

APPRENTICESHIP REPORT

PT. IVO MAS TUNGGAL
DIVISION MANAGEMENT REPRESENTATIVE,
GENERAL AFFAIR and ENGINEERING

RIA ANGGESTI

5404221543



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

2026

APPROVAL SHEET

**PT. IVO MAS TUNGGAL
DIVISION MANAGEMENT REPRESENTATIVE, GENERAL
AFFAIR and ENGINEERING**

Written as of the conditions for completing Apprenticeship

RIA ANGGESTI
5404221543

Dumai, June 30, 2026

MR Sect. Head

PT Ivo Mas Tunggal-Lubuk Gaung
Dumai

Advisor

 **PT. IVO MAS TUNGGAL**
LUBUK GAUNG REFINERY

Fernando Setiawan Sihotang



Yunelly Asra, S.S, MM, CPISC
NIP.197507012012122001

Approved by,

Head of International Business Administration Study Program


Muhammad Fuad Asrofillah, S.E., M.M
NIP. 199304202022031007

ACKNOWLEDGMENT

The author expresses his gratitude to Almighty God for all His blessings, grace, and gifts, granting him good health, opportunity, and the smooth running of his internship and timely completion of his internship report at PT. IVO MAS TUNGGAL. The internship ran from February 3 to June 30, 2026.

The author also expresses his deepest gratitude to all employees of PT. IVO MAS TUNGGAL for their kindness, friendly attitude, and support throughout the internship. The opportunity to be part of the PT. IVO MAS TUNGGAL work environment has been a valuable and meaningful experience.

In the process of preparing this report, the author realizes that it would not have been possible to complete it successfully without the assistance, direction, guidance, and support of various parties. Therefore, the author takes this opportunity to express his sincere appreciation and gratitude to all parties who have participated and contributed to the completion of this internship report. These parties include:

1. Mr. Johny Custer, S.T., M.T., as the Director of the State Polytechnic of Bengkalis.
2. Mr. Romadhoni, S.T., M.T., as Deputy Director I of the State Polytechnic of Bengkalis.
3. Ms. Nurhazana, S.E., M.Sc as the Head of the Business Administration Department.
4. Mr. Muhammad Fuad Asrofillah, S.E., M.M as the Head of the International Business Administration Study Program.
5. Ms. Yunelly Asra, SE, MM, CPISC as the advisor of this apprenticeship report.
6. Mr. Muhammad Fuad Asrofillah, S.E., M.M as the academic advisor of Class C, International Business Administration.
7. Mr. M. Alkadri Perdana, B.IT., M.Sc., as the Apprenticeship Coordinator of the International Business Administration Study Program.
8. The author would like to express his deepest gratitude to his beloved parents, Mr. Hamseli and Mrs. Elin. Thank you for every prayer you have said, every sweat you have shed, and every endless support that has been the author's strength until now.

9. Thank you also to my beloved sister, Viga Virasia, for the material support and encouragement that makes me want to move forward and not give up easily.
10. The author extends sincere gratitude to PT IVO MAS TUNGGAL (Lubuk Gaung, Dumai) for providing the opportunity to undertake an internship and for offering invaluable work experience across several departments.
11. The author extends sincere gratitude to the field mentor/supervisor for providing extensive guidance, direction, and knowledge throughout the internship. Thanks to this mentorship, the author gained an understanding of various work activities—particularly document management, administration, and other supporting tasks within the company. The author also wishes to thank all employees of the department for their assistance, guidance, and warm welcome during the internship.
12. The author would like to thank Awi, Nazifa Fitri, and Mutiara Indah Safitri for their support and motivation. He also thanks his classmates in ABI 8C for their assistance and cooperation, and his fellow interns for their camaraderie and the valuable experiences they shared during the internship.

Bengkalis, 11, 08 2026



Ria Anggesti
5404221543

TABLE OF CONTENTS

APPROVAL SHEET	ii
ACKNOWLEDGMENT	iii
LIST OF FIGURES.....	vi
LIST OF TABLES.....	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1Background of the Apprenticeship	1
1.2Purpose of the Apprenticeship.....	2
1.3Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company History	5
2.2 Visi dan Misi PT. Ivo Mas Tunggal.....	7
2.3 Kind Of Business.....	7
2.4 Organizational Structure of the General Affairs, Engineering, and Management Representative Departments at PT Ivo Mas Tunggal.....	8
2.5 Work System	11
2.6 Document Used for Activity.....	12
CHAPTER III SCOPE OF THE APPRENTICESHIP.....	15
3.1 Job Description.....	15
3.2 System and Procedures.....	16
3.3 Place and Time of Apprenticeship	26
3.4 Kind and Description of the Activity.....	27
3.5 Obstacle and Solution of the Apprenticeship	43
CHAPTER IV CONCLUSIONS AND SUGGESTIONS.....	44
4.1 Conclusions	44
4.2 Suggestions.....	44
REFERENCES	47
APPENDICES	48

LIST OF FIGURES

Figure 2. 1 PT. Ivo Mas Tunggal.....	5
Figure 2. 2 Logo Sinar Mas	7
Figure 2. 3 Structure Organization	8
Figure 2. 4 Documentation PRP System	13
Figure 2. 5 Smart DMI System.....	14
Figure 3. 1 Flow Chart Work Procedures General Affair	17
Figure 3.2 Flow Chart Work Procedures Engineering (ICA).....	20
Figure 3.3 Flow Chart Work Procedures MR.....	22
Figure 3.4 Documentation Location PT. Ivo Mas Tunggal.....	23

LIST OF TABLES

Table 3. 1 Apprenticeship Schedule	18
Table 3. 2 Daily Activities from February 03 rd to February 06 th , 2026	18
Table 3. 3 Daily Activities from February 09 rd to February 13 th , 2026	19
Table 3. 4 Daily Activities from February 16 rd to February 20 th , 2026	20
Table 3. 5 Daily Activities from March 24 rd to February 27 th , 2026	20
Table 3. 6 Daily Activities from March 02 rd to March 06 th , 2026	21
Table 3. 7 Daily Activities from March 09 rd to March 13 th , 2026	22
Table 3. 8 Daily Activities from March 16 rd to March 20 th , 2026	23
Table 3. 9 Daily Activities from March 23 rd to March 27 th , 2026	24
Table 3. 10 Daily Activities from March 30 rd to March to April 03 th , 2026.....	25
Table 3. 11 Daily Activities from April 06 rd to 10 th , 2026	26
Table 3. 12 Daily Activities from April 13 rd to 17 th , 2026	27
Table 3. 13 Daily Activities from April 20 rd to 24 th , 2026	28
Table 3. 14 Daily Activities from April 27 rd to 30 th , 2026	29
Table 3. 15 Daily Activities from May 04 rd to 08 th , 2026.....	30
Table 3. 16 Daily Activities from May 11 rd to 15 th , 2026	31
Table 3. 17 Daily Activities from May 18 rd to 22 th , 2026.....	32
Table 3. 18 Daily Activities from May 25 rd to 26 th , 2026.....	34
Table 3. 19 Daily Activities from June 02 rd to 05 th , 2026.....	34
Table 3. 20 Daily Activities from June 08 rd to 12 th , 2026.....	35
Table 3. 21 Daily Activities from June 15 rd to 19 th , 2026.....	36
Table 3. 22 Daily Activities from June 22 rd to 26 th , 2026.....	37
Table 3. 23 Daily Activities from June 29 rd to 30 th , 2026.....	38

LIST OF APPENDICES

Appendix 1 Application Letter of Apprenticeship.....	48
Appendix 2 Reply letter of approval for Apprenticeship from PT Ivo Mas Tunggal ..	49
Appendix 3 Documentation of Plaque Handover to the Director and Office Team PT Ivo Mas Tunggal	50
Appendix 4 Documentation of Form Absensi.....	50
Appendix 5 Daily Internship at PT Ivo Mas Tunggal	53

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the current era of free competition, education is expected to play an important role in supporting all aspects needed to contribute ideas and real work in building the nation and state. The modern world of work demands the availability of human resources (HR) that are superior and competitive, and able to adapt to increasingly rapid global developments and challenges. Therefore, it is very important to have a workforce with high professional skills, both for present and future needs.

An internship is an activity that provides students with the opportunity to directly experience the world of work and develop the ideas and knowledge they have learned in college. Through this activity, students not only learn theory but also observe firsthand how work processes operate in the field.

The internship program in fact is also effective for improving the ability to communicate well, the ability to adjust, the managerial ability to work in groups, the ability to interact, and increase accuracy in work as part of the soft skills that students must have (Haddad, et al., 2023). This theory presented emphasizes the importance of internship programs as practical learning platforms that bridge academic knowledge with real-world applications. These programs not only enhance technical competencies but also play a crucial role in shaping students' soft skills such as communication, adaptability, teamwork, interpersonal interaction, and attention to detail which are essential for career readiness and professional success.

Furthermore, internships help students understand the connection between the knowledge gained in lectures and practical work practices. Through this experience, students can also develop various important skills such as communication, teamwork, and the ability to adapt to diverse and constantly changing work environments.

During their internship at PT Ivo Mas Tunggal, a company engaged in palm oil and vegetable oil processing, interns were placed in two divisions: Management

Representative and General Affairs. In the Management Representative division, their activities included assisting with the preparation of minutes, downloading quality targets from the system for each department, and processing data using Microsoft Excel for ISO, RSPO, and other related documentation. In the General Affairs division, their activities included assisting with stationery inventory counts, checking the condition of building facilities, inputting incoming and outgoing goods data, and summarizing employee milk rations in each department.

Internships are not only part of the graduation requirements but also aim to produce competent graduates who are ready to enter the workforce, possess a professional attitude, and are able to face various challenges in the workplace. Through this activity, students are placed in institutions relevant to their field of study to gain real-world experience that supports the application of the theories they have learned.

For International Business Administration students, internships provide an opportunity to gain firsthand understanding of business practices in the field, while simultaneously developing skills, enhancing adaptability, and strengthening competitiveness. Upon completion of the internship, students are required to submit an Internship Report as a form of academic accountability and as a requirement for advancing to the next career level.

The internship program at PT IVO MAS TUNGGAL, which will run from February 3 to June 30, 2026, aims to provide students with the opportunity to directly apply the knowledge and skills they have learned during their studies to the workplace. Through this activity, students can gain real-world experience in administration, understand how company workflows and operational systems work, and develop professional skills needed in the industrial world. Furthermore, this internship is also one of the academic requirements that must be met to complete the Diploma 4 Study Program in International Business Administration.

1.2 Purpose of the Apprenticeship

The objectives of the internship program at PT. IVO MAS TUNGGAL, a company engaged in palm oil and vegetable oil processing, are as follows:

1. To gain practical experience in carrying out administrative and inventory management activities in the General Affairs (GA) Department.
2. To understand and implement the work systems and procedures applied in inventory management, engineering administration, document control, and integrated management system documentation in accordance with company standards.
3. To gain practical experience in carrying out administrative tasks, document management, data processing, and inventory control by using Microsoft Excel and the company's digital management systems.
4. Understand the types and descriptions of activities carried out during the internship program at PT Ivo Mas Tunggal through direct involvement in various operational activities within the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments.
5. Understand the various challenges encountered during the internship and the solutions implemented to resolve them, thereby enhancing analytical and problem-solving skills as well as the ability to adapt to a professional work environment.

1.3 Significances of the Apprenticeship

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

1.3.1 Significances for the Students

Internships provide students with the opportunity to gain firsthand knowledge and understanding of the world of work. The benefits of internships include:

1. Students can apply the theories and knowledge they have learned in the classroom to the real world of work.
2. Students gain hands-on work experience relevant to their field of study.

3. Students learn to work in teams, allowing them to exchange ideas and develop collaborative thinking skills.

1.3.2 Significances for State Polytechnic of Bengkalis

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

1. The internship program can strengthen collaborative relationships and expand communication between Bengkalis State Polytechnic and PT IVO MAS TUNGGAL.
2. The internship program also helps improve the skills and membership of Bengkalis State Polytechnic graduates, so they are better prepared to enter the workforce.

1.3.3 Significances for the Company

An internship is an activity undertaken by students to gain work experience.

The benefits of internships for companies include:

1. Establishing and strengthening collaboration between educational institutions and companies or related agencies.
2. Providing opportunities for companies to provide assessments and valuable feedback to students during the internship.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History



Figure 2. 1 PT. Ivo Mas Tunggal

Sinar Mas is one of Indonesia's largest business conglomerates, operating across various strategic industrial sectors. The Sinar Mas Group was founded by Eka Tjipta Widjaja, who was born on February 27, 1921, in Quanzhou, China. Eka Tjipta Widjaja established the group on October 3, 1938, in Makassar, South Sulawesi. The business units owned by Sinar Mas are as follows

1. APP (Asia Pulp & Paper)

Asia Pulp & Paper is the umbrella name for Sinar Mas's pulp and paper operations. APP is one of the world's largest pulp and paper producers. It operates across Indonesia, with business units spanning pulp, paper, packaging, and tissue, and has an annual production capacity of approximately 12 million tonnes.

