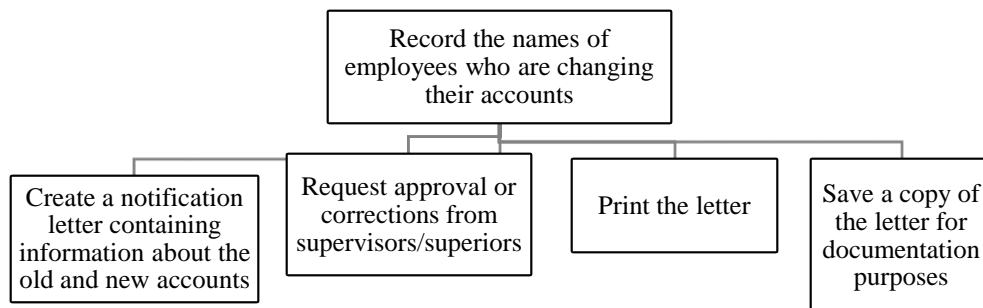
competition, but also a means of collective education to strengthen the K3 culture in the company environment.



**Figure 3. 7 Organizing committee for the quiz competition in month k3**  
Source: Photo, 2025

8. Create a notification letter regarding employee account replacement.

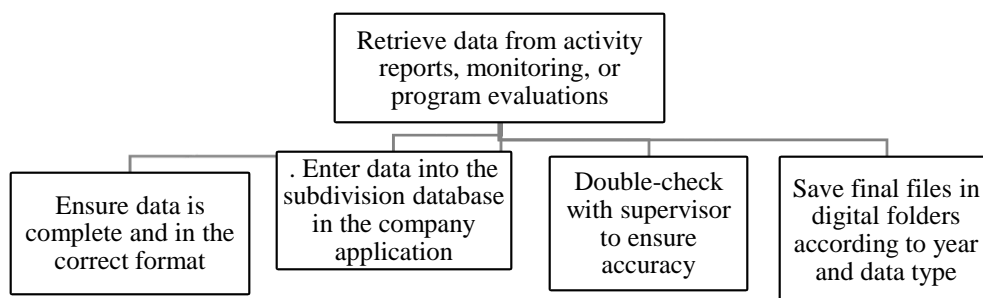
In carrying out administrative tasks, the author has the responsibility to create a certificate letter related to the process of applying for a change of account for an employee or related party. This certificate is needed as a supporting document stating that the individual concerned is actually applying for a change of account number for certain purposes, such as payment of salary, honorarium, or other benefits. In the process of preparing the certificate, the writer must ensure that the data included is accurate and in accordance with supporting documents, such as photocopies of new passbooks, ID cards, and application letters from the person concerned. The writer must also pay attention to the format of writing official letters in accordance with the official script standards that apply in the agency or company. In addition, the writer is responsible for ensuring that the certificate is signed by an authorized official and stamped officially as a form of legalization. Thus, the letter has legal administrative power and can be used in the verification process at the relevant finance department or bank.



**Figure 3. 8 letter of account change**  
Source: Photo, 2025

#### 9. Recapitulation of SUB Data Section Sustainable Management System Year 2025.

During the implementation of internship activities, the author plays a role in assisting data management in the 2025 Sustainable Management System Subdivision. This task includes collecting, recording, and classifying data related to sustainability programs implemented by the agency. The data collected includes information on the implementation of activities, achievement of targets, and evaluation of sustainability performance indicators.

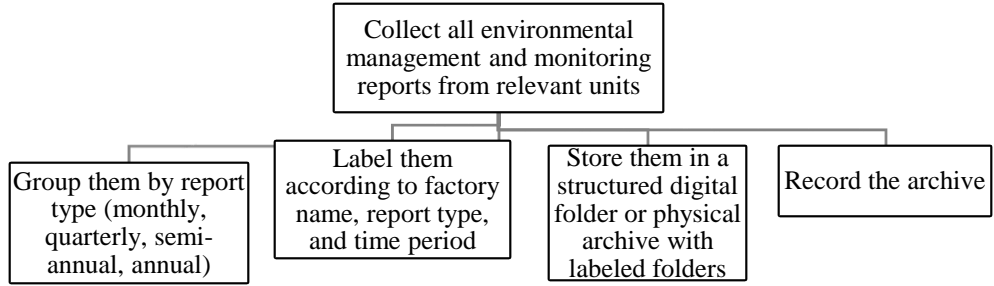


**Figure 3. 9 Data Management of the Sustainable Management System Subdivision**  
Source: Photo, 2025

#### 10. Document grouping report on environmental management and monitoring of the PTPN 4 Regional 3 Pekanbaru palm oil mill.

The author grouped the documents of the Environmental Management and Monitoring Report of the PTPN IV Regional 3 Pekanbaru Palm Oil Mill for archiving purposes. This activity began with collecting all documents related

to environmental reports from various periods and sources, including monthly and quarterly reports, as well as supporting documents such as laboratory test results and field inspection records. Following this, the author classified the documents based on report type, year of implementation, and factory location to facilitate data retrieval and monitoring. This process also involved verifying the completeness and accuracy of the information before storing it in digital subdivisions.



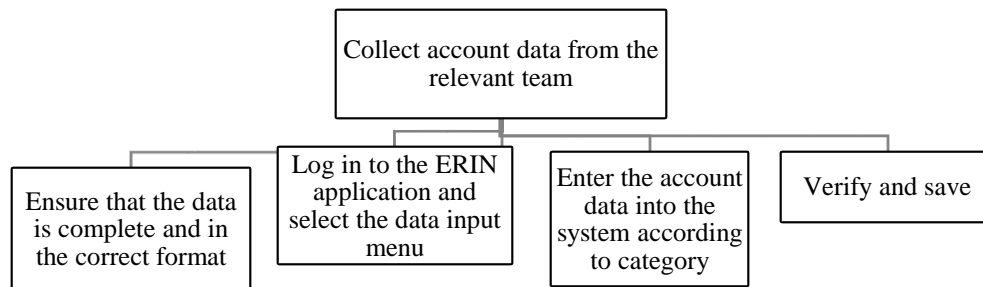
**Figure 3. 10 Document Sorting Process**  
Source: Photo, 2025

11. Inputting Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application.

During the internship at the Management System and Sustainability Division, the author was given the responsibility to input Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application. This process is part of the effort to digitize and update data used to support the company's integrated risk management system. The data inputted came from an Excel document that had been prepared by the relevant team. Prior to the input process, I first checked the data to ensure that the information available was complete, accurate, and in accordance with the format required by the system. After the verification process, the data was then entered into the ERIN application according to the account categories and organizational structure applicable in the Company. During the execution of this task, I was required to work carefully and systematically, given the importance of data accuracy in the risk management information system. Input errors can have an impact on risk



analysis and decision-making at the management level, so rigor is highly emphasized in this job.



