

APPRENTICESHIP REPORT

**PT PELINDO TERMINAL PETIKEMAS TPK PERAWANG
ENGINEERING DIVISION**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2026**

APPROVAL SHEET

PT PELINDO TERMINAL PETIKEMAS TPK PERAWANG ENGINEERING DIVISION

Written as one of the requirements to complete an internship

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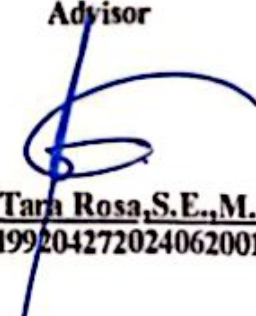
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Perawang, 31 May 2026



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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In an era of technological advancement and increasingly fierce job competition, academic skills alone are not enough to meet the demands of the workplace. Therefore, practical experience gained through internships is crucial for enhancing one's competencies and readiness for the workforce. Through internships, participants are expected to develop the communication and teamwork skills, as well as the ability to navigate the workplace, that are necessary in a corporate environment (Diana et al., 2025).

PT Pelabuhan Indonesia I (Persero) was known as "Haven Bedrijf" during the Dutch colonial period. After the independence of the Republic of Indonesia, between 1945 and 1950, the company's status changed to the Port Authority. PT Pelindo Indonesia (persero), 2021. In 1969, the Port Authority was transformed into a State-Owned Enterprise (BUMN) with the status of a State Port Company, abbreviated as PNP. From 1969 to 1983, PN Pelabuhan was transformed into a Port Management Agency known as the Port Management Agency (Badan Pengusahaan Pelabuhan), abbreviated as BPP. In 1983, pursuant to Government Regulation No. 11 of 1983, the Port Management Agency (BPP) was reorganized into the Public Port Company I, abbreviated as Perumpel I (Nuralamsyah et al., 2022).

The Pelindo merger has officially been completed with the signing of the Deed of Merger for four State-Owned Enterprises (SOEs) providing port services namely PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero), and PT Pelabuhan Indonesia IV (Persero) into PT Pelabuhan Indonesia II (Persero), which serves as the surviving entity. The Deed of Merger was signed by Pelindo I President Director Prasetyo, Pelindo II President Director Arif Suhartono, Pelindo III President Director Boy Robyanto, and Pelindo IV Director Prasetyadi. The signing was witnessed online by Deputy Minister II for SOEs Kartika Wirjoatmodjo. The signing ceremony took place in a hybrid format on Friday afternoon, October 1, in Jakarta. Earlier that same morning, President Joko

Widodo had signed Government Regulation No. 101 of 2021 concerning the Merger of PT Pelindo I, III, and IV (Persero) into PT Pelabuhan Indonesia II (Persero) (Efendi, 2025).

In conjunction with Pelindo's merger, a Social and Environmental Responsibility Program titled "Pelindo Beramal" was also implemented, consisting of cash assistance for underprivileged communities and ambulance support. A total of 7,334 children received assistance, representing the combined total of regular employees at Pelindo I, II, III, and IV, plus members of the Board of Directors (BOD) and Board of Commissioners (BOC). The total amount of aid was Rp2,200,200,000 (two billion two hundred million two hundred thousand rupiah). The "Pelindo Beramal" program was carried out simultaneously during the fourth week of September 2021 across the respective regions of Pelindo I, II, III, and IV.

The Pelindo merger opens up opportunities for the company to expand globally. This integration will elevate Pelindo to the position of the world's 8th-largest container terminal operator, with a total container throughput of 16.7 million TEUs (twenty-foot equivalent units). The merger also consolidates financial resources, increases leverage, and strengthens the company's (Afdar et al., 2024).

PT. Pelindo Terminal Petikemas (SPTP) is a sub-holding company of the state-owned port operator Pelindo that focuses on managing container terminals throughout Indonesia. Backed by an extensive network comprising 32 ports, 15 branches, and 7 subsidiaries, we have handled more than 12.4 million TEUs. As part of our vision to build a world-class terminal network, PT. Pelindo Terminal Petikemas continues to standardize operations across all the terminals we manage. Through the implementation of technology and integrated operational systems, we support better connectivity among terminals located in strategic locations throughout Indonesia to achieve faster loading and unloading processes, higher operational efficiency, and quality service (Khamidah & Nurcholis, 2026).

With a strong commitment to innovation and strategic partnerships, we continue to expand our network of increasingly interconnected, world-class container terminals. This is part of our strategic role in driving national economic growth and equity.

Perawang Container Terminal As one of the largest industrial centers in Riau, Perawang has direct access to the Siak River.

1.2 Purpose of Apprenticeship

The internship program organized by the International Business Administration Study Program at the Bengkalis State Polytechnic has the following objectives:

1. To explain the job descriptions within the Engineering Division at PT Pelindo Peti Kemas Perawang.
2. To identify the location and schedule for the internship at PT Pelindo Peti Kemas Perawang.
3. To explain the work systems and procedures implemented in the Engineering Division at PT Pelindo Peti Kemas Perawang.
4. To identify the challenges faced during the internship and the solutions implemented in the Engineering Division at PT Pelindo Peti Kemas Perawang.

1.3 Significance of the Apprenticeship

The internship program implemented by the Bengkalis State Polytechnic International Business Administration Study Program has the benefits of achieving the following:

1.3.1 For the Author

This program is a valuable opportunity to gain hands-on experience in the world of work. The author can hone practical skills, both hard skills in accordance with his field of study and soft skills such as communication, teamwork, and time management.

1.3.2 For The Bengkalis State Polytechnic

Through the internship program, Politeknik Negeri Bengkalis can ensure that students not only gain theoretical knowledge, but also practical experience relevant to the world of work. This helps to create graduates who are better prepared

to face professional challenges after graduation.

1.3.3 For the PT Pelindo Petikemas Perawang

The presence of interns provides additional human resources that can assist in various operational activities or specific projects. Companies also benefit from making the internship program an initial recruitment tool.

CHAPTER II

GENERAL DESCRIPTION OF THE PT PELINDO PETIKEMAS PERAWANG

2.1 History of PT Pelindo Petikemas Perawang

PT Pelindo Terminal Petikemas Perawang is one of the container terminals managed by PT Pelindo Terminal Petikemas, a subsidiary of PT Pelabuhan Indonesia (Persero). PT Pelabuhan Indonesia (Persero) 2021, or Pelindo, was established on October 1, 2021, through the merger of PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia II (Persero), PT Pelabuhan Indonesia III (Persero), and PT Pelabuhan Indonesia IV (Persero). The merger was carried out to improve the efficiency of port management and strengthen national logistics services (Liu, 2024).

The Perawang Container Terminal is located in Tualang Subdistrict, Siak Regency, Riau Province. This terminal plays a vital role in supporting logistics and goods distribution, particularly through container transport in the Riau region and its surroundings. The terminal handles container loading and unloading, container storage, and various port support services that facilitate the smooth flow of goods to and from industrial areas (Liperda & Rahmadanti, 2023).

In carrying out its operations, PT Pelindo Terminal Petikemas Perawang is supported by various loading and unloading facilities and equipment, such as a container yard, reach stackers, forklifts, head trucks, trailers, and an information technology-based operational system. In addition, the company has an Engineering Division responsible for the maintenance, upkeep, and repair of all facilities and operational equipment to ensure they remain in optimal condition. With the support of a professional workforce and the implementation of occupational safety standards, PT Pelindo Terminal Petikemas Perawang continues to strive to provide safe, effective, efficient, and high-quality port services to all service users.

Below is the logo of PT Pelindo Terminal Petikemas Perawang, along with a photo of the PT Pelindo Terminal Petikemas Perawang office:



Figure 2. 1 Logo PT Pelindo Terminal Petikemas and Office PT Pelindo

Source: Processed Data PT Pelindo 2026

2.2 Vision and Mission PT Pelindo Terminal Petikemas Perawang

It is very important for every organization to have a clear vision and mission, as both serve as the foundation for achieving its goals. PT. Pelindo Terminal Petikemas Perawang's vision and mission are as follows:

2.2.1 Vision

A leading, world-class terminal operator.

2.2.2 Mission

Supporting an integrated container ecosystem through operational excellence, network optimization, and strategic partnerships to foster national economic growth.

2.3 Kind of Business

PT Pelindo Terminal Petikemas Perawang operates in the port services sector, specifically container terminal services. Its business activities include loading and unloading containers to and from ships, storing containers in the container yard, and receiving and dispatching containers. In addition, the company also provides various operational support services, such as the operation and maintenance of loading and unloading equipment, terminal facility management, and the implementation of port information systems to support the smooth flow of logistics. The primary focus of its business activities is to provide safe, efficient,

and high-quality container terminal services to support trade and the distribution of goods in the Riau region and its surroundings.

2.4 Company Organizational Structure PT Pelindo Terminal Petikemas Perawang

The organizational structure of PT Pelindo Terminal Petikemas Perawang is a framework that outlines the division of duties, authority, responsibilities, and working relationships among departments within the company. This organizational structure serves as a guideline for coordinating all operational activities so that each division can work effectively and efficiently to achieve the company's objectives.