2. Agribusiness & food

Sinar Mas operates its food pillar through Golden Agri-Resources Ltd. (GAR), a company listed on the Singapore Exchange in 1999. GAR and its subsidiaries form one of the leading integrated palm and oil plantation companies in the

word. One of GAR'S main subsidiaries, PT Sinar Mas Agro Resources and technology Tbk (PT SMART Tbk) was listed on the Indonesia stock Exchange in 1992.

3. Financial Services

Sinar Mas Financial Services operates under the Sinar Mas Financial Services umbrella, managed directly by its parent holding company, PT Sinar Mas Multiartha Tbk (SMMA). This pillar provides an ecosystem of integrated financial solutions. The key business lines and subsidiaries within the Sinar Mas financial sector are categorized into banking, insurance, multifinance, capital markets & asset management, and fintech & other financial services

4. Development and Real Estate

Sinar Mas Land is one of the largest property developers in Southeast Asia, with a portfolio spanning independent townships, residential and commercial areas, retail and shopping centers, hospitality, recreational facilities, and industrial properties. In Indonesia, the company holds a land bank of approximately 1,000 hectares, while internationally, it develops various projects in countries such as China, Malaysia, Singapore, and the United Kingdom.

5. Energy and Infrastructure

Operated through the parent holding company PT Dian Swastika Sentosa Tbk (DSSA), it focuses on the provision of primary energy, workforce services, and supporting infrastructure.

6. Healthcare Services

This pillar focuses on providing modern medical facilities and an integrated, international-standard healthcare service center.

7. Education (Sinarmas Education)

Sinar Mas established a formal educational institution to cultivate top-tier talent in the fields of technology, business, and future industries.

2.2 Visi dan Misi PT. Ivo Mas Tunggal



Figure 2. 2 Logo Sinar Mas

The Sinar Mas logo embodies the company's vision of maintaining a balance among the key pillars of business sustainability: social, environmental, and economic. In conducting its business operations, PT Ivo Mas Tunggal is guided by the company's vision and mission, which serve as the foundation for achieving its corporate objectives. The vision and mission of PT Ivo Mas Tunggal are as follows:

2.2.1 Vision Of PT. Ivo Mas Tunggal :

To become the best integrated global agribusiness and consumer products company and the partner of choice.

2.2.2 Mision Of PT. Ivo Mas Tunggal :

Efficiently provide high-quality and sustainable agribusiness and consumer products, solutions, and services to create added value for stakeholders.

2.3 Kind Of Business

PT Ivo Mas Tunggal (Lubuk Gaung Branch, Dumai) operates in the palm oil industry, with activities spanning processing, refining, and product distribution. The company processes fresh fruit bunches (FFB) into crude palm oil (CPO) and palm kernel oil (PKO), followed by refining processes to produce goods such as cooking oil. In addition to production, the company utilizes logistics facilities—including a private jetty—to facilitate the smooth storage, shipment, and export of palm oil products. These activities are carried out to ensure efficient operations and to meet the demands of both domestic and international markets.

2.4 Organizational Structure of the General Affairs, Engineering, and Management Representative Departments at PT Ivo Mas Tunggal

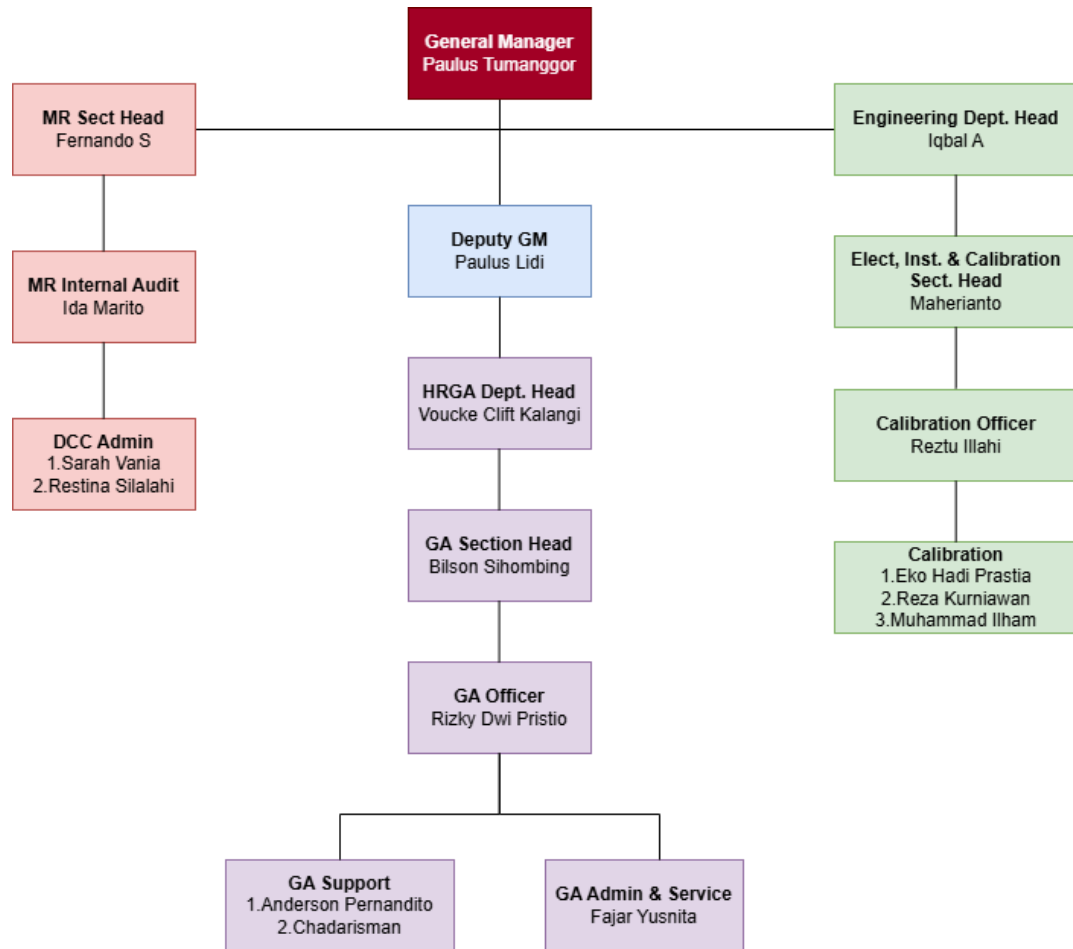


Figure 2. 3 Structure Organization

Based on the organizational structure at PT Ivo Mas Tunggal, you can view the duties and responsibilities of each position, namely:

1. General Manager

The General Manager is responsible for leading and overseeing all company activities to ensure they run smoothly and align with established targets. Their responsibilities include organizing and coordinating work across departments, managing operational activities, and ensuring that all processes adhere to applicable procedures. Additionally, the General Manager plays a key role in making important decisions, effectively managing company resources, monitoring performance, and

providing direction to employees to enhance productivity and work quality. By performing these duties, the General Manager is responsible for supporting the achievement of company goals and maintaining the smooth flow of daily operations.

2. Deputy GM

The Deputy General Manager is responsible for assisting the General Manager in organizing, overseeing, and ensuring the smooth operation of all company activities. Their duties include supporting the implementation of corporate strategies, coordinating inter-departmental work, monitoring operational processes, and helping to resolve issues that arise in the field. Additionally, the Deputy GM evaluates team performance, provides direction to employees, and assists in decision-making to ensure the achievement of company goals. The Deputy GM also serves as a liaison between management and relevant departments to maintain the smooth and effective operation of the company's activities.

3. HRGA Department Head

Responsible for managing and overseeing activities related to human resources and general company administration. Responsibilities include managing employee needs, developing work systems, supervising administrative tasks, managing company facilities, and ensuring that all HR and General Affairs activities are conducted in accordance with applicable procedures and policies.

4. GA Section Head

Responsible for managing and overseeing General Affairs (GA) activities, including office facility management, operational requirements, and general administration, as well as coordinating the GA team's work to ensure effectiveness and support the smooth operation of company activities.

5. GA Officer

Responsible for carrying out day-to-day General Affairs (GA) administrative and operational activities—such as document management, facility record-keeping, and coordinating employee needs—as well as helping to ensure that the company's operational requirements are effectively met.

6. GA Support

Responsible for assisting with General Affairs (GA) operational tasks—such as facility management and administrative support—as well as other duties related to the company's general operational needs.

7. GA Admin & Service

Responsible for performing administrative tasks, document archiving, and data management, as well as providing services related to the company's administrative and operational needs.

8. Engineering Department Head

Responsible for managing and overseeing engineering activities—including the maintenance of facilities, equipment, and installations—and ensuring that all of the company's technical systems operate safely and optimally.

9. Elect, Instrument & Calibration Section Head

Responsible for managing electrical, instrumentation, and equipment calibration activities to ensure compliance with applicable standards, as well as ensuring that equipment operates correctly and accurately.

10. Calibration Officer

Responsible for managing equipment calibration activities, recording inspection results, and ensuring that measuring instruments remain compliant with established standards.

11. Calibration Team

Responsible for assisting with the execution of calibration processes, checking equipment condition, recording work results, and ensuring measuring instruments are ready for use in operational activities.

12. MR Section Head

The MR Section Head is responsible for helping ensure that the company's management system operates in accordance with applicable standards and procedures. Their duties include coordinating quality-related activities, monitoring the implementation of the management system, managing and ensuring the completeness of documentation, and following up on audit result or findings requiring corrective action. Additionally, the MR section head provides direction to

the team, coordinates with relevant departments, and report on the progress of the management system to management to facilitate continuous improvement of work processes.

13. MR Internal Audit

The Internal Audit Management Representative (MR) is responsible for facilitating internal audit activities by verifying the implementation of management system across various departments to ensure compliance with applicable procedures and standards. Their duties include preparing for audits, examining documents and work processes, documenting findings, and assisting in monitoring corrective actions taken by the relevant departments. Additionally, the Internal Audit MR assists in compiling audit report and providing recommendations to enhance the company's performance and the effectiveness of its management system.

14. DCC Admin

The DCC Admin is responsible for assisting in the management and control of company documents, ensuring they are properly stored and handled in accordance with established procedures. Their duties include assisting with data entry, archiving, distribution, and document verification to ensure that the latest versions are always in use. Additionally, the DCC Admin helps update document records, monitors the status of active versus obsolete documents, and ensures that document administration is well-organized to support the smooth operation of the company's management system.

2.5 Work System

1. General Affairs (GA) Department

- a. Manage company inventory and assets.
- b. Assist with general administrative processes and the preparation of official documents.
- c. Process and archive administrative data.
- d. Support document control in accordance with company procedures.
- e. Assist in the execution of operational and administrative activities within the General Affairs function.

2. Engineering Department ICA (Instrument)
 - a. Assist with administrative processes within the Engineering Department.
 - b. Manage and update documentation related to engineering activities.
 - c. Support data processing and the preparation of required reports.
 - d. Assist with administrative coordination to support engineering operations.
3. Management Representative (MR) Department
 - a. Assist in managing and controlling Integrated Management System (IMS) documentation.
 - b. Compile and update documentation regarding company quality objectives.
 - c. Participate in the implementation and monitoring of management standards, including International Organization for Standardization (ISO), Roundtable on Sustainable Palm Oil (RSPO), Hazard Analysis and Critical Control Point (HACCP), GMP+, Halal Assurance System (HAS), Prerequisite Program (PRP), Smart DMI, and Corrective and Preventive Action (CAPA).
 - d. Assist with administrative processes for internal and external audits.
 - e. Process data and prepare reports related to the company's management systems.
 - f. Support documentation, evaluation, and follow-up activities regarding the implementation of management systems within the company.

2.6 Document Used for Activity

2.6.1 Sinar Mas System

The Sinar Mas system is used to facilitate the integrated management and monitoring of company activities. It supports various administrative tasks, data processing, and document control, while streamlining coordination across

departments. Implementing this system results in more organized and effective workflows, helping the company achieve its established operational targets.

1. PRP (Prerequisite Program)

PRP related to operational and environmental conditions constitute a form of monitoring conducted by the company to ensure smooth operations. Through this activity, field conditions are regularly inspected for compliance with applicable procedures and regulations. Furthermore, any findings are documented and addressed so that identified deficiencies can be promptly rectified.

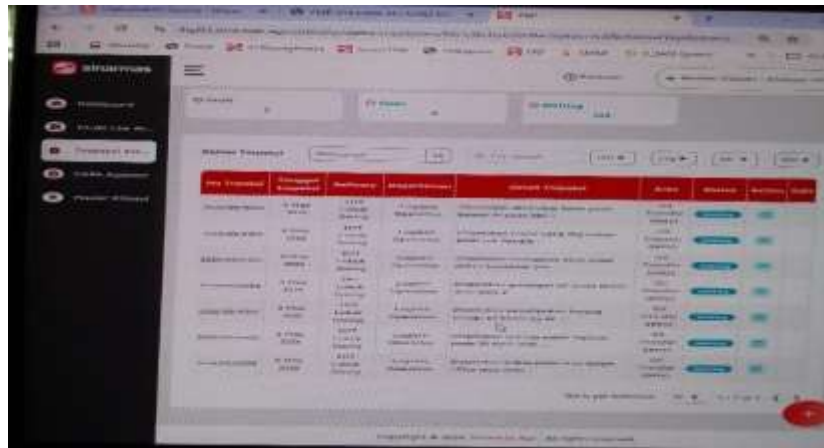


Figure 2. 4 Documentation PRP System

This activity assists the company in maintaining the effective operation of its management system and fostering continuous improvement.