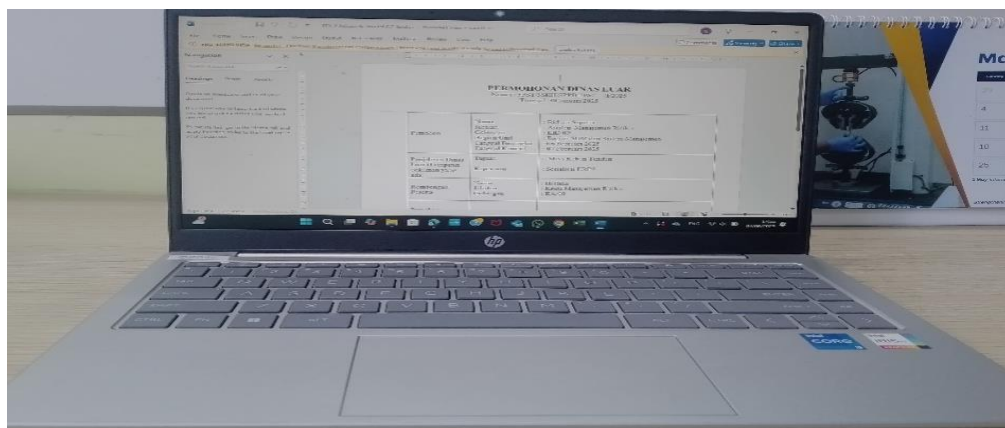
**Figure 3. 11 Process of entering Head Office (HO) account data**  
Source: Photo, 2025

### 3.2.3 Work Tools

Work tools are objects used to carry out activities as one of the needs. The following work tools used during vocational training are as follows:

## 1. Laptop

Laptops are used to work on assigned tasks and these laptops are very useful in the field of Management Systems and Sustainability (SM) to do work.



**Figure 3. 12 Laptop**  
Source: PT Perkebunan Nusantara IV Regional III Pekanbaru

## 2. Printer

This printer is used to print documents required by the Management System and Sustainability Subdivision.

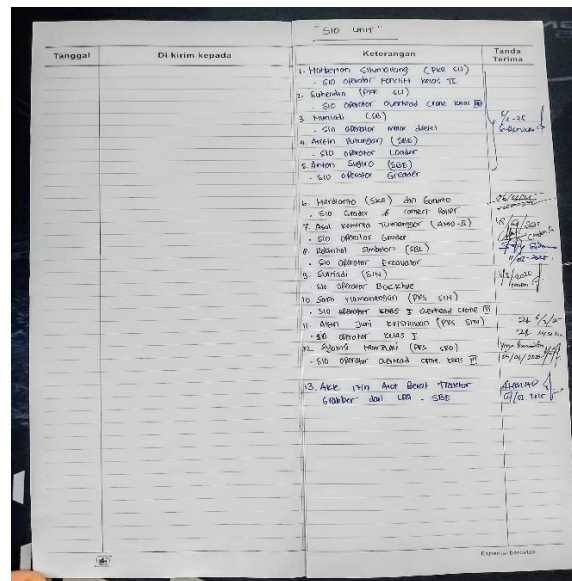


**Figure 3. 13 Printer**

Source: PT Perkebunan Nusantara IV Regional III Pekanbaru

### 3. Management System Expedition Book

An expedition book is an administrative document used to record the delivery of outgoing letters or documents from an agency, organization, or company. In a management system, the expedition book functions as a control and documentation tool to ensure that all letters or documents sent have been recorded in an orderly, complete, and accurate manner. This book contains important information such as sequence number, delivery date, recipient's name, destination address, concise content of the letter or document, letter number, and the name and signature of the officer responsible for the delivery. Recording in the expedition book helps improve accountability, communication efficiency, and makes it easier to track if there are problems in the delivery process. In a good management system, the existence of an expedition book is part of a standard operating procedure that aims to maintain transparency, administrative order, and continuity of information between sections and between agencies.



**Figure 3. 14 Expedition Book**  
Source: PT Perkebunan Nusantara IV Regional III Pekanbaru

### 3.3 Place and Time of the Apprenticeship

#### 3.3.1 Place of the Apprenticeship

Job Training activities are carried out at PT Perkebunan Nusantara IV Regional III Pekanbaru, which is located at Jalan Rambutan No. 43, Marpoyan Damai District, Pekanbaru City. During the internship, the author was placed in the Management System and Sustainability (SM) Section.

#### 3.3.2 Time of the Apprenticeship

The provisions and regulations of PT Perkebunan Nusantara IV Regional III Pekanbaru regarding the time of implementation of internship work are as follows:

**Table 3.1 Work Hours Schedule at PT Perkebunan Nusantara IV Regional III**

No	Day	Working Hours	Rest
1.	Monday - Friday	07:30 pm– 16:30 pm	12:00 pm - 13:30 pm
2.	Saturday - Sunday	OFF	OFF

Source: 2025 Processed Data

### 3.4 Kind and Description of the Activity

The following is an explanation of the activities carried out during this job training at PT Perkebunan Nusantara IV Regional III Pekanbaru:

**Table 3.2 T Daily Activities from February 04, 2025 to February 07, 2025**

Day/Date	Activity	Place
04/02/2025 Tuesday	<ul style="list-style-type: none"> <li>Check the completeness of the 2024 LPUP document</li> </ul>	Management Systems and Sustainability
05/02/2025 Wednesday	<ul style="list-style-type: none"> <li>Scan LPUP 2025</li> </ul>	Management Systems and Sustainability
06/02/2025 Thursday	<ul style="list-style-type: none"> <li>Input HO PTPN 4 account data from Excel to ERIN application</li> </ul>	Management Systems and Sustainability
07/02/2025 Friday	<ul style="list-style-type: none"> <li>Scan of work contract documents</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Table 3.2 In the first week of February, the author carried out various tasks in administrative and operational job training activities. These tasks included checking the completeness of the 2024 LPUP document, scanning the 2025 LPUP document and work contract documents for archive digitization purposes, and inputting PTPN 4 Head Office account data from Excel files into the ERIN application by ensuring data accuracy. In addition, the author also acted as a committee in the K3 Month Quiz by assisting in the preparation of materials and technical coordination of the implementation of the activity.

**Table 3.3 Daily Activities of February 10th, 2025 to February 14th, 2025**

Day/Date	Activity	Place
10/02/2025 Monday	<ul style="list-style-type: none"> <li>Input garden data from Excel to ERIN</li> </ul>	Management Systems and Sustainability
11/02/2025 Tuesday	<ul style="list-style-type: none"> <li>Day 1 Socialization of Sei Galuh Garden &amp; MCing the event</li> <li>Create activity report via Canva</li> <li>Documentation of the event until completion</li> </ul>	Sei Galuh Garden Mess
12/02/2025 Wednesday	<ul style="list-style-type: none"> <li>Day 2 of ERIN Socialization at Sei Galuh</li> <li>MC the event</li> <li>Report via Canva</li> <li>Event documentation</li> </ul>	Sei Galuh Garden Mess
13/02/2025 Thursday	<ul style="list-style-type: none"> <li>Day 1 ERIN Socialization at Mess Tandun</li> <li>MC &amp; event documentation</li> <li>Create report via Canva</li> </ul>	Tandun Plantation Mess
14/02/2025 Friday	<ul style="list-style-type: none"> <li>Day 2 ERIN Socialization at Tandun Mess</li> <li>MC of the event</li> <li>Event documentation</li> <li>Report via Canva</li> </ul>	Tandun Plantation Mess

*Source: 2025 Processed Data*

Following table 3.3 in the second week, the author carried out tasks related to the socialization of the ERIN application at Sei Galuh Farm and Tandun Mess. These tasks include inputting garden data from Excel into the ERIN application, being an MC, documenting the course of activities, and compiling activity reports using Canva. All activities were carried out for two days at each location with full responsibility and thoroughness.