Implementing a clear organizational structure helps streamline operational processes, improve coordination between departments, and clarify each employee's responsibilities in accordance with their duties and functions. With a structured division of authority, decision-making can occur more quickly, communication becomes more effective, and any operational issues can be addressed by the appropriate unit. The following is the organizational structure of PT Pelindo Terminal Petikemas Perawang:

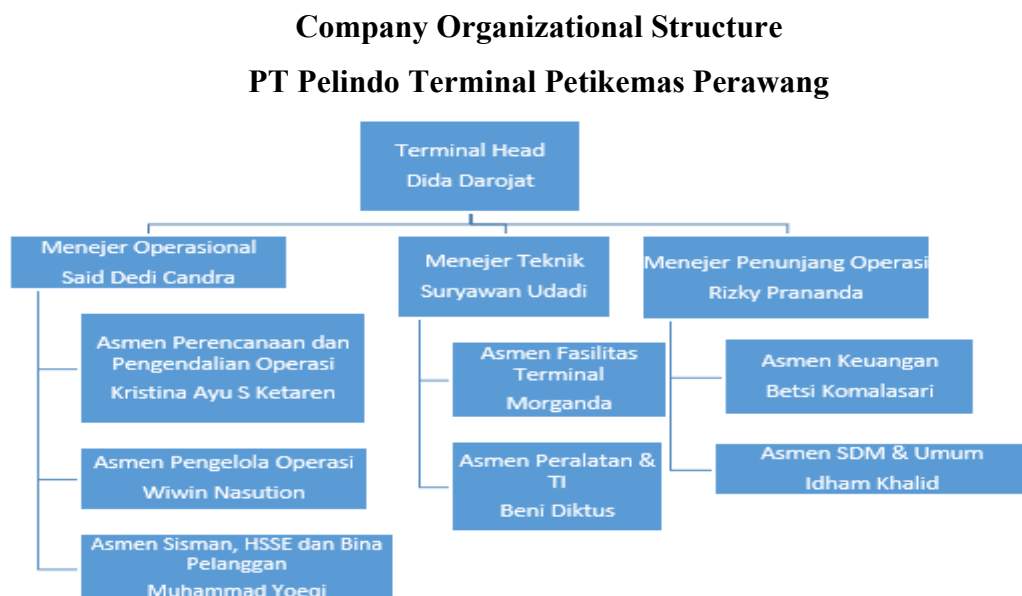


Figure 2. 2 Organizational Structure of PT Pelindo Terminal Petikemas Perawang
Source: PT Pelindo Terminal Petikemas Perawang 2026

Based on the description of the organizational structure above, the author is placed in the administration office where his job is to take care of finances for fund disbursement and make the necessary correspondence. The organizational structure has several duties and authorities that must be carried out, as follows below are the duties and authorities:

1. Terminal Head

- a. Purpose

The Terminal Head is the highest-ranking executive at PT Pelindo Terminal Petikemas Perawang and is responsible for all of the company's operational, technical, administrative, and management activities. The Terminal Head is tasked with planning, directing, supervising, and evaluating all company activities to ensure they align with the company's vision, mission, policies, and established performance targets. Additionally, the Terminal Head is responsible for making strategic decisions and ensuring effective coordination among all divisions.

2. Operations Manager

The Operations Manager reports to the Terminal Head and is responsible for managing all operational activities at the container terminal. The manager's primary duties are to ensure that loading and unloading operations, vessel services, and customer service are conducted safely, effectively, efficiently, and in accordance with the company's operational standards.

- a. Assistant Manager of Planning and Operations Control

The Assistant Manager of Planning and Operations Control is responsible for developing operational plans for the terminal, managing vessel and container service schedules, and overseeing all operational processes. This department also evaluates operational performance to ensure that services are delivered in accordance with the company's targets.

- b. Assistant Manager of Operations

The Assistant Manager of Operations is responsible for overseeing day-to-day operational activities in the field. Their duties include supervising the loading and unloading of containers, managing the use of loading and unloading

equipment, coordinating the operational workforce, and ensuring that all activities are conducted in accordance with procedures and safety standards.

c. Assistant Manager, Sisman, HSSE, and Customer Relations

The Assistant Manager of Systems Management, HSSE, and Customer Relations is responsible for managing the Management System (Sisman), Health, Safety, Security, and Environment (HSSE), and customer relations. This department ensures that all operational activities comply with occupational safety, security, and environmental protection standards, and provides excellent service to terminal users.

3. Technical Manager

The Technical Manager is responsible for managing all technical aspects related to the facilities and operational equipment at the container terminal. The primary responsibility is to ensure that all loading and unloading equipment, terminal facilities, and operational support systems are in good working order so that operations can run smoothly.

a. Terminal Facilities Manager

The Terminal Facilities Assistant Manager is responsible for managing, maintaining, and repairing all terminal facilities, such as operational buildings, terminal roads, drainage systems, electrical systems, lighting, and other supporting facilities. The goal is to ensure that all terminal infrastructure remains in good working order and supports smooth operations.

b. Assistant Manager, Equipment and IT

The Assistant Manager of Equipment and Information Technology is responsible for the maintenance, upkeep, and repair of all operational equipment, such as reach stackers, forklifts, head trucks, trailers, and other supporting equipment. In addition, this department manages the information technology systems used in terminal operations to ensure that all systems run smoothly and support customer service.

4. Operations Support Manager

The Operations Support Manager is responsible for providing support for all of the company's operational activities through the management of administration,

finance, human resources, and general services. This department ensures that all of the company's internal needs are met so that operational activities run smoothly.

a. Finance Department

The Assistant Finance Manager is responsible for managing all of the company's financial activities, from budget preparation and recording financial transactions to controlling operating expenses and preparing financial statements. This department also ensures that financial management is conducted transparently, accountably, and in accordance with company policy.

b. Assistant Director of Human Resources and General Affairs

The Assistant Manager of Human Resources and General Affairs is responsible for human resources management, personnel administration, recruitment, training, employee performance evaluations, and the provision of the company's general facilities and services. This department also ensures that the office's administrative and operational needs are adequately met.

2.5 The Working Process

Work processes at the Engineering Department of PT Pelindo Terminal Petikemas Perawang begin with compiling data on Unit Price Contracts (KHS) and non-KHS contracts as part of engineering work administration. This activity aims to ensure that all data related to projects, maintenance, and procurement is properly documented and systematically organized. Next, the company's financial documents are entered into the system and archived so that all documents are neatly stored and easily retrievable when needed. In addition, the Engineering Department also prepares official minutes as formal documents used to record the results of work execution, inspections, and work handover. Another activity involves revising the Standard Operating Procedures (SOPs) for IT equipment loans to ensure that the procedures remain aligned with the company's operational needs. The following provides a more detailed explanation of each activity and its workflow:

a. Compiling Unit Price Contract (UPC) and Non-UPC Data

The compilation of Unit Price Contract (UPC) and Non-KHS data is one of the

administrative tasks carried out by the Engineering Department at PT Pelindo Terminal Petikemas Perawang. This activity aims to collect, organize, and categorize engineering work data based on the type of contract used. KHS data covers work performed under unit price contracts, while Non-UPC data covers work performed outside of such contracts.

The compilation process begins by gathering work documents from each completed activity. Next, the data is checked for completeness and accuracy before being entered into the compilation sheet. The compiled data is used to monitor work progress, prepare periodic reports, and evaluate operational activities within the Engineering Department.

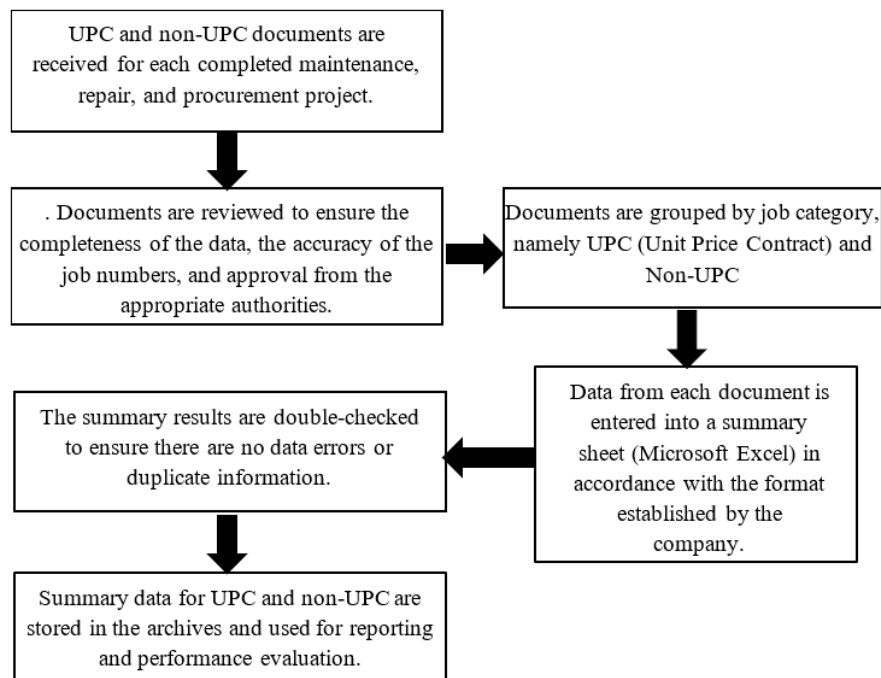


Figure 2. 3 Compiling Unit Price Contract (UPC) and Non-UPC Data

Source: Processed Data 2026

b. Entering Financial Archive Data for Pelindo

The entry of financial archive data is an administrative activity aimed at systematically storing and managing a company's financial documents. Archived documents include invoices, payment receipts, payment requests, purchase documents, and other supporting documents related to the operations of the Engineering Department.

The data entry process begins by verifying the completeness of each document,

followed by entering the data into the company's system or archival storage media. Once all data has been entered, the documents are organized according to specific categories and time periods, making it easier to retrieve them when needed for reporting, audits, or financial evaluations.

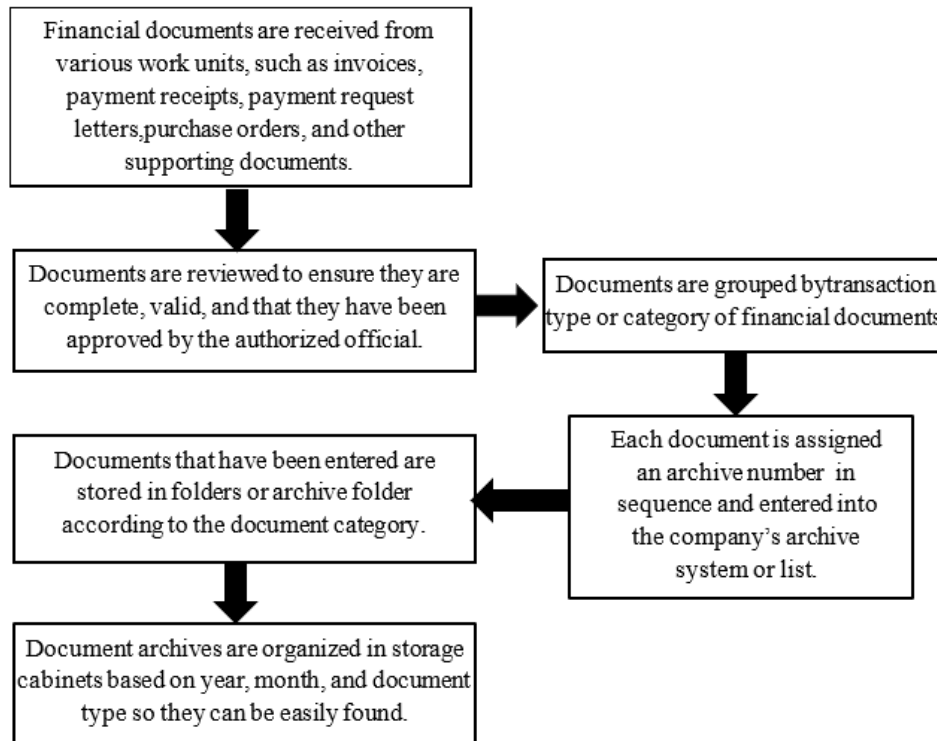


Figure 2. 4 Entering Financial Archive Data for Pelindo

Source: Processed Data 2026

c. **Preparing the Official Minutes**

A meeting minutes is an official document created to record the conduct of an activity, the results of an inspection, the completion of work, or the handover of goods or work. This document serves as administrative evidence that an activity has been carried out in accordance with applicable procedures. A meeting minutes is prepared by including information regarding the date of the event, the parties involved, a description of the activity, the results of the event, conclusions, and the signatures of authorized parties. Once the meeting minutes

are completed, the document is reviewed before being approved and archived as an official company document.