2. Smart DMI

Smart DMI (Digital Management Information) is a digital-based system used by companies to manage operational data in a more organized, efficient, and controlled manner. Through this system, various types of data—such as production, environmental, and quality metrics, as well as work documents—can be input, stored, and monitored centrally.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

During the internship program at PT IVO MAS TUNGGAL, which ran from February 3 to June 30, 2026, the author gained valuable practical experience and a deeper understanding of the professional work environment. Throughout the internship, the author was directly involved in various operational and administrative activities within the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments.

1. General Affairs (GA) Department

While assigned to the General Affairs (GA) Department, the author carried out various administrative and operational tasks related to company inventory management, document control, data processing, and the drafting of official documents. The author also assisted with document archiving and supported smooth general administrative operations in accordance with established company procedures.

2. Engineering ICA (Instrument) Department

In the Engineering (ICA) Department, the author was involved in administrative activities supporting departmental operations. These activities included data processing, maintenance documentation management, and the preparation of administrative reports, as well as assisting with administrative coordination related to operational activities and company facility maintenance.

3. Management Representative (MR) Department

While in the Management Representative (MR) Department, the author participated in managing the company's Integrated Management System (IMS). Activities included document control, the preparation of quality objective documentation, and support for the implementation and monitoring of various management standards—such as ISO, RSPO, HACCP, GMP+, Halal Assurance System (HAS), Prerequisite Program (PRP), Smart DMI, and Corrective and Preventive Action (CAPA). Additionally, the author assisted

with internal and external audit administration, data processing, and the preparation of reports regarding the implementation of the company's management systems.

3.2 System and Procedures

3.2.1 Work System

The work processes implemented during the internship in the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments at PT Ivo Mas Tunggal were conducted in accordance with established procedures and directives from supervisors or responsible staff members. Each activity followed a step-by-step workflow, ranging from receiving data or documents, conducting inspections, processing and entering data, and performing re-checks, to finally storing or reporting the work results. The work systems for each department are described as follows:

1. General Affairs (GA)

a) Performing administrative data entry using Microsoft Excel

This involves entering received data into the provided Excel tables or formats. The data may consist of inventory records, goods administration details, or other information related to general operations.

b) Updating company inventory data

This is done by adjusting the data in the inventory records to reflect changes in stock. Updates are performed whenever items are received, used, or relocated, or when there is a change in quantity, ensuring the inventory data remains consistent with actual conditions.

c) Checking office supply inventor

This involves physically inspecting the quantity and condition of supplies available in the storage area. The activity aims to verify current stock levels and ensure that the company's administrative needs can be met.

d) Reconciling physical stock quantities with inventory data

This is done by comparing the quantity of goods physically found with the quantity recorded in administrative data. This reconciliation is essential to determine whether the recorded data aligns with the actual state of the goods.

e) Assisting in the procurement process for office supplies

This is done by providing information on items that are running low or are out of stock. Such information serves as a basis for procurement decisions, ensuring that office supplies remain available and do not disrupt administrative activities.

2. Engineering Department (ICA)

a) Data processing and archiving

includes data entry into Microsoft Excel, the preparation and updating of maintenance documents, and the management of records regarding company equipment and facilities. Once completed, the data and documents are reviewed to verify the accuracy of the recorded information before being submitted to the supervisor or relevant staff and filed in accordance with established archiving procedures.

3. Management Representative (MR) Department

a) Receiving documents from various departments

This involves receiving data, documents, or information related to the company's management systems from relevant departments. The received documents are examined to determine their type, purpose, and completeness. Subsequently, the documents are processed as required—such as through data entry, information updates, filing, or preparation for the next stage of the workflow. The objective of this activity is to ensure that all documents from relevant departments are properly managed, neatly organized, and handled in accordance with established company procedures.

b) Performing document archiving

This involves storing and organizing documents based on type, period, or category as determined by the company. Documents are arranged

systematically to facilitate easy retrieval when needed—whether for administrative purposes, inspections, or audits. Efficient archiving ensures documents are properly preserved and streamlines document management processes within the Management Representative (MR) Department.

c) Performing document control

This entails verifying document status, document numbers, revision numbers, and effective dates, as well as distributing documents to relevant parties. The process aims to ensure that every document in use complies with company regulations, represents the latest version, and remains valid. Additionally, document control helps prevent the use of documents that are obsolete or do not adhere to established procedures.

d) Updating documents and data management systems

This is carried out whenever there are changes to information, document revisions, or new data from relevant departments. Updates are performed on documents and systems related to International Organization for Standardization (ISO), Roundtable on Sustainable Palm Oil (RSPO), Hazard Analysis and Critical Control Point (HACCP), GMP+, Halal Assurance System (HAS), Prerequisite Program (PRP), Smart DMI, and Corrective and Preventive Action (CAPA).

e) Assisting in the formulation of Quality Objectives

This involves the collection, processing, and compilation of data related to the company's shared objectives. The data is then aligned with established targets to facilitate the achievement of these shared goals and support the performance evaluation of the company's management system.

f) Assisting with PRP monitoring (Prerequisite Program)

This involves processing and updating monitoring data related to Prerequisite Programs (PRP). The collected data is recorded and aligned with the company's documents or systems, ensuring that monitoring results are stored efficiently and remain easily traceable.

- g) Assisting with CAPA monitoring (Corrective Action and Preventive Action)

This involves updating and recording information regarding corrective and preventive actions taken in response to findings or non-conformities. CAPA data is updated based on available follow-up information, ensuring that every finding is documented and the progress of its resolution can be more easily tracked.

- h) Internal and external audit documents

This encompasses the activities of gathering, reviewing, and compiling documents required as evidence of the implementation of the company's management system. Documents are prepared in accordance with audit requirements to ensure that necessary information is fully available and that the review process proceeds in a more organized manner.

3.2.2 Work Procedures

The work procedures carried out during the internship at PT Ivo Mas Tunggal were performed systematically according to the instructions given by the supervisor or responsible staff. The procedures for each department are as follows:

3.2.2.1 General Affairs (GA) Department

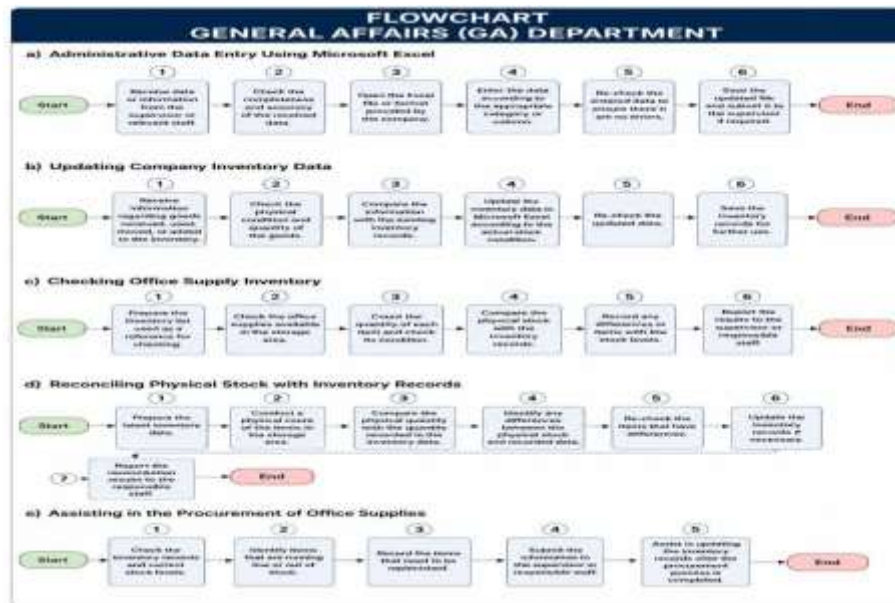


Figure 3. 1 Flow Chart Work Procedures General Affair

a) Administrative Data Entry Using Microsoft Excel

1. Receive data or information from the supervisor or relevant staff.
2. Check the completeness and accuracy of the received data.
3. Open the Excel file or format provided by the company.
4. Enter the data according to the appropriate category or column.
5. Re-check the entered data to ensure there are no errors.
6. Save the updated file and submit it to the supervisor or responsible staff if required.

b) Updating Company Inventory Data

1. Receive information regarding goods received, used, moved, or added to the inventory.
2. Check the physical condition and quantity of the goods.
3. Compare the information with the existing inventory records.
4. Update the inventory data in Microsoft Excel according to the actual stock condition.
5. Re-check the updated data.
6. Save the inventory records for further use.

- c) Checking Office Supply Inventory
 - 1. Prepare the inventory list used as a reference for checking.
 - 2. Check the office supplies available in the storage area.
 - 3. Count the quantity of each item and check its condition.
 - 4. Compare the physical stock with the inventory records.
 - 5. Record any differences or items with low stock levels.
 - 6. Report the results to the supervisor or responsible staff
- d) Reconciling Physical Stock with Inventory Records
 - 1. Prepare the latest inventory data.
 - 2. Conduct a physical count of the items in the storage area.
 - 3. Compare the physical quantity with the quantity recorded in the inventory data.
 - 4. Identify any differences between the physical stock and recorded data.
 - 5. Re-check the items that have differences.
 - 6. Update the inventory records if necessary.
 - 7. Report the reconciliation results to the responsible staff.
- e) Assisting in the Procurement of Office Supplies
 - 1. Check the inventory records and current stock levels.
 - 2. Identify items that are running low or out of stock.
 - 3. Record the items that need to be replenished.
 - 4. Submit the information to the supervisor or responsible staff.
 - 5. Assist in updating the inventory records after the procurement process is completed.

3.2.2.2 Engineering Department ICA (Instrument)

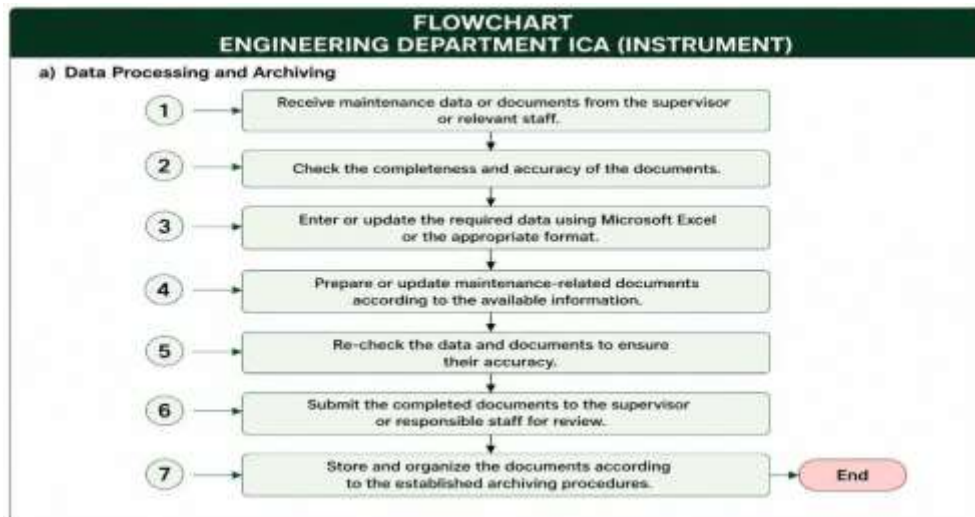


Figure 3. 2 Flow Chart Work Procedures Engineering (ICA)

a) Data Processing and Archiving

1. Receive maintenance data or documents from the supervisor or relevant staff.
2. Check the completeness and accuracy of the documents.
3. Enter or update the required data using Microsoft Excel or the appropriate format.
4. Prepare or update maintenance-related documents according to the available information.
5. Re-check the data and documents to ensure their accuracy.
6. Submit the completed documents to the supervisor or responsible staff for review.
7. Store and organize the documents according to the established archiving procedures.