**Table 3.4 Daily Activities of February 17th, 2025 to February 21th, 2025**

Day/Date	Activitiy	Place
17/02/2025 Monday	<ul style="list-style-type: none"> <li>• HO account input to ERIN</li> </ul>	Management Systems and Sustainability
18/02/2025 Tuesday	<ul style="list-style-type: none"> <li>• HO account input to ERIN</li> <li>• Scan document</li> </ul>	Management Systems and Sustainability
19/02/2025 Wednesday	<ul style="list-style-type: none"> <li>• Manage data for Sustainable SM Subdivision 2025</li> </ul>	Management Systems and Sustainability
20/02/2025 Thursday	<ul style="list-style-type: none"> <li>• Manage data for Sustainable SM Subdivision 2025</li> </ul>	Management Systems and Sustainability
21/02/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Sort out 2024 LPUP documents for archive</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Table 3.4 in the third week, the author carried out a number of administrative tasks related to data and document management. The author inputted Head Office (HO) accounts into the ERIN application, scanned documents, and managed data for the Sustainable Sustainability Management (SM) Subsection in 2025. In addition, the author also input data on the area and waste block of PTPN V into the system, and sorted LPUP documents in 2024 for archiving purposes.

**Table 3.5 Daily Activities of February 24th, 2025 to February 28th, 2025**

Day/Date	Activitiy	Place
24/02/2025 Monday	<ul style="list-style-type: none"> <li>• Deliver B3 Waste Documents to Environmental Agency Office</li> <li>• Deliver B3 waste documents to DLH</li> <li>• Deliver SPP letter to PTPN IV Accounting Building</li> </ul>	Management Systems and Sustainability
25/02/2025 Tuesday	<ul style="list-style-type: none"> <li>• Scan dokument SPP</li> </ul>	PTPN IV Regional III Jasmine Building
26/02/2025 Wednesday	<ul style="list-style-type: none"> <li>• ERIN socialization documentation</li> <li>• Record SPP in the expedition book</li> </ul>	Management Systems and Sustainability
27/02/2025 Thursday	<ul style="list-style-type: none"> <li>• Print document SPP</li> <li>• Scan document SPP</li> <li>• Gymnastics</li> </ul>	Management Systems and Sustainability

Day/Date	Activity	Place
28/02/2025 Friday	<ul style="list-style-type: none"> <li>• Scan Document SPP</li> <li>• Checking Incoming Mail Through E-Office Website</li> </ul>	Management Systems and Sustainability

Source: 2025 Processed Data

Following table 3.5 in the fourth week, the author delivered B3 waste documents to the Environmental Agency (DLH), recorded the Service Travel Order (SPP) in the expedition book, and delivered the SPP letter to the PTPN IV Accounting Building. In addition, the author also prints and scans documents, documents ERIN application socialization activities, and checks incoming mail through the E-Office page. All of these activities are carried out with full responsibility to support the smooth administration and communication between work units

**Table 3.6 Daily Activities of March 03th, 2025 to March 07th, 2025**

Day/Date	Activity	Place
03/03/2025 Monday	<ul style="list-style-type: none"> <li>• SPP letter archive</li> <li>• 2020-2024 realization recap</li> <li>• Sort out garden addendum &amp; PKS</li> <li>• PTPN IV LA monitoring input</li> </ul>	Management Systems and Sustainability
04/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• Upload contract 2022 (GDrive)</li> <li>• 2020-2024 realization recap</li> </ul>	Management Systems and Sustainability
05/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Sort out environmental documents 2024-2025</li> <li>• Record farm agenda (SM &amp; Sustainability)</li> </ul>	Management Systems and Sustainability
06/03/2025 Thursday	<ul style="list-style-type: none"> <li>• Sort out environmental documents 2024-2025</li> <li>• Record farm agenda (SM &amp; Sustainability)</li> </ul>	Management Systems and Sustainability
07/03/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Scan document SPP</li> <li>• Insert SPP Letter into SPP Archive</li> </ul>	Management Systems and Sustainability

Source: 2025 Processed Data

Following table 3.6 in the first week of March, the author carried out the task of filing the Pay Order Letter (SPP) and inserting the letters into the SPP archive to ensure the orderliness of financial documents. In addition, the author recapitulated activity realization data for 2020 to 2024, and uploaded contract documents for 2022 to Google Drive as part of archive digitization. The author also sorted environmental documents for 2024-2025 for reporting and activity tracking purposes. To support the plantation and sustainability program, the author recorded the agenda of plantation activities related to strategic management (SM) and

sustainability, and sorted addendum documents of plantations and Palm Oil Mills (PKS). Another task is to input data monitoring Environment and Agronomy (LA) PTPN IV, as well as scanning various important documents that support the smooth internal administration.

**Table 3.7 Daily Activities of March 10th, 2025 to March 14th, 2025**

Day/Date	Activitiy	Place
10/03/2025 Monday	<ul style="list-style-type: none"> <li>Recap realization</li> </ul>	Management Systems and Sustainability
11/03/2025 Tuesday	<ul style="list-style-type: none"> <li>Record official agenda</li> <li>Environmental permit input</li> </ul>	Management Systems and Sustainability
12/03/2025 Wednesday	<ul style="list-style-type: none"> <li>Meeting on Evaluation of ERIN Application Filling</li> </ul>	Hanglekir Building PTPN IV
13/03/2025 Thursday	<ul style="list-style-type: none"> <li>Making AI Website for ERIN Application</li> </ul>	Management Systems and Sustainability
14/03/2025 Friday	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Recording SPP Letters to be entered into the HR-SM Expedition Book</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.7 in the second week of March, the author carried out a number of tasks including recapitulating activity realization data for internal reporting purposes, as well as recording the agency's activity agenda related to the fields of human resources and strategic management. The author was also responsible for inputting data related to environmental permits into the system as part of monitoring compliance with environmental regulations.

In addition, the author participated in an evaluation meeting that discussed the process of filling out the Environmental Reporting Information Network (ERIN) application as part of efforts to improve the quality of reporting. In supporting the digitalization of the environmental reporting system, the author was also involved in the process of creating an artificial intelligence (AI)-based website for the ERIN application. In addition, the author recorded Payment Order letters (SPP) to be entered into the HR-SM Expedition Book as part of the administration process and internal documentation.

**Table 3.8 Daily Activities of March 17th, 2025 to March 21th, 2025**

Day/Date	Activitiy	Place
17/03/2025 Monday	<ul style="list-style-type: none"> <li>• Sorting PH and TOR documents into archives</li> <li>• Scan documents SPP</li> </ul>	Management Systems and Sustainability
18/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• ERIN evaluation meeting</li> <li>• Create AI ERIN website</li> </ul>	Management Systems and Sustainability
19/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Record SPP into HR-SM expedition</li> <li>• Sort PH &amp; TOR documents</li> </ul>	Management Systems and Sustainability
20/03/2025 Thursday	<ul style="list-style-type: none"> <li>• Sort out garden HCV documents</li> <li>• Scan documents SPP</li> </ul>	Management Systems and Sustainability
21/03/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Sort out garden environmental report</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.8 in the third week of March, the author sorted out the Daily Order (PH) and Term of Reference (TOR) documents to be archived systematically to facilitate tracking in the future. In addition, the author also scanned important documents as part of the archive digitization process. The author also participated in a follow-up evaluation meeting regarding the filling of the Environmental Reporting Information Network (ERIN) application, and continued the creation of an artificial intelligence (AI)-based website to support the application's working system terms of administration, the author recorded the Payment Order (SPP) letter into the HR-SM Expedition Book. In addition, the author also sorted the plantation's High Conservation Value (HCV) documents and environmental reports from the plantation unit to be archived according to category, in order to be well organized and support the audit process and periodic environmental reporting.

