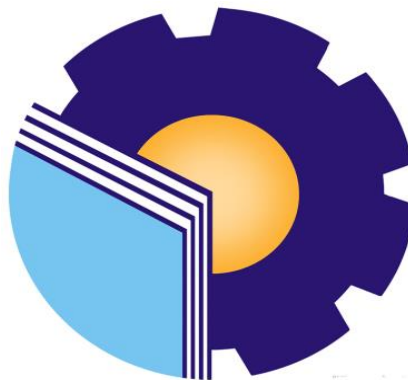


APPRENTICESHIP REPORT

**PT SARI DUMAI OLEO (SDS2)
PROCEDURES FOR EXPORTING BULK OIL USING BC 3.0
DOCUMENTS**

HANDINI ARIFIANI
5404211376



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

APPROVAL SHEET
PT SARI DUMAI OLEO (SDS2)

Writer as one of the requirements to complete the Apprenticeship

HANDINI ARIFIANI
5404211376

Dumai, Agustus 05th 2025

Manager Supply Chain Management
PT. Sari Dumai Oleo (SDS2)

PT SARI DUMAI OLEO

RIZKI ARDHI

Advisor



Adrian Irnanda Pratama, S.Sos., M.BA
NIP. 198911172019031012

Approved by:

Head of International Business Administration Study Program



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

ACKNOWLEDGMENT

The author thanks Allah SWT for His grace and health, so that this apprenticeship report can be completed well. Every student of Bengkalis State Polytechnic, especially the international business administration study program, the knowledge gained during lectures into the real world of work.

This report is compiled based on apprenticeship activities at PT. Sari Dumai Oleo (SDS2), during the activities the author gained a lot of experience and new insights that are very useful for professional self-development. The author would like to thank all parties who have helped and supported in the implementation of apprenticeship and the preparation of this report to:

1. Allah SWT who always provides health, strength, and ease during the process of implementing the apprenticeship and compiling this report.
2. My father Boyani and mother Katminem, thank you for always giving prayers, support, and endless encouragement in carrying out this internship.
3. Mr. Jony Caster, S.T., MT as Director of Bengkalis State Polytechnic.
4. Mr. Romadhoni, S.T., M.T as Deputy Director I of Bengkalis State Polytechnic.
5. Mrs. Suprianti, M.Si as Head of the Business Administration Department.
6. Ms. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of the International Business Administration Study Program.
7. Mr. M. Alkadri Perdana, B.IT., M.Sc is the internship coordinator who has provided direction and assistance in the placement process.
8. Mr. Adrian Irnanda Pratama, S.Sos., M.B.A as the final project supervisor who has provided valuable guidance, suggestions, and input in the preparation of this report.
9. Mrs. Nageeta Tara Rosa, M.B.A is the Academic advisor of VIII A International Business Administration Study Program.
10. All lecturers in the international business administration study program who have provided knowledge and experience during the lecture period.

11. Staff and employees of PT Sari Dumai Oleo (SDS2) documentation team who have helped and provided valuable opportunities and experience during the apprenticeship activities.
12. To the author fellow apprenticeship thank you for your companionship and valuable experiences during these four months, may all of us be given a path to a successful and bright future.
13. The author would also like to express his deepest gratitude to his classmates and fellow students for all their help, support, and valuable information in the process of compiling this apprenticeship report.

The author realizes that this report is far from perfect, therefore the author eagerly welcomes criticism and suggestions from various parties. Hopefully, with the kindness, assistance, and sincerity given to the author, they will receive rewards from Allah SWT. The author hopes that this apprenticeship report can benefit all parties who read it, and be useful for other students who carry out apprenticeship activities.

Bengkalis, Agustus 15th, 2025



Handini Arifiani
NTM.5404211376

TABLE OF CONTENTS

COVER APPRENTICESHIP REPORT	i
APPROVAL SHEET	ii
ACKNOWLEDGMENT.....	iii
TABLE OF CONTENTS	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
CHAPTER I INTRODUCTION.....	1
1. 1 Background of the Apprenticeship.....	1
1. 2 Purposes of the Apprenticeship.....	4
1. 3 Significances of the Apprenticeship.....	4
1. 3. 1 For Students	5
1. 3. 2 For Company	5
1. 3. 3 For State Polytechnic of Bengkalis	5
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	7
2. 1 Company History	7
2. 2. Vision and Mission.....	10
2. 2. 1 RGE Group Vision, Mission and Core Values.....	10
2. 2. 2 Apical Group Vision and Mission.....	11
2. 3 Kind of Business	12
2. 4 Organizational Structure	13
2. 5 The Working Process	20
2. 6 Documents Used for Activity.....	22
CHAPTER III SCOPE OF THE APPRENTICESHIP	30
3. 1 Job Description.....	30
3. 2 System and Procedure	31
3. 2. 1 The Working System.....	31
3. 2. 2 The Working Procedure	32

3. 3 Place of Apprenticeship.....	38
3. 4 Kind and Description of the Activity	39
3. 5 Obstacles and Solutions of Apprenticeship.....	50
3. 5. 1 Obstacles	50
3. 5. 2 Solutions	50
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	54
4. 1 Conclusions	54
4. 2 Suggestions.....	55
REFERENCES	56
APPENDICES	57

LIST OF TABLES

Table 3.1 Schedule working PT Sari Dumai Oleo	39
Table 3.2 First week work activities	39
Table 3.3 Work Activities for the second Week	40
Table 3.4 Work Activities for the third Week.....	40
Table 3.5 Work Activities for the fourth Week	41
Table 3.6 Work Activities for the fifth Week	41
Table 3.7 Work Activities for the sixth Week	42
Table 3.8 Work Activities for the seventh Week.....	43
Table 3.9 Work Activities for the eighth Week	44
Table 3.10 Work Activities for the Ninth Week	44
Table 3.11 Work Activities for the tenth Week	45
Table 3.12 Work Activities for the eleventh Week	45
Table 3.13 Work Activities for the twelfth Week	46
Table 3.14 Work Activities for the thirteenth Week	47
Table 3.15 Work Activities for the fourteenth Week	47
Table 3.16 Work Activities of the fifteenth Week	48
Table 3.17 Work Activities of the sixteenth Week	48
Table 3.18 Work Activities for the seventeenth Week	49
Table 3.19 Work Activities for the eighteenth Week	49

LIST OF FIGURES

Figure 2.1 Company logo APICAL Group	8
Figure 2.2 Location and Layout of PT Sari Dumai Oleo (SDS2)	9
Figure 2.3 Apical Group products.....	13
Figure 2.4 Organizational Structure	14
Figure 2.5 BC 3.0 process flow	20
Figure 2.6 Invoice	23
Figure 2.7 Packing list	23
Figure 2.8 Shipping instructions	24
Figure 2.9 PEB 24	24
Figure 2.10 3D form.....	25
Figure 2.11 LHPB	27
Figure 2.12 NPE	27
Figure 2.13 Bill of lading	29
Figure 3.1 CEISA	32
Figure 3.2 Process of introduction K3	33
Figure 3.3 Company introduction process	33
Figure 3.4 Dokumen process	34
Figure 3.5 3D form input process	35
Figure 3.6 Compling documents	35
Figure 3.7 Document stamping process	36
Figure 3.8 Scan documents	37
Figure 3.9 Photocopy documents	37
Figure 3.10 Archiving documents	38

APPENDICES

Appendix 1 Apprenticeship application letter	57
Appendix 2 Letter of completion of intership	58
Appendix 3 Assessment sheet of apprenticeship	59
Appendix 4 Certificate	60
Appendix 5 Apprenticeship Attendance List	61
Appendix 6 Daily Activity of Apprenticeship	62
Appendix 7 Photo with export document team employee staff	77
Appendix 8 Revision Sheet Apprenticeship	78

CHAPTER I

INTRODUCTION

1. 1 Background of the Apprenticeship

This era of globalization requires every individual to improve their quality and competence in order to be ready to compete in various sectors, especially in the industrial sector.

To meet these demands and achieve the goals of a comprehensive education in higher education, it is not enough for students to rely solely on the theoretical knowledge they acquire from their universities. Therefore, practical knowledge is needed to apply the knowledge gained so that students can practice the necessary aspects to enter the industrial world they will pursue in the future. In line with this, the university requires its students to take the apprenticeship Practice course, which is held during the even semester. The apprenticeship Practice is an extracurricular activity that is part of the National and Community Life (MBB) course for all programs at the State Polytechnic of Bengkalis. Generally, the implementation of apprenticeship practice aims to enhance students' abilities and skills in technology as well as direct skills in various activities in industries and offices.

After completing certain apprenticeship, students are expected to gain industry experience, including planning, processing, and implementation in the workplace. The achievement of the above apprenticeship objectives ultimately refers to the development of professional students who have extensive skills and knowledge in the field of international business administration. With these abilities, it is hoped that graduates of the Bengkalis State Polytechnic International Business Administration Applied Bachelor Program can apply their skills and knowledge. Bengkalis State Polytechnic also strives to enhance students skills by conducting training at companies to fulfill the Polytechnic's mission of producing ready-to-work graduates and fostering alignment and relevance between the industrial and educational worlds.

The main objective of the internship at PT Sari Dumai Oleo (SDS2) is to develop knowledge and technical skills relevant to the field of study, particularly in the field of chemical products and palm oil. During the apprenticeship participants had the opportunity to gain a first-hand understanding of the company operational processes, from production to product distribution, as well as to learn more about natural resource management and palm oil product processing.

This internship also provided the author the opportunity to deepen their understanding of the company business processes, including the implementation of policies and operational procedures and the mechanisms and strategies applied to achieve the company objectives. Based on this the author as a student in the International Business Administration program is required to complete a four-month apprenticeship. The author chose PT. Sari Dumai Oleo (SDS2) as the apprenticeship location, and during the apprenticeship the author was assigned to the BC 3.0 document team. This apprenticeship is expected to enhance the author understanding of proper task execution and equip them with the experience to adapt to a real-world work environment.

In addition to developing technical skills the apprenticeship at PT. Sari Dumai Oleo (SDS2) also aims to improve communication, teamwork, and management skills. Through interactions with various departments within the company, the author can hone interpersonal communication skills and learn to work in a team to achieve common goals. The author also seeks to gain a deeper understanding of the company's social and environmental responsibilities, particularly regarding the sustainability policies implemented at PT. Sari Dumai Oleo (SDS2). This apprenticeship experience also serves as a crucial foundation for preparing the author's professional career, expanding their network, and enhancing their competitiveness in the job market. During the apprenticeship, the author was assigned to the export documentation team at PT. Sari Dumai Oleo (SDS2). The export documentation team at PT Sari Dumai Oleo (SDO) typically consists of several interconnected units responsible for preparing, reviewing, and submitting export documents (including BC 3.0).

The author chose to do an internship at PT Sari Dumai Oleo (SDO) because this company is part of the Apical Group, which operates in accordance to international standards. Through this apprenticeship the author was able to learn about the export business process, customs procedures, and the use of modern systems such as CEISA 4.0 thereby improving the author competence and readiness to enter the professional world. Business Administration students hope that this apprenticeship is contribute significantly to the development of knowledge, mastery of skills, and the formation of professional and efficient academic human resources in line with the vision and mission of the Bengkalis State Polytechnic. Through the internship program, this can support students in developing the skills needed to work in the business world in accordance with the International Business Administration Program. The apprenticeship is conducted at PT. Sari Dumai Oleo (SDS2) in the document management department, lasting for 4 (four) months from February 03 to June 06, 2025.

The Bengkalis Regency Government established the Bengkalis Shipbuilding Polytechnic through the Gema Bahari Foundation in 2000. The polytechnic initially offered three study programs: marine electrical engineering, marine engineering, and marine mechanical engineering. Later the campus changed its name to Bengkalis Polytechnic under the Bangun Insani Foundation and added two more programs, bringing the total to five programs. On July 29, 2011, Bengkalis Polytechnic officially became a state university under the name Bengkalis State Polytechnic. On December 26, 2011, the polytechnic was officially inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

The government continues to strive to improve the quality of education in line with the developments of the era and technology in the era of globalization. By 2024, Bengkalis State Polytechnic as a vocational education institution, had eight departments and twenty-one study programs, namely Marine Engineering (D-II Marine Engineering Study Program and D-IV Ship Architecture Engineering Study Program). Department of Mechanical Engineering (D-II Mechanical Engineering Manufacturing Program, D-III Mechanical Engineering Program, and

D-IV Mechanical Engineering Maintenance and Production Program). Department of Electrical Engineering (D-III Electrical Engineering Program and D-IV Electrical Engineering Program). Department of Civil Engineering (D-III Civil Engineering Program, D-IV Road and Bridge Design Engineering Program). Department of Business Administration (D-IV Digital Business Program, D-IV International Business Administration Program, and D-IV Public Financial Accounting Program). Department of Computer Science (Associate Degree Program in Computer Network Administration, Bachelor's Degree Program in Computer Science, Bachelor's Degree Program in Information System Security, and Bachelor's Degree Program in Software Engineering). Department of Languages (D-III English Language Program, D-IV English Language Program, and D-IV English Language for Business and Professional Communication Program). Department of Maritime Studies (D-III Nautical Science Program, D-IV Maritime Transportation Management Program).

1. 2 Purposes of the Apprenticeship

The purpose of implementing this apprenticeship practice is part of the practical learning process to improve the abilities and skills obtained while working at PT Sari Dumai Oleo (SDS2). The objectives of implementing this apprenticeship are as follows:

1. To find out the job description and activities the office at PT Sari Dumai Oleo (SDS2).
2. To find out the work system and procedures the office at PT Sari Dumai Oleo (SDS2).
3. To find out the place and time of the apprenticeship the office at PT Sari Dumai Oleo (SDS2).
4. To find out the kind of business the office of PT Sari Dumai Oleo (SDS2).
5. To find out the obstacles and solutions used in the office of PT Sari Dumai Oleo (SDS2).

1. 3 Significances of the Apprenticeship

The benefits of implementing this apprenticeship show a valuable contribution to the practical experience while at PT Sari Dumai Oleo (SDS2). The benefits of this apprenticeship are as follows:

1. 3. 1 For Students

There are several benefits obtained by students while carrying out apprenticeship activities, including the following:

1. By directly preparing export documents, students can improve their knowledge and skills and apply the theories and concepts they have learned during lectures to the world of work.
2. Developing professional attitudes through interaction with the real work environment in the form of good work ethics and attitudes.
3. Through this activity companies can directly assess the readiness and competence of students in facing the world of work, becoming a valuable basis for Bengkalis State Polytechnic to improve the quality of learning to meet industry needs.

1. 3. 2 For Company

As for some of the benefits obtained by the company during the carrying out of apprenticeship activities, including the following:

1. Companies can directly assess students abilities, work ethics, and potential as future employee candidates in recruitment.
2. By accepting apprenticeship students, the company participates in creating a generation of professionals through knowledge transfer and work practices, as part of its CSR (Corporate Social Responsibility) program.
3. Student interns can help complete simple administrative and technical tasks, making the company operations more efficient.

