

APPRENTICESHIP REPORT

PT. BUKIT BATU HUTANI ALAM (BBHA)

SUKMA DELVIA FITRI

5404221473



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

2026

APPROVAL SHEET

PT. BUKIT BATU HUTANI ALAM (BBHA)

Written as one of the requirements to completed the apprenticeship

SUKMA DELVIA FITRI
5404221473

Bengkalis, June 6th, 2026

Branch Manager
PT. Bukit Batu Hutani Alam
(BBHA):



Suheri Hawari
HR GA

Advisor

A blue ink handwritten signature of Armita Novriana Rambe.

Armita Novriana Rambe, S.Pd., M.Hum
NIP. 198911302022032008

Approved by
Head of International Business Administration
Study Program



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

ACKNOWLEDGEMENT

Praise be to Allah SWT, the Most Gracious and the Most Merciful, for His endless blessings, guidance, strength, and mercy, which have enabled the Author to successfully complete this Apprenticeship Report entitled " PT. Bukit Batu Hutani Alam (BBHA)." This report is submitted as one of the requirements for completing the Apprenticeship Program in the Diploma IV International Business Administration Study Program at the State Polytechnic of Bengkalis.

The Apprenticeship provided an opportunity to apply the theories and knowledge acquired during academic studies to real workplace situations while enhancing professional competence, communication skills, teamwork, and problem solving abilities. The completion of this Apprenticeship Report would not have been possible without the support, guidance, and encouragement of many individuals. Therefore, the Author would like to express sincere gratitude and appreciation to:

1. Mr. Johny Custer, S.T., M.T., Director of the State Polytechnic of Bengkalis.
2. Mr. Romadhoni, S.T., M.T., Deputy Director for Academic Affairs of the State Polytechnic of Bengkalis.
3. Ms. Nurhazana, S.E., M.Sc., Head of the Business Administration Department.
4. Mr. Muhammad Fuad Asrofillah, S.E., M.M., Head of the International Business Administration Study Program.
5. Ms. Yanisha Dwi Astari, S.S., M.Hum., Apprenticeship Coordinator of the International Business Administration Study Program.
6. All lecturers and educational staff of the State Polytechnic of Bengkalis, especially those in the International Business Administration Study Program, for sharing their knowledge, experience, and continuous support throughout the Author's studies.
7. The Management and all employees of PT. Bukit Batu Hutani Alam (BBHA), especially the Administration Department, for providing the

opportunity to undertake the Apprenticeship and for their guidance, support, and valuable experience throughout the Apprenticeship period.

8. The Author's beloved parents, for their unconditional love, endless prayers, unwavering support, encouragement, sacrifices, and motivation throughout the Author's education and the completion of this Apprenticeship Report.
9. The Author's beloved brother and sister, for their love, understanding, encouragement, and continuous moral support throughout the Apprenticeship period and the preparation of this report.
10. The Author's friends and best friends, for their friendship, motivation, cooperation, encouragement, and for always providing support during the Apprenticeship and the completion of this Apprenticeship Report.
11. All parties who have contributed, either directly or indirectly, to the successful completion of this Apprenticeship Report.

The Author realizes that this Apprenticeship Report is still far from perfect. Therefore, constructive criticism and suggestions are sincerely welcomed for future improvement. It is hoped that this report will provide useful information and valuable insights for readers, students, and anyone interested in learning about the Apprenticeship experience and administrative activities at PT. Bukit Batu Hutani Alam (BBHA).