**Table 3.9 Daily Activities of March 24th, 2025 to March 31th, 2025**

Day/Date	Activitiy	Place
24/03/2025 Monday	<ul style="list-style-type: none"> <li>• Scan document SPP</li> <li>• Print document SPP</li> <li>• Collect hazardous waste balance sheet</li> </ul>	Management Systems and Sustainability
25/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• Scan document SPP</li> <li>• Record SPP to HR-SM expedition</li> <li>• Record external official letter to expedition</li> <li>• Input HO data to ERIN</li> </ul>	Management Systems and Sustainability
26/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Input Enterprise Risk Information Nusantara (ERIN) application. Head Office (HO) account data into the</li> </ul>	Management Systems and Sustainability



Day/Date	Activity	Place
	<ul style="list-style-type: none"> <li>Record DL letter to expedition</li> <li>Scan document</li> </ul>	
27/03/2025 Thursday	<ul style="list-style-type: none"> <li>Permission to be absent</li> </ul>	OFF
28/03/2025 Friday	<ul style="list-style-type: none"> <li>Joint Holiday for Bali's Day</li> </ul>	OFF
31/03/2025 Monday	<ul style="list-style-type: none"> <li>Idul Fitri Joint Holiday</li> </ul>	OFF

Source: 2025 Processed Data

Following table 3.9 in the fourth week of March, the author scanned various important documents repeatedly to support the digital archiving process and document search efficiency. In addition, the author also printed some documents needed for internal purposes.

In support of hazardous and toxic waste (B3) management, the author collects B3 waste balance data as part of environmental reporting responsibilities. The author also records Payment Orders (SPP) and outside service letters (DL) into the HR-SM Expedition Book, as a form of documenting the administration of letters in and out. Furthermore, the author input Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application to support the digital-based risk management system being developed by the company.

**Table 3.10 Daily Activities of April 01th, 2025 to April 04th, 2025**

Day/Date	Activity	Place
01/04/2025 Tuesday	<ul style="list-style-type: none"> <li>Idul Fitri Holiday</li> </ul>	OFF
02/04/2025 Wednesday	<ul style="list-style-type: none"> <li>Idul Fitri Joint Holiday</li> </ul>	OFF
03/04/2025 Thursday	<ul style="list-style-type: none"> <li>Idul Fitri Joint Holiday</li> </ul>	OFF
04/04/2025 Friday	<ul style="list-style-type: none"> <li>Idul Fitri Joint Holiday</li> </ul>	OFF

Source: 2025 Processed Data

Following table 3.10 in the second week of April, the author as an internship student did not carry out any tasks because it was still in the Idul fitri holiday leave period. All operational activities in the work environment are temporarily closed in accordance with the provisions of national holidays and joint leave set by the government. Therefore, there were no internship activities carried out during that week.

**Table 3.11 Daily Activities of April 01th, 2025 to April 04th, 2025**

Day/Date	Activitiy	Place
07/04/2025 Monday	• Idul Fitri Joint Holiday	OFF
08/04/2025 Tuesday	• Permission to be absent	OFF
09/04/2025 Wednesday	• Record SPP into HR-SM expedition	Management Systems and Sustainability
10/04/2025 Thursday	• Record SPP into HR-SM expedition	Management Systems and Sustainability
11/04/2025 Friday	• Record SPP into HR-SM expedition	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.11 in the first week of April, the author as an intern student carried out administrative tasks in the form of recording Payment Orders (SPP) into the HR-SM Expedition Book. This activity aims to document outgoing letters systematically, ensure that every letter sent is properly recorded, and facilitate the process of tracking and verifying documents in the future. Recording is done by paying attention to the accuracy of information such as letter number, date, and destination of delivery, thus supporting administrative order in the work environment.

**Table 3.12 Daily Activities of April 14th, 2025 to April 18th, 2025**

Day/Date	Activitiy	Place
14/04/2025 Monday	• Check SPPBJ data	Management Systems and Sustainability
15/04/2025 Tuesday	• Check SPPBJ data	Management Systems and Sustainability
16/04/2025 Wednesday	• Scan Dokument SPP	Management Systems and Sustainability
17/04/2025 Thursday	• Check SPPBJ data	Management Systems and Sustainability
18/04/2025 Friday	• Dubbing ERIN video	Management Systems and Sustainability

*Source: 2025 Processed Data*

Based on Table 3.12 in the third week of April, the author carried out two main tasks related to data verification and information media development. The first task was to scan documents and then verify the data in the Letter of Appointment of Goods/Services Providers (SPPBJ) to ensure the completeness, accuracy, and consistency of the information with other supporting documents. Additionally, the author participated in the video dubbing process for the Environmental Reporting

Information Network (ERIN) application. This dubbing activity aimed to produce informative and easy-to-understand audio visual materials as part of the socialization of the ERIN application's usage.

**Table 3.13 Daily Activities of April 21th, 2025 to April 30th, 2025**

Day/Date	Activitiy	Place
21/04/2025 Monday	• Dec 2024 training data input	Management Systems and Sustainability
22/04/2025 Tuesday	• Recording SPP to Expedition Book.	Management Systems and Sustainability
23/04/2025 Wednesday	• Record SPP into the expedition book Deliver the letter to the Accounting Building of PTPN IV Regional III.	Management Systems and Sustainability
24/04/2025 Thursday	• Scan document SPP	Management Systems and Sustainability
25/04/2025 Friday	• Making ERIN Socialization Attendance.	Management Systems and Sustainability
28/04/2025 Monday	• Deliver letters to Accounting Reg. III	Management Systems and Sustainability
29/04/2025 Tuesday	• Scan document SPP	Management Systems and Sustainability
30/04/2025 Wednesday	• Create ERIN socialization attendance	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.13 in the fourth week of April, the author inputted training data for December 2024 as part of archiving and reporting on human resource activities. In addition, the author also recorded the Payment Order Letter (SPP) into the expedition book as a form of documentation of incoming and outgoing letters. The author also delivered the SPP letter to the PTPN IV Regional III Accounting Building to ensure the completeness and accuracy of document distribution. In order to support ERIN socialization activities, the author compiles the attendance list of participants as proof of participation, as well as scans the documents needed for digital archive purposes.

**Table 3.14 Daily Activities of May 01th, 2025 to May 02th, 2025**

Day/Date	Activitiy	Place
01/05/2025 Thursday	• International Labor Day	OFF
02/05/2025 Friday	• Gymnastics • Record SPP to SDM-SM expedition • Record official agenda to the garden	Management Systems and Sustainability

<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
05/05/2025 Monday	<ul style="list-style-type: none"> <li>• Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li> </ul>	Management Systems and Sustainability
06/05/2025 Tuesday	<ul style="list-style-type: none"> <li>• Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li> </ul>	Management Systems and Sustainability
07/05/2025 Wednesday	<ul style="list-style-type: none"> <li>• Manage Sustainable SM data 2025</li> </ul>	Management Systems and Sustainability
08/05/2025 Thursday	<ul style="list-style-type: none"> <li>• Recap Risk Analysis Data</li> </ul>	Management Systems and Sustainability
09/05/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Inputting RKO Data 2024 HR</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.14 in the first week of May, the author recorded the Payment Order (SPP) into the expedition book of the HR-SM section as part of the documentation of outgoing letters. In addition, the author also recorded the official agenda to the plantation to ensure the continuity of the implementation of field activities. In supporting long-term planning, the author manages the 2025 Sustainable Sustainability Management (SM) data and checks the completeness of the 2025 Plantation Business Development Report (LPUP) document. The author also checked the Environmental, Social, and Governance (ESG) data for 2024 for Regional III as part of the company's sustainability performance evaluation. In addition, the author recapitulated risk analysis data and inputted HR Work Plan and Budget (RKO) data for 2024. In between these activities, the author also participated in routine gymnastics activities as part of the employee health program.