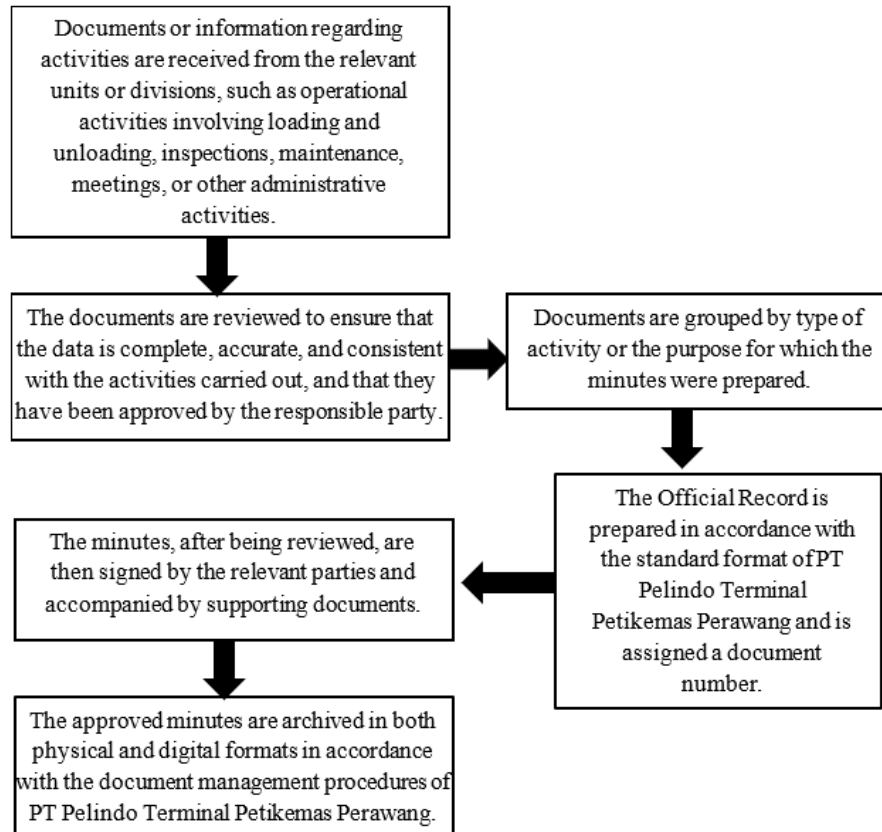


Figure 2. 5 Preparing the Official Minutes

Source: Processed Data 2026

d. **Revising the Equipment Loan SOP**

Revising the existing standard operating procedures to align with the company's operational needs. This initiative aims to improve the effectiveness of information technology asset management and provide clearer guidelines for all employees regarding the IT equipment loan process.

The revision process involves reviewing the current SOP, identifying sections that need improvement, aligning the SOP's content with company policies, and then restructuring the IT equipment borrowing procedure in a more systematic manner. Once the revision is complete, the SOP will be reviewed by the appropriate authorities before being implemented as the company's official guideline.

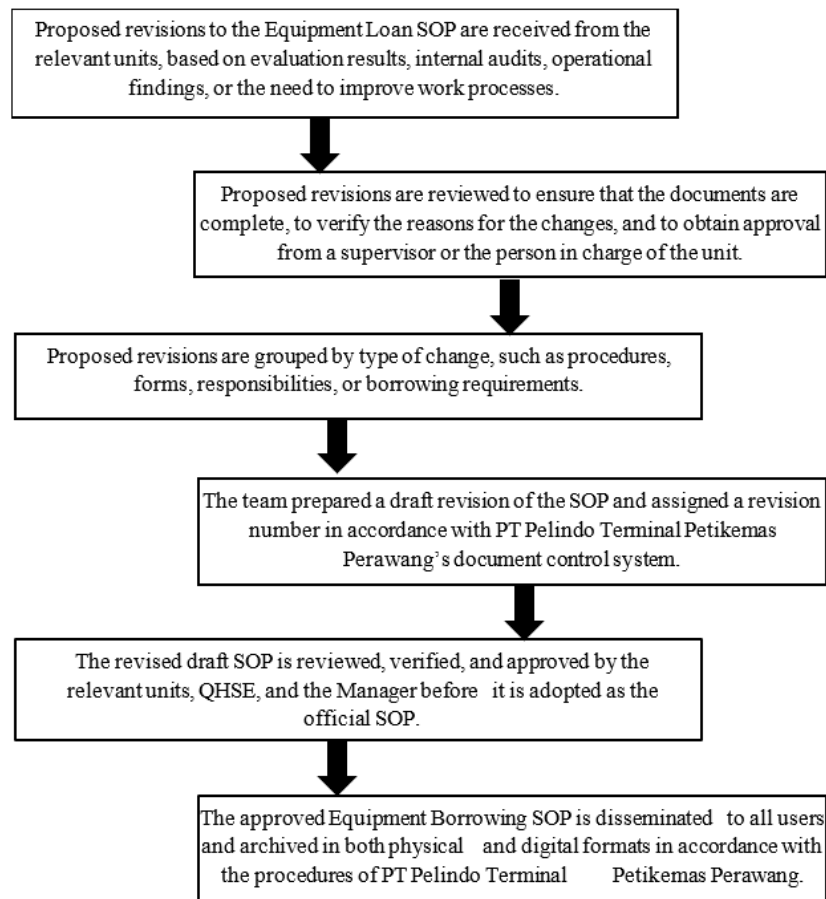


Figure 2. 6 Revising the Equipment Loan SOP

Source: Processed Data 2026

2.6 Document Used for Activity

In the course of operational activities at the Engineering Department of PT Pelindo Terminal Petikemas Perawang, various documents are used to support administrative tasks, work documentation, and reporting. These documents serve as evidence of activity implementation, facilitate control processes, and support the company's evaluation and audit activities. The documents used are as follows:

a. The UPC and Non-UPC

The UPC and Non-UPC summary sheets are documents used to record and summarize all data related to engineering projects based on the type of contract used. These documents contain information regarding the project name, contract number, project location, project value, implementation status, and other details required for evaluation reports.

2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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b. Financial Archive Documents

[illegible]

c. Minutes of the Meeting

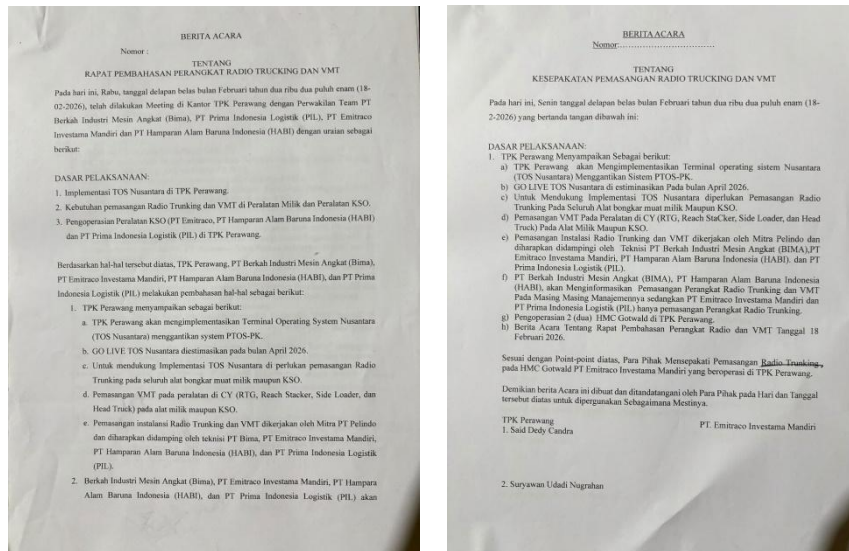


Figure 2. 9 Minutes of the Meeting
Source: Processed Data PT Pelindo 2026

d. **Standard Operating Procedures (SOP) for IT Equipment Borrowing**

The SOP for IT Equipment Borrowing is a document that governs the procedures for borrowing and returning information technology equipment within PT Pelindo Terminal Petikemas Perawang. This document contains provisions regarding borrowing requirements, the approval process, the borrower's responsibilities, return procedures, and documentation procedures to ensure that IT asset management runs in an orderly and efficient manner.