1. 3. 3 For State Polytechnic of Bengkalis

There are several benefits obtained from the Bengkalis State Polytechnic campus while carrying out apprenticeship activities, including the following:

1. The apprenticeship program facilitates a formal connection between campus and the world of work opening up opportunities for research and collaborative projects.
2. Feedback from the world of work on the performance of apprenticeship students can be used as a reference in curriculum development to make it more relevant to industry needs.
3. Good student performance during apprenticeship reflects the quality of campus education, thereby increasing industry confidence in Bengkalis State Polytechnic graduate.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2. 1 Company History of Apical Group Ltd

Apical Group Ltd is one of the companies belonging to the Royal Golden Eagle (RGE) group, formerly known as Raja Garuda Mas (RGM), which operates in the palm oil industry and was founded in 1973. RGE is a global conglomerate focused on resource-based manufacturing industries where its products are processed into various value-added end products to improve the quality of life for millions of people worldwide. In addition to Apical RGE has several other major corporate groups, including Asia Pacific Resources International Holding Ltd (APRIL) in the pulp and paper sector, Asian Agri in the palm oil sector, Bracell in the cellulose sector, and Sateri Pacific Oil and Gas, focused on energy resource development. Operationally RGE has a wide reach and is spread across various countries such as Indonesia, China, Malaysia, Brazil, and the Philippines.

Apical Group Ltd is one of the palm oil exporters spread across Indonesia, which owns and controls a broad spectrum of the palm oil business value chain from sourcing to distribution. Apical carries out the refining, processing and trading of palm oil for domestic and international export needs. Its operational activities run in Indonesia and China including four refineries, one biodiesel plant, one fatty acid separation plant and one kernel processing plant.

Apical also has a wide and reliable network of raw material sources throughout Indonesia and integrates palm oil processing plants in strategic locations both in Indonesia and China. Operations are supported by efficient logistics channels and have the infrastructure to deliver products to various clients from international trading agents to buyers from local industries.

The Apical Ltd logo consists of two colors, namely the water drop image in gold and the writing "Apical" in green, as in image 2.1 as in the following image:



Figure 2.1 Company Logo Apical Group
Source: APICAL Website

The philosophy of the green color symbolizes caring for the environment or supporting the environment, while the gold color symbolizes business profits. The Apical logo name also has a meaning as the peak position while the water drop shape describes the company's innovative line.

PT Sari Dumai Oleo (SDS2) is a company that is part of Apical Group Ltd which is a pioneer company. In addition to PT Sari Dumai Oleo, there are several other corporate entities that are part of Apical Group such as PT Cemerlang Energi Perkasa (CPE), PT Apical Kao Chemicals (AKC), PT Asianagro Agung Jaya (AAJ) located in Marunda, and PT Kutai Refinery Nusantara (KRN) located in Balikpapan, East Kalimantan.

PT Sari Dumai Oleo (SDS2) has an area of 120 HA consisting of the Main Office of five plants, namely refinery, biodiesel plant, oleochemical plant, KCP plant and several utilities such as waste water treatment plant (WWTP), power plant and water desalination which are interconnected based on related processes. In supporting the efficiency and effectiveness of operational activities, this company has implemented a centralized control system called the Distributed Control System (DCS Room). In addition, employees employed by this company have a well-organized production process layout to support the regularity of the work flow in the factory so as to increase overall productivity and efficiency, as in Figure 2.2 as follows:



Figure 2.2 Location and Layout of PT Sari Dumai Oleo (SDS2)
Source: PT Sari Dumai Oleo (SDS2)

Apical produces quality palm oil products through CPO (Crude Palm Oil) processing in internationally certified refinery plants, HACCP (*Hazard Analysis and Critical Control Point*) *certified palm oil products* for food safety and halal and kosher certified. Apical also meets PORAM (Palm Oil Refiners of Association Malaysia) standards to adjust its product specifications according to customer needs.

Location and layout of PT Sari Dumai Oleo (SDS2) is located in Lubuk Gaung, Dumai City, Riau Province. The selection of the factory location is based on the following strategic considerations:

1. Proximity to the main raw material, namely palm oil (CPO), which is easily obtained from the Riau and Sumatra regions.
2. Its location is on the edge of the Rupat Strait, which is known to have wide and relatively calm waters, making it easy for large ships and supertankers to access.
3. Dumai's geographical conditions, which are low and stable, make the area safe for future industrial development and expansion.
4. The relatively low population density makes this city suitable as a location for industrial development, while also supporting efforts.
5. The characteristics of the less fertile soil make the Dumai area suitable for industrial activities because it does not interfere with agricultural potential.

PT Sari Dumai Oleo (SDS2) and PT Sari Dumai Sejati (SDS) are located in one city in Dumai Riau Province. Dumai is approximately 188 km from Pekanbaru the capital of Riau Province. Apical is located on the east coast of Sumatra which has the following borders:

1. To the north it borders PT Agro Murni
2. The south side borders PT Ivomas Tunggal
3. The west side borders the product housing area
4. The east side is bordered by the jetty and Rupert Island.

2. 2 Vision and Mission

2. 2. 1 RGE Group Vision and Core Values

The purpose of RGE Group is “Improving the quality of life through sustainable resource development”. The vision of RGE Group is “To become one of the largest and best sustainable resource-based companies, continuously creating benefits for society, climate, customers and the company”.

The core values of the RGE Group are TOPICC, which are explained as follows:

1. Complementary Team
We are one in purpose and complement each other in teamwork.
2. Ownership
We maintain a sense of ownership to always achieve the best.
3. People
We develop human resources to grow together.
4. Integrity
We act with integrity.
5. Customer
We understand and provide the best for customers.
6. Continuous Improvement
We avoid indifference and make continuous improvements.

The core values of the RGE Group were then adapted to become the core values of Apical Ltd.

2. 2. 2 Apical Group Mission

The vision of Apical is "To become a leading and sustainable world-scale vegetable oil company". While the mission of Apical is as follows:

1. Achievement through teamwork

We work together as a complementary team, proactive in helping each other achieve our goals. We act quickly and cohesively as a team to respond to dynamic market conditions.

2. Passion

We work wholeheartedly to achieve the desired results in the shortest possible time with the highest quality and minimal costs. We continuously improve ourselves and provide the best value for our customers.

3. Integrity

We uphold honesty and integrity we say what we mean and mean what we say. We do not hide problems and mistakes, and we do not blame others for our own mistakes.

4. Care

We treat our employees with respect and dignity. We value, develop and train our employees so that they can realize their full potential. We recognize and reward our employees according to their best contributions.

5. Active Corporate Citizenship

As employees who work with heart, we actively care about environmental and social issues. We invite every employee to participate in protecting the environment and community. We continue to pay attention to international class governance for our company.

6. Leadership

We lead by example. We believe in ownership and a “can do” mentality when working towards our goals.

2. 3 Kind of Business

PT Sari Dumai Oleo (SDS2) is one of the palm oil processing companies that is part of the Apical Group. This company is engaged in the palm oil industry, which includes the processing of Crude Palm Oil (CPO) into various high value-added derivative products for both domestic and export needs. Here are some types of products made by PT Sari Dumai Oleo (SDS2):

1. Olein and Stearin Production

CPO is processed into derivative products such as RBD Olein and RBD Stearin, which are used as raw materials for cooking oil, margarine, and other industries. RBD Olein (Refined, Bleached, and Deodorized Olein) is the liquid fraction of palm oil produced through a process of refining, bleaching, and deodorization. This product is usually golden yellow in color and remains liquid at room temperature and is used as cooking oil for household consumption. Meanwhile, RBD Stearin is the solid fraction of palm oil that is also produced through a process of refining, bleaching, and deodorizing. RBD Stearin is pale white and solid at room temperature, and this product is typically used as a raw material in the production of margarine, solid fats, bar soap, candles, and other oleochemical industrial products. With a higher melting point, RBD stearin is highly suitable for products requiring a stable solid form and resistance to high temperature.

2. Cooking Oil Production

Cooking oil from refined crude palm oil (CPO), the refining process is carried out to remove dirt, free fatty acids and unpleasant odors to produce high-quality cooking oil ready to be marketed for consumption by households and other industries.

3. Biodiesel (Fatty Acid Methyl Ester/FAME) Production

This product is an alternative fuel produced from the processing of vegetable oils, particularly palm oil. The biodiesel product from PT Sari Dumai Oleo (SDS2) supports government programs and the use of renewable energy by incorporating biodiesel blends into diesel fuel, such as B35 (a blend of 35% biodiesel and 65% diesel).

4. Production of Glycerine and Other Derivative Products

Glycerin or glycerol is a thick liquid compound that is colorless and odorless, and has hygroscopic properties. This product is used as a moisturizer in skin care products, a solvent in medicines and as an additive in various other industrial processes.

The following figure 2.3 shows various superior products from the Apical Group that are marketed:



Figure 2.3 Apical Group Products
Source: APICAL Website

Products from PT Sari Dumai Sejati are exported to various countries such as Russia, Japan, India, Pakistan, Malaysia, Singapore, China and Australia. To maintain smooth distribution to various countries, PT Sari Dumai Sejati is equipped with land and sea transportation facilities, the capacity of each tanker is 30,000,000 tons of CPO and CPKO oil tankers.

2. 4 Organizational Structures

The organizational structure of PT Sari Dumai Sejat (SDS) is designed systematically to ensure the smooth operation of the company regarding the determination and tasks, both in the production process and other supporting activities. This structure reflects the division of responsibilities and the flow of

coordination between parts of the company. Figure 2.3 shows the organizational structure of PT Sari Dumai Oleo (SDS2) as follows:

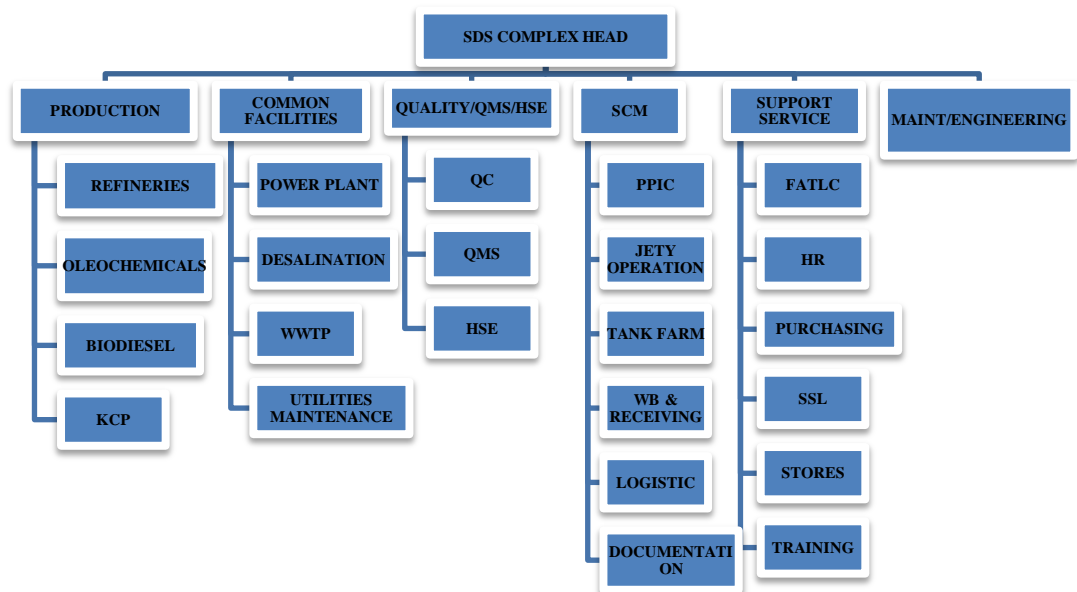


Figure 2.4 Organizational Structure
Source: PT Sari Dumai Oleo (SDS2)

PT Sari Dumai Sejati has an organizational structure designed to regulate work relationships between individuals within the company environment, this structure aims to create effective coordination in carrying out the duties and responsibilities of each employee. This factory is led by a Business Unit Head who has the authority to formulate work plans, organize the implementation of operational activities and evaluate all processes that take place at PT Sari Dumai Sejati as a whole.

1. Complex Head

PT Sari Dumai Sejati is led by a Complex Head who has the task and authority to plan, organize and evaluate activities taking place at PT Sari Dumai Sejati as a whole.

The Head Complex is responsible for two General Managers (GM). General Manager is a position in the company that is tasked with leading, managing, and coordinating all matters related to company operations. The duties and responsibilities of the General include:

1. Lead the company and be a motivator for its employees.
2. Manage the company's daily operations.
3. Managing the company in accordance with the company's vision and mission, planning, implement, coordinate, supervise and analyze all activities corporate business.
4. Ensuring that each department carries out the company's strategy effectively and optimal.
5. Manage the company's financial budget.
6. Decide and make policies for the progress of the company.

A General Manager is assisted by department managers from each department under him.

2. Production Plant

The production department is led by a production manager. The main tasks of the production department in relation to achieving the company's overall objectives are to strive for low production costs, high product quality, quick response to demand, and flexibility to innovate products according to customer tastes and specifications.

The main tasks of this function are to evaluate processes, provide recommendations for improving overall operational performance, and develop each production process. The products produced consist of several production departments, including:

1. Plant Refinery Department

This department carries out the processing of Crude Palm Oil (CPO) to produce Refined Bleached Deodorized Palm Olein (RDPO) and Refined Bleached Deodorized Palm Stearin (RDPS) cooking oil products as the main products, and Palm Fatty Acid Distillate (PFAD) as a by-product.

2. Oleo Chemical Plant Department

This department produces products in the form of methyl esters, glycerin and fatty acids.

3. Biodiesel Plant Department

Products produced from the CPO processing process in a biodiesel plant. Biodiesel is biodiesel or Fatty Acid Methyl Ester (FAME) and glycerol as the main product, and fatty matter as a by-product.

4. Kernel Crushing Plant (KCP) Department

This department carries out the processing of Crude Palm Kernel Oil (CPKO) to produce the following main kernel oil and Palm Kernel Expeller (PKE) as a by-product.

3. Common Facilities

The main task is to evaluate the process in providing performance improvement and overall operation development and to improve and develop each production process. This function is divided into several parts, namely:

1. Power Plant Department

This department carries out the process of generating coal-fired boiler electricity. The total capacity of electricity that can be generated is 32 megawatts (MW) with a capacity of 16 MW per coal-powered turbine, using a turbine to produce steam.

2. Desalination Department

This department carries out the process of distilling seawater to remove excess salt content in water to make fresh water. The method used is Reverse Osmosis (RO) and the water produced can be used for the needs of process use, cleanliness and hydrants.

3. Department of Waste Water Treatment Plant (WWTP)

Structures designed to process waste from every process, be it biological or chemical waste. Wastewater is decontaminated so that it can be discharged into the environment without polluting it.

4. Department of Unilities Maintenance

This department deals with electrical energy, steam, fresh water, wind and waste processing. The duties of this department include planning, coordinating, directing and controlling analysis activities and studies on the potential development of equipment and problems. Operations in terms of rotating mechanics, instrumentation and materials, including storage of

engineering designs for optimization and efficiency, increasing yield, utilities, and increasing environmental and safety orientation in the process unit in line with the development of petroleum technology with optimal costs in order to obtain added value and increase *refinery margins* . This section provides advice to production sections on facility performance (electricity, rotating mechanics, equipment and materials) and also evaluates modifications and non-process developments proposed by the Maintenance Engineering process. The facility engineering section consists of six sections, namely:

1. *Mechanical engineering*
2. *Electrical engineering*
3. *Material engineering*
4. *Rotating & Instrument engineering*
5. *Environmental engineering*
6. *Civil engineering*

4. Quality / QMS / HSE

The explanation is as follows:

1. Quality Control (QC)

It is part of the entity's process quality control as a quality reviewer of all factors involved in production activities.