**Table 3.15 Daily Activities of May 12th, 2025 to May 16th, 2025**

<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
12/05/2025 Monday	<ul style="list-style-type: none"> <li>• Waisak Day (Buddha's Anniversary)</li> </ul>	OFF
13/05/2025 Tuesday	<ul style="list-style-type: none"> <li>• Join Holiday for Waisak Day</li> </ul>	OFF
14/05/2025 Wednesday	<ul style="list-style-type: none"> <li>• Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li> </ul>	Management Systems and Sustainability
15/05/2025 Thursday	<ul style="list-style-type: none"> <li>• Insert SPP Letter into SPP Archive</li> </ul>	Management Systems and Sustainability
16/05/2025 Friday	<ul style="list-style-type: none"> <li>• Record SPP in the expedition book</li> </ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.15, in the second week of May, The author checked the completeness of the 2025 Plantation Business Progress Report (LPUP) document to ensure that all data had been arranged properly and in accordance with the provisions. In addition, the author also put the Payment Request Letter (SPP) into the SPP archive as part of an orderly and organized filing process.

**Table 3.16 Daily Activities of May 19th, 2025 to May 23th, 2025**

Day/Date	Activitiy	Place
19/05/2025 Monday	• Sorting out the Farm Environmental Monitoring and Management Report	Management Systems and Sustainability
20/05/2025 Tuesday	• Delivering B3 Waste Documents to the Environmental Agency Office	Environmental Service Office
21/05/2025 Wednesday	• Scan Document SPP	Management Systems and Sustainability.
22/05/2025 Thursday	• Scan Document SPP	Management Systems and Sustainability
23/05/2025 Friday	• Scan Document SPP	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.16, in the third week of May, the author sorted out the Environmental Monitoring and Management Reports from the plantation units as part of archiving efforts and evaluating the company's environmental performance. In addition, the author also delivered documents related to B3 waste to the Environmental Agency Office as a form of fulfillment of the company's reporting obligations to government agencies. To support the digitization of archives, the author scanned several important documents so that they could be stored in digital form and facilitate future searches.

**Table 3.17 Daily Activities of May 26th, 2025 to May 30th, 2025**

Day/Date	Activitiy	Place
26/05/2025 Monday	• Sorting out the Environmental Monitoring and Management Report	Management Systems and Sustainability
27/05/2025 Tuesday	• Record Payment Request Letter (SPP) to Expedition Book • Scan Documents	Management Systems and Sustainability
28/05/2025 Tuesday	• Sort out LPUP 2025 documents • Create employee certificate	Management Systems and Sustainability
29/05/2025 Thursday	• Ascension Day of Jesus Christ	OFF
30/05/2025 Friday	• Joint Holiday after Ascension Day	OFF

*Source: 2025 Processed Data*

Following table 3.17 in the penultimate week of May, the author sorted the Environmental Monitoring and Management Reports from the plantation units as part of the archiving process and evaluation of the company's environmental performance. Furthermore, the author delivered documents related to Hazardous and Toxic Waste (B3) to the Environmental Agency Office as a form of fulfillment of the company's reporting obligations to government agencies.

**Table 3.18 Daily Activities of Juni 02th, 2025 to Juni 05th, 2025**

Day/Date	Activitiy	Place
02/06/2025 Monday	<ul style="list-style-type: none"><li>Sort out environmental reports</li><li>Record SPP into expedition book</li></ul>	Management Systems and Sustainability
03/06/2025 Tuesday	<ul style="list-style-type: none"><li>Send SPP to Regional Accounting 3</li></ul>	Management Systems and Sustainability
04/06/2025 Wednesday	<ul style="list-style-type: none"><li>Input RKO data 2025 HR</li></ul>	Management Systems and Sustainability
05/06/2025 Thursday	<ul style="list-style-type: none"><li>Check ESG data 2024 Regional 3</li></ul>	Management Systems and Sustainability

*Source: 2025 Processed Data*

Following table 3.18 in the first week of June, which is also the last week of the author's internship at PTPN IV Regional III Pekanbaru, the author continues to carry out tasks with full responsibility and professionalism. The author sorted environmental monitoring and management reports as part of an effort to prepare neat and systematic documents. In addition, the author records the Payment Order (SPP) into the expedition book and delivers the document to the Regional III Accounting section as part of the company's financial administration process. The author also input the 2025 Work Plan and Budget (RKO) data for the Human Resources (HR) section, and checked the 2024 Regional III Environmental, Social, and Governance (ESG) data to ensure the completeness and accuracy of the information.

### **3.5 Obstacle and Solution of Apprenticeship**

#### **3.5.1 Obstacle of Apprenticeship**

Obstacles faced by the author during the internship process at PT Perkebunan Nusantara IV Regional III Pekanbaru are as follows:

1. The internet connection at the internship site is not good, causing the author to experience difficulties in completing several tasks that require connecting to the internet.
2. At the beginning of the internship period, the author had difficulty in adjusting to the rhythm and work culture in the company environment, especially in terms of formal communication and completion of tasks that were required to be done quickly and precisely.

### 3.5.2 Solution of Apprenticeship

The solutions to the obstacles faced by the author during the practical work process at PT Perkebunan Nusantara IV Regional III Pekanbaru are as follows:

1. The writer can anticipate internet interruptions by saving the required documents or data offline first, and finding a time or location in the office that has a more stable connection to work on tasks that require internet access. In addition, the author can also take advantage of time outside of working hours to upload or access data using a more stable private network.
2. The author can be active in communicating with colleagues and not hesitate to ask questions or ask for direction. By building good relationships and learning from observations of the prevailing work culture, the author will find it easier to adjust. In addition, time management and the preparation of daily to-do lists also help improve work efficiency.

## **CHAPTER IV**

### **CONCLUSIONS AND SUGGESTIONS**

#### **4.1 Conclusion**

After doing work practice at PT Perkebunan Nusantara IV Regional III Pekanbaru, the following conclusions can be drawn:

1. The internship at PTPN IV Regional III Pekanbaru, particularly in the Management and Sustainability System Subdivision, provided valuable experience and practical insights into the implementation of quality, environmental, and sustainability management systems.
2. During the internship, the author gained knowledge about gaining hands-on experience related to the implementation of corporate management systems, particularly in data management, inter-departmental communication, and digital-based reporting.
3. The author was also directly involved in documentation activities, data processing, and environmental performance monitoring, which strengthened understanding of the integration between management systems and sustainability practices in the plantation industry sector.
4. This internship contributed significantly to the development of the author's academic and professional competencies, as well as broadening their perspective on the challenges and opportunities in managing a company based on sustainability principles.

#### **4.2 Suggestions**

After completing the internship program at PT. Perkebunan Nusantara IV Regional III Pekanbaru, there are several suggestions, namely:

1. The Author

It is recommended that writers be more thorough, careful, and focused in carrying out their duties in the workplace. Writers are also expected to always



read and understand instructions before taking action, to avoid mistakes in carrying out their duties. In addition, writers should continue to hone their administrative skills and improve their accuracy in managing documents so that their work results are more optimal and professional.

2. PT. Perkebunan Nusantara IV Regional III Pekanbaru

After completing an internship at PT. Perkebunan Nusantara IV Regional III Pekanbaru, the author recommends that the company maintain a professional, friendly, and supportive work environment for interns. The company is also expected to continue providing guidance and assistance to interns in carrying out new and technical tasks so that the learning process can run optimally and in accordance with company standards.