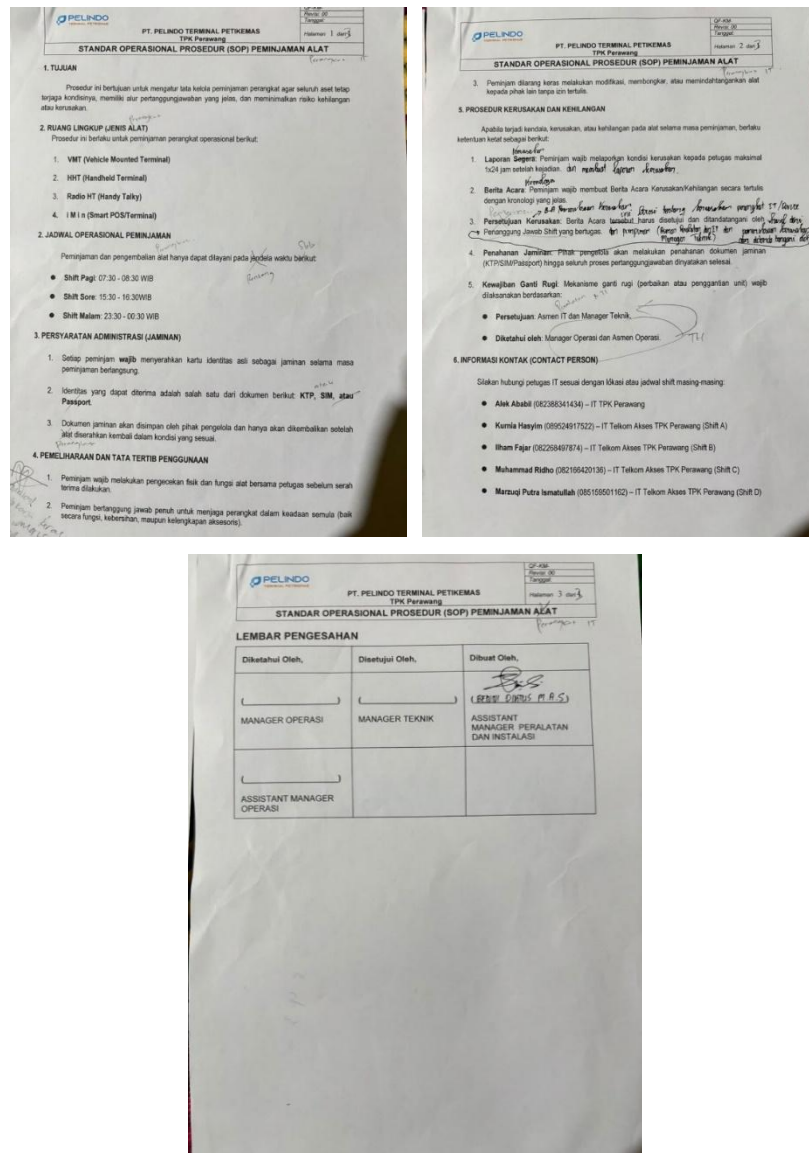


Figure 2. 10 Standard Operating Procedures (SOP) for IT Equipment Borrowing
Source: Processed Data PT Pelindo 2026

CHAPTER III

DESCRIPTION OF ACTIVITIES DURING PRACTICAL WORK

3.1 Job Description

This internship will last for 4 months, beginning on February 2, 2026, and ending on May 31, 2026, at PT Pelindo Terminal Petikemas Perawang. During this period, the tasks to be performed will include:

- a. Compiling UPC and Non-UPC Data
- b. Drafting the Minutes of the Agreement on the Installation of Radio Tracking and VMT
- c. Compiling Pelindo's Financial Records
- d. Revising the Standard Operating Procedures (SOP) for IT Equipment Loans
- e. Assisting in Compiling Data on Employees Working Overtime
- f. Compiling documentation on the renovation of the cafeteria and break room

3.2 System and Procedure

The UPC (Daily Stock Requirements) and Non-UPC systems and procedures at PT Pelindo Terminal Petikemas Perawang are mechanisms for managing requests for goods and equipment aimed at ensuring the smooth operation of the company. UPC is used for the procurement of routine goods that already have contracts or unit prices agreed upon with suppliers, so that the procurement process can be carried out more quickly and efficiently. Meanwhile, the Non-UPC system is used for the procurement of goods or services not included in the KHS list, which requires a separate procurement process in accordance with company regulations—from submitting a request, verifying needs, soliciting bids, evaluating suppliers, to approval and the issuance of procurement documents. The entire process is carried out in accordance with the company's Standard Operating Procedures (SOPs) to ensure that the procurement of goods and services is conducted effectively, transparently, and accountably, and supports the smooth operation of PT Pelindo Terminal Petikemas Perawang, including:

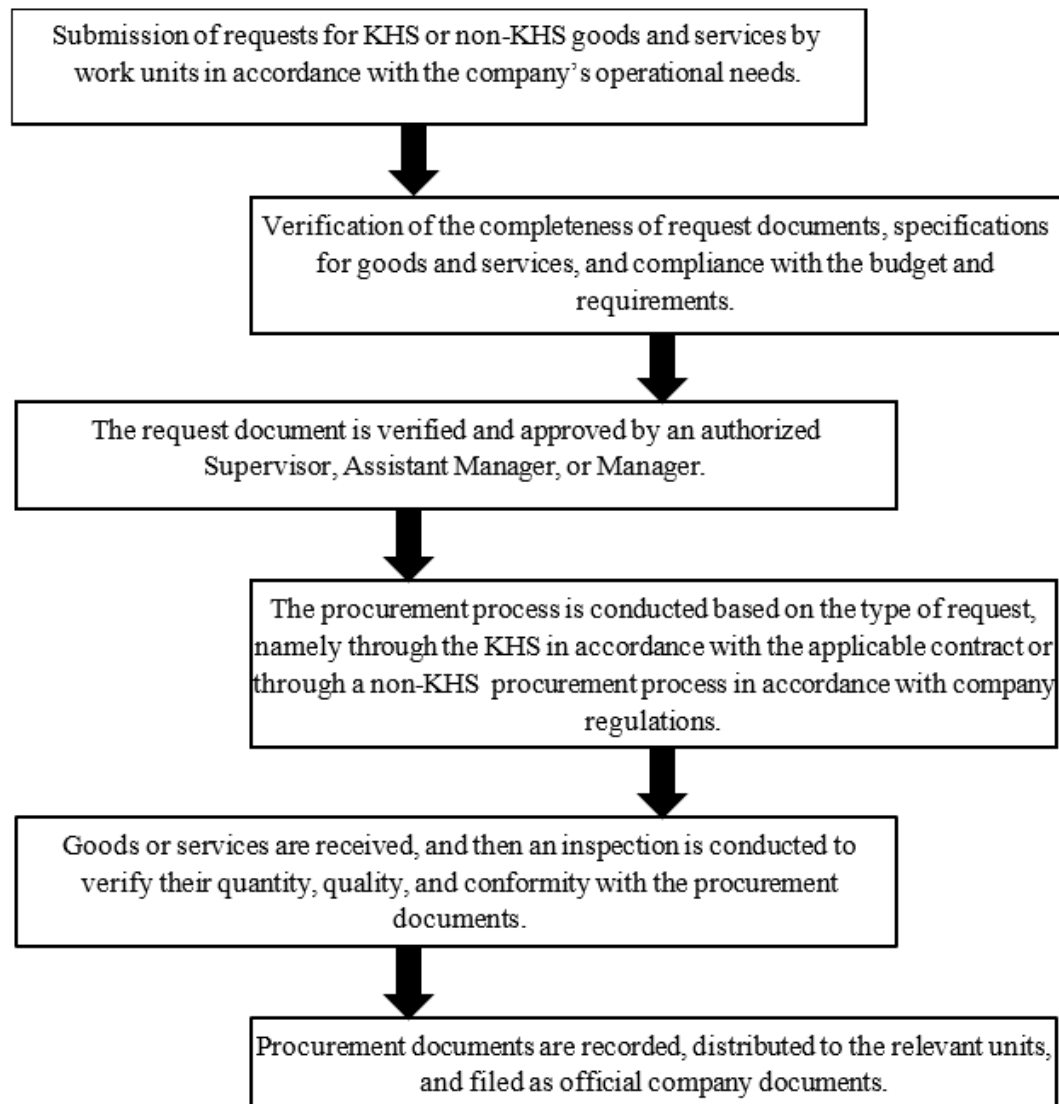


Figure 3. 1 System and Procedure
Source: Processed Data PT Pelindo 2026

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This internship took place at the PT Pelindo Terminal Petikemas Perawang office, located on Jl. Pertiwi, Pinang Sebatang Tim, Kec.Tualang , Kab. siak, Provisi Riau.



Figure 3. 2 Place and Time of Apprenticeship
Source: Processed Data 2026

3.3.2 Time of Apprenticeship

This internship is conducted in accordance with the provisions of the Internship Implementation Regulations. The duration of the internship is 4 (four) months, from February 2, 2026, to May 31, 2026. The work schedule at PT Pelindo Terminal Petikemas Perawang, Kec.Tualang, Kab. Siak, is as follows:

Table 3. 1 Schedule of Working Hours of PT Pelindo Terminal Petikemas Perawang

No.	Day	Working Hours	Morning Break	Afternoon Break
1.	Monday – Thursday	08:00 - 17:00 WIB	09:00 s/d 10:00 WIB	12:00 s/d 14:00 WIB
2.	Friday	08:00 – 17:00 WIB	09:00 s/d 10:00 WIB	12:00 s/d 14:00 WIB
3.	Saturday	Libur	Libur	Libur
4.	Sunday	Libur	Libur	Libur

Source: Processed Data, 2026

3.4 Daily Activity Report During Internship

This report details the daily activities during an internship that lasted approximately four months at PT Pelindo Terminal Petikemas Perawang. During the internship, the author was assigned to the Administration Office, where various tasks and responsibilities were assigned as part of the learning process and work experience. The schedule of activities or work performed by the author from

February 2, 2026, to February 6, 2026, is shown in the table below as follows:

Table 3. 2 Daily Activities for week 1, February 02, 2026 - February 06, 2026

No.	Day/Date	Activity Description	Place
1	Monday, February 02, 2026	a. Introduction to the surroundings of the Pelindo Terminal Petikemas Perawang office	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, February 03, 2026	a. Entering the KHS Repair Report for October 2025	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, February 04, 2026	a. Entering the KHS Repair Report for November 2025	PT Pelindo Terminal Petikemas Perawang
4	Thursday, February 05, 2026	a. Entering Non-KHS Repair Reports for July 2025	PT Pelindo Terminal Petikemas Perawang
5	Friday, February 06, 2026	a. Entering Non-KHS Repair Reports for June 2025	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the second week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out several administrative and operational tasks aimed at supporting the smooth operation of the company. The activities began with the preparation of the August 2025 Non-Unit Price Contract (KHS) Improvement Report related to the National Occupational Safety and Health (K3) Month outreach campaign, serving as documentation of work performed outside the scope of the Unit Price Contract (KHS). Additionally, the author entered September KHS data into the company's administrative system, ensuring the completeness and accuracy of the entered data. In addition to performing administrative tasks, the author also had the opportunity to participate in a field survey to identify damaged road conditions within the operational area of PT Pelindo Terminal Petikemas Perawang. The purpose of this survey was to collect data on infrastructure conditions as a basis for developing a repair plan to support the smooth operation of activities within the container terminal. The schedule of activities or tasks the author carried out during the internship at PT Pelindo Terminal Petikemas Perawang that week is shown in the following table.