Bengkalis, August, 12, 2026

Author



SUKMA DELVIA FITRI

5404221473

LIST OF CONTENT

COVER	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
LIST OF CONTENT	v
LIST OF FIGURES.....	vii
LIST OF TABLES.....	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of Apprenticeship.....	1
1.2 Purposes and Benefits of the Apprenticeship.....	4
1.2.1 Purpose of the Apprenticeship	5
1.2.2 Benefits of the Apprenticeship	5
1.3 Significances of the Apprenticeship.....	6
1.3.1 For Students	6
1.3.2 For Companies	7
1.3.3 For Bengkalis State Polytechnic	7
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	8
2.1 Brief History of PT. Bukit Batu Hutani Alam (BBHA)	8
2.2 Vision and Mission of PT. Bukit Batu Hutani Alam (BBHA)	10
2.2.1 Vision	10
2.2.2 Mission.....	10
2.3 Kind of Business	11
2.4 Organizational Structure	12
2.5 Working Process.....	15
2.6 Document Used for Activity	23
CHAPTER III SCOPE OF APPRENTICESHIP.....	26
3.1 Job Description.....	26
3.2 System and Procedure	28
3.2.1 Administration Office (KTU)	28
3.2.2 Forest Fire Prevention Team (RPK) Office.....	32

3.2.3	Field Activities	35
3.3	Place and Time of the Apprenticeship.....	39
3.3.1	Place of the Apprenticeship.....	40
3.3.2	Time of the Apprenticeship	40
3.4	Kind and Description of the Activity	41
3.5	Obstacles and Solutions	59
CHAPTER IV CONCLUSION AND SUGGESTION		62
4.1	Conclusion.....	62
4.2	Suggestion	64
REFERENCES		66
APPENDICES		67

LIST OF FIGURES

Figure 2. 1 PT. Bukit Batu Hutani Alam (BBHA)	10
Figure 2. 2 Organization Structure PT. Bukit Batu Hutani Alam (BBHA).....	14
Figure 2. 3 Recap of Payment Minutes.....	24
Figure 2. 4 Goods Withdrawal Slip.....	25
Figure 2. 5 Work Order Source: Processed Data, 2026	25
Figure 3.1. Process of Reviewing, Organizing, and Printing Work Orders (SPK).....	26
Figure 3.2. Process of Stamping Approved Work Orders (SPK)	27
Figure 3.3. Process of Recording and Organizing Work Order (SPK) Numbers..	28
Figure 3.4. Process of Document Verification	28
Figure 3.5. Process of Organizing and Filing Administrative Documents	29
Figure 3.6. Process of Preparing Goods Withdrawal Slips	30
Figure 3.7. Process of Preparing Daily Operational Documentation.....	31
Figure 3.8. Process of Processing Patrol Route Data Using Garmin BaseCamp..	31
Figure 3.9 Process of Calculating Observation Fire Danger Index (OFDI).....	32
Figure 3.10 Process of Updating RPK Equipment Records and Meeting Minutes	32
Figure 3.11. Process of Observing Nursery Operations.....	33
Figure 3.12. Process of Monitoring Fertilizer Application and Planting Activities	34
Figure 3.13. Process of Learning Heavy Equipment and Operational Machinery	34
Figure 3.14. Process of Observing Drone Operations.....	35
Figure 3.15. Process of Monitoring from the Observation Tower	35
Figure 3.16. Process of Supporting Firefighting Operations	36
Figure 3.17. Process of Checking Planting Dates	36

LIST OF TABLES

Table 3.1 Apprenticeship Working Hours	23
Table 3.2 Apprenticeship Activity Logbook (Week 1	28
Table 3.3 Apprenticeship Activity Logbook (Week 2).....	30
Table 3.4 Apprenticeship Activity Logbook (Week 3).....	31
Table 3.5 Apprenticeship Activity Logbook (Week 4).....	33
Table 3.6 Apprenticeship Activity Logbook (Week 5).....	34
Table 3.7 Apprenticeship Activity Logbook (Week 6).....	36
Table 3.8 Apprenticeship Activity Logbook (Week 7).....	36
Table 3.9 Apprenticeship Activity Logbook (Week 8).....	37
Table 3.10 Apprenticeship Activity Logbook (Week 9).....	37
Table 3.11 Apprenticeship Activity Logbook (Week 10).....	40
Table 3.12 Apprenticeship Activity Logbook (Week 11).....	41
Table 3.13 Apprenticeship Activity Logbook (Week 12).....	43
Table 3.14 Apprenticeship Activity Logbook (Week 13).....	44
Table 3.15 Apprenticeship Activity Logbook (Week 14).....	45
Table 3.16 Apprenticeship Activity Logbook (Week 15).....	47
Table 3.17 Apprenticeship Activity Logbook (Week 16).....	48
Table 3.18 Apprenticeship Activity Logbook (Week 17).....	50