3. Bengkalis State Polytechnic


Bengkalis State Polytechnic needs to strengthen practical courses such as Management Systems and Information Technology so that students are better prepared for the world of work. Internship experience at PTPN IV Regional III shows the importance of mastering digital systems and websites in company operations. In addition, Bengkalis State Polytechnic curriculum should be adapted to current industry needs through collaboration with companies. This will help produce competent graduates who are ready to compete in the professional world.

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## APPENDICES

### APPENDIX 1: Apprenticeship Letter



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](mailto:polbeng@polbeng.ac.id)

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Nomor  
Hal

: 6830/PL31/TU/2024  
: Permohonan Kerja Praktek (KP)

Bengkalis, 18 Desember 2024

**Yth. Pimpinan PT. Perkebunan Nusantara IV Regional III  
Di  
Pekanbaru**


Dengan hormat,

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

No	Nama	NIM	Prodi
1	Masyitah	5404211420	D-IV Administrasi Bisnis Internasional
2	Radina Selvia	5404211445	D-IV Administrasi Bisnis Internasional

Kami sangat mengharapkan konfirmasi lebih lanjut dari Bapak/Ibu terkait permohonan ini melalui surat balasan atau dengan menghubungi kontak person yang telah kami sediakan.

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



**M. Alkadri Perdana, S.T., M.Sc.**  
NIP.198903142015041001

**An. Direktur,  
Perkebunan Nusantara IV Regional III**

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

## APPENDIX 2: Apprenticeship Certificate



# SERTIFIKAT

## KERJA PRAKTEK

Diberikan kepada

*Masyitah*

Telah melaksanakan Magang pada PT Perkebunan Nusantara IV  
Regional III, Mulai dari bulan Februari s/d Juni 2025  
Dengan Hasil **BAIK**

PT Perkebunan Nusantara IV  
Regional III, Pekanbaru



**Jhon Pieter Sitanggang**

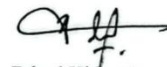
### APPENDIX 3: Apprenticeship Assessment Sheet

**FORM PENILAIAN**  
**KERJA PRAKTEK/MAGANG**  
**PT PERKEBUNAN NUSANTARA IV REGIONAL III – PEKANBARU**

NAMA : **MASYITAH**  
NIM : 5404211420  
INSTITUSI : Politeknik Negeri Bengkalis  
JURUSAN : Administrasi Niaga

NO	FAKTOR YANG NILAI	ANGKA	HURUF
1	KEDISPLINAN	97.	
2	KEJUJURAN	96.	
3	KERAJINAN	98.	
4	PENGUASAAN MATERI/TUGAS POKOK	99.	
5	HUBUNGAN DENGAN PEKERJA	97.	
6	HUBUNGAN DENGAN SESAMA MAHASISWA	100.	
RATA-RATA		97.	

Pekanbaru, 06 Juni 2025  
Pembimbing

  
Fahmi Hidayat

## APPENDIX 4: List of Apprenticeship Attedance Sheet

**DAFTAR HADIR ANAK MAGANG BAGIAN SM**

Bulan Februari 2025

No	Nama	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1.	Masyitah			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M
2.	Radina Selvia			R	R	R	R	R			R	R	R	R	R	S	S			R	R	R	R	R			R	R	R

Ket : Sabtu  
Minggu  
Tgl. Merah

Diperiksa

(Fahmi Hidayat)  
(Asisten ESG dan Sustainability)

Disetujui Oleh

(Jhon Pieter Sitanggang)  
(Ka. Subag Sistem Manajemen & Sustainability)

---

**DAFTAR HADIR ANAK MAGANG BAGIAN SM**

Bulan Maret 2025

No	Nama	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J	S	M	S	S	R	K	J			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah			M	M	M	M	M			M	M	M	M	M			M	M	M	M	M			M	M	M					
2.	Radina Selvia			R	R	R	R	R			R	R	R	R	R			R	R	R	R	R			R	R	R					

Ket : Sabtu  
Minggu  
Tgl. Merah

Diperiksa

(Fahmi Hidayat)  
(Asisten ESG dan Sustainability)

Disetujui Oleh

(Jhon Pieter Sitanggang)  
(Ka. Subag Sistem Manajemen & Sustainability)

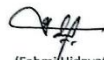
### DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Mei 2025

No	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah																															
2.	Radina Selvia																															

Ket : Sabtu  
Minggu  
Tgl. Merah

Diperiksa



(Fahmi Hidayat)  
(Asisten ESG dan Sustainability)

Disetujui Oleh



(Jhon Pieter Sitanggang)  
(Ka. Subag Sistem Manajemen & Sustainability)

### DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan Juni 2025

No	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah																															
2.	Radina Selvia																															

Ket : Sabtu  
Minggu  
Tgl. Merah

Diperiksa



(Fahmi Hidayat)  
(Asisten ESG dan Sustainability)

Disetujui Oleh



(Jhon Pieter Sitanggang)  
(Ka. Subag Sistem Manajemen & Sustainability)

### DAFTAR HADIR ANAK MAGANG BAGIAN SM

Bulan April 2025

No	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1.	Masyitah																															
2.	Radina Selvia																															

Ket : Sabtu  
Minggu  
Tgl. Merah

Diperiksa



(Fahmi Hidayat)  
(Asisten ESG dan Sustainability)

Disetujui Oleh



(Jhon Pieter Sitanggang)  
(Ka. Subag Sistem Manajemen & Sustainability)

## APPENDIX 5: Daily Aktivitiy

**Day : Tuesday- Friday**


**Date : 04-07 February 2025**


### INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV REGIONAL III PEKANBARU MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 04-07 February 2025**

Day/Date	Activitiy	Task Assignor	Signature
04/02/2025 Tuesday	<ul style="list-style-type: none"> <li>Check the completeness of the 2024 LPUP document</li> </ul>	Fahmi Hidayat	
05/02/2025 Wednesday	<ul style="list-style-type: none"> <li>Scan LPUP 2025</li> </ul>		
06/02/2025 Thursday	<ul style="list-style-type: none"> <li>Input HO PTPN 4 account data from Excel to ERIN application</li> </ul>		
07/02/2025 Friday	<ul style="list-style-type: none"> <li>Scan of work contract documents</li> </ul>		


No.	Activities	Description
1.		Input HO PTPN 4 account data from Excel to ERIN application



**Day : Monday- Friday**  
**Date : 10-14 February 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 10-14 February 2025**


Day/Date	Activity	Task Assignor	Signature
10/02/2025 Monday	<ul style="list-style-type: none"> <li>• Input garden data from Excel to ERIN</li> </ul>	Fahmi Hidayat	
11/02/2025 Tuesday	<ul style="list-style-type: none"> <li>• Day 1: ERIN socialization at the Sei Galuh plantation mess hall &amp; Event moderation</li> <li>• Create activity report via Canva</li> <li>• Documentation of the event until completion</li> </ul>		
12/02/2025 Wednesday	<ul style="list-style-type: none"> <li>• Day 2 ERIN socialization at the Sei Galuh plantation mess hall MC the event</li> <li>• Report via Canva</li> <li>• Event documentation</li> </ul>		
13/02/2025 Thursday	<ul style="list-style-type: none"> <li>• Day 1 ERIN Socialization at Mess Tandun</li> <li>• MC &amp; event documentation</li> <li>• Create report via Canva</li> </ul>		
14/02/2025 Friday	<ul style="list-style-type: none"> <li>• Day 2 ERIN Socialization at Tandun Mess</li> <li>• MC of the event</li> <li>• Event documentation</li> <li>• Report via Canva</li> </ul>		