3.2.2.3 Management Representative (MR) Department



Figure 3. 3 Flow Chart Work Procedures MR

a) Receiving and Processing Documents from Various Departments

1. Receive documents or data from relevant departments.
2. Check the type, purpose, completeness, and condition of the documents.
3. Identify the required action for each document.
4. Enter or update the information when necessary.
5. Organize the documents according to their respective categories.
6. Submit the documents to the supervisor or responsible staff for further processing.
7. File the completed documents according to the applicable procedures.

b) Document Archiving

1. Collect documents that have been completed or approved.
2. Identify the document type, period, and category.
3. Group documents according to their respective classifications.
4. Arrange the documents systematically.
5. Store the documents in the designated physical or electronic location.
6. Check the filing location to ensure that the documents can be easily retrieved when needed.

c) Document Control

1. Receive new or revised documents from the relevant department.
2. Check the document number, revision number, document status, and effective date.
3. Verify whether the document is the latest approved version.
4. Update the document control records when required.
5. Distribute the approved document to the relevant parties.
6. Ensure that obsolete documents are identified and controlled to prevent unintended use.
7. Store the controlled documents according to the established procedures.

d) Updating Documents and Data Management Systems

1. Receive new information, revised documents, or updated data from the relevant department.
2. Identify the documents or management systems that require updating.
3. Check the information against the available records.
4. Update the relevant documents or systems.
5. Re-check the updated information to ensure its accuracy.
6. Save and organize the updated documents or data.
7. Report or submit the completed updates to the supervisor or responsible staff.

e) Assisting in the Formulation of Quality Objectives

1. Receive data related to the company's quality objectives.
2. Collect the required data from the relevant departments or records.
3. Check and organize the collected data.
4. Enter and process the data using the required format.
5. Compare the data with the established quality targets.
6. Re-check the results to ensure the information is accurate.
7. Submit the compiled data to the supervisor or responsible staff for further evaluation.

f) Assisting with PRP Monitoring

1. Receive PRP monitoring data from the relevant department or system.

2. Check the completeness of the monitoring data.
 3. Collect and organize the available monitoring records.
 4. Enter or update the monitoring data in Microsoft Excel or the relevant system.
 5. Compare the data with the existing PRP records.
 6. Re-check the updated information to ensure its accuracy.
 7. Save and file the completed PRP monitoring records for future reference.
- g) Assisting with CAPA Monitoring
1. Receive information regarding findings or non-conformities.
 2. Check the available corrective and preventive action information.
 3. Record the findings and follow-up actions in the appropriate format or system.
 4. Update the CAPA status based on the latest follow-up information.
 5. Check whether the corrective or preventive actions have been followed up.
 6. Re-check the recorded information.
 7. Save and organize the CAPA records so that the progress of each action can be easily monitored.
- h) Managing Internal and External Audit Documents
1. Receive audit requirements or requests for supporting documents.
 2. Identify the documents required as audit evidence.
 3. Collect the relevant documents from the available records or departments.
 4. Check the completeness, validity, and suitability of the documents.
 5. Organize the documents according to the audit requirements.
 6. Compile and prepare the documents for review or submission.
 7. Re-check the documents to ensure that the required evidence is complete and properly organized.
 8. Store the documents after the audit process according to the established document archiving procedures.

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

PT. Ivo Mas Tunggal (Lubuk Gaung Refinery Project) in Dumai is located on Jalan Kelapa, RT. 17, Lubuk Gaung Village, Sungai Sembilan District, Dumai City, Riau. This location is in the downstream palm oil project and operational area of Sinar Mas (a business pillar of PT SMART Tbk) in the coastal area of Riau.



Figure 3. 4 Documentation Location PT. Ivo Mas Tunggal

3.3.2 Time of Apprenticeship

This Apprenticeship activity was carried out starting from February 03rd, 2026 until June 30th, 2026. The following is the schedule of the apprenticeship hours at the Yard PT.IVO MAS TUNGAL:

Table 3. 1 Apprenticeship Schedule

No.	Day	Working Hours	Break
1.	Monday	08:00 – 17:00 WIB	12:00 – 13:00 WIB
2.	Tuesday	08:00 – 17:00 WIB	12:00 – 13:00 WIB
3.	Wednesday	08:00 – 17:00 WIB	12:00 – 13:00 WIB
4.	Thursday	08:00 – 17:00 WIB	12:00 – 13:00 WIB
5.	Friday	08:00 – 17:00 WIB	12:00 – 13:00 WIB

Source: Processed Data, 2026

Based on the internship schedule listed in Table 3.1, the internship is carried out every weekday, Monday to Friday, with working hours from 08.00 WIB to 17.00 WIB. Lunch break is scheduled from 12.00 WIB to 13.00 WIB, except during the fasting month when working hours are from 07.30 WIB to 16.00 WIB.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the PT. IVO MAS TUNGGAL in general can be seen in the following table:

Table 3. 2 Daily Activities from February 03rd to February 06th, 2026

No.	Date	Description of Activities	Place
1.	Tuesday, Feb 3, 2026	1. Introduction to HR 2. Calculate And compare the Expenses/Year cleaning Equipment needed. 3. Coun the remaining stationery stock in the stationary room	GA
2.	Wednesday, Feb 4, 2026	1. Re-assess to find out how much stock is left 2. Assisting with inventory recording in the office supplies room	GA
3.	Thursday, Feb 5, 2026	1. Assisting with converting old Axcel data for office supplies to new data	GA
4.	Friday, Feb 6, 2025	1. Assist with scanning GA documents 2. Assist with requesting signatures from the secretary for inventory documents.	GA

Source: Processed Data, 2026

During the first week of the internship, we were asked to introduce ourselves and appoint a mentor or supervisor for the duration of the internship. author was then given an assignment and instructed to complete it in detail.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on February 09 to February 13, 2026 can be seen in the table below as follows:

Table 3. 3 Daily Activities from February 09rd to February 13th, 2026

No.	Date	Description of Activities	Place
1.	Monday, Feb 9, 2026	1. Assist with scanning meeting invitations 2. Check GA receipts. Stamp and sign GA receipts sist with summarizing employee catering costs	GA
2.	Wednesday, Feb 11, 2026	1. Assist with calculating catering cost details 2. Deliver employee meal lists to the public canteen 3. Assist in calculating the details of PT employee meal list	GA
3.	Thursday, Feb 12, 2026	1. Calculate employee meal lists for January 16-31 2026. 2. Assisting with data entry for GA 2025	GA
4.	Friday, Feb 13, 2026	1. Assist with attaching the shipping receipt (TIKI) 2. Assist with summarizing the shipping Axcel (TIKI)	GA

Source: Processed Data, 2026

In the second week, author did some work, one of the tasks was calculating employee meal list data from January 16-31, and author also participated in the

morning jogging activity on Friday. On February 10, author asked for permission to be absent because author was unable to (sick).

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on February 16 to February 20, 2026 can be seen in the table below as follows:

Table 3. 4 Daily Activities from February 16rd to February 20th, 2026

No.	Date	Description of Activities	Place
1.	Monday, Feb 16, 2026	1. Assisting with recording incoming goods. 2. Checking incoming goods data 3. Requesting signatures from finance 4. Recording employee meal plans	GA
2.	Wednesday, Feb 18, 2026	1. Assisting in cutting oil bazaar coupons 2. Calculating employee milk receipts for the period January 4-10, 2026	GA
3	Thursday, Feb 19, 2026	1. Assisting in delivering employee meal data to the canteen 2. Assisting in summarizing non-Muslim employee meal data	
4	Friday, Feb 20, 2025	Assisting in gluing water receipts/invoices Assist in double-checking items in the office supply room against the stock listed in the data Assist in counting and arranging newly received items in the office supply room.	GA

Source: Processed Data, 2026

In the third week, we only came in for four days because of the Chinese New Year holiday. author was given the task of helping to record stock cards in the office supplies room, rechecking office supplies and so on.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on February 24 to February 27, 2026 can be seen in the table below as follows:

Table 3. 5 Daily Activities from March 24rd to February 27th, 2026

No.	Date	Description of Activities	Place
1.	Tuesday, Feb 24, 2026	1. Help record items in the office supplies room 2. Arrange items in the office supplies room according to stock 3. Help stamp receipts for goods ordered for stock in the ATK room	GA
2	Wednesday, Feb 25, 2026	1. Helps record the date on each receipt that does not yet have a purchase date 2. Re-record the stock of goods in the ATK room.	GA
3.	Thursday, Feb 26, 2026	1. Arrange and tidy up items in the office supplies room.	GA

		2. Record the available stock in the office supplies room on the stock card.	
4	Friday, Feb 27, 2025	1. Assist in delivering lunch rolls for non-Muslim employees to the canteen 2. Assist in delivering lunch rolls for shift 2 and 3 employees to the canteen	GA

Source: Processed Data, 2026

In the fourth week, author only came in for four days because on Monday author missed the office bus. In the fourth week, author was directed to record the stock books in the office and other rooms.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGAL on 02 to March 06, 2026 can be seen in the table below as follows:

Table 3. 6 Daily Activities from March 02rd to March 06th, 2026

No.	Date	Description of Activities	Place
1.	Monday, March 02, 2026	1. Count the number of AC units and note which ones good and which ones are damaged. 2. Help record whether the AC number matches the AC position or not.	GA
2.	Tuesday, March 03, 2026	1. Assisted in summarizing receipts for 2026 Eid gifts for each employee	GA
3.	Wednesday, March 04, 2026	1. Assisted in delivering employee lunch attendance	GA
4.	Thursday, March 05, 2026	1. Moved to the Engineering Department (ICA Division)	Engeneering
5.	Friday, March 06, 2025	1. Job assignment 2. Safety briefing 3. Helping to check the stock of division goods	Engeneering

Source: Processed Data, 2026

This week, author helped check the number of air conditioning units and recorded the condition of each unit, determining whether they were still functioning properly or damaged. author also checked the AC numbers against their installation locations to ensure the recorded data matched the conditions in the field. author also summarized receipts for the 2026 Eid al-Fitr gift distribution to employees and submitted employee lunch attendance lists. Other activities included transferring assignments to the Engineering Department (ICA Division), attending a work safety

briefing, receiving assignment instructions, and assisting with inventory checks in the division.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 09 to March 13, 2026 can be seen in the table below as follows:

Table 3. 7 Daily Activities from March 09rd to March 13th, 2026

No.	Date	Description of Activities	Place
1.	Monday, March 09, 2026	1. Help check stock of goods from March 1-March 31, 2026	Engeneering
2.	Tuesday, March 10, 2026	1. Transferred to the MR (Management Representative department) 2. Filtering documents that are 5 years old for dismantling or destruction	MR
3.	Wednesday, March 11, 2026	1. Filtering documents that are obsolete not used	MR
4.	Thursday, March 12, 2026	1. Filtering documents that are obsolete not used	MR
5.	Friday, March 13, 2026	1. Filtering documents that are obsolete not used	MR

Source: Processed Data, 2026

This week, author participated in a stock check covering the period from March 1 to March 31, 2026, as part of the inventory data verification process. Subsequently, author was assigned to the Management Representative (MR) Department to assist with administrative tasks. While in that department, author screened documents that had reached the end of their five-year retention period, preparing them for disposal or destruction in accordance with established procedures. author also helped identify and separate obsolete or unused documents to ensure more organized and efficient management of the company's archives.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 16 to March 20, 2026 can be seen in the table below as follows:

Table 3. 8 Daily Activities from March 16rd to March 20th, 2026

No.	Date	Description of Activities	Place
1.	Monday, March 16, 2026	1. Assist in scanning non-conference report (NCR) documents.	MR
2.	Tuesday, March 17, 2026	1. Assist in scanning non-conference report (NCR) documents.	MR
3.	Wednesday, March 18, 2026	1. Assist in scanning non-conference report (NCR) documents.	MR
4.	Thursday, March 19, 2026	1. Helps filter documents that are obsolete but have not been stamped to be given an obsolete stamp.	MR
5.	Friday, March 20, 20256	1. Helps filter documents that are obsolete but have not been stamped to be given an obsolete stamp.	MR

Source: Processed Data, 2026

This week, author helped check the number of air conditioning units and recorded the condition of each unit, determining whether they were still functioning properly or damaged. author also checked the AC numbers against their installation locations to ensure the recorded data matched the conditions in the field. author also summarized receipts for the 2026 Eid al-Fitr gift distribution to employees and submitted employee lunch attendance lists. Other activities included transferring assignments to the Engineering Department (ICA Division), attending a work safety briefing, receiving assignment instructions, and assisting with inventory checks in the division

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 23 to March 27, 2026 can be seen in the table below as follows:

Table 3. 9 Daily Activities from March 23rd to March 27th, 2026

No.	Date	Description of Activities	Place
1.	Monday, March 23, 2026	1. Assist in scanning WI documents 2. Excel data/documents marked obsolete 3. Create an official report on the destruction of documents	MR
2.	Tuesday, March 24, 2026	1. Assist in scanning WI documents 2. Excel data/documents marked obsolete 3. Create an official report on the destruction of documents	MR
3.	Wednesday, March 25, 2026	1. Assist in scanning WI documents 2. Excel data/documents marked obsolete 3. Create an official report on the destruction of documents.	MR
4.	Thursday, March 26, 2026	1. Assist in scanning WI documents 2. Excel data/documents marked obsolete 3. Create an official report on the destruction of documents.	MR
5.	Friday, March 27, 2026	1. Assist in scanning WI documents 2. Excel data/documents marked obsolete 3. Create an official report on the destruction of documents.	MR

Source: Processed Data, 2026

This week, author assisted in scanning Work Instruction (WI) documents for digital storage and marking obsolete data or documents in Excel to ensure they could be easily identified and separated. Additionally, author helped compile an official report regarding the disposal of unused documents in accordance with established procedures.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 30 March to April 03, 2026 can be seen in the table below as follows:

Table 3. 10 Daily Activities from March 30rd to March to April 03th, 2026

No.	Date	Description of Activities	Place
1.	Monday, March 30, 2026	1. Help stamp Pt. Ivo Mas Tunggal documents 2. Helps edit obsolete documents	MR