2. Quality Management System (QSM)

Part of the analysis of a product or service that affects its ability to meet specific needs, related to quality and how it is controlled.

3. Health, Safety and Environment (HSE)

This function includes *the Environmental section, Fire and Insurance section, Safety section, and Occupational Health section.*

5. Supply Chain Management (SCM)

Covers all activities involved in delivering the product to the end customer.

1. Production Planning Inventory Control (PPIC)

The function of this section in the company is inventory or inventory of company assets such as raw materials, materials, production, and goods owned for sale.

2. Jetty Operation

The function of this section in the company is to operate the port (pier) which is the entrance located in an area above the waters that has been planned for its safety from waves for the berth of barges and small ships that will carry out exports and imports.

3. Tank Farm

The function of this section is to store raw materials for oil processing for *loading* and *unloading* .

4. Weight Bridge and Receiving

The function of this section is to receive, weigh and measure the weight of goods which are then converted into weight units.

5. Logistic

This is a part that has the function of planning, implementing, controlling the efficiency and effectiveness of storage and flow of goods, as well as information services.

6. Documentation

It is part of a collection of written data and information.

6. Support Service

This section is tasked with providing services in the form of facilities and infrastructure for supervision, handling, complaints, and suggestions and input and service guarantees. The parts of the support service are as follows:

1. Finance Accounting, Tax and Legal Corporate (FATLC)

This section has the authority in financial accounting and operational affairs of the company, is responsible for planning financial policies, accounting practices, handling taxation, analyzing financial reports, profit and loss, asset accounting, cost accounting, supervision of the company's budget and law.

2. Human Resource Development

This section is tasked with taking care of personnel or human resources (HR) staffing. A process of handling various problems in the scope of employees, laborers, managers and other workers.

3. Purchasing

This section has the function of managing materials and purchasing materials for production purposes, as well as production equipment and supplies along with other supporting facilities.

4. Social, Security, Security (SSL)

This section has the function of building and maintaining a good reputation, image and communication towards related parties such as the community, government and other institutions as well as managing information.

5. Store

This section has the function of providing equipment and supplies needed in the production process, such as *gaskets* and *cartridges*. *filter* , *filters* *bags* and others.

6. Training

This section has the function of providing training required by employees and also providing training in the form of work that will be covered to students or students who are carrying out work practice.

7. Maintenance / Engineering

This department has the task of providing operational advice and recommendations on production to develop and modify processes, and to evaluate process and equipment work. There are two process engineering specialists, namely energy processes and process control specialists and are divided into four sections, namely:

1. Development section
2. Process control section
3. Process environmental and safety section
4. Engineering contact section

2. 5 The Working Process

International trade plays an important role in the economic growth of a country, one of which is trade through export activities that allow the country to obtain foreign exchange and expand the market. In export activities, complete documents are needed as proof of the legality of goods sent abroad so that they can run smoothly.

One of the export documents is the Export Notification of Goods (PEB) listed in the BC 3.0 export form, submitted to the Directorate General of Customs and Excise for each export activity. The process of compiling BC 3.0 includes various administrative stages, starting from inputting goods data, checking supporting documents to reporting through the CEISA (Customs-Excise Information System and Auction) application system. The bonded zone itself is an area that receives special facilities in the customs sector where goods can be stored, processed or combined for export purposes without being subject to import duties and taxes on export. The flow of the BC 3.0 export document preparation process is as follows:

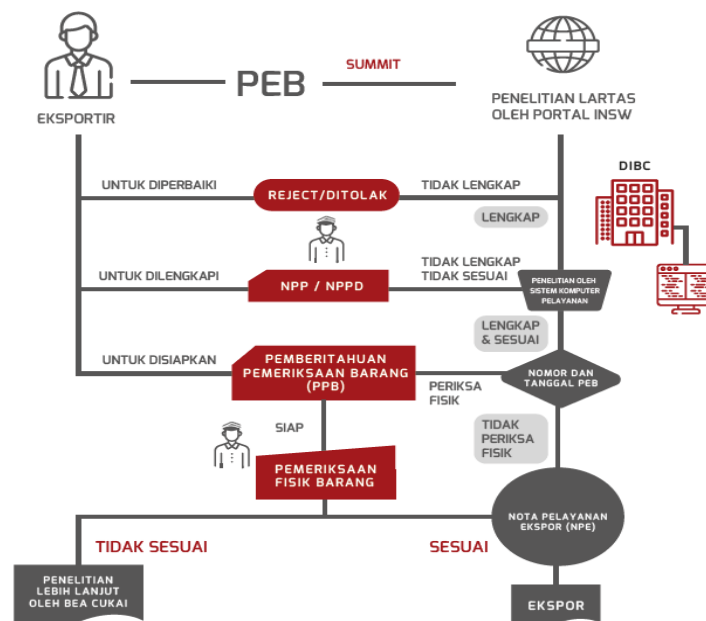


Figure 2.5 BC 3.0 Process Flow
Source: PT Sari Dumai Oleo (SDS2)

As for the explanation stage of table 3.0 of the export document process, as follows:

1. Get new data

The process begins by obtaining the latest export data from the production or goods section. This data contains such things as the type of goods, quantity, value and destination port information.

2. Creating 3D forms

The 3D form is created as a basis for export submission, which contains detailed information on the goods to be exported and other administrative completeness.

3. Submission of Notification of Readiness of Goods (PKB)

The Form 3D document that has been approved by the Customs Officer, will then be submitted for a sample through the Goods Readiness Notification Form (PKB), to prepare a sample according to the 3D form. After the sample is available, the 3D Form will be submitted to the Customs officer at the Hangar so that an examination of the eligibility of the bulk export can be carried out.

4. Waiting for Barcode from Customs officer

Once the PEB is submitted, a barcode will be issued as proof that the export application is being processed and used for the next verification stage.

5. Sample Inspection by Customs Lab

Samples of goods are taken and examined by laboratory personnel to ensure that the goods comply with applicable provisions and quality standards.

6. LHPB Approval and Loading of Goods

After the goods inspection report (LHPB) is approved after the laboratory test results come out, then the goods loading process is carried out by the field team.

7. Loading Documentation

The entire process of loading goods is documented by the company for archiving and further examination such as quantity, start of loading, loading time and when the last container data was, name of goods, 3D form number and loading where to input the goods into the 3D Form that has been requested to be recorded.

8. Final Data Delivery to Document

The verified data is sent to the document team to be summarized to the export document team to be sent back.

9. Final PEB Preparation

After verification, the final PEB is made based on valid final data and in accordance with the inspection results.

10. Verification and Administrative Settlement

All documents are rechecked to ensure there are no errors, and administration is completed so that the export process can continue.

11. Obtaining an Export Service Note (NPE)

After passing the verification stage, the export service note (NPE) will be issued by the Customs and Excise system as an official export permit.

12. Goods ready for export

After obtaining the NPE, the goods are ready to be exported according to the shipping schedule determined by the shipping vessel.

2. 6 Documents Used for Activity

In the implementation of apprenticeship, there are several documents used to support activities. In addition these documents function as administrative evidence in each stage of the process to ensure that activities run according to established procedures. The documents commonly used during apprenticeship at PT Sari Dumai Oleo (SDS2) are as follows:

1. Invoice

It is a document that lists the details of the export transaction value such as the price of goods, quantity, and payment information. The following are the details of the information in Figure 2.6 as follows:

3. Shipping Instructions

This document is a statement from the export team to the agent which contains details of the goods to be exported as a reference guide in the export process until they reach their destination, as shown in Figure 2.8 as follows:

[illegible]

Figure 2.8 Shipping Instructions
Source: PT Sari Dumai Oleo (SDS2)

4. Export Goods Notification (PEB)

It is an official document submitted electronically through the CEISA system to report export activities to the Directorate General of Customs and Excise. The following details are in Figure 2.9 as follows:

NO. 3.1		PERMITSERAH AJUAN EKSPOR BARANG		KETERANGAN	
1. DATA PEMILIK	A. Nama Pemilik	PT. BUKIT BARU	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1. NO. PERMITSERAH AJUAN EKSPOR BARANG 1.1. No. Permitserah Ajuan Ekspor Barang : 000001 1.2. No. Permitserah Ajuan Ekspor Barang : 000002 1.3. No. Permitserah Ajuan Ekspor Barang : 000003 1.4. No. Permitserah Ajuan Ekspor Barang : 000004 1.5. No. Permitserah Ajuan Ekspor Barang : 000005 </div>		
	B. Jenis Pemilik	PTSD (PT/SD/ST)			
	C. Alamat Pemilik	PTSD (PT/SD/ST)			
	D. Kontak Pemilik	PTSD (PT/SD/ST)			
	E. Kontak Pemilik	PTSD (PT/SD/ST)			
2. DATA PEMERIKSAAN	A. Nama Pemeriksa	PTSD (PT/SD/ST)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 2. NO. PERMITSERAH AJUAN EKSPOR BARANG 2.1. No. Permitserah Ajuan Ekspor Barang : 000001 2.2. No. Permitserah Ajuan Ekspor Barang : 000002 2.3. No. Permitserah Ajuan Ekspor Barang : 000003 2.4. No. Permitserah Ajuan Ekspor Barang : 000004 2.5. No. Permitserah Ajuan Ekspor Barang : 000005 </div>		
	B. Jenis Pemeriksa	PTSD (PT/SD/ST)			
	C. Alamat Pemeriksa	PTSD (PT/SD/ST)			
	D. Kontak Pemeriksa	PTSD (PT/SD/ST)			
	E. Kontak Pemeriksa	PTSD (PT/SD/ST)			
3. DATA PEMERIKSAAN	A. Nama Pemeriksa	PTSD (PT/SD/ST)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 3. NO. PERMITSERAH AJUAN EKSPOR BARANG 3.1. No. Permitserah Ajuan Ekspor Barang : 000001 3.2. No. Permitserah Ajuan Ekspor Barang : 000002 3.3. No. Permitserah Ajuan Ekspor Barang : 000003 3.4. No. Permitserah Ajuan Ekspor Barang : 000004 3.5. No. Permitserah Ajuan Ekspor Barang : 000005 </div>		
	B. Jenis Pemeriksa	PTSD (PT/SD/ST)			
	C. Alamat Pemeriksa	PTSD (PT/SD/ST)			
	D. Kontak Pemeriksa	PTSD (PT/SD/ST)			
	E. Kontak Pemeriksa	PTSD (PT/SD/ST)			
4. DATA PEMERIKSAAN	A. Nama Pemeriksa	PTSD (PT/SD/ST)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 4. NO. PERMITSERAH AJUAN EKSPOR BARANG 4.1. No. Permitserah Ajuan Ekspor Barang : 000001 4.2. No. Permitserah Ajuan Ekspor Barang : 000002 4.3. No. Permitserah Ajuan Ekspor Barang : 000003 4.4. No. Permitserah Ajuan Ekspor Barang : 000004 4.5. No. Permitserah Ajuan Ekspor Barang : 000005 </div>		
	B. Jenis Pemeriksa	PTSD (PT/SD/ST)			
	C. Alamat Pemeriksa	PTSD (PT/SD/ST)			
	D. Kontak Pemeriksa	PTSD (PT/SD/ST)			
	E. Kontak Pemeriksa	PTSD (PT/SD/ST)			

[illegible]

LEMBAR LANJUTAN DOKUMEN PELENGKAP PABEAN PEMBERITAHUAN EKSPOR BARANG (PEB)				
1. Kantor Pabean : KPPBC TMP B DUMAI		020900		
2. Nomor Pengajuan : 00003075440320240810001186				
No.	Jenis Dokumen	Nomor Dokumen	Tanggal	Kantor Pendaftaran
1	SKEP TPB	23/KM.4/WBC.03/2024	01-04-2024	
2	MOU PC/2 (EKSPORTIR)	754403541212001	12-08-2016	
3	3D/PC DAN/ATAU PFP	DP0209002024080401240102	04-08-2024	
4	INVOICE	902004202	10-08-2024	
5	PACKING LIST	1284/PL/SDQ/V/III/2024	10-08-2024	
6	B/L	S4240700546	10-08-2024	
DUMAI, 10-08-2024 Eksportir/PPJK				

Figure 2.9 PEB
Source: PT Sari Dumai Oleo (SDS2)

5. 3D Form

It is the basis for compiling PEB which includes information on goods and other supporting documents. The following details are in Figure 2.10 as follows:

KEMENTERIAN KEHUTANAN REPUBLIK INDONESIA
DIREKTORAT JENDERAL Hutan Tanaman
KANTOR PENGANTARAN DAN PELAYANAN Hutan Tanaman
JANAGRI B DUMAI
PUSAT KONTROL DAN LAYANAN Hutan Tanaman

DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN
PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP
NOMOR : 00003075440320240810001186

1. KANTOR PENGANTARAN DAN PELAYANAN Hutan Tanaman : DIREKTORAT JENDERAL Hutan Tanaman

2. DOKUMEN :
a. SKEP
b. Nama : DUMAI
c. Nomor : 23/KM.4/WBC.03/2024

3. DOKUMEN PENGANTARAN DAN PELAYANAN Hutan Tanaman :
a. Nama : DUMAI
b. Nomor : 754403541212001

4. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

5. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

No.	Jenis Dokumen	Nomor Dokumen	Tanggal
1	3D/PC DAN/ATAU PFP	DP0209002024080401240102	04-08-2024

6. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

7. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

8. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

9. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

10. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

11. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

12. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

13. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

14. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

15. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

16. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

17. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

18. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

19. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

20. DOKUMEN PEMERINTAH BARANG (DPTK) EKSPOR DAN/ATAU DOKUMEN PEMBERITAHUAN EKSPOR (PEB) DAN/ATAU PFP :
a. Nama : DUMAI
b. Nomor : 00003075440320240810001186

[illegible][illegible][illegible]