No.	Activities	Description
1.		Day 1: ERIN socialization at the Sei Galuh plantation mess hall & Event moderation

**Day : Monday- Friday**  
**Date : 17-21 February 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 17-21 February 2025**


Day/Date	Activitiy	Task Assignor	Signature
17/02/2025 Monday	<ul style="list-style-type: none"> <li>HO account input to ERIN</li> </ul>	Fahmi Hidayat	
18/02/2025 Tuesday	<ul style="list-style-type: none"> <li>HO account input to ERIN</li> <li>Scan document</li> </ul>		
19/02/2025 Wednesday	<ul style="list-style-type: none"> <li>Manage data for Sustainable SM Subdivision 2025</li> </ul>		
20/02/2025 Thursday	<ul style="list-style-type: none"> <li>Manage data for Sustainable SM Subdivision 2025</li> </ul>		
21/02/2025 Friday	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Sort out 2024 LPUP documents for archive</li> </ul>		

No.	Activities	Description
1.		Manage data for Sustainable SM Subdivision 2025

**Day : Monday- Friday**  
**Date : 24-28 February 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 24-28 February 2025**


Day/Date	Activitiy	Task Assignor	Signature
24/02/2025 Monday	<ul style="list-style-type: none"> <li>• Deliver B3 Waste Documents to Environmental Agency Office</li> <li>• Deliver B3 waste documents to DLH</li> <li>• Deliver SPP letter to PTPN IV Accounting Building</li> </ul>	Fahmi Hidayat	
25/02/2025 Tuesday	<ul style="list-style-type: none"> <li>• Scan dokument</li> </ul>		
26/02/2025 Wednesday	<ul style="list-style-type: none"> <li>• ERIN socialization documentation</li> <li>• Record SPP in the expedition book</li> </ul>		
27/02/2025 Thursday	<ul style="list-style-type: none"> <li>• Print document</li> <li>• Scan document</li> <li>• Gymnastics</li> </ul>		
28/02/2025 Friday	<ul style="list-style-type: none"> <li>• Scan Document</li> <li>• Checking Incoming Mail Through E-Office Website</li> </ul>		


No.	Activities	Description
1.		Deliver B3 Waste Documents to Environmental Agency Office Deliver B3 waste documents to DLH

**Day : Monday- Friday**  
**Date : 03-07 March 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

Name : Masyitah  
 Campus : Politeknik Negeri Bengkalis  
 Date : 03-07 March 2025


Day/Date	Activity	Task Assignor	Signature
03/03/2025 Monday	<ul style="list-style-type: none"> <li>• SPP letter archive</li> <li>• 2020-2024 realization recap</li> <li>• Sort out garden addendum &amp; PKS</li> <li>• PTPN IV LA monitoring input</li> </ul>	Fahmi Hidayat	
04/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• Upload contract 2022 (GDrive)</li> <li>• 2020-2024 realization recap</li> </ul>		
05/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Sort out environmental documents 2024-2025</li> <li>• Record farm agenda (SM &amp; Sustainability)</li> </ul>		
06/03/2025 Thursday	<ul style="list-style-type: none"> <li>• Sort out environmental documents 2024-2025</li> <li>• Record farm agenda (SM &amp; Sustainability)</li> </ul>		
07/03/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Scan document</li> <li>• Insert SPP Letter into SPP Archive</li> </ul>		

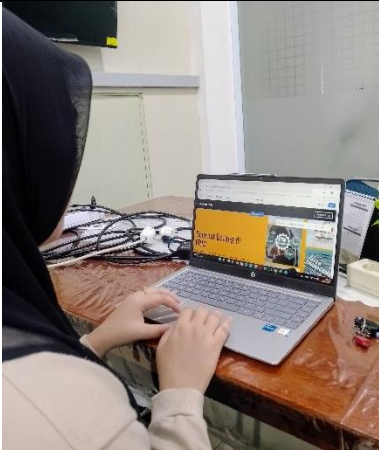
No.	Activities	Description
1.		PTPN IV LA monitoring input

**Day : Monday- Friday**  
**Date : 10-14 March 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 10-14 March 2025**


Day/Date	Activity	Task Assignor	Signature
10/03/2025 Monday	<ul style="list-style-type: none"> <li>Recap realization</li> </ul>	Fahmi Hidayat	
11/03/2025 Tuesday	<ul style="list-style-type: none"> <li>Record official agenda</li> <li>Environmental permit input</li> </ul>		
12/03/2025 Wednesday	<ul style="list-style-type: none"> <li>Meeting on Evaluation of ERIN Application Filling</li> </ul>		
13/03/2025 Thursday	<ul style="list-style-type: none"> <li>Making AI Website for ERIN Application</li> </ul>		
14/03/2025 Friday	<ul style="list-style-type: none"> <li>Gymnastics</li> <li>Recording SPP Letters to be entered into the HR-SM Expedition Book</li> </ul>		

No.	Activities	Description
1.		Making AI Website for ERIN Application

**Day : Monday- Friday**  
**Date : 17-21 March 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 17-21 March 2025**


Day/Date	Activitiy	Task Assignor	Signature
17/03/2025 Monday	<ul style="list-style-type: none"> <li>• Sorting PH and TOR documents into archives</li> <li>• Scan documents</li> </ul>	Fahmi Hidayat	
18/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• ERIN evaluation meeting</li> <li>• Create AI ERIN website</li> </ul>		
19/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Record SPP into HR-SM expedition</li> <li>• Sort PH &amp; TOR documents</li> </ul>		
20/03/2025 Thursday	<ul style="list-style-type: none"> <li>• Sort out garden HCV documents</li> <li>• Scan documents</li> </ul>		
21/03/2025 Friday	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Sort out garden environmental report</li> </ul>		


No.	Activities	Description
1.		ERIN evaluation meeting

**Day : Monday- Friday**  
**Date : 24-31 March 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV**  
**REGIONAL III PEKANBARU**  
**MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**  
**Campus : Politeknik Negeri Bengkalis**  
**Date : 24-31 March 2025**

Day/Date	Activitiy	Task Assignor	Signature
24/03/2025 Monday	<ul style="list-style-type: none"> <li>• Scan document</li> <li>• Print document</li> <li>• Collect hazardous waste balance sheet</li> </ul>	Fahmi Hidayat	
25/03/2025 Tuesday	<ul style="list-style-type: none"> <li>• Scan document</li> <li>• Record SPP to HR-SM expedition</li> <li>• Record external official letter to expedition</li> <li>• Input HO data to ERIN</li> </ul>		
26/03/2025 Wednesday	<ul style="list-style-type: none"> <li>• Input Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application.</li> </ul>		
27/03/2025 Thursday	<b>OFF</b>	-	-
28/03/2025 Friday	<b>OFF</b>	-	-
31/03/2025 Monday	<b>OFF</b>	-	-

No.	Activities	Description
1.		Input Head Office (HO) account data into the Enterprise Risk Information Nusantara (ERIN) application.