2.	Tuesday, March 31, 2026	1. Help stamp Pt. Ivo Mas Tunggal documents 2. Helps edit obsolete documents	MR
3.	Wednesday , April 01, 2026	1. Help stamp Pt. Ivo Mas Tunggal documents 2. Helps edit obsolete documents	MR
4.	Thursday, April 02, 2026	1. Helped create quality targets from share 2. point moved to excel 3. Help edit documents marked obsolete destruction.	MR
5.	Friday, April 03, 2025	1. Helped create quality targets from share point moved to excel 2. Help edit documents marked obsolete destruction	MR

Source: Processed Data, 2026

This week, author assisted in scanning Work Instruction (WI) documents for digital storage and marking obsolete data or documents in Excel to ensure they could be easily identified and separated. Additionally, author helped compile an official report regarding the disposal of unused documents in accordance with established procedures.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 06 to April 10, 2026 can be seen in the table below as follows:

Table 3. 11 Daily Activities from April 06rd to 10th, 2026

No.	Date	Description of Activities	Place
1.	Monday, April 06, 2026	1. Make minutes for the SJH (Sistem Jaminan Halal) document. 2. Create RSPO document minutes.	MR
2.	Tuesday, April 07, 2026	1. Make minutes for the SJH (Sistem Jaminan Halal) document. 2. Create RSPO document minutes.	MR
3.	Wednesday, April 08, 2026	1. Creating minutes of SJH (Sistem Jaminan Halal) documents rev 2.0 & 3.0	MR
4.	Thursday, April 09, 2026	1. Participated in the 551 WWTP mutual cooperate activities. 2. Prepared the minutes of Pt. Ivo Mas Tunggal (Doc SHJ). 3. Prepared the minutes of the December 2018 GMP+ Audit document	MR

5.	Friday, April 10, 2025	1. Participated in the 551 WWTP mutual cooperate activities. 2. Prepared the minutes of Pt. Ivo Mas Tunggal (Doc SHJ). 3. Prepared the minutes of the December 2018 GMP+ Audit document	MR
----	------------------------------	---	----

Source: Processed Data, 2026

This week, author assisted in preparing several official records regarding Halal Assurance System (SJH) documents—including revisions 2.0 and 3.0—as well as RSPO documents. Additionally, author prepared official records for PT IVO MAS TUNGGAL concerning SJH documents and the December 2018 GMP+ audit documentation. Beyond these administrative tasks, author also participated in a cleanup activity at WWTP.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 13 to April 17, 2026 can be seen in the table below as follows:

Table 3. 12 Daily Activities from April 13rd to 17th, 2026

No.	Date	Description of Activities	Place
1.	Monday, April 13, 2026	1. Assist in preparing minutes of the halal assurance system document for food additives (BTP). 2. Assisted in preparing the minutes of the halal assurance system document for Pt. Ivo Mas Tunggal 3. Prepared the minutes of the 2017 Halal Audit document	MR
2.	Tuesday, April 14, 2026	1. Assist in preparing minutes of the halal assurance system document for food additives (BTP). 2. Assisted in preparing the minutes of the halal assurance system document for Pt. Ivo Mas Tunggal 3. Prepared the minutes of the 2017 Halal Audit document	MR
3.	Wednesday, April 15, 2026	1. Create a report on the destruction of WI documents 2. Assist in creating minutes of the 2017 quality target document and HACCP obsolete document	MR
4.	Thursday, April 16, 2026	1. Create a report on the destruction of WI documents 2. Assist in creating minutes of the 2017 quality target document and HACCP obsolete document	MR
5.	Friday, April 17, 2025	1. Assist in preparing the minutes of destruction of MR documents RSPO SCCS Certification SOP 2014 documents	MR

Source: Processed Data, 2026

This week, author carried out administrative tasks related to the management of Halal Assurance System (SJH) documents, including the preparation of minutes

regarding Food Additives (BTP) and PT IVO MAS TUNGGAL documentation, as well as minutes from the 2017 Halal Audit. I also prepared a report on the disposal of Work Instruction (WI) documents and assisted in compiling minutes regarding 2017 quality targets and obsolete HACCP documents. Additionally, author prepared minutes regarding the disposal of Management Representative (MR) documents such as the 2014 RSPO SCCS SOP.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 20 to April 24, 2026 can be seen in the table below as follows:

Table 3. 13 Daily Activities from April 20rd to 24th, 2026

No.	Date	Description of Activities	Place
1.	Monday, April 20, 2026	1. Help bind environmental reports. 2. Help combine quality targets and their attachments into the SHARE-E folder.	MR
2.	Tuesday, April 21, 2026	2. Help bind environmental reports. 3. Help combine quality targets and their attachments into the SHARE-E folder.	MR
3.	Wednesday, April 22, 2026	1. Help download the quality targets in the 2025 system. 2. Assist in making minutes of RSPO document Quality Plan, Cal-inst, Internal Audit for destruction. 3. Create minutes of warehouse and mechanical EB & ED documents.	MR
4.	Thursday, April 23, 2026	1. Help download the quality targets in the 2025 tem. 2. Assist in making minutes of RSPO document Quality Plan, Cal-inst, Internal Audit for destruction. 3. Create minutes of warehouse and mechanical EB & ED documents.	MR
5.	Friday, April 24, 2025	1. Assist in creating master list of quality records. 2. Assisted in delivering return verification documents to Mr. Risky (GA department). 3. Assisted in creating FRA 001, 002, and 025 log sheet	MR

Source: Processed Data, 2026

This week, author carried out administrative tasks such as binding environmental reports and compiling quality targets along with their attachments into the SHAREE folder. author also assisted in downloading the 2025 quality target documents from the system. Furthermore, author prepared several official records

regarding document disposal covering RSPO documents, Quality Plans, calibration instruments, and internal audits, as well as records for warehouse and EB & ED mechanical documents. author also assisted in compiling the master list of quality records, submitted return verification documents to the General Affairs (GA) department, and created logsheets for FRA 001, 002, and 025.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 27 to May 01, 2026 can be seen in the table below as follows:

Table 3. 14 Daily Activities from April 27^d to May 01th, 2026

No.	Date	Description of Activities	Place
1.	Monday, April 27, 2026	1. Help create FRA log sheet. 2. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025. 3. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025	MR
2.	Tuesday, April 28, 2026	1. Help create FRA log sheet. 2. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 20172025. 3. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025	MR
3.	Wednesday, April 29, 2026	1. Help create FRA log sheet. 2. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025. 3. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025	MR
4.	Thursday, April 30, 2026	1. Help create FRA log sheet. 2. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 20172025. 3. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025	MR
5.	Friday, May 01, 2026	1. Help create FRA log sheet. 2. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025. 3. assist in creating a summary of ISO ISM 9001 and ISO 20002 audit findings for 2017-2025	MR

Source: Processed Data, 2026

This week, author assisted in creating an FRA log sheet. Additionally, author compiled a summary of ISO 9001 and ISO 20002 audit findings covering the period from 2017 to 2025 for evaluation and documentation purposes.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 04 to May 08, 2026 can be seen in the table below as follows:

Table 3. 15 Daily Activities from May 04rd to 08th, 2026

No.	Date	Description of Activities	Place
1.	Monday, May 04, 2026	1. Assist in recapping the 2026 PRP MR meeting 2. Help count coins in a bamboo piggy bank. 3. Help create quality targets from share points transferred to Excel.	MR
2.	Tuesday, May 05, 2026	1. Assist in recapping the 2026 PRP MR meeting 2. Help count coins in a bamboo piggy bank. 3. Help create quality targets from share points transferred to Excel.	MR
3.	Wednesday, May 06, 2026	1. Helped create a list of ingredients updated April 27, 2026. 2. Assisted in inputting Smart DMI from SharePoint to Excel during April/May. 3. Assisted in creating PA house monitoring and Spore kit.	MR
4.	Thursday, May 07, 2026	1. Helped create a list of ingredients updated April 27, 2026. 2. Assisted in inputting Smart DMI from Shar Point to Excel during April/May. 3. Assisted in creating PA house monitoring and Spore kit.	MR
5.	Friday, May 08, 2026	1. Helped create a list of ingredients updated April 27, 2026. 2. Assisted in inputting Smart DMI from Share Point to Excel during April/May. 3. Assisted in creating PA house monitoring and Spore kit.	MR

Source: Processed Data, 2026

This week, author assisted in summarizing the results of the 2026 PRP MR meeting. Additionally, author helped count the coins inside the bamboo piggy bank. author also participated in setting quality targets based on data transferred from SharePoint to Excel and compiled an updated list of materials as of April 27, 2026. Furthermore, author helped input Smart DMI data from SharePoint into Excel for the April–May period and assisted in setting up monitoring for the PA house and spore kit.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 11 to May 15, 2026 can be seen in the table below as follows:

Table 3. 16 Daily Activities from May 11rd to 15th, 2026

No.	Date	Description of Activities	Place
1.	Monday, May 11, 2026	1. Helps download existing quality targets in the system in 2026.	MR
2.	Tuesday, May 12, 2026	1. Assist in delivering meeting monitoring (MOM) documentation to the meeting room. 2. Collect quality targets for April 2026.	MR
3.	Wednesday, May 13, 2026	1. Collect quality targets for April 2026. 2. Assist in recapitulating PRP (operational and environmental conditions).	MR
4.	Thursday, May 14, 2026	1. Collect quality targets for April 2026. 2. Assist in recapitulating PRP (operational and environmental conditions).	MR
5.	Friday, May 15, 2026	1. Collect quality targets for April 2026. 2. Assist in recapitulating PRP (operational and environmental conditions).	MR

Source: Processed Data, 2026

This week, author assisted in downloading the 2026 quality targets available in the system. author also helped bring meeting minutes (MOM) documents to the meeting room as needed. Additionally, author compiled quality target data for April 2026 to facilitate easier summarization and monitoring. author also assisted in summarizing PRP data regarding operational and environmental conditions for record-keeping and evaluation purposes.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 18 to May 22, 2026 can be seen in the table below as follows:

Table 3. 17 Daily Activities from May 18rd to 22th, 2026

No.	Date	Description of Activities	Place
1.	Monday, May 18, 2026	1. Helps check old and new GAP (Good Agricultural Practices) in the system. 2. Helping to create master mapping in the Pt Ivo Mas layout. 3. Help create and check PRP monitoring from the system to Excel.	MR
2.	Tuesday, May 19, 2026	1. Helps check old and new GAP (Good Agriculture Practices) in the system. 2. Helping to create master mapping in the Pt Ivo Mas layout. 3. Help create and check PRP monitoring from the system to Excel.	MR

3.	Wednesday, May 20, 2026	1. Helps check old and new GAP (Good Agricultural Practices) in the system. 2. Helping to create master mapping in the Pt Ivo Mas layout. 3. Help create and check PRP monitoring from the system to Excel.	MR
4.	Thursday, May 21, 2026	1. Helping to create master mapping in the Pt Ivo Mas layout. 2. Help create and check PRP monitoring from the system to Excel.	MR
5.	Friday, May 22, 2026	4. Participate in the Pt Ivo Mas Tunggal area's gotong royong activities. 5. Assist in downloading PRP from the system and saving them in a single file. 6. Assist in scanning NCR documents	MR

Source: Processed Data, 2026

This week, author assisted in verifying existing and new GAP (Good Agricultural Practices) data within the system to ensure accuracy and completeness. author also helped create a master map of the PT IVO MAS TUNGGAL site layout to make location data more organized and easier to understand. Additionally, author helped compile and monitor PRP data—handling everything from system extraction to processing in Excel—to facilitate easier review. author also participated in a collective cleanup activity within the company premises to maintain a clean work environment.

Furthermore, author assisted in downloading PRP data from the system and consolidating it into a single file for better organization. Finally, author scanned NCR documents to facilitate digital archiving. the internship at PT. IVO MAS TUNGGAL on 25 to May 26, 2026 can be seen in the table below as follows:

Table 3. 18 Daily Activities from May 25rd to 26th, 2026

No.	Date	Description of Activities	Place
1.	Monday, May 25, 2026	1. Helping to create master mapping and quality records.	MR
2.	Tuesday, May 26, 2026	1. Helping to create master mapping and quality records.	MR

Source: Processed Data, 2026

This week author helped create master mapping and document quality objectives to support more regular management and monitoring of quality data.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 02 to June 05, 2026 can be seen in the table below as follows:

Table 3. 19 Daily Activities from June 02nd to 05th, 2026

No.	Date	Description of Activities	Place
2.	Tuesday, June 02, 2026	1. Helps create master list mapping. 2. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR
3.	Wednesday, June 03, 2026	1. Helps create master list mapping. 2. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR
4.	Thursday, June 04, 2026	1. Helps create master list mapping. 2. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR
5.	Friday, June 05, 2026	1. Helps create master list mapping. 2. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR

Source: Processed Data, 2026

This week, author helped create a master list mapping tool to help organize and monitor data. author also monitored CAPA PRP follow-up by transferring data from the system to Excel to simplify the checking and monitoring process. The data was then reprocessed to clearly track each follow-up action, including its status and progress.