Table 3. 3 Daily Activities for week 2, February 09, 2026 - February 13, 2026

No.	Day/Date	Activity Description	Place
1	Monday, February 09, 2026	a. nputting the August 2025 Non-KHS Repair Report	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, February 10, 2026	a. National K 3 Month Socialization Activities at PT Pelindo	PT Pelindo Termin Petikemas Perawang
3	Wednesday, February 11, 2026	a. Entering KHS data in September	PT Pelindo Terminal Petikemas Perawang
4	Thursday, February 12, 2026	a. participated in surveying damaged roads at the Pelindo container port	PT Pelindo Terminal Petikemas Perawang
5	Friday, February 13, 2026	a. participated in surveying damaged roads at the Pelindo container port	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the third week of my internship at PT Pelindo Terminal Petikemas Perawang, I participated in a survey of damaged roads within the company's operational area to assess the condition of the infrastructure as a basis for repair planning. In addition, I entered non-KHS data for November by verifying the completeness of the documents and ensuring that the entered data matched the supporting documents. The activities I carried out that week are listed in the following table.

Table 3. 4 Daily Activities for week 3, February 16, 2026 - February 20, 2026

No.	Day/Date	Activity Description	Place
1	Monday, February 16, 2026	a. collective leave	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, February 17, 2026	a. Chinese New Year	PT Pelindo Termin Petikemas Perawang
3	Wednesday, February 18, 2026	a. participated in surveying damaged roads at the Pelindo container port	PT Pelindo Terminal Petikemas Perawang
4	Thursday, February 19, 2026	a. sick leave	PT Pelindo Terminal Petikemas Perawang
5	Friday, February 20, 2026	a. Entering non-KHS data for November	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the fourth week of my internship at PT Pelindo Perawang Container Terminal, I carried out various administrative and operational tasks for the company. These activities included entering non-KHS data for August, participating in the distribution of free meals to Pelindo employees as part of a communal iftar, assisting with the inspection of a damaged water hose at the Perawang Container Terminal, and documenting the construction of the break room and cafeteria at the Perawang Container Terminal. Through these activities, the author gained experience in administrative management and the documentation of company activities, as well as an understanding of the importance of coordination between administrative and operational activities in supporting the smooth running of operations at PT Pelindo Perawang Container Terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 5 Daily Activities for week 4, February 23, 2026 - February 27, 2026

No.	Day/Date	Activity Description	Place
1	Monday, February 23, 2026	a. Entering non-KHS data for August	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, February 24, 2026	a. participated in the distribution of free meals to Pelindo employees as part of a communal iftar	PT Pelindo Termin Petikemas Perawang
3	Wednesday, February 25, 2026	a. participated in the inspection of a damaged water hose at the Perawang container terminal	PT Pelindo Terminal Petikemas Perawang
4	Thursday, February 26, 2026	a. entering documentation regarding the construction of the break room and cafeteria at the Perawang TPK	PT Pelindo Terminal Petikemas Perawang
5	Friday, February 27, 2026	a. entering documentation regarding the construction of the break room and cafeteria at the Perawang TPK	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the fifth week of my internship at PT Pelindo Perawang Container Terminal, I carried out various administrative and operational tasks for the

company. These activities included participating in a survey of road repairs for damaged roads in the Perawang Container Terminal area, entering employee overtime data, attending a Pelindo employee sharing session, participating in container inspection activities in the container terminal area, and entering data into the archives of PT Pelindo Terminal Petikemas Perawang. Through these activities, the author gained an understanding of the company's administrative processes, the importance of accuracy in data management, and experience in supporting operational activities aimed at improving the effectiveness and smooth operation of the terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 6 Daily Activities for week 5, March 02, 2026 – March 06 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, March 02, 2026	a. Participate in a survey on the repair of damaged roads at the Perawang Container Terminal	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, March 03, 2026	a. Entering data for employees working overtime	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, March 04, 2026	a. Attend the Pelindo employee sharing session	PT Pelindo Terminal Petikemas Perawang
4	Thursday, March 05, 2026	a. participate in container inspections at the Pelindo Container Terminal	PT Pelindo Terminal Petikemas Perawang
5	Friday, March 06, 2026	a. Entering data into the Pelindo Perawang archive	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the sixth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative and operational tasks for the company. These activities included entering data into the PT Pelindo Terminal Petikemas Perawang archives, participating in the Employee Sharing Program to gain insight into the company's work culture and human resource development, taking part in an inspection of irrigation channels used to water plants around the office area, attending a briefing on inspection procedures within the Engineering Division, and assisting with the application of stickers on facilities in the

Engineering Division. Through these activities, the author gained experience in administrative management, understood the importance of communication and coordination in the workplace, and learned about the facility maintenance processes that support smooth operations at PT Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks the author performed during the internship that week is shown in the following table.

Table 3. 7 Daily Activities for week 6, March 09, 2026 – March 13 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, March 09, 2026	a. Entering data from the Pelindo Perawang archives on the second day	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, March 10, 2026	a. Join the Pelindo Perawang Employee Sharing Program	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, March 11, 2026	a. participate in checking the irrigation channels for watering the plants around the office	PT Pelindo Terminal Petikemas Perawang
4	Thursday, March 12, 2026	a. Attend a briefing regarding an inspection around the engineering division's office	PT Pelindo Terminal Petikemas Perawang
5	Friday, March 13, 2026	a. Sticker installation in the engineering department	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the seventh week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out administrative and operational tasks to support the company's activities. These tasks included participating in equipment inspections at the Engineering Division to ensure the condition and suitability of operational equipment, as well as entering documentation related to the construction of the cafeteria and break room at the Perawang Container Terminal. Through these activities, the author gained an understanding of the importance of inspecting work facilities, managing project documentation, and implementing orderly administrative procedures to support smooth operations at PT Pelindo Perawang Container Terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 8 Daily Activities for week 7, March 16, 2026 – March 20 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, March 16, 2026	a. participate in the inspection of equipment in the engineering division	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, March 17, 2026	a. entering documentation regarding the construction of the cafeteria and break room	PT Pelindo Termin Petikemas Perawang
3	Wednesday, March 18, 2026	a. collective leave	PT Pelindo Terminal Petikemas Perawang
4	Thursday, March 19, 2026	a. Nyepi, the Day of Silence	PT Pelindo Terminal Petikemas Perawang
5	Friday, March 20, 2026	a. collective leave	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the eighth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative tasks to support the company's operations. These tasks included entering employee overtime data, inputting data into PT Pelindo Terminal Petikemas Perawang's archives, and participating in knowledge-sharing sessions with Pelindo employees to gain insight into the work environment, corporate culture, and the duties performed in each division. Through these activities, the author gained experience in administrative management, improved accuracy in data entry, and understood the importance of communication and cooperation in supporting the smooth operation of the company. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 9 Daily Activities for week 8, March 23, 2026 – March 27 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, March 23, 2026	a. collective leave	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, March 24, 2026	a. collective leave	PT Pelindo Termin Petikemas Perawang
3	Wednesday, March 25, 2026	a. enter data on employees working overtime	PT Pelindo Terminal Petikemas Perawang

No.	Day/Date	Activity Description	Place
4	Thursday, March 26, 2026	a. Entering data into the Pelindo Perawang archive	PT Pelindo Terminal Petikemas Perawang
5	Friday, March 27, 2026	a. Sharing with Pelindo Perawang employees	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the ninth week of my internship at PT Pelindo Perawang Container Terminal, I carried out various administrative and operational tasks for the company. These activities included entering employee overtime data, participating in road repair work on damaged sections within the Perawang Container Terminal area, repainting faded road markings to improve safety and traffic flow within the terminal, and attending a meeting with the Manager and Assistant Manager of the Engineering Division to discuss work progress and evaluate operational activities. Through these activities, the author gained experience regarding administrative processes, the maintenance of operational facilities, and the importance of coordination and communication in supporting work effectiveness at PT Pelindo Perawang Container Terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 10 Daily Activities for week 9, March 30, 2026 – April 03 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, March 30, 2026	a. enter data on employees working overtime	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, March 31, 2026	a. participate in the repair of damaged roads at the Perawang terminal	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, April 01, 2026	a. Repairing damaged road markings using paint	PT Pelindo Terminal Petikemas Perawang
4	Thursday, April 02, 2026	a. Attend a meeting with the manager and assistant manager of the engineering division	PT Pelindo Terminal Petikemas Perawang
5	Friday, April 03, 2026	a. Repairing damaged road markings using paint	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the tenth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative and operational tasks for the company. These activities included entering data on damaged roads, inputting documentation regarding the construction of the cafeteria as part of project document management, drafting meeting minutes regarding the agreement to install a radio trunking system and Vehicle Mounted Terminals (VMTs), and participating in an assessment of road damage along the access road to the Perawang Container Terminal. Through these activities, the author gained experience in administrative management and the preparation of official company documents, as well as an understanding of the importance of field surveys as the basis for infrastructure repair planning to support smooth operations at PT Pelindo Perawang Container Terminal. The following is a list of activities or tasks the author carried out during the implementation period.