PERUSAHAAN NASIONAL
PT. BAHARI SANDI FREMATA
Jl. Siliwangi, PO. BOX 1000

TIME SHEET

No. Urut	Uraian Pekerjaan	Waktu	Waktu	Waktu
1	Melewatkan	14.00	14.00	
2	Melewatkan (Pembaca)	14.00	14.00	
3	Tag 10	14.00	14.00	
4	Tag 100	14.00	14.00	
5	Tag 1000	14.00	14.00	
6	Tag 10000	14.00	14.00	
7	Tag 100000	14.00	14.00	
8	Tag 1000000	14.00	14.00	
9	Tag 10000000	14.00	14.00	
10	Tag 100000000	14.00	14.00	
11	Tag 1000000000	14.00	14.00	
12	Tag 10000000000	14.00	14.00	
13	Tag 100000000000	14.00	14.00	
14	Tag 1000000000000	14.00	14.00	
15	Tag 10000000000000	14.00	14.00	
16	Tag 100000000000000	14.00	14.00	
17	Tag 1000000000000000	14.00	14.00	
18	Tag 10000000000000000	14.00	14.00	
19	Tag 100000000000000000	14.00	14.00	
20	Tag 1000000000000000000	14.00	14.00	
21	Tag 10000000000000000000	14.00	14.00	
22	Tag 100000000000000000000	14.00	14.00	
23	Tag 1000000000000000000000	14.00	14.00	
24	Tag 10000000000000000000000	14.00	14.00	
25	Tag 100000000000000000000000	14.00	14.00	
26	Tag 1000000000000000000000000	14.00	14.00	
27	Tag 10000000000000000000000000	14.00	14.00	
28	Tag 100000000000000000000000000	14.00	14.00	
29	Tag 1000000000000000000000000000	14.00	14.00	
30	Tag 10000000000000000000000000000	14.00	14.00	
31	Tag 100000000000000000000000000000	14.00	14.00	
32	Tag 1000000000000000000000000000000	14.00	14.00	
33	Tag 10000000000000000000000000000000	14.00	14.00	
34	Tag 100000000000000000000000000000000	14.00	14.00	
35	Tag 1000000000000000000000000000000000	14.00	14.00	
36	Tag 10000000000000000000000000000000000	14.00	14.00	
37	Tag 100000000000000000000000000000000000	14.00	14.00	
38	Tag 1000000000000000000000000000000000000	14.00	14.00	
39	Tag 10000000000000000000000000000000000000	14.00	14.00	
40	Tag 100000000000000000000000000000000000000	14.00	14.00	
41	Tag 1000000000000000000000000000000000000000	14.00	14.00	
42	Tag 100	14.00	14.00	
43	Tag 1000	14.00	14.00	
44	Tag 100	14.00	14.00	
45	Tag 1000	14.00	14.00	
46	Tag 100	14.00	14.00	
47	Tag 1000	14.00	14.00	
48	Tag 100	14.00	14.00	
49	Tag 1000	14.00	14.00	
50	Tag 100	14.00	14.00	
51	Tag 1000	14.00	14.00	
52	Tag 100	14.00	14.00	
53	Tag 1000	14.00	14.00	
54	Tag 100	14.00	14.00	
55	Tag 1000	14.00	14.00	
56	Tag 100	14.00	14.00	
57	Tag 1000	14.00	14.00	
58	Tag 100	14.00	14.00	
59	Tag 1000	14.00	14.00	
60	Tag 100	14.00	14.00	
61	Tag 1000	14.00	14.00	
62	Tag 100	14.00	14.00	
63	Tag 1000	14.00	14.00	
64	Tag 100	14.00	14.00	
65	Tag 1000	14.00	14.00	
66	Tag 100	14.00	14.00	
67	Tag 1000	14.00	14.00	
68	Tag 100	14.00	14.00	
69	Tag 1000	14.00	14.00	
70	Tag 100	14.00	14.00	
71	Tag 1000	14.00	14.00	
72	Tag 100	14.00	14.00	
73	Tag 1000	14.00	14.00	
74	Tag 100	14.00	14.00	
75	Tag 1000	14.00	14.00	
76	Tag 100	14.00	14.00	
77	Tag 1000	14.00	14.00	
78	Tag 100	14.00	14.00	
79	Tag 1000	14.00	14.00	
80	Tag 100	14.00	14.00	
81	Tag 1000	14.00	14.00	
82	Tag 100	14.00	14.00	
83	Tag 1000	14.00	14.00	
84	Tag 100	14.00	14.00	
85	Tag 1000	14.00	14.00	
86	Tag 100	14.00	14.00	
87	Tag 1000	14.00	14.00	
88	Tag 100	14.00	14.00	
89	Tag 1000	14.00	14.00	
90	Tag 100	14.00	14.00	
91	Tag 1000	14.00	14.00	
92	Tag 100	14.00	14.00	
93	Tag 1000	14.00	14.00	
94	Tag 100	14.00	14.00	
95	Tag 1000	14.00	14.00	
96	Tag 100	14.00	14.00	
97	Tag 1000	14.00	14.00	
98	Tag 100	14.00	14.00	
99	Tag 1000	14.00	14.00	
100	Tag 100	14.00	14.00	

Figure 2.12 NPE
Source: PT Sari Dumai Oleo (SDS2)

8. Bill of Lading

This document is proof of receipt after the goods have met the export requirements through the carrier. The following is in figure 2.13:

SEA NAVIGATOR LIMITED

No. 1111

BILL OF LADING

To: SEA NAVIGATOR LIMITED		By: SEA NAVIGATOR LIMITED	
Address: SEA NAVIGATOR LIMITED		Address: SEA NAVIGATOR LIMITED	
Phone: SEA NAVIGATOR LIMITED		Phone: SEA NAVIGATOR LIMITED	
Fax: SEA NAVIGATOR LIMITED		Fax: SEA NAVIGATOR LIMITED	
E-mail: SEA NAVIGATOR LIMITED		E-mail: SEA NAVIGATOR LIMITED	
Website: SEA NAVIGATOR LIMITED		Website: SEA NAVIGATOR LIMITED	
Bank: SEA NAVIGATOR LIMITED		Bank: SEA NAVIGATOR LIMITED	
Branch: SEA NAVIGATOR LIMITED		Branch: SEA NAVIGATOR LIMITED	
Account: SEA NAVIGATOR LIMITED		Account: SEA NAVIGATOR LIMITED	
Currency: SEA NAVIGATOR LIMITED		Currency: SEA NAVIGATOR LIMITED	
Interest: SEA NAVIGATOR LIMITED		Interest: SEA NAVIGATOR LIMITED	
Term: SEA NAVIGATOR LIMITED		Term: SEA NAVIGATOR LIMITED	
Condition: SEA NAVIGATOR LIMITED		Condition: SEA NAVIGATOR LIMITED	
Risk: SEA NAVIGATOR LIMITED		Risk: SEA NAVIGATOR LIMITED	
Insurance: SEA NAVIGATOR LIMITED		Insurance: SEA NAVIGATOR LIMITED	
Policy: SEA NAVIGATOR LIMITED		Policy: SEA NAVIGATOR LIMITED	
Amount: SEA NAVIGATOR LIMITED		Amount: SEA NAVIGATOR LIMITED	
Date: SEA NAVIGATOR LIMITED		Date: SEA NAVIGATOR LIMITED	
Place: SEA NAVIGATOR LIMITED		Place: SEA NAVIGATOR LIMITED	
Time: SEA NAVIGATOR LIMITED		Time: SEA NAVIGATOR LIMITED	
Weather: SEA NAVIGATOR LIMITED		Weather: SEA NAVIGATOR LIMITED	
Tide: SEA NAVIGATOR LIMITED		Tide: SEA NAVIGATOR LIMITED	
Wind: SEA NAVIGATOR LIMITED		Wind: SEA NAVIGATOR LIMITED	
Current: SEA NAVIGATOR LIMITED		Current: SEA NAVIGATOR LIMITED	
Visibility: SEA NAVIGATOR LIMITED		Visibility: SEA NAVIGATOR LIMITED	
Temperature: SEA NAVIGATOR LIMITED		Temperature: SEA NAVIGATOR LIMITED	
Humidity: SEA NAVIGATOR LIMITED		Humidity: SEA NAVIGATOR LIMITED	
Pressure: SEA NAVIGATOR LIMITED		Pressure: SEA NAVIGATOR LIMITED	
Clouds: SEA NAVIGATOR LIMITED		Clouds: SEA NAVIGATOR LIMITED	
Precipitation: SEA NAVIGATOR LIMITED		Precipitation: SEA NAVIGATOR LIMITED	
Ice: SEA NAVIGATOR LIMITED		Ice: SEA NAVIGATOR LIMITED	
Fog: SEA NAVIGATOR LIMITED		Fog: SEA NAVIGATOR LIMITED	
Thunder: SEA NAVIGATOR LIMITED		Thunder: SEA NAVIGATOR LIMITED	
Lightning: SEA NAVIGATOR LIMITED		Lightning: SEA NAVIGATOR LIMITED	
Hail: SEA NAVIGATOR LIMITED		Hail: SEA NAVIGATOR LIMITED	
Snow: SEA NAVIGATOR LIMITED		Snow: SEA NAVIGATOR LIMITED	
Sleet: SEA NAVIGATOR LIMITED		Sleet: SEA NAVIGATOR LIMITED	
Rain: SEA NAVIGATOR LIMITED		Rain: SEA NAVIGATOR LIMITED	
Drizzle: SEA NAVIGATOR LIMITED		Drizzle: SEA NAVIGATOR LIMITED	
Mist: SEA NAVIGATOR LIMITED		Mist: SEA NAVIGATOR LIMITED	

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3. 1 Job Description

During the apprenticeship at PT Sari Dumai Oleo (SDS2) the author was placed in the export and import section, especially in the BC 3.0 export document preparation section. The description of the tasks carried out by the author during the four-month work practice starting from 03 February s/d 06 June 2025, is as follows:

1. Introduction to the work environment K3 system

The first activity was an introduction to the work environment and the Occupational Safety and Health (OSH) system. Apprenticeship were given an understanding of the importance of maintaining work safety, the use of personal protective equipment (PPE) and the procedures to be followed in emergency situations such as fires or work accidents.

2. Get to know the company profile

Participants are introduced to the company profile the information provided includes the company history, vision and mission, organizational structure, and the types of businesses and products it produces. This is intended to help participants understand the company operational context and work culture.

3. Learn the export document flow process

Participants learn the process of preparing export documents, from creating invoices and packing lists to filling out documents such as BC 3.0. In addition, participants are also introduced to the stages of verification, customs submission, and procedures for shipping goods overseas.

4. Inputting 3D data form

Participants were given the task of inputting data into a 3D form containing information about customer data, export item details, delivery schedules, and other supporting information needed for export purposes.

5. Compiling documents

Once the data has been collected, participants systematically compile export documents. These documents are arranged in order of administrative and verification requirements, thereby facilitating the legalization and archiving processes.

6. Document stamp

Participants also assist in the process of stamping documents. These stamps indicate that the documents have been verified and are valid for use for export purposes and internal company administration.

7. Scan documents

Important documents are then scanned using a scanner to create digital versions. These scans are used as electronic archives and as backups in case the physical documents are damaged or lost.

8. Photocopy of documents

Participants also photocopied documents. This was done to provide copies of documents for various purposes, such as distribution to other divisions, manual filing, or external parties' needs.

9. Archiving documents

The final stage of the activity is document archiving. Documents are stored neatly in both physical and digital form in accordance with the company's archiving system, making it easier to retrieve them when needed in the future.

3. 2 System and Procedure

In carrying out apprenticeship activities at PT Sari Dumai Oleo (SDS2) understanding the work systems and procedures that apply in the company is very important. These systems and procedures are guidelines in carrying out the company operational activities effectively, efficiently, and in accordance with established standards.

3. 2. 1 The Working System

In supporting the smooth running of export activities PT Sari Dumai Oleo implements a structured and information technology-based export system. PT Sari Dumai Oleo (SDO) uses the CEISA (Customs-Excise Information System and

Automation) system, which is integrated with the Directorate General of Customs and Excise, to input data into the Goods Export Notification (PEB) document. The system sends all export data, including details of the goods, port of loading, consignee, and other supporting documents, electronically, which speeds up the export document verification process. The following is in figure:

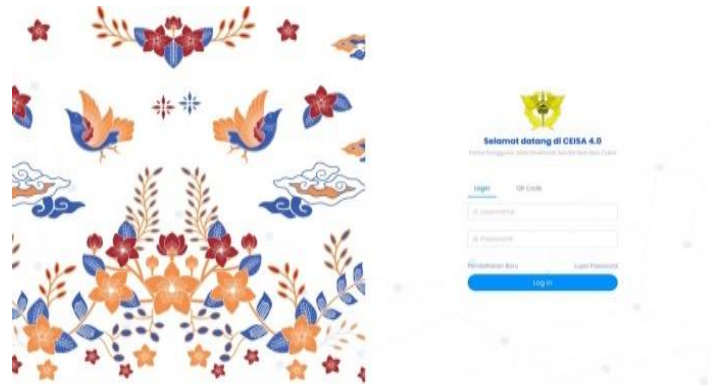


Figure 3.1 CEISA
Source: Process data, 2025

CEISA stands for Customs and Excise Information and Automation System which is an information system used by the Directorate General of Customs and Excise (DJBC) of the Ministry of Finance of the Republic of Indonesia. CEISA 4.0 is the latest version of this system, designed to improve service, efficiency, and supervision in customs and excise processes through digitization and automation.

3. 2. 2 The Working Procedure

In this section the author is explain in detail about the procedures applied at PT Sari Dumai Oleo, especially those related to the apprenticeship where the author carries out field work practice.

1. Introduction to the work environment K3 system

One of the fundamental steps at the beginning of the apprenticeship program is the introduction to the OHS (Occupational Safety and Health) system implemented by the company. This orientation also includes an introduction to safety equipment, emergency procedures, and hazard identification practices in the company. The procedure stages are as follows:

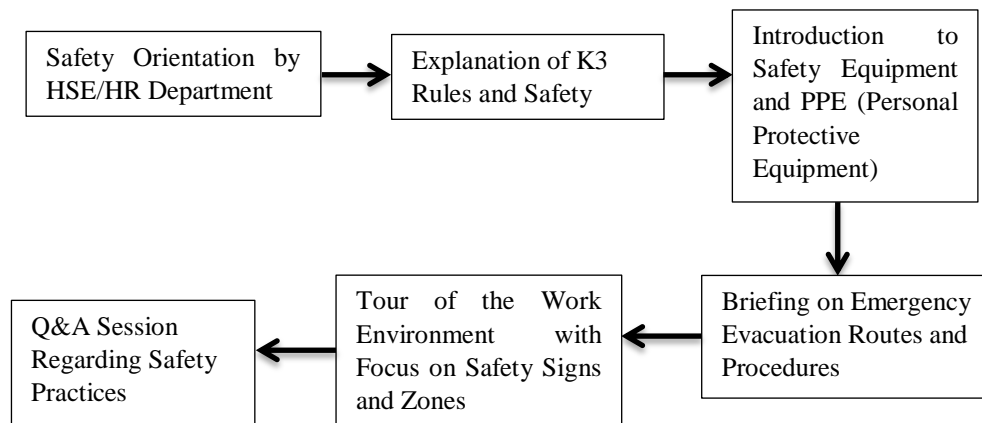


Figure 3.2 Process of introducing the Work Environment (K3) System
 Source: PT Sari Dumai Oleo (SDS2)

The image shows the flow of occupational safety and health (OSH) orientation. The activity began with a work safety orientation by the HSE/HR department followed by an explanation of K3 rules and safety. Next participants were introduced to safety equipment and personal protective equipment (PPE). After that, an explanation was given about emergency evacuation routes and procedures. Then a tour of the work environment was conducted focusing on safety signs and hazardous zones participants understanding.

2. Get to know the company profile

This introductory phase is crucial in equipping apprenticeship with the necessary knowledge to effectively carry out their duties during the apprenticeship period. The procedure stages are as follows:

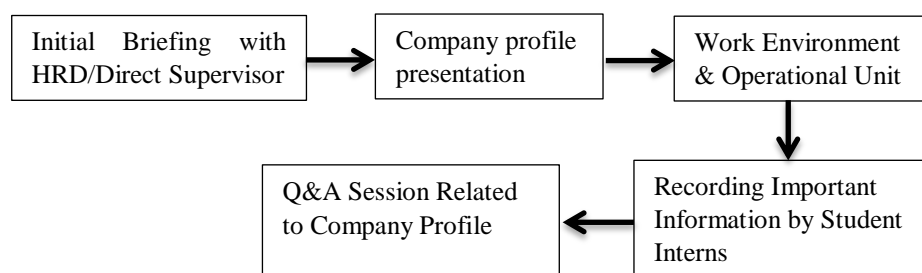


Figure 3.3 company introduction process
 Source: PT Sari Dumai Oleo (SDS2)

The activity begins with an initial briefing with HR or the direct supervisor followed by a presentation of the company profile. After that, participants are introduced to the work environment and operational units within the company, apprenticeship then record important information related to the company. Finally a question-and-answer session is conducted to deepen participants understanding of the company profile.