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 08 to June 12, 2026 can be seen in the table below as follows:

Table 3. 20 Daily Activities from June 08th to 12th, 2026

No.	Date	Description of Activities	Place
1.	Monday, June 08, 2026	1. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR
2.	Tuesday, June 09, 2026	1. Help create CAPA PRP follow-up monitoring in the system to Excel.	MR
3.	Wednesday, June 10, 2026	1. Helps download PRPs in the system to be saved in each file.	MR
4.	Thursday, June 11,	1. helps download the quality targets that exist in the system to be entered into each file	MR

	2026		
5.	Friday, June 12, 2026	1. helps download the quality targets that exist in the system to be entered into each file	MR

Source: Processed Data, 2026

This week, author assisted with CAPA PRP follow-up monitoring by transferring data from the system to Excel for easier monitoring and management. Furthermore, author helped download PRP documents from the system, then save and archive them in their respective files as required. author also downloaded the quality target data available in the system and entered it into the relevant files to ensure completeness and simplify the archiving and monitoring process.

the internship at PT. IVO MAS TUNGGAL on 15 to June 19, 2026 can be seen in the table below as follows:

Table 3. 21 Daily Activities from June 15th to 19th, 2026

No.	Date	Description of Activities	Place
1.	Monday, June 15, 2026	1. Help create CAPA PRP follow-up monitoring in the system to Excel. 2. Helps download PRPs in the system to be saved in each file.	MR
2.	Tuesday, June 16, 2026	1. Help create CAPA PRP follow-up monitoring I the system to Excel. 2 Helps download PRPs in the system to be saved in each file.	MR
3.	Wednesday, June 17, 2026	1. helps download the quality targets that exist in the system to be entered into each file 2. Helps mark documents that are obsolete or no longer used.	MR
4.	Thursday, June 18, 2026	1 helps download the quality targets that exist in the system to be entered into each file 2. Helps mark documents that are obsolete or no longer used.	MR
5.	Friday, June 19, 2026	1. Assisting in Filling and Recording First Aid Books.	MR

Source: Processed Data, 2026

This week, author helped monitor the follow-up of the CAPA PRP by transferring data from the system to Excel for easier review and monitoring. I also helped download PRP documents from the system and save them to their respective files according to their grouping. author also downloaded quality target data from the

system to be entered into designated files. author also helped mark expired or outdated documents so they would not be used again. Furthermore, author also helped fill out and record data in the First Aid Book as part of administrative activities

The agenda of activities or work that has been carried out by the Intern during the internship at PT. IVO MAS TUNGGAL on 22 to June 26, 2026 can be seen in the table below as follow

Table 3. 22 Daily Activities from June 22nd to 26th, 2026

No.	Date	Description of Activities	Place
1.	Monday, June 22, 2026	1. Participate in the checking and recording of first aid equipment in various departures 2. Excel data/documents marked obsolete	MR
2.	Tuesday, June 23, 2026	1. Participate in the checking and recording of first aid equipment in various departures 2. Excel data/documents marked obsolete	MR
3.	Wednesday, June 24, 2026	1. Participate in the checking and recording of first aid equipment in various departures 2. Excel data/documents marked obsolete	MR
4.	Thursday, June 25, 2026	1. Participate in the checking and recording of first aid equipment in various departures 2. Excel data/documents marked obsolete	MR
5.	Friday, June 26, 2026	1. Participate in the checking and recording of first aid equipment in various departures 2. Excel data/documents marked obsolete	MR

Source: Processed Data, 2026

This week, author participated in inspecting and inventorying first aid supplies across various departments to ensure that all equipment was in good condition, complete, and ready for use when needed. Additionally, author took part in marking data and documents in Microsoft Excel as "obsolete," thereby distinguishing inactive documents from active ones.

the internship at PT. IVO MAS TUNGGAL on 29 to June 30, 2026 can be seen in the table below as follows:

Table 3. 23 Daily Activities from June 29nd to 30th, 2026

No.	Date	Description of Activities	Place
1.	Monday, June 29, 2026	1. Assist with closing out internal audits. 2. Assist in removing "Keep Door Lock signage as part of the Food Safety 3.	MR

		Campai Print documents as uncontrolled copies.	
	Tuesday, June 30, 2026	1. Assist with closing out internal audits. 2 Assist in removing "Keep Door Locked" signage part of the Food Safety Campaign 3. Print documents as uncontrolled copies.	

Source: Processed Data, 2026

This week, author assisted with the internal audit closure process and removed "door must always be kept locked" signage in the relevant areas as part of the Food Safety Campaign. Additionally, author helped print "uncontrolled copy" documents to support administrative tasks and audit requirement

3.5 Obstacle and Solution of the Apprenticeship

3.5.1 Obstacle

1. **Difficulty Understanding the Document Control System** At the beginning of the apprenticeship, the author experienced difficulties in understanding the document control system implemented at PT IVO MAS TUNGGAL. This included understanding document status, revision numbers, document distribution processes, and procedures for marking documents that were no longer valid (obsolete). Since the company's documentation system is highly structured, the author needed time to adapt in order to work in accordance with the established procedures. Accuracy in Document and Data Management.
2. **Limited Understanding of the Company's Management System** At the beginning of the apprenticeship, the author had limited understanding of the management systems implemented in the company, such as quality management systems, food safety, and sustainability systems. This required the author to take time to understand the function of each document and its relation to the working processes in the Management Representative (MR) Department.
3. **Large Number of Documents to Be Managed** During the apprenticeship, the author was involved in various document management activities, such as scanning documents, stamping obsolete documents, organizing files, and preparing documents for disposal. The large number of documents that had to be processed

within a limited time became a challenge, as each document needed to be carefully checked and managed to avoid errors.

3.5.2 Solution

The following solutions were applied to overcome the obstacles encountered during the apprenticeship:

1. **Studying the Document Control Procedures** The author studied the document control procedures applied in the company, observed examples of previously used documents, and followed the guidance of the supervisor during work activities. By continuously practicing and understanding the workflow, the author gradually adapted to the company's documentation system.
2. **Improving Accuracy in Work** To handle the large number of documents, the author developed the habit of rechecking each document before processing, prioritizing tasks, and working more carefully. This approach helped minimize errors and ensured that all tasks were completed according to company procedures.
3. **Actively Asking Questions to Mentors and Employees** When encountering tasks or terms that were not understood, the author did not hesitate to ask mentors or experienced employees. In addition, the author studied related documents and procedures, which helped improve understanding of the company's management system and supported better work performance during the apprenticeship.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

1. The internship provided practical experience in carrying out administrative and inventory management activities within the General Affairs (GA) Department.
2. The internship enhanced understanding of the work systems and procedures related to inventory management, engineering administration, document control, and Integrated Management System (IMS) documentation in accordance with company standards.
3. Practical skills in administrative tasks, document management, data processing, and inventory control were developed through the use of Microsoft Excel and the company's digital management systems.
4. Direct involvement in the operational activities of the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments provided a comprehensive understanding of the roles and responsibilities of each department.
5. The challenges encountered during the internship and the solutions implemented contributed to the development of analytical thinking, problemsolving abilities, adaptability, and professionalism in a real working environment.

4.2 Suggestions

1. PT Ivo Mas Tunggal is encouraged to continue providing interns with opportunities to be directly involved in administrative and inventory management activities within the General Affairs (GA) Department to enhance their practical experience.
2. The company is recommended to maintain and continuously improve work systems and procedures related to inventory management, engineering administration, document control, and Integrated Management System (IMS)

documentation to ensure operational efficiency and compliance with company standards.

3. Interns are encouraged to improve their proficiency in Microsoft Excel and other digital management systems before and during the internship to support administrative tasks, document management, data processing, and inventory control more effectively.
4. Future interns should actively participate in operational activities across the General Affairs (GA), Engineering (ICA), and Management Representative (MR) departments to gain a broader understanding of each department's roles and responsibilities.
5. Future interns are encouraged to develop analytical thinking, problem-solving skills, adaptability, and communication skills by actively learning from the challenges encountered during the internship and seeking guidance from supervisors whenever necessary.

REFERENCES

Haddad Al Ansori Tanjung, M., Harahap, N. B., Siboro, M. E., & Harahap, M. (2023). *Program magang keahlian sebagai sarana praktik dan peningkatan kompetensi mahasiswa di bidang penerbitan*. Indonesian Journal of Community Services, 5(1), 1–11. DOI: 10.30659/ijocs.5.1.1-11

PT.IVO Mas Tunggal .Company Profile Retrieved from
<https://www.google.com/search?q=profile+PT+Ivo+Mas+Tunggal+Sinar+Mas>

APPENDICES

Appendix 1 Application Letter of Apprenticeship



KEMENTERIAN PENDIDIKAN TINGGI, SAINS
DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
telepon: (+62766) 24566, fax: (+62766) 800 1000
laman: <http://www.polbeng.ac.id> E-mail: polbeng@polbeng.ac.id

05 Januari 2026

Nomor: 6601/PL31/TU/2026

Hal : Permohonan Kerja Praktik (KP)

Yth. Pimpinan PT.Ivo Mas Tunggal
Lubuk Gaung, Kec.sungai sembilan, Kota Dumai, Riau 28826

Dengan hormat,

Sehubungan akan dilaksanakan Kerja Praktik 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 kerjasama Bapak/Ibu untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktik di Perusahaan yang Bapak/Ibu pimpin, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi	TANGGAL PELAKSANAAN
1	Nur Tri Sujila	5304221509	D-IV Akuntansi	03 Februari s/d 30 Juni 2026
2	Diva Novia	5304221528	Keuangan Publik	
3	Novia Darnanik	5304221447	D-IV Administrasi Bisnis Internasional	
4	Nazifa Fitri	5404221540		
5	Ria Anggesti	5404221543		

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

Demikian permohonan ini disampaikan, atas perhatian dan perkenan Bapak/Ibu kami ucapkan terima kasih.

A/s. Direktur,
Widyadirektor III

M.Akmal Setiyo, S.T., M.Sc
NIP.199005142015041001

Koordinator KP (Contact Person):
Endang Sri Wahyuni, SE, M.Ak., CGAA (085271930380)
M.Akmal Perdana B.IT, M.Sc (081276484321)

Appendix 2 Reply letter of approval for Apprenticeship from PT Ivo Mas Tunggal

PT. IVO MAS TUNGGAL

Lubuk Gaung, 7 Januari 2026

Nomor : 006/IMT/I/2026
Lamp : -
Hal : Surat Balasan PKL — Politeknik Negeri Bengkalis

Kepada Yth :
Pimpinan Politeknik Negeri Bengkalis

Di Tempat

Berdasarkan surat dari Politeknik Negeri Bengkalis perihal permohonan Praktek Kerja Lapangan (PKL) selama 5 bulan dari 3 Februari 2026 – 30 Juni 2026 maka melalui surat ini kami dapat menerima mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Praktek Kerja Lapangan di PT. Ivo Mas Tunggal sesuai dengan penempatan berikut:

No	Nama	Jurusan	Penempatan Bagian
1	Nur Tri Sujila	Akuntansi Keuangan Publik	Finance BP
2	Diva Novia	Akuntansi Keuangan Publik	Finance BP
3	Novia Damanik	Akuntansi Keuangan Publik	EHFS
4	Nazifa Fitri	Administrasi Bisnis Internasional	HRGA
5	Ria Anggesti	Administrasi Bisnis Internasional	CSR dan Humas

Untuk melengkapi administrasi, kami membutuhkan :

1. Biodata CV siswa/mahasiswa.
2. Buku kegiatan harian yang diisi oleh siswa/mahasiswa yang dilaporkan saat pelaksanaan.
3. Laporan magang pada akhir program.

Syarat yang dibutuhkan :

1. Pihak sekolah menyediakan BPJS Kesehatan dan BPJS Ketenagakerjaan dilampirkan saat hari pertama.
2. APD (sepatu safety & helm safety berwarna putih) disediakan oleh sekolah/ universitas/ peserta. Apabila peserta tidak melengkapi APD dihari pertama maka peserta tidak dapat melanjutkan magang.
3. Surat pernyataan pihak sekolah/universitas bahwa perusahaan hanya menyediakan tempat belajar praktek, pemantauan terhadap siswa/mahasiswa dan kejadian yang terkait dengan pelaksanaan praktek kerja (termasuk kecelakaan kerja jika terjadi adalah tanggung jawab sekolah).
4. Perusahaan menerapkan tata tertib dan prosedur sebagaimana untuk karyawan.