**Day : Monday- Friday**

**Date : 01-04 April 2025**

**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 01-04 April 2025**

<b>Day/Date</b>	<b>Activitiy</b>	<b>Task Assignor</b>	<b>Signature</b>
01/04/2025 Tuesday	<b>OFF</b>	-	-
02/04/2025 Wednesday	<b>OFF</b>		
03/0/2025 Thursday	<b>OFF</b>		
04/04/2025 Friday	<b>OFF</b>		

<b>No.</b>	<b>Activities</b>	<b>Description</b>
<b>1.</b>	<b>OFF</b>	<b>OFF</b>



**Day : Monday- Friday**


**Date : 07-11 April 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 07-11 April 2025**

Day/Date	Activitiy	Task Assignor	Signature
07/04/2025 Monday	OFF	-	-
08/04/2025 Tuesday	OFF	-	-
09/04/2025 Wednesday	• Record SPP into HR-SM expedition	Fahmi Hidayat	
10/04/2025 Thursday	• Record SPP into HR-SM expedition		
11/04/2025 Friday	• Record SPP into HR-SM expedition		

No.	Activities	Description
1.		Record SPP into HR-SM expedition

**Day : Monday- Friday**


**Date : 14-18 April 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 14-18 April 2025**

Day/Date	Activitiy	Task Assignor	Signature
14/04/2025 Monday	• Check SPPBJ data	Fahmi Hidayat	
15/04/2025 Tuesday	• Check SPPBJ data		
16/04/2025 Wednesday	• Scan Dokument		
17/04/2025 Thursday	• Check SPPBJ data • Dubbing ERIN video		
18/04/2025 Friday	<b>OFF</b>	-	-

No.	Activities	Description
1.		Check SPPBJ data

**Day : Monday- Friday**


**Date : 21-30 April 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 21-30 April 2025**

Day/Date	Activity	Task Assignor	Signature
21/04/2025 Monday	• Dec 2024 training data input	Fahmi Hidayat	
22/04/2025 Tuesday	• Recording SPP to Expedition Book.		
23/04/2025 Wednesday	• Record SPP into the expedition book Deliver the letter to the Accounting Building of PTPN IV Regional III.		
24/04/2025 Thursday	• Scan document SPP		
25/04/2025 Friday	• Making ERIN Socialization Attendance.		
28/04/2025 Monday	• Deliver letters to Accounting Reg. III		
29/04/2025 Tuesday	• Scan document SPP		
30/04/2025 Wednesday	• Create ERIN socialization attendance		

No.	Activities	Description
1.		Dec 2024 training data input

**Day : Monday- Friday**


**Date : 01-09 May 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 01-09 May 2025**

Day/Date	Activitiy	Task Assignor	Signature
01/05/2025 Thursday	<b>OFF</b>	-	-
02/05/2025 Friday	<ul style="list-style-type: none"><li>• Gymnastics</li><li>• Record official agenda to the garden</li><li>• Manage Sustainable SM data 2025</li></ul>	Fahmi Hidayat	
05/05/2025 Monday	<ul style="list-style-type: none"><li>• Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li></ul>		
06/05/2025 Tuesday	<ul style="list-style-type: none"><li>• Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li></ul>		
07/05/2025 Wednesday	<ul style="list-style-type: none"><li>• Manage Sustainable SM data 2025</li></ul>		
08/05/2025 Thursday	<ul style="list-style-type: none"><li>• Recap Risk Analysis Data</li><li>• Record SPP to SDM-SM expedition</li></ul>		
09/05/2025 Friday	<ul style="list-style-type: none"><li>• Gymnastics</li><li>• Inputting RKO Data 2024 HR</li></ul>		

No.	Activities	Description
1.		Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025

**Day : M**

**Monday- Friday**


**Date : 12-16 May 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 12-16 May 2025**

Day/Date	Activity	Task Assignor	Signature
12/05/2025 Monday	OFF	-	-
13/05/2025 Tuesday	OFF	-	-
14/05/2025 Wednesday	<ul style="list-style-type: none"><li>Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025</li></ul>	Fahmi Hidayat	
15/05/2025 Thursday	<ul style="list-style-type: none"><li>Insert SPP Letter into SPP Archive</li></ul>		
16/05/2025 Friday	<ul style="list-style-type: none"><li>Record SPP in the expedition book</li></ul>		

No.	Activities	Description
1.		Check the completeness of all documents of Plantation Business Development Report (LPUP) 2025

**Day : Monday- Friday**


**Date : 19-23 May 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 19-23 May 2025**

Day/Date	Activitiy	Task Assignor	Signature
19/05/2025 Monday	• Sorting out the Farm Environmental Monitoring and Management Report	Fahmi Hidayat	
20/05/2025 Tuesday	• Delivering B3 Waste Documents to the Environmental Agency Office		
21/05/2025 Wednesday	• Scan Document		
22/05/2025 Thursday	• Scan Document		
23/05/2025 Friday	• Collective Leave (Vesak Day)		

No.	Activities	Description
1.		Scan Document

**Day : Monday- Friday**


**Date : 26-30 May 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 26-30 May 2025**

Day/Date	Activitiy	Task Assignor	Signature
26/05/2025 Monday	• Sorting out the Environmental Monitoring and Management Report	Fahmi Hidayat	
27/05/2025 Tuesday	• Record Payment Request Letter (SPP) to Expedition Book • Scan Documents		
28/05/2025 Tuesday	• Sort out LPUP 2025 documents • Create employee certificate		
29/05/2025 Thursday	<b>OFF</b>	-	-
30/05/2025 Friday	<b>OFF</b>	-	-

No.	Activities	Description
1.		Record Payment Request Letter (SPP) to Expedition Book

**Day : Monday- Friday**


**Date : 02-05 June 2025**


**INDUSTRIAL INTERSHIP PT. PERKEBUAN NUSANTARA IV  
REGIONAL III PEKANBARU  
MONITORING THE IMPLEMENTATION OF PRAKTIKAL WORK**

**Name : Masyitah**

**Campus : Politeknik Negeri Bengkalis**

**Date : 02-05 June 2025**

Day/Date	Activitiy	Task Assignor	Signature
02/06/2025 Monday	<ul style="list-style-type: none"><li>Sort out environmental reports</li><li>Record SPP into expedition book</li></ul>	Fahmi Hidayat	
03/06/2025 Tuesday	<ul style="list-style-type: none"><li>Send SPP to Regional Accounting 3</li></ul>		
04/06/2025 Wednesday	<ul style="list-style-type: none"><li>Input RKO data 2025 HR</li></ul>		
05/06/2025 Thursday	<ul style="list-style-type: none"><li>Check ESG data 2024 Regional 3</li></ul>		

No.	Activities	Description
1.		Input RKO data 2025 HR



## APPENDIX 6: Photo Dokumentation of Apprenticeship





## APPENDIX 7: Family Gathering Organizing Committee



APPENDIX 8: Socialization of the Nusantara Enterprise Risk Information Application at the Sei Galuh and Tandun Plantations



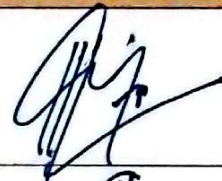






## APPENDIX 9: Organizing Committee for the Quiz Competition in K3 Month



**REVISION SHEET**  
**STUDENT PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION**  
**D-IV STUDY PROGRAM**  
**STATE POLYTECHNIC OF BENGKALIS**

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No	Date and Time	Revision	Advisor Initials
1.	24/07/2025	<ul style="list-style-type: none"> <li>• Improve the table of Contents.</li> <li>• Fix the sub-chapter headings.</li> </ul>	
2.	01/08/2025	<ul style="list-style-type: none"> <li>• Enlarge the Company Structure Image and highlight the author's division in different color.</li> </ul>	
3	04/08/2025	<ul style="list-style-type: none"> <li>• add Suggestion for the author, the Company, and the campus.</li> </ul>	
4	05/08/2025		

Bengkalis , 2025

Advisor



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