3. Learn the export document flow process

This stage introduces interns to the sequence of administrative and regulatory procedures required for the preparation, verification, and submission of export-related documentation. The procedure stages are as follows:

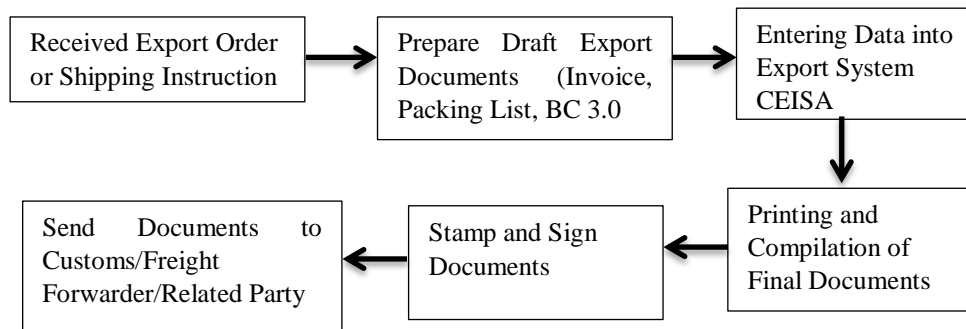


Figure 3.4 document process
Source: PT Sari Dumai Oleo (SDS2)

The process begins when the company receives an export order or shipping instructions. Next staff prepare draft export documents such as invoices packing lists, and BC 3.0 documents. After that, the data is entered into the CEISA export system. The documents are then printed and compiled into a final version, stamped and signed as a sign of validity. The final documents are then sent to relevant parties such as customs or freight forwarders. Finally the documents are archived and recorded for reporting purposes.

4. Inputting 3D data form

This task is crucial to ensure that export documentation is accurate and complete in accordance with company and customs regulations. 3D forms usually contain important export-related information such as product details,

exporter data, consignee information, and delivery schedules. The procedure stages are as follows:

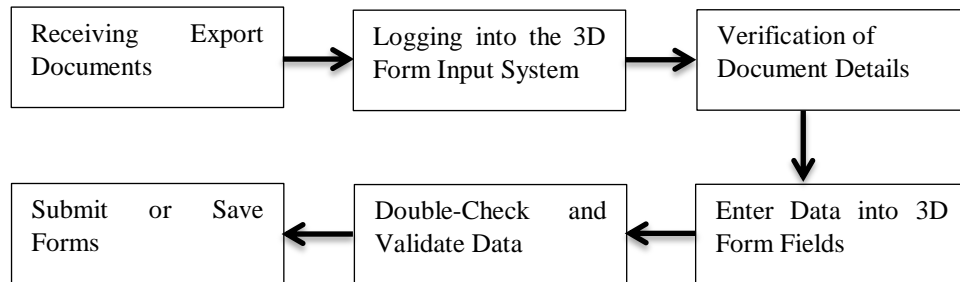


Figure 3.5 3D form input process
Source: PT Sari Dumai Oleo (SDS2)

The image illustrates the flow of export data input into the 3D form system. The process begins with the receipt of export documents, after which the user logs into the 3D Form input system. Following this the document details are verified, and the data is entered into the 3D Form columns. The entered data is then reviewed and validated before the form is saved or submitted for further processing.

5. Compiling documents

The document preparation process is an important step in the administrative workflow, especially within departments that handle exports, compliance, or operational records. During the apprenticeship interns are involved in collecting, organizing, and preparing various types of documents in accordance with the company standard operating procedures. The procedure stages are as follows:

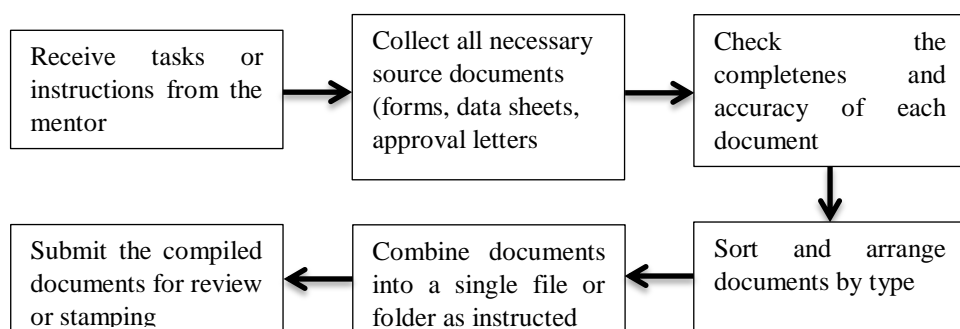


Figure 3.6 Compiling documents
Source: PT Sari Dumai Oleo (SDS2)

The activity begins with receiving tasks or instructions from the supervisor, then participants collect source documents such as forms, data sheets, and approval letters. After that, the documents are checked for completeness and accuracy, then sorted and organized according to type. The next step is to combine the documents into a single file or folder according to the instructions, and finally, the compiled documents are submitted for review or stamping.

6. Document stamp

During the apprenticeship, interns are introduced to this process to understand how official company documents are verified and formalized. The final verification step before documents are scanned, copied, or submitted to external parties. The procedure stages are as follows:

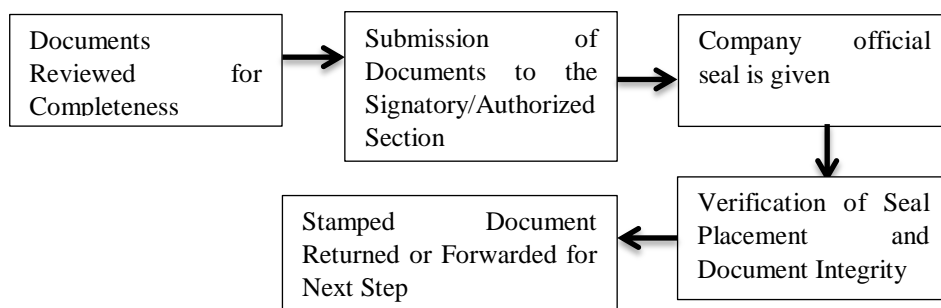


Figure 3.7 document stamping process
Source: PT Sari Dumai Oleo (SDS2)

Documents are first reviewed to ensure completeness then submitted to the appropriate authority for signature or stamping. After that the company official stamp is affixed, and the placement of the stamp and the integrity of the document are verified. Finally the stamped document is returned or forwarded to the next process.

7. Scan documents

As part of the document scanning processing workflow scanning plays a vital role in converting physical documents into digital formats for storage verification and delivery purposes. This stage ensures that all necessary documents are accurately digitized, reducing the risk of data loss and

facilitating efficient access by relevant departments. The procedure stages are as follows:

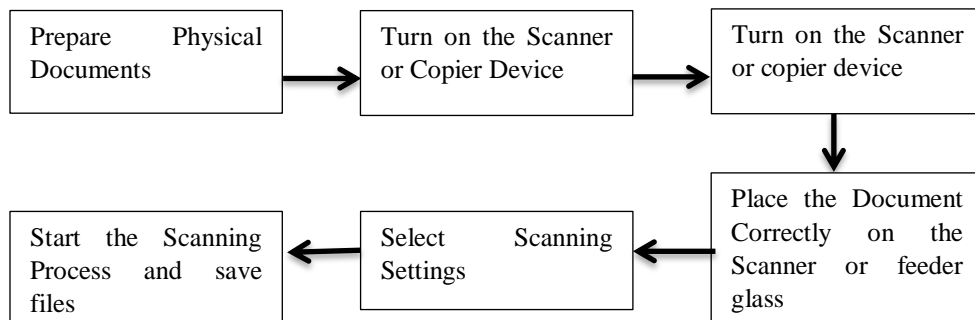


Figure 3.8 Scan documents
Source: PT Sari Dumai Oleo, 2025

The process begins with preparing the physical documents, then turning on the scanner or photocopier. Next the documents must be placed correctly on the scanner glass or automatic document feeder. After that the user selects the scanning settings as needed (resolution, file format) then starts the scanning process. Once scanning is complete, the scanned files are saved and renamed according to the applicable naming standards.

8. Photocopy of documents

One of the last administrative tasks in the apprenticeship workflow is photocopying important documents. Accuracy and neatness are crucial during this stage, as copied documents often serve as official references or backups for both the company and the apprenticeship. The procedure stages are as follows:

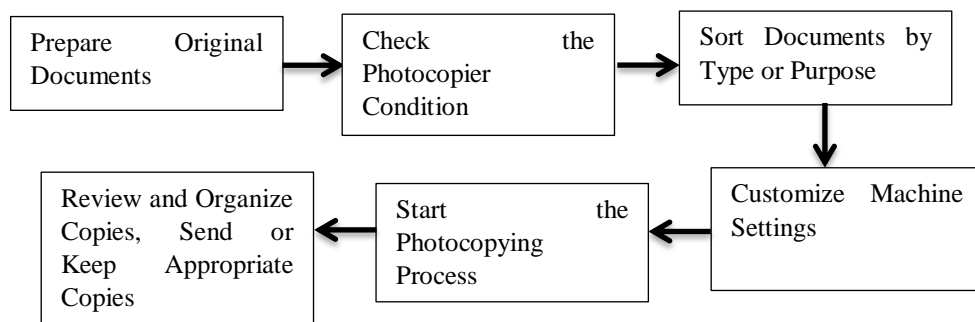


Figure 3.9 Photocopy document
Source: PT Sari Dumai Oleo (SDS2)

The photocopying process involves preparing the original documents and then checking the condition of the photocopier. After that the documents are sorted based on type or purpose and the machine settings are adjusted as needed. The photocopying process is then carried out, followed by reviewing and organizing the copies, and sending or storing the copies as needed.

9. Archiving documents

Document filing is an important activity in maintaining organized and easily accessible company records. During the apprenticeship, are involved in the document archiving process to ensure that all completed documents are properly stored for future reference and compliance purposes. The procedure stages are as follows:

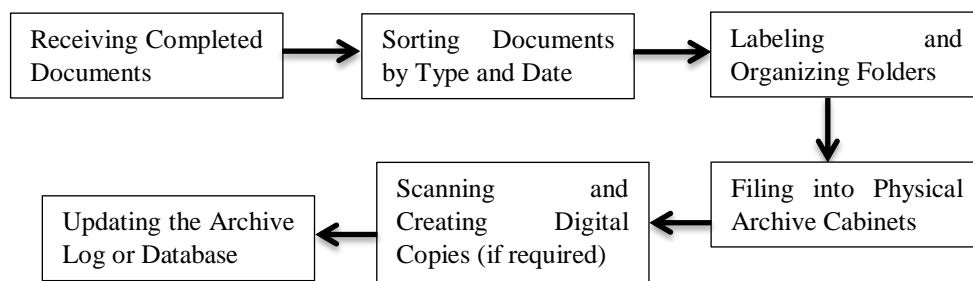


Figure 3.10 Archiving documents
Source: PT Sari Dumai Oleo (SDS2)

The process begins with receiving the completed documents, which are then sorted by type and date. Next the documents are labeled and organized into folders, then placed in physical filing cabinets. If necessary the documents are also scanned to create digital copies and finally the log or archive database is updated so that the data is stored and can be easily retrieved in the future.

3. 3. Place of Apprenticeship

Apprenticeship practice was carried out in semester VIII for 4 (four) months starting from February 03 to June 06, 2025 at PT Sari Dumai Oleo (SDS2) which is one of the Apical Group units located at Pu Lama RT. 015 RW. 000 Lubuk Gaung, Sungai Sembilan, Kota Dumai, Riau 28826. During the work practice the

author was placed in the BC 3.0 export document preparation process section, the apprenticeship schedule at PT Sari Dumai Oleo (SDS2) is as follows:

Table 3.1 Schedule Working at PT Sari Dumai Oleo (SDS2)

No	Day	Working Time	Rest
1.	Monday-Friday	08.00-17.00 WIB	12.00-13.30 WIB
2.	Saturday	08.00-12.00 WIB	-
3.	Sunday	Holiday	-

Source: processed data, 2025

3. 4 Kind and Description of the Activity

The description of the apprenticeship from 03 February s/d 06 June, 2025 at PT Sari Dumai Oleo (SDS2) includes the following activities:

Table 3.2 First Week Work Activities, February 03th - February 8th, 2025

No	Day / Date	Activity	Location
1.	Monday February, 03 th 2025	a. Procedures for regulations regarding occupational health and safety (K3) b. Getting to Know the Company Profile	PT Sari Dumai Sejati Learning Center
2.	Tuesday, February 04, 2025	Archiving BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
3.	Wednesday, February 05, 2025	a. Submit form 3D data container in ceisa 4.0 b. Photocopy of BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
4.	Thursday, February 06, 2025	a. Scanning export documents BC 3.0 b. Entering shipping data into BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
5.	Friday, February 07, 2025	a. Scanning export documents BC 3.0 b. Export notification stamp of goods document BC 3.0	PT Sari Dumai Oleo, Office (SCM)
6.	Saturday, February 08, 2025	a. Scanning export documents BC 3.0 b. Export notification stamp of goods document BC 3.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from February 10 to February 15, 2025, are as follows:

Table 3.3 Work Activities for the Second Week, February 10th - February 15th, 2025

No	Day / Date	Activity	Location
1.	Monday, February 10, 2025	a. Entering PEB into BC 3.0 export documents b. Print BC 3.0 export documents c. Scanning export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
2.	Tuesday, February 11, 2025	a. Recording timesheet BC 3.0 b. Scan export documents BC 3.0 c. Submit 3D data container form in Ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
3.	Wednesday, February 12, 2025	a. Archiving BC 3.0 export documents b. Submit 3D data container form to ceisa 4.0 c. Recording export document timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
4.	Thursday, February 13, 2025	a. BC 3.0 PEB document stamp, Invoice, Packing List b. Scan export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
5.	Friday, February 14, 2025	a. BC 3.0 PEB document stamp, Invoice, Packing List b. Scan export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
6.	Saturday, February 15, 2025	a. copy of BC 3.0 export documents b. Scan export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from February 17 to February 22, 2025, are as follows:

Table 3.4 Work Activities for the Third Week, February 17th - February 22th, 2025

No	Day / Date	Activity	Location
1.	Monday, February 17, 2025	a. Scanning export documents BC 3.0 b. Preparing PEB export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
2.	Tuesday, February 18, 2025	PEB stamp export document BC 3.0 and Print BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
3.	Wednesday, February 19, 2025	Summary of SPPD document BC 2.7	PT Sari Dumai Oleo, Office (SCM)
4.	Thursday, February 20, 2025	Recapitulation of weighing material in BC 2.7 acceptance report	PT Sari Dumai Oleo, Office (SCM)
5.	Friday, February 21, 2025	a. Preparing export documents BC 3.0 b. Submit 3D data container form in Ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
6.	Saturday, February 22, 2025	Recapitulation of weighing material in BC 2.7 acceptance report	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from February 24 to February 28, 2025, are as follows:

Table 3.5 Work Activities for the Fourth Week, February 24th - February 28th, 2025