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

Hormat kami,


PT. IVO MAS TUNGGAL
LUBUK GAUNG KEPTINER

Youkhe C Kalangi
Head of HR & GA

Jalan Kelapa RT 17 Kelurahan Lubuk Gaung Kecamatan Sungai Sembilan
Kota Dumai – Prov. Riau (Indonesia)

Appendix 3 Documentation of Plaque Handover to the Director and Office Team PT Ivo Mas Tunggal



Appendix 4 Documentation of Form Absensi

PT Ivo Mas Tunggal
Lia Nellyandary

FORM ASSESSI

NAMA: **Zul Andriyetti**
 NPI: **00000000000000000000**
 DEKSI: **Indonesian, English, Bahasa Indonesia**
 DEPARTMENT: **CS (Customer Support), Indragiri, Indragiri**
 PERIOD: **1st Jan 2024**

No	MATERIAL	JAM TERJUK		JAM LEMBUH		JAM TANGGA	
		START	END	START	END	START	END
1	Gen. 10						
2	Gen. 10						
3	Gen. 10						
4	Gen. 10						
5	Gen. 10						
6	Gen. 10						
7	Gen. 10						
8	Gen. 10						
9	Gen. 10						
10	Gen. 10						
11	Gen. 10						
12	Gen. 10						
13	Gen. 10						
14	Gen. 10						
15	Gen. 10						
16	Gen. 10						
17	Gen. 10						
18	Gen. 10						
19	Gen. 10						
20	Gen. 10						
21	Gen. 10						
22	Gen. 10						
23	Gen. 10						
24	Gen. 10						
25	Gen. 10						
26	Gen. 10						
27	Gen. 10						
28	Gen. 10						
29	Gen. 10						
30	Gen. 10						
31	Gen. 10						
32	Gen. 10						
33	Gen. 10						
34	Gen. 10						
35	Gen. 10						
36	Gen. 10						
37	Gen. 10						
38	Gen. 10						
39	Gen. 10						
40	Gen. 10						
41	Gen. 10						
42	Gen. 10						
43	Gen. 10						
44	Gen. 10						
45	Gen. 10						
46	Gen. 10						
47	Gen. 10						
48	Gen. 10						
49	Gen. 10						
50	Gen. 10						

Disetujui Oleh:

RUTHIKA LILIAH PUTRI

Manajemen Umum

Disetujui Oleh:

PT Ivo Mas Tunggal

Manajemen Umum

Disetujui Oleh:

PT Ivo Mas Tunggal

Manajemen Umum

FORM ABSENSI

NAMA : Rm. An-Gotri
NIK : 4050010100000
SECTION : TRAFFIC / ROUTING / MOBILE SERVICE
DEPARTMENT : ENHANCEMENT AND MAINTENANCE OPERATIONS, DA
PERIODE : 05 Januari 2024 ke Juni

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary	Absen
1	01 Januari 2024	-	-	-	-		
2	02 Januari 2024	05.30	16.00				
3	03 Januari 2024	05.30	16.00				
4	04 Januari 2024	05.30	16.00				
5	05 Januari 2024	05.30	16.00				
6	06 Januari 2024	05.30	16.00				
7	07 Januari 2024	-	-	-	-		
8	08 Januari 2024	-	-	-	-		
9	09 Januari 2024	05.30	16.00				
10	10 Januari 2024	05.30	16.00				
11	11 Januari 2024	05.30	16.00				
12	12 Januari 2024	05.30	16.00				
13	13 Januari 2024	05.30	16.00				
14	14 Januari 2024	05.30	16.00				
15	15 Januari 2024	-	-	-	-		
16	16 Januari 2024	05.30	16.00				
17	17 Januari 2024	05.30	16.00				
18	18 Januari 2024	05.30	16.00				
19	19 Januari 2024	05.30	16.00				
20	20 Januari 2024	05.30	16.00				
21	21 Januari 2024	-	-	-	-		
22	22 Januari 2024	-	-	-	-		
23	23 Januari 2024	-	06.00	-	-		
24	24 Januari 2024	06.00	16.00				
25	25 Januari 2024	06.00	16.00				
26	26 Januari 2024	06.00	16.00				
27	27 Januari 2024	06.00	16.00				
28	28 Januari 2024	-	-	-	-		
29	29 Januari 2024	-	-	-	-		
30	30 Januari 2024	06.00	16.00				
31	31 Januari 2024	06.00	16.00				

Dibuat Oleh  RESTINA SILALAH Absensi / attendance	Dibuat Oleh  Department Head	Dibuat Oleh  PT. INO MAS TUNGGAL LUBRICANTS DIVISION
--	---	---

FORM ABSENSI

NAMA : Rm. An-Gotri
NIK : 4050010100000
SECTION : TRAFFIC / ROUTING / MOBILE SERVICE
DEPARTMENT : ENHANCEMENT AND MAINTENANCE OPERATIONS, DA
PERIODE : 05 Januari 2024 ke Juni

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary	Absen
1	01 Januari 2024	05.30	16.00				
2	02 Januari 2024	05.30	16.00				
3	03 Januari 2024	05.30	16.00				
4	04 Januari 2024	-	-	-	-		
5	05 Januari 2024	-	-	-	-		
6	06 Januari 2024	05.30	16.00				
7	07 Januari 2024	05.30	16.00				
8	08 Januari 2024	05.30	16.00				
9	09 Januari 2024	05.30	16.00				
10	10 Januari 2024	05.30	16.00				
11	11 Januari 2024	05.30	16.00				
12	12 Januari 2024	-	-	-	-		
13	13 Januari 2024	05.30	16.00				
14	14 Januari 2024	05.30	16.00				
15	15 Januari 2024	05.30	16.00				
16	16 Januari 2024	05.30	16.00				
17	17 Januari 2024	05.30	16.00				
18	18 Januari 2024	-	-	-	-		
19	19 Januari 2024	-	-	-	-		
20	20 Januari 2024	05.30	16.00				
21	21 Januari 2024	05.30	16.00				
22	22 Januari 2024	05.30	16.00				
23	23 Januari 2024	05.30	16.00				
24	24 Januari 2024	05.30	16.00				
25	25 Januari 2024	-	-	-	-		
26	26 Januari 2024	-	-	-	-		
27	27 Januari 2024	05.30	16.00				
28	28 Januari 2024	05.30	16.00				
29	29 Januari 2024	05.30	16.00				
30	30 Januari 2024	05.30	16.00				
31	31 Januari 2024	05.30	16.00				

Dibuat Oleh  RESTINA SILALAH Absensi / attendance	Dibuat Oleh  Department Head	Dibuat Oleh  PT. INO MAS TUNGGAL LUBRICANTS DIVISION
--	---	---

FORM ABSENSI

NAMA: Rizki Nurhidayah
NIK: 507041510040001
SECTION: Indahnya Berkebun: Kandang Ayam
DEPARTMENT: HRD (Pengembangan, Administrasi & Duk. Engineering)
MANAGER: DR. Subianto, S.Pd, M.Pd

NO	TANGGAL	JAM KEDATANGAN		JAM KELUAR		Tanda Tangan	
		SEKUTUP	PELAKSI	SEKUTUP	PELAKSI	PELAKSI	PELAKSI
1	10.01.2024	08.00	08.00				
2	10.01.2024						
3	10.01.2024						
4	10.01.2024	08.00	08.00				
5	10.01.2024	08.00	08.00				
6	10.01.2024	08.00	08.00				
7	10.01.2024	08.00	08.00				
8	10.01.2024	08.00	08.00				
9	10.01.2024						
10	10.01.2024						
11	10.01.2024	08.00	08.00				
12	10.01.2024	08.00	08.00				
13	10.01.2024	08.00	08.00				
14	10.01.2024	08.00	08.00				
15	10.01.2024	08.00	08.00				
16	10.01.2024						
17	10.01.2024						
18	10.01.2024	08.00	08.00				
19	10.01.2024	08.00	08.00				
20	10.01.2024	08.00	08.00				
21	10.01.2024	08.00	08.00				
22	10.01.2024	08.00	08.00				
23	10.01.2024						
24	10.01.2024						
25	10.01.2024	08.00	08.00				
26	10.01.2024	08.00	08.00				
27	10.01.2024	08.00	08.00				
28	10.01.2024	08.00	08.00				
29	10.01.2024	08.00	08.00				
30	10.01.2024						
31	10.01.2024						

Disetujui Oleh: <i>[Signature]</i> RUTAN DILAH Manager / Supervisor	Disetujui Oleh: <i>[Signature]</i> PT. OMAS TUNGGAL Manager / Supervisor	Disetujui Oleh: <i>[Signature]</i> PT. OMAS TUNGGAL Manager / Supervisor
--	---	---

FORM ABSENSI

NAMA: Rizki Nurhidayah
NIK: 507041510040001
SECTION: Indahnya Berkebun: Kandang Ayam
DEPARTMENT: HRD (Pengembangan, Administrasi & Duk. Engineering)
MANAGER: DR. Subianto, S.Pd, M.Pd

NO	TANGGAL	JAM KEDATANGAN		JAM KELUAR		Tanda Tangan	
		SEKUTUP	PELAKSI	SEKUTUP	PELAKSI	PELAKSI	PELAKSI
1	10.01.2024						
2	10.01.2024	08.00	08.00				
3	10.01.2024	08.00	08.00				
4	10.01.2024	08.00	08.00				
5	10.01.2024	08.00	08.00				
6	10.01.2024						
7	10.01.2024						
8	10.01.2024	08.00	08.00				
9	10.01.2024	08.00	08.00				
10	10.01.2024	08.00	08.00				
11	10.01.2024	08.00	08.00				
12	10.01.2024	08.00	08.00				
13	10.01.2024	08.00	08.00				
14	10.01.2024	08.00	08.00				
15	10.01.2024						
16	10.01.2024						
17	10.01.2024	08.00	08.00				
18	10.01.2024	08.00	08.00				
19	10.01.2024	08.00	08.00				
20	10.01.2024	08.00	08.00				
21	10.01.2024	08.00	08.00				
22	10.01.2024						
23	10.01.2024	08.00	08.00				
24	10.01.2024	08.00	08.00				
25	10.01.2024	08.00	08.00				
26	10.01.2024	08.00	08.00				
27	10.01.2024	08.00	08.00				
28	10.01.2024	08.00	08.00				
29	10.01.2024	08.00	08.00				
30	10.01.2024						
31	10.01.2024						

Disetujui Oleh: <i>[Signature]</i> RUTAN DILAH Manager / Supervisor	Disetujui Oleh: <i>[Signature]</i> PT. OMAS TUNGGAL Manager / Supervisor	Disetujui Oleh: <i>[Signature]</i> PT. OMAS TUNGGAL Manager / Supervisor
--	---	---

Appendix 5 Daily Internship at PT Ivo Mas Tunggal

Daily Internship Report at PT Ivo Mas Tunggal

Day/Weekly : Tuesday-Friday /first week
Date : February 03-06, 2026

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Introduction to HR 2. Estimate And compare the Expenses/Year of cleaning Equipment needed. 3. Count the remaining stationary stock in the stationary room 4. Re-assess to find out how much stock is left 5. Assisting with inventory recording in the office supply room 6. Assisting with reentering old Excel data for office supplies to new data 7. Assist with scanning OA documents 8. Assist with requesting signatures from the secretary for inventory documents.	PT IVO MAS TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I attended an introductory session with HR to gain an understanding of the work environment, company policies, and the tasks I would perform during my tenure. I also assisted with the annual costing and calculation of cleaning equipment needs. I also checked and re-assessed the stationary inventory in the office supply room to determine the amount of supplies still on hand. Other activities included assisting with office supply inventory records, transferring equipment data from old Excel files to the new format, scanning General Affairs (GA) documents, and assisting with the secretary's signature collection process on inventory documents requiring approval.		

Day/Weekly : Monday-Friday /second week
Date : February 09-13, 2026

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Assist with scanning meeting invitations 2. Check GA receipts. Stamp and sign GA receipts 3. Assist with summarizing employee catering costs 4. Assist with calculating catering cost details 5. Deliver employee meal lists to the public canteen 6. Assist in calculating the details of PT employee meal lists 7. Calculate employee meal lists for January 16 -31 2026. 8. Assist with attaching the shipping receipt (TIKI) 9. Assist with summarizing the shipping Excel (TIKI) 10. Assisting with data entry for GA 2023	PT IVO MAS TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I assisted in scanning meeting invitations and reviewing General Affairs (GA) receipts, including the stamping and validation of required documents. I also helped compile a summary of employee catering costs and calculate a more detailed breakdown of catering expenses. I distributed employee meal lists to the public canteen and assisted in calculating part-time employee consumption data and a summary of employee meal lists for the period January 16 -31, 2026. Other activities included completing documents with TIKI delivery receipts, summarizing delivery data from TIKI Excel files, and assisting in entering administrative data for General Affairs (GA) for 2023.		

Day/Weekly : Monday-Friday /Third Week
Date : February 16-20, 2026

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Assisting with recording incoming goods. 2. Checking incoming goods data 3. Requesting signatures from finance 4. Recording employee meal plans 5. Assisting in cutting oil barate coupons 6. Calculating employee milk receipts for the period January 4-10, 2026 7. Assisting in delivering employee meal data to the canteen 8. Assisting in summarizing non-Muslim employee meal data 9. Assisting in giving water receipts/invoices 10-Assist in double-checking items in the office supply room against the stock listed in the data 11-Assist in counting and arranging newly received items in the office supply room.	PT. IVY MAR TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
2	This week, I helped record incoming goods and double-check the data to ensure accuracy. Additionally, I handled signatures from the finance department as part of the administrative process. I also recorded employee meal plans and assisted with coupon cutting at the oil barate. Other activities included calculating employee milk receipts for the period January 4 - 10, 2026, and assisting with sending employee meal data to the canteen. I also summarized meal data for non-Muslim employees, posted water receipts or invoices, and double-checked items in the office supply room to match available stock data. Furthermore, I helped organize and count newly received items to ensure they were neatly arranged according to the applicable storage system.		