Table 3. 12 Daily Activities for week 10 , April 06, 2026 – April 10 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, April 06, 2026	a. enter data on damaged roads	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, April 07, 2026	a. entering cafeteria space documentation	PT Pelindo Termin Petikemas Perawang
3	Wednesday, April 08, 2026	a. entering cafeteria space documentation	PT Pelindo Terminal Petikemas Perawang
4	Thursday, April 09, 2026	a. drafting a meeting minutes regarding the agreement for the installation of a trunking radio and VMT	PT Pelindo Terminal Petikemas Perawang
5	Friday, April 10, 2026	a. Participated in the assessment of road damage on the road leading to the Perawang Container Terminal	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the eleventh week of my internship at PT Pelindo Perawang Container Terminal, I carried out various administrative and operational tasks for the company. These activities included participating in a survey of damaged roads in the Perawang Container Terminal area, preparing reports on the installation of

trunking devices and Vehicle Mounted Terminals (VMTs), entering PT Pelindo's financial data, drafting meeting minutes, and preparing handover reports as supporting documents for the company's administration. Through these activities, the author gained experience in administrative management and the preparation of official company documents, as well as an understanding of the importance of coordination between administrative and operational activities in supporting the smooth running of operations at PT Pelindo Perawang Container Terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 12 Daily Activities for week 11 , April 13, 2026 – April 17 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, April 13, 2026	a. Participate in the survey of damaged roads in Petikemas Perawang	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, April 14, 2026	a. prepare a report on the installation of trucking equipment and VMT	PT Pelindo Termin Petikemas Perawang
3	Wednesday, April 15, 2026	a. Entering Pelindo's financial records	PT Pelindo Terminal Petikemas Perawang
4	Thursday, April 16, 2026	a. drafting a meeting minutes	PT Pelindo Terminal Petikemas Perawang
5	Friday, April 17, 2026	a. prepare a handover report	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the twelfth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative tasks to support the company's operations. These activities included entering employee overtime data, entering data for the company's 2023 and 2024 financial reports, drafting Standard Operating Procedures (SOPs) for equipment loans, and revising meeting minutes in accordance with evaluation results and the company's administrative needs. Through these activities, the author gained experience in managing administrative data and preparing operational documents, as well as an understanding of the importance of accuracy and precision in document preparation to support the

effectiveness and smooth operation of activities at PT Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 13 Daily Activities for week 12 , April 20, 2026 – April 24 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, April 20, 2026	a. enter data on employees working overtime	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, April 21, 2026	a. Enter the 2023 financial records	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, April 22, 2026	a. Enter the 2024 financial records	PT Pelindo Terminal Petikemas Perawang
4	Thursday, April 23, 2026	a. Create a standard operating procedure (SOP) for equipment borrowing	PT Pelindo Terminal Petikemas Perawang
5	Friday, April 24, 2026	a. amendment to the minutes	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the thirteenth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative and operational tasks for the company. These activities included entering employee overtime data based on work schedules, recording data on damaged equipment in the Engineering Division, participating in container inspections at the terminal to ensure their condition and suitability, and conducting a survey of drainage channels at the terminal to support facility maintenance and operational efficiency. Through these activities, the author gained experience in administrative management and documenting the condition of company facilities, as well as an understanding of the importance of infrastructure inspections and maintenance in supporting operational effectiveness at PT Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 14 Daily Activities for week 13, April 27, 2026 – May 1 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, April 27, 2026	a. Enter data for employees working overtime shifts	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, April 28, 2026	a. Enter data on broken equipment in the engineering room	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, April 29, 2026	a. participate in container inspections at the terminal	PT Pelindo Terminal Petikemas Perawang
4	Thursday, April 30, 2026	a. participate in the surveying of the ditches at the terminal	PT Pelindo Terminal Petikemas Perawang
5	Friday, May 1, 2026	a. Labor Day	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the fourteenth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative tasks to support the company's operations. These tasks included drafting meeting minutes, entering equipment rental data into the company's administrative system, compiling meeting minutes to document the outcomes of discussions and decisions, and preparing summaries of the company's financial data. Through these activities, the author gained experience in drafting official documents and managing administrative data, as well as an understanding of the importance of accuracy and neatness in document record-keeping to support the effectiveness of administration at PT Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 15 Daily Activities for week 14, May 04, 2026 – May 08 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, May 04, 2026	a. drafting a meeting minutes	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, May 05 2026	a. Entering borrower records for equipment	PT Pelindo Terminal Petikemas Perawang
3	Wednesday, May 06, 2026	a. drafting a meeting minutes	PT Pelindo Terminal Petikemas Perawang
4	Thursday, May 07, 2026	a. Financial Records Summary	PT Pelindo Terminal Petikemas Perawang

No.	Day/Date	Activity Description	Place
5	Friday, May 08, 2026	Financial Records Summary	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the fifteenth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative tasks to support the company's operations. These activities included compiling summaries of the company's financial data, financial billing data, and employee overtime attendance records. All of these tasks involved verifying the completeness of documents, cross-checking data against supporting documents, and ensuring that the summarized information complied with company regulations. Through these activities, the author gained experience in administrative data management, improved accuracy in the compilation process, and understood the importance of accurate data presentation as the basis for decision-making and reporting at PT Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks the author performed during the internship that week is shown in the following table.

Table 3. 16 Daily Activities for week 15, May 11, 2026 – May 15, 2026

No.	Day/Date	Activity Description	Place
1	Monday, May 11, 2026	a. Financial Records Summary	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, May 12 2026	a. Summary of financial billing records	PT Pelindo Termin Petikemas Perawang
3	Wednesday, May 13, 2026	a. Overtime Employee Attendance Summary	PT Pelindo Terminal Petikemas Perawang
4	Thursday, May 14, 2026	a. Ascension of Jesus Christ	PT Pelindo Terminal Petikemas Perawang
5	Friday, May 15, 2026	a. public holiday	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the sixteenth week of my internship at PT Pelindo Perawang Container Terminal, I carried out various administrative and operational tasks for

the company. These activities included compiling summaries of employee payment requests, participating in monitoring activities at the Perawang Container Terminal to oversee the smooth flow of operations and the condition of facilities, and assisting with traffic control within the terminal to ensure safety, order, and the smooth flow of operational vehicles. Through these activities, the author gained experience in administrative management, understood the importance of on-site operational supervision, and improved coordination skills to support the smooth operation of activities at PT Pelindo Perawang Container Terminal. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 17 Daily Activities for week 16, May 18, 2026 – May 22 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, May 18, 2026	a. Summary of Employee Payment Requests	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, May 19 2026	a. participate in monitoring at the terminal	PT Pelindo Termin Petikemas Perawang
3	Wednesday, May 20, 2026	a. participate in monitoring at the terminal	PT Pelindo Terminal Petikemas Perawang
4	Thursday, May 21, 2026	a. participate in monitoring at the terminal	PT Pelindo Terminal Petikemas Perawang
5	Friday, May 22, 2026	a. participate in traffic enforcement	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

During the seventeenth week of my internship at PT Pelindo Terminal Petikemas Perawang, I carried out various administrative tasks to support the company's operations. These tasks included compiling PT Pelindo's financial data as part of financial administration, as well as revising the Standard Operating Procedures (SOP) for IT equipment loans to align them with operational needs and applicable company regulations. Through these activities, the author gained experience in managing administrative data, drafting and revising official company documents, and understanding the importance of updating SOPs as a means of improving effectiveness, efficiency, and compliance with work procedures at PT

Pelindo Terminal Petikemas Perawang. The schedule of activities or tasks carried out by the author during the internship that week is shown in the following table.

Table 3. 18 Daily Activities for week 17, May 25, 2026 – May 29 , 2026

No.	Day/Date	Activity Description	Place
1	Monday, May 25, 2026	a. Recapping Pelindo's financial records	PT Pelindo Terminal Petikemas Perawang
2	Tuesday, May 26 2026	a. Revise the SOP document for IT equipment loans	PT Pelindo Termin Petikemas Perawang
3	Wednesday, May 27, 2026	a. Idul adha	PT Pelindo Terminal Petikemas Perawang
4	Thursday, May 28, 2026	a. Idul adha	PT Pelindo Terminal Petikemas Perawang
5	Friday, May 29, 2026	a. Revise the SOP document for IT equipment loans	PT Pelindo Terminal Petikemas Perawang

Source: Processed Data, 2026

3.5 Obstacles and Solutions of the Activity

3.5.1 Obstacles of the Apprenticeship

The Obstacles encountered by the author during the apprenticeship at PT Pelindo Terminal Petikemas perawang:

1. Does not yet understand the company's workflows and operating procedures.
2. Lack of experience in using business applications or administrative systems.
3. Difficulty understanding technical terms in a port setting.
4. Adapt to a professional and disciplined work culture.
5. A lack of self-confidence when communicating with employees.

3.5.2 Solutions

To address the various challenges encountered during the internship, the author took several steps and actions tailored to the circumstances and issues that arose, including:

1. Review the applicable SOPs, follow the field supervisor's instructions, and actively ask questions if there is anything you do not understand.

2. Practice using the app, study the user guide, and ask experienced employees for guidance.
3. Take notes on key terms, study port-related references, and discuss them with a mentor or staff member.
4. Maintain discipline, arrive on time, comply with company policies, and get into the habit of working in accordance with applicable standards.
5. Gradually improve communication, be polite, and actively participate in discussions and daily briefings.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the final section of this report, the author presents a conclusion summarizing the experiences and findings from the internship at PT Pelindo Terminal Petikemas Perawang:

1. Through the internship at PT Pelindo Terminal Petikemas Perawang, the author gained experience and knowledge regarding work systems, corporate culture, and the administrative and operational processes implemented within the Engineering Division. During the internship, the author was involved in various administrative tasks, such as compiling KHS and Non-KHS data, managing financial report archives, inputting employee overtime data, drafting official records, and revising the Standard Operating Procedure (SOP) for IT equipment loans. Additionally, the author participated in operational activities, including road damage surveys, container inspections, facility checks, and terminal area monitoring.
2. Through these various activities, the author was able to apply the knowledge gained during their studies to a real-world work environment. The use of Microsoft Excel and Microsoft Word proved highly beneficial in completing administrative tasks more effectively, accurately, and systematically. This experience also enhanced the author's ability to work with precision and a sense of responsibility, as well as to communicate and coordinate with colleagues in a professional setting.
3. Overall, the internship at PT Pelindo Terminal Petikemas Perawang provided significant benefits to the author, enhancing both technical competence and interpersonal skills. This experience serves as a valuable asset in preparing for the professional world and understanding the administrative and operational practices of a company operating in the port services and logistics sector.

4.2 Suggestion

At the end of the internship, the author has several suggestions that he hopes will be helpful to him, the company where he interned, and the Bengkalis State Polytechnic. The suggestions are as follows:

1. PT Pelindo Terminal Petikemas Perawang is expected to continue enhancing its administrative management systems and document digitization, thereby enabling faster, more accurate, and more efficient processes for archiving, data entry, and report preparation. Furthermore, the company is encouraged to continue providing opportunities for interns to participate directly in various administrative and operational activities, allowing them to gain broader work experience.
2. The university is expected to maintain a strong partnership with PT Pelindo Terminal Petikemas Perawang to ensure the internship program continues sustainably and benefits the students. Additionally, the university is expected to provide more in-depth preparation regarding office administration, the use of Microsoft Office applications, and professional work ethics before students begin their internships.
3. Students undertaking their practical work at PT Pelindo Terminal Petikemas Perawang are advised to prepare by enhancing their Microsoft Office proficiency and gaining an understanding of office administration fundamentals. Additionally, they should cultivate qualities such as discipline, attention to detail, and a sense of responsibility, while also possessing strong communication skills. Doing so will enable them to adapt more easily to the work environment and make an optimal contribution during their practical work.