No	Day / Date	Activity	Location
1.	Monday, February 24, 2025	a. Bill of lading document no. BC 3.0 correction note b. Submit form 3D data container in ceisa 4.0 c. Recapitulation of weighing material in BC 2.7 acceptance report	PT Sari Dumai Oleo, Office (SCM)
2.	Tuesday, February 25, 2025	a. Preparing export documents BC 3.0 b. PEB stamp export document BC 3.0 c. Recording export document timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
3.	Wednesday, February 26, 2025	a. Preparing export documents BC 3.0 b. PEB stamp export document BC 3.0 c. Recording export document timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
4.	Thursday, February 27, 2025	a. Scan and copy BC 3.0 export documents b. Export document archive 3.0 c. BC 3.0 export document date correction notes bill of lading	PT Sari Dumai Oleo, Office (SCM)
5.	Friday, February 28, 2025	a. Scan export documents BC 3.0 b. Summary of material weighing reports for receipts and expenditures BC 2.7 c. Checking the report on the receipt of goods, quantity, local documents BC 2.7	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from March 01 to March 07, 2025, are as follows:

Table 3.6 Work Activities for the Fifth Week, March 01th - March 07th, 2025

No	Day / Date	Activity	Location
1.	Saturday, March 01, 2025	BC 2.7 local document weighing summary	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, March 03, 2025	a. BC 2.7 weighing summary b. Photocopy of BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)

3.	Tuesday, March 04, 2025	a. BC 2.7 scale summary b. Photocopy and scan BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, March 05, 2025	a. Copy of BC 3.0 export document b. Create a report on receipts and expenditures of BC 2.7 weighing material recapitulation c. Replace invoice number and date, BC number and total BC 2.7	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, March 06, 2025	a. BC 3.0 export document stamp b. Print and compile BC 2.7 documents	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, March 07, 2025	a. Scan BC 3.0 documents b. Copy invoice and print BC 2.7 dan BC 4.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from March 08 to March 14, 2025 are as follows:

Table 3.7 Work Activities for the Sixth Week, March 08th - March 14th, 2025

No	Day / Date	Activity	Location
1.	Saturday, March 08, 2025	Print, stamp and scan local documents BC 2.7	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, March 10, 2025	a. Summarize the report of receipts and expenditures of WB SDO b. Scan BC 2.7 documents c. Recording timesheet document BC 3.0	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, March 11, 2025	a. Recording timesheet BC 3.0 b. Checking SPPD status of BC 2.7 document	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, March 12, 2025	SICK LEAVE	-
5.	Thursday, March 13, 2025	a. Summarize the report of WB SDO receipts and BC 2.7 expenditures b. Print and stamp local documents BC 2.7 c. Scan export documents BC 3.0 d. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, March 14, 2025	a. Check the status of SPPD local document BC 2.7 b. Summarize the report of receipts and expenditures of WB SDO c. Scan and stamp BC 3.0 export	PT Sari Dumai Oleo, Office (SCM)

		documents	
--	--	-----------	--

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from March 15 to March 21, 2025, are as follows:

Table 3.8 Work Activities for the Seventh Week, March 15th - March 21th, 2025

No	Day / Date	Activity	Location
1.	Saturday, March 15, 2025	a. B/L BC 3.0 document date correction notes b. Scan local documents BC 2.7	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, March 17, 2025	a. Summarize the report on WB receipts and local expenditures BC 2.7 b. Print and stamp BC 2.7 documents c. Compile and stamp material safety data sheets	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, March 18, 2025	Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, March 19, 2025	a. Scan export documents BC 2.7 b. Scan, stamp and photocopy BC 3.0 export documents c. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, March 20, 2025	a. Print and scan BC 3.0 export documents b. Scan local documents BC 2.7 c. Recording timesheet BC 3.0 d. Summarize the WB SDO receipt report and local sales summary, BC number, BC date and BC document quantity 2.7	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, March 21, 2025	a. Local sales summary of BC number, BC date and BC document quantity 2.7 b. Summarize WB SDO receipt and expenditure reports c. Photocopy of BC 3.0 export documents d. Scan and photocopy BC 2.7	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from March 22 to March 28, 2025, are as follows:

Table 3.9 Work Activities for the Eighth Week, March 22th - March 28th, 2025

No	Day / Date	Activity	Location
1.	Saturday, March 22, 2025	a. Copy of BC 3.0 export documents b. Summary of WB SDO receipts and local SB SDO expenditures BC 2.7	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, March 24, 2025	a. Summary of WB SDO receipts and local WB SDO expenditures BC 2.7 b. Copy of BC 3.0 export document c. Download BC 2.7 document	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, March 25, 2025	a. Copy of BC 3.0 export document b. Summarize the report on the scales of expenditure, date of entry and time of exit BC 2.7 c. Stamp and scan BC 2.7 documents d. Fill in the BC 2.7 submission date	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, March 26, 2025	a. Print BC 4.0 documents b. Summary of WB SDO report and BC 2.7 expenditure c. Recap of BC 2.7 submission number d. Export document correction notes BC 3.0 bill of lading date in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, March 27, 2025	a. Print BC 2.7 and BC 4.0 documents b. Summarize invoice number and BC 2.7 date	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, March 28, 2025	a. Preparing export documents bill of lading BC 3.0 b. Print and stamp BC 2.7 and BC 4.0 documents c. Summary of WB SDO BC 2.7 Acceptance Report	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from March 29 to April 04, 2025 are as follows:

Table 3.10 Work Activities for the Ninth Week, March 29th - April 04th, 2025

No	Day / Date	Activity	Location
1.	Saturday, March 29, 2025	Holiday (Holy Day of Nyepi Saka New Year)	-
2.	Monday, March 31, 2025	Holiday (Eid al-Fitr)	-
3.	Tuesday, April 01, 2025	Holiday (Eid al-Fitr)	-
4.	Wednesday, April 02, 2025	a. Recording and entering export document time sheets BC 3.0	PT Sari Dumai Oleo, Office (SCM)

		b. Scan and copy BC 3.0 export documents	
5.	Thursday, April 03, 2025	a. Submit form 3D data container in ceisa 4.0 b. Checking bill of lading number BC 3.0	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, April 04, 2025	a. Submit form 3D ship data in ceisa 4.0 b. BC 3.0 bill of lading document date correction notes c. Scan export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from April 05 to April 11, 2025, are as follows:

Table 3.11 Work Activities for the Tenth Week, April 05th -April 11th, 2025

No	Day / Date	Activity	Location
1.	Saturday, April 05, 2025	Scan and print export service note (NPE) export document BC 3.0	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, April 07, 2025	Scan and photocopy BC 3.0 export documents	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, April 08, 2025	a. Submit form 3D data container in ceisa 4.0 b. Print and scan BC 2.5 documents c. BC 2.7 local sales volume improvement	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, April 09, 2025	a. Local wb sales summary BC 2.7 b. Submit form 3D data container in ceisa 4.0 c. Recording timesheet document BC 3.0	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, April 10, 2025	a. Summary of material weighing reports of WB SDO receipts and local expenditures b. Fix BC 2.7 sales units and weight	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, April 11, 2025	Family Event Permit	-

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from April 12 to April 18, 2025, are as follows:

Table 3.12 Work Activities for the Eleventh Week, April 12th - April 18th, 2025

No	Day / Date	Activity	Location
1.	Saturday, April 12, 2025	a. Scanning export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)

		b. BC 3.0 export document archive c. Print and stamp BC 2.5	
2.	Monday, April 14, 2025	a. Scan BC 3.0 documents b. Compile and stamp export documents BC 3.0 c. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, April 15, 2025	a. Photocopy and include invoice documents, packing list, shipping list and BC 3.0 stamp b. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, April 16, 2025	a. Summary of material weighing reports of receipts and expenditures of WB SDO b. Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, April 17, 2025	a. How to create a new document BC 2.7 b. Summary of material weighing report acceptance wb sdo c. Checking the status of BC number 2.7 d. Print scan and stamp BC 2.5 documents	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, April 18, 2025	Holiday (Death Day of Jesus Christ)	-

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from April 19 to April 25, 2025, are as follows:

Table 3.13 Work Activities for the Twelfth Week, April 19th - April 25th, 2025

No	Day / Date	Activity	Location
1.	Saturday, April 19, 2025	Copy of BC 3.0 export document	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, April 21, 2025	Print and stamp BC 2.7 documents	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, April 22, 2025	Preparing export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, April 23, 2025	Print and compile BC 2.7 documents and Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, April 24, 2025	a. Entering invoice documents in BC 2.7 b. Submit form 3D data container in ceisa 4.0 and Copying BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, April 25, 2025	a. Recording time sheet BC 3.0 b. Copy and stamp BC 3.0 documents and Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from April 26 to May 02, 2025, are as follows:

Table 3.14 Work Activities for the Thirteenth Week, April 26th - May 02th, 2025

No	Day / Date	Activity	Location
1.	Saturday, April 26, 2025	a. Copy of BC 3.0 document b. Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, April 28, 2025	Inserting wb report document into BC 2.7	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, April 29, 2025	a. Recording timesheet BC 3.0 b. Summary of material weighing report acceptance wb sdo	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, April 30, 2025	a. Recording timesheet BC 3.0 b. Summary of material weighing report acceptance wb sdo c. Scan and stamp BC 2.7	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, May 01, 2025	Holiday (International Workers' Day)	-
6.	Friday, May 02, 2025	a. Scan and archive BC 2.7 documents b. Photocopy of BC 3.0 document	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from May 03 to May 09, 2025, are as follows:

Table 3.15 Work Activities for the Fourteenth Week, May 03th - May 09th, 2025

No	Day / Date	Activity	Location
1.	Saturday, May 03, 2025	Photocopy and scan BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, May 05, 2025	a. Copy, stamp and scan BC 2.5 documents b. Creating invoice document BC 2.7 and changing the quantity and total of raw materials BC 2.7	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, May 06, 2025	Recording timesheet BC 3.0 and Scan and copy BC 3.0	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, May 07, 2025	Photocopy and scan BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, May 08, 2025	Summary of material weighing reports of receipts and expenditures of WB SDO	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, May 09, 2025	Photocopy, scan and stamp BC 2.5 documents and Preparing BC 2.7 documents	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from May 10 to May 16, 2025, are as follows:

Table 3.16 Work Activities for the Fifteenth Week, May 10th - May 16th, 2025

No	Day / Date	Activity	Location
1.	Saturday, May 10, 2025	Scanning export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, May 12, 2025	Holiday (Waisak Day)	-
3.	Tuesday, May 13, 2025	a. Summary of material scales for receipt and expenditure wb sdo BC 2.7 b. Prepare BC 2.7 documents and copy	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, May 14, 2025	a. Scan and copy BC 3.0 b. Prepare BC 3.0 export documents (Invoice, packing list, shipping list) c. Print and enter invoice documents into BC 2.7	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, May 15, 2025	Scan export documents BC 3.0	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, May 16, 2025	a. Scan BC 2.5 documents b. Recording timesheet BC 3.0 c. Checking the status of SPPD document BC 2.7 d. Submit form 3D data container in ceisa 4.0	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from May 17 to May 23, 2025, are as follows:

Table 3.17 Work Activities for the Sixteenth Week, May 17th - May 23th, 2025

No	Day / Date	Activity	Location
1.	Saturday, May 17, 2025	Scanning BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, May 19, 2025	a. Recording timesheet BC 3.0 b. Photocopy of BC 3.0 document c. Scan and archive BC 2.7 documents	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, May 20, 2025	a. BC 3.0 document stamp b. Summary of WB SDO income and expenditure report c. Compiling BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, May 21, 2025	a. Copy of BC 2.5 document b. Copy of BC 3.0 document c. Summary of WB SDO	PT Sari Dumai Oleo, Office (SCM)

		acceptance and expenditure weighing materials d. Recording timesheet BC 3.0	
5.	Thursday, May 22, 2025	a. Photocopy of BC 3.0 document b. Photocopy, stamp and scan BC 2.5 documents c. Change invoice number, date and quantity BC 2.7	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, May 23, 2025	a. Scan BC 3.0 documents b. Change invoice number, date and quantity BC 2.7	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from May 24 to May 30, 2025, are as follows:

Table 3.18 Work Activities for the Seventeenth Week, May 24th - May 30th, 2025

No	Day / Date	Activity	Location
1.	Saturday, May 24, 2025	Archiving BC 3.0 documents	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, May 26, 2025	a. Scan BC 3.0 documents b. Recording timesheet BC 3.0 c. Submit form 3D data container in ceisa 4.0 d. Summary of WB SDO income and expenditure report	PT Sari Dumai Oleo, Office (SCM)
3.	Tuesday, May 27, 2025	a. Recording timesheet BC 3.0 b. Photocopy of BC 3.0 document	PT Sari Dumai Oleo, Office (SCM)
4.	Rabu, 28 Mei, 2025	a. Submit 3D container and vessel data form in ceisa 4.0 b. Copy of BC 3.0 document c. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
5.	Kamis, 29 Mei, 2025	Holiday (Ascension of Isa Al Masih)	-
6.	Jum'at, 30 Mei, 2025	a. Copy of BC 3.0 document b. Submit 3D data container form in ceisa 4.0 c. Photocopy and scan BC 2.5	PT Sari Dumai Oleo, Office (SCM)

Source: processed data, 2025

Details of the activities carried out by the author during the apprenticeship at PT Sari Dumai Oleo (SDS2) on the BC document team from May 31 to June 06, 2025, are as follows:

Table 3.19 Work Activities for the Eighteenth Week, May 31th - June 06th, 2025

No	Day / Date	Activity	Location
1.	Saturday, May 31, 2025	a. Submit 3D data container form in ceisa 4.0 b. Recording timesheet BC 3.0	PT Sari Dumai Oleo, Office (SCM)
2.	Monday, June 02, 2025	a. Photocopy of BC 3.0 document	PT Sari Dumai

		b. Scan BC 3.0 documents c. Submit 3D data container in form ceisa 4.0 d. BC 3.0 archive recap	Oleo, Office (SCM)
3.	Tuesday, June 03, 2025	BC 3.0 document archive summary	PT Sari Dumai Oleo, Office (SCM)
4.	Wednesday, June 04, 2025	Print document BC 2.5	PT Sari Dumai Oleo, Office (SCM)
5.	Thursday, June 05, 2025	a. Print BC 2.5 document b. Record timesheet BC 3.0 c. Photocopy BC 3.0 document	PT Sari Dumai Oleo, Office (SCM)
6.	Friday, June 06, 2025	Holiday (Eid al-Adha)	-

Source: processed data, 2025

3. 5 Obstacles and Solutions of Apprenticeship

During the apprenticeship in the export department of PT Sari Dumai Oleo (SDS2), the author was involved in the preparation of BC 3.0 export documents. In carrying out the internship, the author encountered several common obstacles, and their solutions are as follows:

3. 5. 1 Obstacles

In carrying out apprenticeship at PT Sari Dumai Oleo (SDS2), the author found obstacles that were often experienced in the process of carrying out tasks as follows:

1. Error in filling in data

One obstacle that the author observed is errors in entering data into the CEISA system, such as discrepancies in HS codes, FOB values, or item descriptions. These errors result in documents having to be revised or rejected by the system and having to be filled out again.

2. CEISA system failure

The CEISA system used for submitting export documents sometimes experiences disruptions, especially during busy working hours, which slows down the document submission process.