Day/Weekly : Tuesday-Friday /Fourth week
Date : February 24-27, 2026

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Help record items in the office supplies room 2. Arrange items in the office supplies room according to stock 3. Help stamp receipts for goods ordered for stock in the ATK room 4. Helps record the date on each receipt that does not yet have a purchase date 5. Re-record the stock of goods in the ATK room. 6. Arrange and tidy up items in the office supplies room. 7. Record the available stock in the office supplies room on the stock card. 8. Assist in delivering lunch rolls for non-Muslim employees to the canteen 9. Assist in delivering lunch rolls for shift 2 and 3 employees to the canteen	PT. IVY MAR TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I helped record the items in the office supplies room and reorganize them according to the available stock data. I also helped stamp the receipts for newly ordered stationery and completed the dates on documents that did not include a purchase date. In addition, I re-organized the inventory in the stationery room and tidied up the items in the office supplies room to make them more organized. I also recorded the existing stock on stock cards and helped deliver food, such as bread, to the canteen for non-Muslim employees and to employees on the second and third shifts.		

Day/Weekly : Monday-Friday of 10th week
 Date : March 02-06, 2020

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNMENT	SIGNATURE
1	1. Visited the records of AC cases and note which are not paid and work order are damaged. 2. Note taken whether the AC number reaches the AC number or not. 3. Assisted in communicating reports for 2024-25 after the work completion. 4. Assisted in following employee work attendance. 5. Moved to the Engineering Department (OIA Division). 6. Not assigned. 7. Safety training. 8. Helping to check the work of document goods. Notes by Technical work.	P. J. J. J. MAR TECHNICAL	
2	EXPLANATION		WORKING
3	This week, I helped check the records of AC cases and note which are not paid and work order are damaged. I also checked the AC number whether the AC number reaches the AC number or not. I also assisted in communicating reports for 2024-25 after the work completion. I also assisted in following employee work attendance. I moved to the Engineering Department (OIA Division). I was not assigned. I received safety training. I helped to check the work of document goods. Notes by Technical work.		

Day/Weekly : Monday-Friday/10th week
 Date : March 09-13, 2020

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNMENT	SIGNATURE
1	1. Help check stock of goods from March 1-March 31, 2020. 2. Transferred to the MR (Management Representative) Department. 3. Filtering documents that are 5 years old for dismantling or destruction. 4. Filtering documents that are obsolete not used. Notes by Technical work.	P. J. J. J. MAR TECHNICAL	
2	EXPLANATION		WORKING
3	This week, I participated in a stock check covering the period from March 1 to March 31, 2020, as part of the inventory data verification process. Subsequently, I was assigned to the Management Representative (MR) Department to assist with administrative tasks. While in that department, I assessed documents that had reached the end of their five-year retention period, preparing them for disposal or destruction in accordance with established procedures. I also helped identify and separate obsolete or unused documents to ensure more organized and efficient management of the company's archives.		

Day/Weekly : Monday-Friday/Week eight			
Date : March 16-20, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Assist in creating non-confidential report (NCR) documents. 2. Help other documents that are documents that have not been changed to be given an obsolete stamp.	PT. IVET SEAN TUMBUKAL	
Status by End of the week:			
NO	EXPLANATION		WORKING
2	This week, I assisted in creating Non-confidential Report (NCR) documents as part of the company's security digitization process, aiming to organize documents systematically and storage. Additionally, I assisted in sorting documents that were obsolete but not yet deleted, creating more accurate grouping and organization of the archive in accordance with established regulations.		

Day/Weekly : Tuesday-Friday/Week eight			
Date : March 23-27, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Assist in creating WI documents. 2. Assist distribution reports marked obsolete. 3. Create an official report on the destruction of documents.	PT. IVET SEAN TUMBUKAL	
Status by End of the week:			
NO	EXPLANATION		WORKING
2	This week, I assisted in creating Work Instruction (WI) documents for digital storage and marking obsolete data or documents in Excel to ensure they could be easily identified and separated. Additionally, I helped complete an official report regarding the disposal of expired documents in accordance with established procedures.		

Day/Weekly : Monday-Friday/Ninth week			
Date : March 30; April 03, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Help stamp PT Ivo Mas Tunggal's documents 2. Helps edit obsolete documents 3. Helped create quality targets from share point manual in excel 4. Help edit documents marked obsolete for destruction	PT. IVO MAS TUNGGAJAL	
Notes by individual coach:			
NO	EXPLANATION	WORKING	
2	This week, I assisted in scanning Work Instruction (WI) documents for digital storage and marking obsolete data or documents in Excel to ensure they could be easily identified and separated. Additionally, I helped compile an official report regarding the disposal of unused documents in accordance with established procedures.		

Day/Weekly : Monday-Friday/Tenth week			
Date : April 06-10, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Drafting the official record for obsolete SOP (Sistem Operasional Standar) documents 2. Preparing the official record of Raps document destruction 3. Preparing the official record for the SRI (Sistem Informasi Manajemen) documents rev 2.0 & 3.0 4. Participated in the 301 WWTP annual cooperation activities 5. Make a report on the destruction of document Doc 301 PT Ivo Mas Tunggal 6. Prepared the official record for the December 2018 GMP+ Audit document	PT. IVO MAS TUNGGAJAL	
Notes by individual coach:			
NO	EXPLANATION	WORKING	
2	This week, I assisted in preparing several official records regarding Total Assurance System (TAS) documents—including revisions 2.0 and 3.0—as well as RSPD documents. Additionally, I prepared official records for PT. IVO MAS TUNGGAJAL concerning SRI documents and the December 2018 GMP+ audit documentation. Beyond these administrative tasks, I also participated in a sharing activity at WWTP 301.		

Day/Weekly : Monday-Friday/Fourteenth week			
Date : April 13-19, 2026			
NO.	DESCRIPTION OF ACTIVITIES	TASK ADDITION	SIGNATURE
1	1. Create a report on the total assessment system document for final assessment (RFP). 2. Create report on the total assessment system document for IT, for this target. 3. Create report on the 2017 final audit document. 4. Create a report on the document of all documents. 5. Create a report on the 2017 quality target document and RFP document. 6. Create a report of document of all documents RFP for this assessment for this document.	PT. IVO MAX TUNGGAJAL	
None by technical work:			
NO.	EXPLANATION	WORKING	
2	This week, I started our administrative tasks related to the management of State Assessment System (RAS) documents, including the preparation of various reports, Final Assessment (RFP), and PT. IVO MAX TUNGGAJAL, documentation, as well as various from the 2017 final audit. I also prepared a report on the disposal of book inventory, CWD, document, and started to compiling various reports regarding 2017 quality target and document RFP document. Additionally, I prepared various reports regarding the disposal of Environmental Representation (RFP) documents—such as the 2017 RFP for this report.		

Day/Weekly : Saturday-Friday/Fourteenth week			
Date : April 20-26, 2026			
NO.	DESCRIPTION OF ACTIVITIES	TASK ADDITION	SIGNATURE
1	1. Help with the environmental reports. 2. Help with the quality target and final assessment for the 2017 RFP. 3. Help with the quality target for the 2017 RFP. 4. Create a report of RFP document. 5. Create a report of RFP document for the document. 6. Create a report of the document for the document. 7. Create a report of the document for the document. 8. Assist in creating various reports of quality target. 9. Assist in creating various reports of quality target. 10. Assist in creating various reports of quality target. 11. Assist in creating various reports of quality target. 12. Assist in creating various reports of quality target.	PT. IVO MAX TUNGGAJAL	
None by technical work:			
NO.	EXPLANATION	WORKING	
2	This week, I started our administrative tasks such as finding various documents and reports and compiling quality target—along with other administrative tasks—the 2017 RFP. I also assisted in downloading the 2017 quality target documents from the system. Additionally, I prepared various reports regarding document disposal, creating RFP documents, quality target, certification documents, and related documents, as well as various for various and RFP & RFP documents. I also assisted in compiling the various list of quality target, document, and certification documents in the Central Office (CO) department, and created reports for RFP, RFP, and RFP.		

Day/Weekly : Monday-Thursday/Fifteenth week			
Date : April 27-30, 2026			
NO.	DESCRIPTION OF ACTIVITIES	TASK ADDITION	SIGNATURE
1	1. Help create RFP report. 2. assist in creating a summary of RFP RFP RFP and RFP RFP RFP findings for 2017-2024. 3. assist in creating a summary of RFP RFP RFP and RFP RFP RFP findings for 2017-2024.	PT. IVO MAX TUNGGAJAL	
None by technical work:			
NO.	EXPLANATION	WORKING	
2	This week, I assisted in creating an RFP report. Additionally, I completed a summary of RFP RFP and RFP RFP findings covering the period from 2017 to 2024 for evaluation and documentation purposes.		

Day/Weekly : Monday-Friday/Sixteenth week			
Date : May 18-22, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Helps check old and new GAP (Good Agricultural Practices) in the system. 2. Helping to create master mapping in the PT Ivo Mas layout. 3. Help create and check PRP monitoring from the system as Ivoel. 4. Participate in the PT Ivo Mas Tunggal area's getting royong activities. 5. Assist in downloading PRP from the system and saving them in a single file. 6. Assist in scanning NCR documents.	PT IVO MAS TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I assisted in verifying existing and new GAP (Good Agricultural Practices) data within the system to ensure accuracy and completeness. I also helped create a master map of the PT IVO MAS TUNGGAL site layout to make location data more organized and easier to understand. Additionally, I helped compile and monitor PRP data—handling everything from system extraction to promotion in Excel—for facilities master review. I also participated in a collective cleanup activity within the company premises to maintain a clean work environment. Furthermore, I assisted in downloading PRP data from the system and consolidating it into a single file for better organization. Finally, I scanned NCR documents to facilitate digital archiving.		

Day/Weekly : Monday-Friday/Fifteenth week			
Date : May 11-15, 2020			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Helps download existing quality targets in the system in 2020. 2. Assist in delivering meeting monitoring (MoM) documentation to the meeting room. 3. Collect quality targets for April 2020. 4. Assist in recapitulating PRP (operational and environmental conditions).	PT IVO MAS TUNGGAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I assisted in downloading the 2020 quality targets available in the system. I also helped bring meeting of minutes (MoM) documents to the meeting room as needed. Additionally, I compiled quality target data for April 2020 to facilitate easier summarization and monitoring. I also assisted in summarizing PRP data regarding operational and environmental conditions for record-keeping and evaluation purposes.		

Day/Weekly : Monday-Tuesday/Seventeenth week

Date : May 23-26, 2026			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNMENT	SIGNATURE
1	1. Helping to create master mapping and quality records.	PE, FWJ MAS TUNGGAAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week I helped create master mapping and document quality objectives to support more regular management and monitoring of quality data.		

Day/Weekly : Tuesday-Friday/Eighteenth week

Date : June 02-05, 2026			
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNMENT	SIGNATURE
1	1. Help create master list mapping. 2. Help create CADA FRP follow-up monitoring in the system in Excel.	PE, FWJ MAS TUNGGAAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I helped create a master list mapping tool to help organize and monitor data. I also monitored CADA FRP follow-up by monitoring data from the system to Excel to simplify the checking and monitoring process. The data was then represented to clearly track each follow-up action, including its status and progress.		

Date/Weekly		Monday/Tuesday/Thursday/Week	
Date/NO		June 15-19, 2026	
DESCRIPTION OF ACTIVITIES		TASK ASSIGNEE	SIGNATURE
1. Help create CAIPA PRP follow-up monitoring in the system to track.		PT INO MAS TUNGGAL	
2. Help download PRPs in the system to be saved in each file.			
3. Help download the quality target data that exist in the system to be entered into each file.			
4. Help make documents that are obsolete or no longer used.			
5. Assisting in Filling and Recording First Aid Books			
Notes by Industrial coach			
EXPLANATION		WORKING	
This week, I helped monitor the follow-up of the CAIPA PRP by transferring data from the system to Excel for easier review and monitoring. I also helped download PRP documents from the system and save them to their respective files according to their grouping. I also downloaded quality target data that exist in the system into designated files. I also helped make copies or retained documents so they would not be used again. Furthermore, I also helped RD cut and record data in the First Aid book as part of administrative activities.			

Day/Weekly : Monday-Friday/Twenty First week
Date : June 25-26, 2020

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Participate in the checking and recording of first aid equipment in various departments 2. Excel data/documents marked obsolete Notes by Industrial coach:	FE, IVO MAN TUNGAL	
NO	EXPLANATION	WORKING	
1	This week, I participated in inspecting and inventorying first aid supplies across various departments to ensure that all equipment was in good condition, complete, and ready for use when needed. Additionally, I took part in marking data and documents in Microsoft Excel as "obsolete," thereby distinguishing inactive documents from active ones.		

Day/Weekly : Monday-Tuesday/Twenty Second week

Date : June 29-30, 2026

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNED	SIGNATURE
1	1. Assist with closing out internal audits. 2. Assist in removing "Keep Door Locked" signage as part of the Food Safety Campaign. 3. Print documents as uncontrolled copies.	PT. IVU MAS TUNGKAL	
Notes by Industrial coach:			
NO	EXPLANATION	WORKING	
1	This week, I assisted with the internal audit closure process and removed "door must always be kept locked" signage in the relevant areas as part of the Food Safety Campaign. Additionally, I helped print "uncontrolled copy" documents to support administrative tasks and audit requirements.		