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APPENDICES

Appendix 1 : Letter of Completion of Internship



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 : 136 /PL31/TU/2026
Hal : Permohonan Kerja Praktek (KP)

7 Januari 2026

**Yth. Pimpinan PT. PELINDO TERMINAL PETI KEMAS PERAWANG
di Perawang**

Dengan hormat,
Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek PT. Pelindo Terminal Peti kemas Perawang yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 02 Februari s/d 31 Mei 2026, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Rizki Saputra	5404221495	D4 Administrasi Bisnis Internasional
2	Arief Surya Yabes Hutagalung	5404221501	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur III



Mr. Marnadi Sastra, S.T., M.Sc.
NIP.198903142015041001

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

Appendix 2 : Apprenticeship Daily Activity

DAILY ACTIVITIES OF PRACTICAL WORK

Name : Rizki Saputra

Date : February 02, 2026 - February 06, 2025

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Introduction to the surroundings of the Pelindo Terminal Petikemas Perawang office	Surya Udadi Nugrahan	
2.	Entering the KHS Repair Report for October 2025		
3.	Entering the KHS Repair Report for November 2025		
4.	Entering Non-KHS Repair Reports for July 2025		
5.	Entering Non-KHS Repair Reports for June 2025		
Note			

No.	WORKING	DESCRIPTION
1		An orientation to the area surrounding the Pelindo office and an introduction to each division at the Pelindo Perawang Container Terminal office.

Name : Rizki Saputra

Date : February 09, 2026 - February 13, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Inputting the August 2025 Non-KHS Repair Report	Surya Udadi Nugrahan	
2.	National K 3 Month Socialization Activities at PT Pelindo		
3.	Entering KHS data in September		
4.	participated in surveying damaged roads at the Pelindo container port		
5.	participated in surveying damaged roads at the Pelindo container port		
Note			

No.	WORKING	DESCRIPTION
1		Data for Unit Price Contracts (KHS) and non-KHS projects is compiled by grouping, reviewing, and organizing the data based on the type of work and supporting documents to facilitate management, monitoring, and archiving at the Engineering Division of PT Pelindo Terminal Petikemas Perawang.

Name : Rizki Saputra

Date : February 16, 2026 - February 20, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	collective leave	Surya Udadi Nugrahan	
2.	Chinese New Year		
3.	participated in surveying damaged roads at the Pelindo container port		
4.	the first day of Ramadan		
5.	Entering non-KHS data for November		
Note			

No.	WORKING	DESCRIPTION
		Participate in a survey of damaged roads in the Perawang Container Terminal area to assess road conditions as a basis for planning and implementing infrastructure repairs.

Name : Rizki Saputra

Date : February 23, 2026 - February 27, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Entering non-KHS data for August	Surya Udadi Nugrahan	
2.	participated in the distribution of free meals to Pelindo employees as part of a communal iftar		
3.	participated in the inspection of a damaged water hose at the Perawang container terminal		
4.	entering documentation regarding the construction of the break room and cafeteria at the Perawang TPK		
5.	entering documentation regarding the construction of the break room and cafeteria at the Perawang TPK		
Note			

No.	WORKING	DESCRIPTION
		Entered non-KHS data for August and participated in the distribution of free meals to PT Pelindo employees as part of a communal iftar event, as a demonstration of the company's care and sense of community.

Name : Rizki Saputra

Date : March 02, 2026 - March 06, 2026

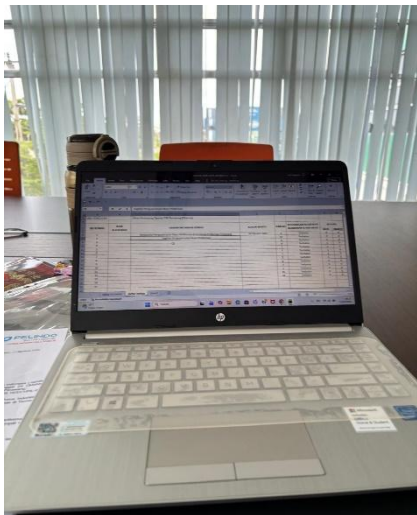
No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Participate in a survey on the repair of damaged roads at the Perawang Container Terminal	Surya Udadi Nugrahan	
2.	Entering data for employees working overtime		
3.	Attend the Pelindo employee sharing session		
4.	participate in container inspections at the Pelindo Container Terminal		
5.	Entering data into the Pelindo Perawang archive		
Note			

No.	WORKING	DESCRIPTION
		Participate in a road repair survey at the Perawang Container Terminal to assess the extent of damage as a basis for planning and implementing infrastructure repairs.

Name : Rizki Saputra

Date : March 09, 2026 - March 13, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Entering data from the Pelindo Perawang archives on the second day	Surya Udadi Nugrahan	
2.	Join the Pelindo Perawang Employee Sharing Program		
3.	participate in checking the irrigation channels for watering the plants around the office		
4.	Attend a briefing regarding an inspection around the engineering division's office		
5.	Sticker installation in the engineering department		
Note			

No.	WORKING	DESCRIPTION
		Entering PT Pelindo Terminal Petikemas Perawang's archival data into the administrative system to facilitate the management, retrieval, and storage of company documents.

Name : Rizki Saputra

Date : March 16, 2026 - March 20, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	participate in the inspection of equipment in the engineering division	Surya Udadi Nugrahan	
2.	entering documentation regarding the construction of the cafeteria and break room		
3.	collective leave		
4.	Nyepi, the Day of Silence		
5.	collective leave		
Note			

No.	WORKING	DESCRIPTION
		Participate in equipment inspections in the Engineering Division to check the condition, suitability, and functionality of equipment in order to support the company's smooth operations.

Name : Rizki Saputra

Date : March 23, 2026 - March 27, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	collective leave	Surya Udadi Nugrahan	
2.	collective leave		
3.	enter data on employees working overtime		
4.	Entering data into the Pelindo Perawang archive		
5.	Sharing with Pelindo Perawang employees		
Note			

No.	WORKING	DESCRIPTION
		Enter employee overtime data based on attendance records and working hours to support the company's administrative processes and overtime pay calculations.

Name : Rizki Saputra

Date : March 30, 2026 - april 03, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	enter data on employees working overtime	Surya Udadi Nugrahan	
2.	participate in the repair of damaged roads at the Perawang terminal		
3.	Repairing damaged road markings using paint		
4.	Attend a meeting with the manager and assistant manager of the engineering division		
5.	The Death of Jesus		
Note			

No.	WORKING	DESCRIPTION
		Carefully enter employee overtime data based on attendance records and working hours to support the company's administrative and payroll processes.

Name : Rizki Saputra

Date : April 06, 2026 - April 10, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	enter data on damaged roads	Surya Udadi Nugrahan	
2.	entering cafeteria space documentation		
3.	entering cafeteria space documentation		
4.	drafting a meeting minutes regarding the agreement for the installation of a trunking radio and VMT		
5.	Participated in the assessment of road damage on the road leading to the Perawang Container Terminal		
Note			

No.	WORKING	DESCRIPTION
		Entering data on damaged roads to serve as the basis for data collection, monitoring, and infrastructure repair planning at PT Pelindo Perawang Container Terminal.

Name : Rizki Saputra

Date : April 13, 2026 - April 17, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Participate in the survey of damaged roads in Petikemas Perawang	Surya Udadi Nugrahan	
2.	prepare a report on the installation of trucking equipment and VMT		
3.	Entering Pelindo's financial records		
4.	drafting a meeting minutes		
5.	prepare a handover report		
Note			

No.	WORKING	DESCRIPTION
		Participate in a survey of damaged roads in the Perawang Container Terminal area to identify the extent of the damage and determine infrastructure repair needs.

Name : Rizki Saputra

Date : April 20, 2026 - April 24, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	enter data on employees working overtime	Surya Udadi Nugrahan	
2.	Enter the 2023 financial records		
3.	Enter the 2024 financial records		
4.	Create a standard operating procedure (SOP) for equipment borrowing		
5.	amendment to the minutes		
Note			

No.	WORKING	DESCRIPTION
		Enter employee overtime data based on attendance records and working hours to ensure that overtime data is accurately recorded as the basis for administrative processes and overtime payments.

Name : Rizki Saputra

Date : April 27, 2026 - May 1, 2026

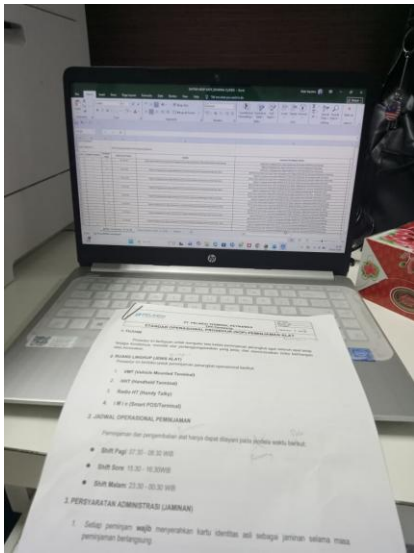
No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Enter data for employees working overtime shifts	Surya Udadi Nugrahan	
2.	Enter data on broken equipment in the engineering room		
3.	participate in container inspections at the terminal		
4.	participate in the surveying of the ditches at the terminal		
5.	Labor Day		
Note			

No.	WORKING	DESCRIPTION
		Enter employee overtime schedule data based on work shifts to ensure that overtime is recorded accurately and to support the company's administrative processes.

Name : Rizki Saputra

Date : May 04, 2026 - May 08, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	drafting a meeting minutes	Surya Udadi Nugrahan	
2.	Entering borrower records for equipment		
3.	drafting a meeting minutes		
4.	Financial Records Summary		
5.	Recap of Pelindo's financial records		
Note			

No.	WORKING	DESCRIPTION
		Prepare meeting minutes as an official document that records the results of discussions, decisions, and agreements reached during the meeting.