3. 5. 2 Solutions

To overcome the obstacles mentioned above, the author provides several solutions as follows:

1. To minimize errors in data entry into the CEISA system, it is recommended that regular training or technical guidance be provided to officers who fill out export documents. In addition guidelines or SOPs (Standard Operating Procedures) related to data entry, such as HS codes, FOB values, and descriptions of goods, should be provided so that officers can assist when confusion arises.
2. In anticipation of frequent disruptions to the CEISA system during peak hours it is recommended that documents be submitted early outside of peak hours, if possible. In addition good coordination with customs or system administrators is necessary so that repairs can be made immediately in the event of technical problems thereby preventing lengthy disruptions to the document submission process.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4. 1 Conclusions

Based on the apprenticeship activities that the author has carried out in the export section of PT Sari Dumai Oleo (SDS2), several things can be concluded as follows:

1. During the apprenticeship at PT Sari Dumai Oleo (SDS2), the author was involved in various administrative tasks related to export document processing, especially the preparation of BC 3.0 export documents. Over a four-month period from February 03 to June 06, 2025, the author gained practical experience through activities such as understanding the occupational safety and health (OSH) system, the workflow of export documents, and the completion of 3D data forms and document archiving. PT Sari Dumai Oleo processes palm oil into value-added products.
2. Understanding the systems and procedures at PT Sari Dumai Oleo is very important to support apprenticeship activities, especially in the export sector. The implementation of the CEISA system speeds up the export documentation process by integrating data with the Directorate General of Customs and Excise, improving accuracy and compliance with regulatory standards. Clear procedures during the internship provided practical insights into operational and administrative responsibilities. The author completed a four-month apprenticeship from February 03 to June 06, 2025 at PT Sari Dumai Oleo (SDS2) specializing in the BC 3.0 export document preparation process gaining valuable experience at this Apical Group unit in Dumai, Riau.
3. Apprenticeship the activities provide a real picture of the place and time of work at PT Sari Dumai Oleo (SDS2) which is located on Jl. Pu Lama RT. 015 RW. 000, Lubuk Gaung, Sungai Sembilan, Dumai City, Riau 28826.
4. The apprenticeship at PT Sari Dumai Oleo significantly improved the interns skills in export document management, expanded their practical knowledge

of the palm oil industry, and provided valuable experience in a professional environment, successfully integrating academic learning with real-world application.

5. During the apprenticeship at PT Sari Dumai Oleo, the author found data entry errors and CEISA system failures to be the main obstacles in processing export documents. The proposed solutions include regular training for staff and early submission of documents to improve efficiency and minimize disruptions.

4. 2. Suggestions

As a result of the implementation of apprenticeship at PT Sari Dumai Oleo (SDS2), the author provides the following suggestions which are expected to be input:

1. PT Sari Dumai Oleo (SDS2) is expected to continue improving the accuracy of the export document preparation process, particularly in terms of data input accuracy into the Ceisa system.
2. The ability to collaborate with the industry at PT Sari Dumai Oleo (SDS2) so that students have more opportunities for hands-on field practice and to align the curriculum with the needs of the workplace.
3. Prepare yourself by learning the basics of the export system and documentation before undergoing an apprenticeship. This would facilitate adaptation to the industrial environment and increase your contribution during the internship.
4. Set a schedule for document collection before the official deadline, allowing time for double-checking and correcting errors.
5. Strengthen coordination between departments to improve communication and synergy between the export documentation, production, logistics, and customs teams.

REFERENCES

Apical Group, "Tentang Apical Group," 2025. [Online]. Available: <https://www.apicalgroup.com>. [Accessed: 15-Aug-2025]

Usiono, U. (2024). Pengaruh Kesehatan Kerja, Keselamatan Kerja, Dan Lingkungan Kerja Fisik Terhadap Produktivitas Kinerja Karyawan. *Journal Sains Student Research*, 2(6), 376-379.

Syafitrah, A., Suhaini, A., Fikron Tonaji, M., & Syukri, M. (2023). Analisa Standard Operating Procedure (SOP) Produksi PK (Palm Kernel) Menjadi PKE (Palm Kernel Expeller) Area KCP(Kernel Crushing Plant). *Jurnal Teknologi dan Manajemen Industri Terapan*.

APPENDICES

Appendix 1 Apprenticeship Application 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

Nomor : 5935/PL31/TU/2024

20 November 2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Sari Dumai Sejati
Jl. Lubuk Gaung, Kec. Sungai Sembilan, Kota Dumai, Riau

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan kerja praktek di PT. Sari Dumai Sejati 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.	Handini Arifiani	5404211376	D4 Administrasi Bisnis Internasional

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

Demikian permohonan ini disampaikan, atas perhatian dan kerjasama kami ucapkan terimakasih.

An. Direktur,
Politeknik Negeri Bengkalis

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

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

Appendix 2 Letter of Completion of Internship



Dumai, 12 Desember 2024

Nomor : 649/SDO-ALC/EXT/XII/2025
Perihal : Praktik Kerja Lapangan

Kepada Yth:
Bapak/ Ibu Wakil Direktur III Politeknik Negeri Bengkalis
Di Tempat

Dengan hormat,

Merujuk surat permohonan Praktik Kerja Lapangan dari Politeknik Negeri Bengkalis No: 597.S/PL31/TU/2024 tanggal 20 November 2024, maka diinformasikan bahwa Apical Group, PT. Sari Dumai Oleo menyatakan dapat menerima 1 (satu) mahasiswa yang diajukan untuk melakukan Praktik Kerja Lapangan yang dapat dilaksanakan terhitung tanggal 03 Februari 2025 sampai dengan 06 Juni 2025, sebagai berikut :

No	NIS/NIM	Nama	Jurusan	Penempatan
1	5404211376	Handini Arifiani	D4 Administrasi Bisnis Internasional	SDO - SCM

Untuk itu, peserta Praktik Kerja Lapangan diwajibkan untuk :

1. Memiliki kartu BPJS Ketenagakerjaan;
2. Menyiapkan dan menggunakan Alat Pelindung Diri (APD) berupa *safety shoes* dan *safety helmet* (warna orange);
3. Tidak menggunakan tas ransel selama Praktek Kerja Industri;
4. Memberikan laporan tertulis dan presentasi laporan magang paling lambat 1 (satu) minggu sebelum selesai masa Magang/ Praktik Kerja Industri;
5. Bersedia secara mandiri menyediakan sarana transportasi dan tempat tinggal sendiri;
6. Bersedia menanggung akomodasi, biaya dan resiko yang muncul akibat pelaksanaan Praktik Kerja Lapangan;
7. Melaksanakan Kerja Praktik Industri sesuai ketentuan perusahaan;
8. Bersedia mengikuti orientasi magang yang dilakukan pada hari pertama magang, 03 Februari 2025 pukul 09:00 WIB di Apical Learning Center, PT. Sari Dumai Sejati (CP : Yasra 08117533466)

Demikian disampaikan, atas perhatiannya diucapkan terima kasih.

Hormat kami,

Nanang Arif Mahmudi
Manager, Learning & Development

cc : • File

PT Sari Dumai Oleo

Head Office :

Jl. Palembang Kav 35 - 37, Kebon Melati Tanah Abang Kota Adm Jakarta Pusat 10230 | Tel : (62-21) 230 1119

Factory :

Jl. Fak-Fak Blok A No.47, KBN Marunda, Cilincing, Jakarta Utara DKI Jakarta 14150 | Tel : (62-21) 50894100

Jl. PU Lama RT 015 RW 000 Lubuk Gaung Sungai Sembilan, Kota Dumai Riau 28882 | Tel : (62-765) 4370180

www.apicalgroup.com

Appendix 3 Assessment Sheet of Apprenticeship

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

PT Sari Dumai Oleo (SDS2)

Jl. PU Lama RT 015 RW 000, Kel Lubuk Gaung, Kec Sungai Sembilan, Kota Dumai
Riau, 28826

Name : Handini Arifiani
Student's Identity No. : 5404211376
Study Program : Administrasi Bisnis Internasional
Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	18
2.	Responsibility	25%	22
3.	Adjustment/Adaptation	10%	10
4.	Work Result	30%	25
5.	Behavior in General	15%	13
Total (1+2+3+4+5)		100%	88

Explanation :

Score : Criteria

81 – 100 : Excellence

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough

56 – 60 : Enough

Notes :

Excellence , & pertahankan kerajinan
.....
.....
.....

Dumai, 05 Juni 2025


RIZKI ARDHI
Manager

Appendix 4 Certificate



Appendix 5 Apprenticeship Attendance List

ABSENSI KEGIATAN HARIAN PT SARI DUMAI OLEO (SDS2)

Nama : Handini Arifiani
Nim : 5404211376
Kampus : Politeknik Negeri Bengkalis

No	Hari/Tanggal	Jam Masuk	Jam Keluar	Paraf
1	Senin, 03 Februari 2025	08.00	17.00	
2	Selasa, 04 Februari 2025	08.00	17.00	
3	Rabu, 05 Februari 2025	08.00	17.00	
4	Kamis, 06 Februari 2025	08.00	17.00	
5	Jum'at, 07 Februari 2025	08.00	17.00	
6	Sabtu, 08 Februari 2025	08.00	12.00	
7	Senin, 10 Februari 2025	08.00	17.00	
8	Selasa, 11 Februari 2025	08.00	17.00	
9	Rabu, 12 Februari 2025	08.00	17.00	
10	Kamis, 13 Februari 2025	08.00	17.00	
11	Jum'at, 14 Februari 2025	08.00	17.00	
12	Sabtu, 15 Februari 2025	08.00	12.00	
13	Senin, 17 Februari 2025	08.00	17.00	
14	Selasa, 18 Februari 2025	08.00	17.00	
15	Rabu, 19 Februari 2025	08.00	17.00	
16	Kamis, 20 Februari 2025	08.00	17.00	
17	Jum'at, 21 Februari 2025	08.00	17.00	
18	Sabtu, 22 Februari 2025	08.00	12.00	
19	Senin, 24 Februari 2025	08.00	17.00	
20	Selasa, 25 Februari 2025	08.00	17.00	
21	Rabu, 26 Februari 2025	08.00	17.00	
22	Kamis, 27 Februari 2025	08.00	17.00	
23	Jum'at, 28 Februari 2025	08.00	17.00	
24	Sabtu, 01 Maret 2025	08.00	12.00	
25	Senin, 03 Maret 2025	08.00	17.00	
26	Selasa, 04 Maret 2025	08.00	17.00	
27	Rabu, 05 Maret 2025	08.00	17.00	
28	Kamis, 06 Maret 2025	08.00	17.00	
29	Jum'at, 07 Maret 2025	08.00	17.00	
30	Sabtu, 08 Maret 2025	08.00	12.00	
31	Senin, 10 Maret 2025	08.00	17.00	
32	Selasa, 11 Maret 2025	08.00	17.00	
33	Rabu, 12 Maret 2025	-	-	Izin Sakit
34	Kamis, 13 Maret 2025	08.00	17.00	
35	Jum'at, 14 Maret 2025	08.00	17.00	
36	Sabtu, 15 Maret 2025	08.00	12.00	
37	Senin, 17 Maret 2025	08.00	17.00	
38	Selasa, 18 Maret 2025	08.00	17.00	
39	Rabu, 19 Maret 2025	08.00	17.00	

40	Kamis, 20 Maret 2025	08.00	17.00	
41	Jum'at, 21 Maret 2025	08.00	17.00	
42	Sabtu, 22 Maret 2025	08.00	12.00	
43	Senin, 24 Maret 2025	08.00	17.00	
44	Selasa, 25 Maret 2025	08.00	17.00	
45	Rabu, 26 Maret 2025	08.00	17.00	
46	Kamis, 27 Maret 2025	08.00	17.00	
47	Jum'at, 28 Maret 2025	08.00	17.00	
48	Sabtu, 29 Maret 2025	-	-	Hari Raya Syaiti
49	Senin, 31 Maret 2025	-	-	Hari Idul Fitri
50	Selasa, 01 April 2025	-	-	Hari Idul Fitri
51	Rabu, 02 April 2025	08.00	17.00	
52	Kamis, 03 April 2025	08.00	17.00	
53	Jum'at, 04 April 2025	08.00	17.00	
54	Sabtu, 05 April 2025	08.00	12.00	
55	Senin, 07 April 2025	08.00	17.00	
56	Selasa, 08 April 2025	08.00	17.00	
57	Rabu, 09 April 2025	08.00	17.00	
58	Kamis, 10 April 2025	08.00	17.00	
59	Jum'at, 11 April 2025	-	-	Izin Acara Keluarga
60	Sabtu, 12 April 2025	08.00	12.00	
61	Senin, 14 April 2025	08.00	17.00	
62	Selasa, 15 April 2025	08.00	17.00	
63	Rabu, 16 April 2025	08.00	17.00	
64	Kamis, 17 April 2025	08.00	17.00	
65	Jum'at, 18 April 2025	-	-	Hari Raya Isa Almasih
66	Sabtu, 19 April 2025	08.00	12.00	
67	Senin, 21 April 2025	08.00	17.00	
68	Selasa, 22 April 2025	08.00	17.00	
69	Rabu, 23 April 2025	08.00	17.00	
70	Kamis, 24 April 2025	08.00	17.00	
71	Jum'at, 25 April 2025	08.00	17.00	
72	Sabtu, 26 April 2025	08.00	12.00	
73	Senin, 28 April 2025	08.00	17.00	
74	Selasa, 29 April 2025	08.00	17.00	
75	Rabu, 30 April 2025	08.00	17.00	
76	Kamis, 01 Mei 2025	-	-	Hari Buruh Internasional
77	Jum'at, 02 Mei 2025	08.00	17.00	
78	Sabtu, 03 Mei 2025	08.00	12.00	
79	Senin, 05 Mei 2025	08.00	17.00	
80	Selasa, 06 Mei 2025	08.00	17.00	
81	Rabu, 07 Mei 2025	08.00	17.00	
82	Kamis, 08 Mei 2025	08.00	17.00	
83	Jum'at, 09 Mei 2025	08.00	17.00	
84	Sabtu, 10 Mei 2025	08.00	12.00	
85	Senin, 12 Mei 2025	-	-	Hari Raya Waisak
86	Selasa, 13 Mei 2025	08.00	17.00	
87	Rabu, 14 Mei 2025	08.00	17.00	


88	Kamis, 15 Mei 2025	08.00	17.00	
89	Jum'at, 16 Mei 2025	08.00	17.00	
90	Sabtu, 17 Mei 2025	08.00	12.00	
91	Senin, 19 Mei 2025	08.00	17.00	
92	Selasa, 20 Mei 2025	08.00	17.00	
93	Rabu, 21 Mei 2025	08.00	17.00	
94	Kamis, 22 Mei 2025	08.00	17.00	
95	Jum'at, 23 Mei 2025	08.00	17.00	
96	Sabtu, 24 Mei 2025	08.00	12.00	
97	Senin, 26 Mei 2025	08.00	17.00	
98	Selasa, 27 Mei 2025	08.00	17.00	
99	Rabu, 28 Mei 2025	08.00	17.00	
100	Kamis, 29 Mei 2025	-	-	Hari Kemerdekaan Isa Almasih
101	Jum'at, 30 Mei 2025	08.00	17.00	
102	Sabtu, 31 Mei 2025	08.00	12.00	
103	Senin, 02 Juni 2025	08.00	17.00	
104	Selasa, 03 Juni 2025	08.00	17.00	
105	Rabu, 04 Juni 2025	08.00	17.00	
106	Kamis, 05 Juni 2025	08.00	17.00	
107	Jum'at, 06 Juni 2025	-	-	Hari Idul Adha