Name : Rizki Saputra

Date : May 11, 2026 - May 15, 2026

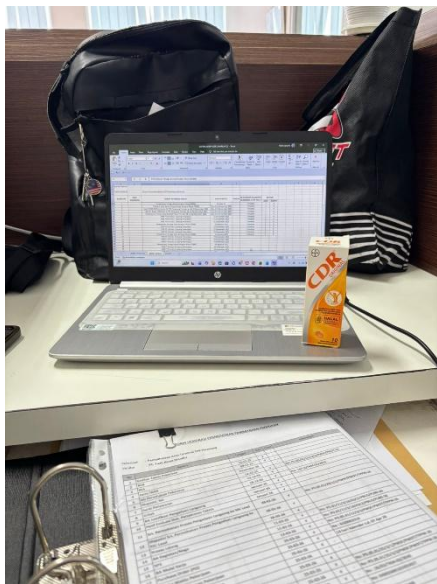
No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Financial Records Summary	Surya Udadi Nugrahan	
2.	Summary of financial billing records		
3.	Overtime Employee Attendance Summary		
4.	Ascension of Jesus Christ		
5.	Public Holiday		
Note			

No.	WORKING	DESCRIPTION
		Compile the company's financial data by systematically grouping and organizing financial information to facilitate reporting, filing, and evaluation.

Name : Rizki Saputra

Date : May 18, 2026 – April 22, 2026

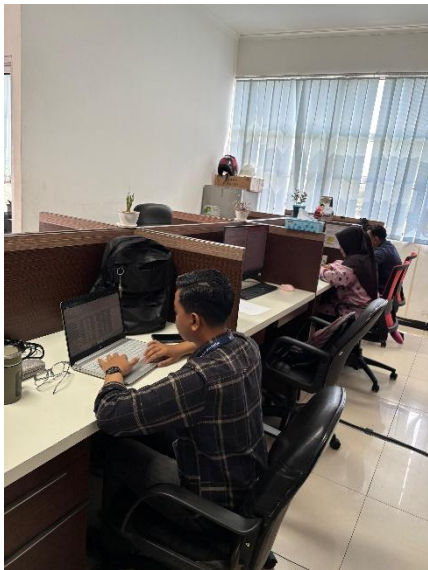
No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Summary of Employee Payment Requests	Surya Udadi Nugrahan	
2.	participate in monitoring at the terminal		
3.	participate in monitoring at the terminal		
4.	participate in monitoring at the terminal		
5.	participate in traffic enforcement		
Note			

No.	WORKING	DESCRIPTION
		Compiling employee payment request data by systematically reviewing and organizing documents to support administrative and payment processes at PT Pelindo Terminal Petikemas Perawang.

Name : Rizki Saputra

Date : May 25, 2026 - May 29, 2026

No.	ACTIVITY DESCRIPTION	ASSIGNOR	SIGNATURE
1.	Recapping Pelindo's financial records	Surya Udadi Nugrahan	
2.	Revise the SOP document for IT equipment loans		
3.	Happy Eid		
4.	Happy Eid		
5.	Revise the SOP document for IT equipment loans		
Note			

No.	WORKING	DESCRIPTION
		Compiling financial data for PT Pelindo Terminal Petikemas Perawang by systematically grouping and organizing financial documents to facilitate the company's financial archiving, reporting, and evaluation processes.

Appendix 3 : Certificate of Apprenticeship

S E R T I F I K A T	
Nomor: DL.04/13/7/2/PWSU/PWDU/TPPW-26	
Pimpinan PT PELINDO TERMINAL PETIKEMAS PERAWANG , dengan ini menerangkan bahwa:	
Nama	: Rizki Saputra
NIM/NIS	: 5404221495
Tempat/Tanggal Lahir	: Bunsur, 14 Desember 2004
Jurusan	: Administrasi Bisnis Internasional
Universitas	: Politeknik Negeri Bengkalis
telah mengikuti :	
KULIAH PRAKTEK	
Terhitung mulai tanggal 02 Februari 2026 s.d 31 Mei 2026 di Kantor PT Terminal Petikemas Perawang	
Dengan hasil : Baik	
	Perawang, 13 Juli 2026 Assistant Manager SDM dan UMUM  IDHAM KHALID HARAHAAP

Appendix 4 : Assessment Sheet of Apprenticeship

PENILAIAN DARI
PERUSAHAAN KERJA
PRAKTEK PT.
Prundo Terminal Peternakan Perawan

Nama : *Riki Suputra*
NIM : *51042210185*
Program Studi : *Administrasi Bisnis Internasional*
Politeknik Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	<i>80</i>
2.	Tanggung-jawab	25%	<i>85</i>
3.	Penyesuaian diri	10%	<i>90</i>
4.	Hasil Kerja	30%	<i>85</i>
5.	Perilaku secara umum	15%	<i>90</i>
Total Jumlah (1+2+3+4+5)		100%	<i>86</i>

Keterangan :

Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan : *waktu adalah uang. Jangan rakan waktu untuk hal yang tidak penting, selalu berusaha mengerjakan tugas*

..... Bengkalis,

Su
Surya Gunawan
Regional Card Manager

Appendix 5 : List of Attendance

**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI**
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbang.ac.id>, E-mail: polbang@polbang.ac.id

ABSENSI HARIAN KERJA PRAKTEK

NAMA MAHASISWA : Fitri Saputra
NIM : 5140221425
JURUSAN/PRODI : Administrasi Bisnis / Administrasi Bisnis Internasional
SEMESTER : 8 < Delapan >
LOKASI KP : Peternakan
PEMBIMBING/
SUPERVISOR : Sugengwan Uddati Nugroho

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/2/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
2.	Selasa/3/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
3.	Rabu/4/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
4.	Kamis/5/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
5.	Jumat/6/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
6.				<i>[Signature]</i>
7.				<i>[Signature]</i>
8.				<i>[Signature]</i>
9.	Senin/9/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
10.	Selasa/10/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
11.	Rabu/11/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
12.	Kamis/12/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
13.	Jumat/13/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
14.				<i>[Signature]</i>
15.				<i>[Signature]</i>

**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI**
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
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NAMA MAHASISWA : Fitri Saputra
NIM : 5140221425
JURUSAN/PRODI : Administrasi Bisnis / Administrasi Bisnis Internasional
SEMESTER : 8 < Delapan >
LOKASI KP : Peternakan
PEMBIMBING/
SUPERVISOR : Sugengwan Uddati Nugroho

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/16/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
2.	Selasa/17/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
3.	Rabu/18/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
4.	Kamis/19/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
5.	Jumat/20/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
6.				<i>[Signature]</i>
7.				<i>[Signature]</i>
8.				<i>[Signature]</i>
9.	Senin/23/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
10.	Selasa/24/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
11.	Rabu/25/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
12.	Kamis/26/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
13.	Jumat/27/2/2026	08:00 WIB	17:00 WIB	<i>[Signature]</i>
14.				<i>[Signature]</i>
15.				<i>[Signature]</i>

**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI**
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ABSENSI HARIAN KERJA PRAKTEK

NAMA MAHASISWA : Fitri Saputra
NIM : 5140221425
JURUSAN/PRODI : Administrasi Bisnis / Administrasi Bisnis Internasional
SEMESTER : 8 < Delapan >
LOKASI KP : Peternakan
PEMBIMBING/
SUPERVISOR : Sugengwan Uddati Nugroho

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/2/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
2.	Selasa/3/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
3.	Rabu/4/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
4.	Kamis/5/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
5.	Jumat/6/3/2026	08:00 WIB	16:00 WIB	<i>[Signature]</i>
6.				<i>[Signature]</i>
7.				<i>[Signature]</i>
8.				<i>[Signature]</i>
9.	Senin/9/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
10.	Selasa/10/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
11.	Rabu/11/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
12.	Kamis/12/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
13.	Jumat/13/3/2026	08:00 WIB	16:00 WIB	<i>[Signature]</i>
14.				<i>[Signature]</i>
15.				<i>[Signature]</i>

**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI**
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ABSENSI HARIAN KERJA PRAKTEK

NAMA MAHASISWA : Fitri Saputra
NIM : 5140221425
JURUSAN/PRODI : Administrasi Bisnis / Administrasi Bisnis Internasional
SEMESTER : 8 < Delapan >
LOKASI KP : Peternakan
PEMBIMBING/
SUPERVISOR : Sugengwan Uddati Nugroho

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/16/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
2.	Selasa/17/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
3.	Rabu/18/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
4.	Kamis/19/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
5.	Jumat/20/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
6.				<i>[Signature]</i>
7.				<i>[Signature]</i>
8.				<i>[Signature]</i>
9.	Senin/23/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
10.	Selasa/24/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
11.	Rabu/25/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
12.	Kamis/26/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
13.	Jumat/27/3/2026	08:00 WIB	15:00 WIB	<i>[Signature]</i>
14.				<i>[Signature]</i>
15.				<i>[Signature]</i>



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
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Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
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Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

ABSENSI HARIAN KERJA PRAKTEK

NAMA MAHASISWA : ELIEN SAPUTRA
NIM : 1500221405
JURUSAN/PRODI : Administrasi Bisnis / Administrasi Bisnis Internasional
SEMESTER : 8 < Delapan >
LOKASI KP : Peruluwang

PEMBIMBING/
SUPERVISOR : Suryawan Uddi Nugraha

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/20/3/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/21/3/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/22/3/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/23/3/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/24/3/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>
1.	Senin/6/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/7/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/8/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/9/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/10/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>



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SEMESTER : 8 < Delapan >
LOKASI KP : Peruluwang

PEMBIMBING/
SUPERVISOR : Suryawan Uddi Nugraha

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/12/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/13/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/14/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/15/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/16/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>
1.	Senin/20/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/21/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/22/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/23/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/24/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>



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SEMESTER : 8 < Delapan >
LOKASI KP : Peruluwang

PEMBIMBING/
SUPERVISOR : Suryawan Uddi Nugraha

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/27/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/28/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/29/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/30/4/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/1/5/2026	Hari Buruh	Hari Buruh	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>
1.	Senin/4/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/5/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/6/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/7/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/8/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>



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SEMESTER : 8 < Delapan >
LOKASI KP : Peruluwang

PEMBIMBING/
SUPERVISOR : Suryawan Uddi Nugraha

NO.	HARI/TANGGAL	JAM MASUK	JAM PULANG	PARAF PEMBIMBING LAPANGAN/SUPERVISOR
1.	Senin/11/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/12/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/13/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/14/5/2026	Kepolisian Koramil	Kepolisian Koramil	<i>[Signature]</i>
5.	Jumat/15/5/2026	Kepolisian Koramil	Kepolisian Koramil	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>
1.	Senin/18/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
2.	Selasa/19/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
3.	Rabu/20/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
4.	Kamis/21/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
5.	Jumat/22/5/2026	08:00 wib	17:00 wib	<i>[Signature]</i>
				<i>[Signature]</i>
				<i>[Signature]</i>