Dumai, 05 Juni 2025
RIZKA ARDIHI
Maret

Appendix 6 Daily Activity Of Apprenticeship


Day : Monday-Saturday


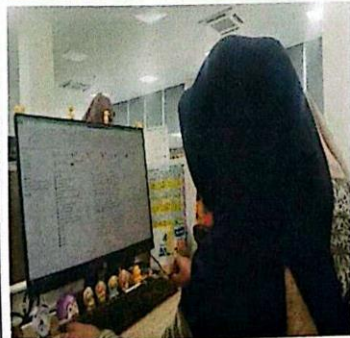
Date : 03-08 February 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Procedures for regulations regarding occupational health and safety (K3) and Getting to Know the Company Profile.	Novia Safitri	
2.	Archiving BC 3.0 export documents.		
3.	Submit form 3D data container in Ceisa 4.0		
4.	Scanning export documents BC 3.0		
5.	Scanning export documents BC 3.0		
6.	Export notification stamp of goods document BC 3.0		
Note by Industrial Coach			

No	Working	Explanation
1.	 	<p>The K3 introduction explains the importance of occupational safety and health and provides an overview of Apical, a company focused on sustainability. replacing the invoice document number</p>

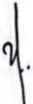
Day : Monday-Saturday
 Date : 10-15 February 2025



No	Description of Activities	Tasks Assignor	Signature
1.	Entering PEB into BC 3.0 export documents	Novia Safitri	
2.	Recording timesheet BC 3.0		
3.	Archiving BC 3.0 export document		
4.	Scan export documents BC 3.0		
5.	BC 3.0 PEB document stamp, Invoice, Packing List		
6.	copy of BC 3.0 export documents		
Note by Industrial Coach			

No	Working	Explanation
1.	 	<p>BC 3.0 timesheet recording covers the time and activities involved in preparing export documents. The aim is to monitor work efficiency and process accuracy.</p> <p>BC 3.0 document archive.</p>


Day : Monday-Saturday



Date : 17-22 February 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Scanning export documents BC 3.0	Novia Safitri	
2.	PEB stamp export document BC 3.0		
3.	Summary of SPPD document BC 2.7		
4.	Recapitulation of weighing material in BC 2.7 acceptance report		
5.	Submit 3D data container form in Ceisa 4.0		
6.	Recapitulation of weighing material in BC 2.7 acceptance report		
Note by Industrial Coach			


No	Working	Explanation
1.	 	<p>Document scanning converts physical documents into digital format, facilitating the storage, archiving, and electronic delivery of documents.</p> <p>Photocopies of documents BC 3.0.</p>


Day : Monday-Saturday
Date : 24 February-01 Maret 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Submit form 3D data container in ceisa 4.0	Novia Safitri	
2.	PEB stamp export documents		
3.	Recording export document timesheet BC 3.0		
4.	Scan and copy BC 3.0 export documents		
5.	Checking the report on the receipt of goods, quantity, local documents BC 2.7		
6.	BC 2.7 local document weighing summary		
Note by Industrial Coach			

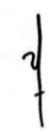
No	Working	Explanation
1.	 	<p>The process of printing documents involves printing digital files onto paper for archiving, administration, or distribution. It requires a printer and prepared files. BC 3.0 document archive.</p>

Day : Monday-Saturday
Date : 03-08 Maret 2025


No	Description of Activities	Tasks Assignor	Signature
1.	Photocopy of BC 3.0 export documents	Novia Safitri	
2.	BC .7 scale summary		
3.	Copy of BC 3.0 export document		
4.	BC 3.0 export document stamp		
5.	Scan BC 3.0 documents		
6.	Print, stamp and scan local documents BC 2.7		
Note by Industrial Coach			

No	Working	Explanation
1.		Document recap is the process of collecting and compiling important data so that it is organized and easy to analyze or report.

Day : Monday-Saturday
Date : 10-15 Maret 2025


No	Description of Activities	Tasks Assignor	Signature
1.	Scan BC 2.7 documents	Novia Safitri	
2.	Recording timesheet BC 3.0		
3.	SICK LEAVE		
4.	Recording timesheet BC 3.0		
4.	Scan and stamp BC 3.0 export documents		
6.	Scan local documents BC 2.7		
Note by Industrial Coach			


No	Working	Explanation
----	---------	-------------

1.		An invoice is an official document from the seller to the buyer that lists the transaction details, quantity, price, and total payment.
----	---	---

Day : Monday-Saturday


Date : 17-22 Maret 2025


No	Description of Activities	Tasks Assignor	Signature
1.	Summarize the report on WB receipts and local expenditures BC 2.7	Novia Safitri	
2.	Submit form 3D data container in ceisa 4.0		
3.	Scan, stamp and photocopy BC 3.0 export documents		
4.	Recording timesheet BC 3.0		
5.	Photocopy of BC 3.0 export documents		
6.	Summary of WB SDO receipts and local SB SDO expenditures BC 2.7		
Note by Industrial Coach			

No	Working	Explanation
1.		BC 3.0 document scanning is important for storing export documents digitally in the CEISA system to ensure a smooth export process.

Day : Monday-Saturday

Date : 24-29 Maret 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Copy of BC 3.0 export document	Novia Safitri	
2.	Fill in the BC 2.7 submission date		
3.	Export document correction notes BC 3.0 bill of lading date in ceisa 4.0		
4.	Summarize invoice number and BC 2.7 date		
5.	Preparing export documents bill of lading BC 3.0		
6.	Holiday (Holy Day of Nyepi Saka New Year)		
Note by Industrial Coach			


No	Working	Explanation
1.		BC 3.0 document stamping is the process of affixing an official stamp to export documents after they have been verified. This indicates that the documents are ready for the export process.

Day : Monday-Saturday

Date : 31 Maret-05 April 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Holiday (Eid al-Fitr)	Novia Safitri	

2.	Holiday (Eid al-Fitr)		y.
3.	Recording and entering export document time sheets BC 3.0		
4.	Submit form 3D data container in ceisa 4.0		
5.	Scan export documents BC 3.0		
6.	Scan and print export service note (NPE) export document BC 3.0		
Note by Industrial Coach			


No	Working	Explanation
1.		Submitting Form 3D Ship and Container BC 3.0 is the process of submitting data about ships and containers for export. This form must be submitted through the CEISA system for Customs approval.

Day : Monday-Saturday

Date : 07-12 April 2025

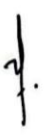
No	Description of Activities	Tasks Assignor	Signature
1.	Scan and photocopy BC 3.0 export documents	Novia Safitri	y.
2.	Submit form 3D data container in ceisa 4.0		
3.	Recording timesheet document BC 3.0		
4.	Summary of material weighing reports of WB SDO receipts and local expenditures		
5.	Family Event Permit		
6.	BC 3.0 export document archive		
Note by Industrial Coach			


No	Working	Explanation
----	---------	-------------

1.		The BC 3.0 recap archive is a document containing data from the export document submission process. The archive is stored physically and digitally for checking and auditing purposes.
----	---	--

Day : Monday-Saturday

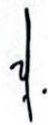
Date : 14-19 April 2025

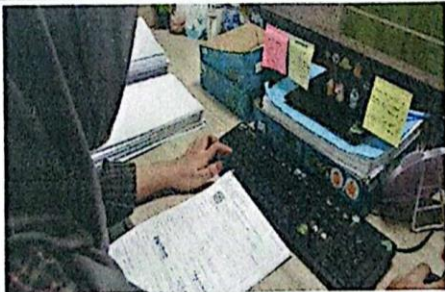

No	Description of Activities	Tasks Assignor	Signature
1.	Recording timesheet BC 3.0	Novia Safitri	
2.	Photocopy and include invoice documents, packing list, shipping list and BC 3.0 stamp		
3.	Submit form 3D data container in ceisa 4.0		
4.	Summary of material weighing report acceptance wb sdo		
5.	Holiday (Death Day of Jesus Christ)		
6.	Copy of BC 3.0 export document		
Note by Industrial Coach			

No	Working	Explanation
1.		Submitting Form 3D Data Container is the process of electronically submitting export container data through the CEISA (Customs-Excise Information System and Automation) system. This form contains detailed information about the container used, such as container number, size, type of cargo, and ownership status.

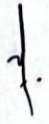
Day : Monday-Saturday


Date : 21-26 April 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Print and stamp BC 2.7 documents	Novia Safitri	
2.	Preparing export documents BC 3.0		
3.	Submit form 3D data container in ceisa 4.0		
4.	Copying BC 3.0 documents		
5.	Recording time sheet BC 3.0		
6.	Summary of material weighing report acceptance wb sdo		
Note by Industrial Coach			


No	Working	Explanation
1.	 	Preparing BC 3.0 documents is the process of preparing and organizing all supporting documents required for export applications using the BC 3.0 form, including collecting invoices, packing lists, PEBs, and other documents.


Day : Monday-Saturday
Date : 28 April-03 Mei 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Inserting wb report document into BC 2.7	Novia Safitri	
2.	Summary of material weighing report acceptance wb sdo		
3.	Recording timesheet BC 3.0		
4.	Holiday (International Workers' Day)		
5.	Scan and archive BC 2.7 documents		
6.	Photocopy and scan BC 3.0 documents		
Note by Industrial Coach			

No	Working	Explanation
1.		Submit Form 3D Container is the process of submitting data related to export containers through an online system, usually done after all supporting documents have been prepared.


Day : Monday-Saturday
Date : 05-10 Mei 2025

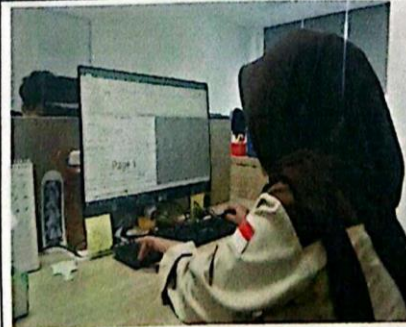
No	Description of Activities	Tasks Assignor	Signature
1.	Copy, stamp and scan BC 2.5 documents	Novia Safitri	
2.	Scan and copy BC 3.0		
3.	Photocopy and scan BC 3.0 documents		
4.	Summary of material weighing reports of receipts and expenditures of WB SDO		
5.	Photocopy, scan and stamp BC 2.5 documents		
6.	Scanning export documents BC 3.0		
Note by Industrial Coach			

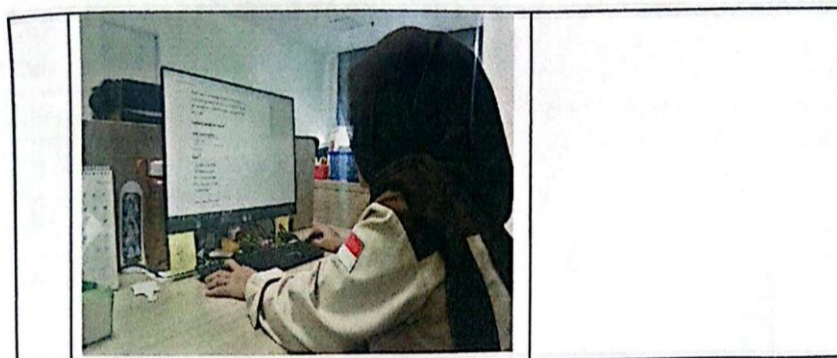
No	Working	Explanation
1.		BC 3.0 document archiving is the activity of recording and grouping all documents related to exports that have been compiled and processed using the BC 3.0 form.

Day : Monday-Saturday

Date : 12-17 Mei 2025


No	Description of Activities	Tasks Assignor	Signature
1.	Holiday (Waisak Day)	Novia Safitri	
2.	Summary of material scales for receipt and expenditure wb sdo BC 2.7		
3.	Prepare BC 3.0 export documents (Invoice, packing list, shipping list)		
4.	Scan export documents BC 3.0		
5.	Submit form 3D data container in ceisa 4.0		
6.	Scanning BC 3.0 documents		
Note by Industrial Coach			


No	Working	Explanation
1.		Changing an invoice is the process of correcting or adjusting a previously created billing document (invoice). These changes may include data such as the buyer's name, quantity of goods, price, or transaction date.



Day : Monday-Saturday

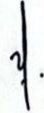
Date : 19-24 Mei 2025


No	Description of Activities	Tasks Assignor	Signature
1.	Recording timesheet BC 3.0	Novia Safitri	
2.	BC 3.0 document stamp		
3.	Copy of BC 3.0 document		
4.	Change invoice number, date and quantity BC 2.7		
5.	Scan BC 3.0 documents		
6.	Archiving BC 3.0 documents		
Note by Industrial Coach			

No	Working	Explanation
1.		Changing invoice numbers is the process of correcting or adjusting the amount stated on an invoice document due to input errors, price revisions, changes in the quantity of goods, or changes in agreements with buyers.

Day : Monday-Saturday

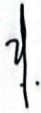
Date : 26-31 Mei 2025

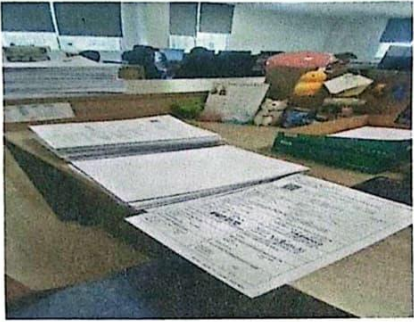
No	Description of Activities	Tasks Assignor	Signature
1.	Scan BC 3.0 documents	Novia Safitri	
2.	Recording timesheet BC 3.0		
3.	Submit 3D container and vessel data form in ceisa 4.0		
4.	Holiday (Ascension of Isa Al Masih)		
5.	Copy of BC 3.0 document		
6.	BC 3.0 archive recap		
Note by Industrial Coach			

No	Working	Explanation
1.		<p>Photocopying documents is the process of duplicating physical documents using a photocopier. This activity aims to make copies of the original documents that can be used for archiving, distribution, or administrative purposes without having to use the original documents.</p>

Day : Monday-Saturday

Date : 02-06 Juni 2025

No	Description of Activities	Tasks Assignor	Signature
1.	Photocopy of BC 3.0 document	Novia Safitri	
2.	BC 3.0 document archive summary		
3.	Print document BC 2.5		
4.	Record timesheet BC 3.0		
5.	Holiday (Eid al-Adha)		
Note by Industrial Coach			

No	Working	Explanation
1.		<p>By having well-organized archives, companies can avoid data duplication, speed up the information search process, and ensure compliance with customs regulations and internal company rules.</p>






Appendix 7 Photo With Export Document Team Employee Staff



Appendix 8 Revision Sheet Apprenticeship

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : Handini Arifiani
Student's Identity No : 5404211376
Apprenticeship Place : PT. Sari Dumai Oleo (SDS2)
Advisor : Adrian Irnanda Pratama, S.Sos., M.B.A

No.	Date and Time	Revision	Signature
1.	07/07/2025	-Tata tulis -Tambahkan tentang Magang di background	
2.	09/07/2025	Tambahkan alasan memilih tempat magang	
3.	15/07/2025	Benefit for students Benefit for company Benefit for campus	
4.	18/07/2025	Jelaskan pada Job masing-masing	
5.	22/7/2025	Ace Gantikan daftar bidang ke	

Bengkalis, 22 July 2025
Advisor



Adrian Irnanda Pratama, S.Sos., M.B.A
NIP. 198911172019031012