LIST OF APPENDICES

Appendix 1. Apprenticeship Application Letter.....	67
Appendix 2 Apprenticeship Application Response Letter	68
Appendix 3 Certificate	69
Appendix 4 Letter of Apprenticeship Completion	70
Appendix 5 Assessment Sheet of Apprenticeship	71
Appendix 6 Apprenticeship Attendance List.....	72
Appendix 7 Daily Activities of Apprenticeship	74
Appendix 8 Photo With Company Staff.....	94
Appendix 9 Documentation of Field Apprenticeship Activities	95
Appendix 10 Presentation of a Plaque	98
Appendix 11 Consultation Sheet Apprenticeship.....	99

CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The rapid advancement of science and technology has brought significant changes to various aspects of human life, particularly in the workplace. These developments have increased the demand for human resources who possess not only academic knowledge but also practical skills, professional competencies, and the ability to adapt to technological advancements and the dynamic needs of industry. Therefore, higher education institutions play an essential role in preparing graduates who are capable of competing in the global workforce through an educational process that integrates both theoretical knowledge and practical experience (Zhuang et al., 2026).

As prospective professionals, university students are expected to develop a balance between hard skills and soft skills. Hard skills are acquired through classroom learning, while soft skills are cultivated through practical experience, interpersonal interaction, and direct involvement in the workplace. However, most fresh graduates have limited professional experience, making Apprenticeship programs an essential bridge between academic learning and the professional working environment. One of the most effective ways to implement experiential learning is through an Apprenticeship Program. An Apprenticeship is an academic activity that provides students with the opportunity to gain direct working experience in government institutions or private companies relevant to their field of study (Zhuang et al., 2026)..

Through this program, students are able to apply the theoretical knowledge acquired during their studies to real workplace situations while gaining a deeper understanding of organizational culture, operational procedures, and professional work systems. In addition to serving as a medium for applying academic knowledge, Apprenticeships also enable students to enhance their critical thinking, communication, teamwork, discipline, responsibility, and problem

solving skills. Such experiences contribute to the development of professional attitudes and prepare students to compete effectively in today's increasingly competitive job market. As one of Indonesia's vocational higher education institutions, Bengkalis State Polytechnic is committed to producing competent, professional, and work-ready graduates. As a vocational institution, Bengkalis State Polytechnic emphasizes the integration of theoretical learning and practical experience through various academic activities, one of which is the Apprenticeship Program (Politeknik Negeri Bengkalis, 2025).

Bengkalis State Polytechnic was established in 2001 by the Government of Bengkalis Regency under the management of the *Bangun Insani* Foundation (*Yayasan Bangun Insani/YBI*). Based on the Regulation of the Minister of National Education Number 28 of 2011 concerning the Establishment, Organization, and Administration of Bengkalis State Polytechnic, the institution was officially granted the status of a State Higher Education Institution. Subsequently, on December 26, 2011, Bengkalis State Polytechnic was officially inaugurated as a state polytechnic by the Minister of Education and Culture of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh, DEA. Currently, Bengkalis State Polytechnic consists of eight academic departments: Naval Architecture, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, English, Informatics Engineering, and Maritime Studies. The institution offers Diploma II (D-II), Diploma III (D-III), and Applied Bachelor's Degree (D-IV) programs designed to meet the demands of business and industry (Politeknik Negeri Bengkalis, 2025)..

The Department of Business Administration currently offers three Applied Bachelor's Degree programs, namely the International Business Administration Program, Public Sector Financial Accounting Program, and Digital Business Program. The International Business Administration Program is designed to produce graduates with competencies in business administration, office management, business communication, excellent customer service, records management, and information technology that supports administrative activities. These competencies are expected to produce graduates who are highly

professional and competitive at both the national and international levels (Politeknik Negeri Bengkalis, 2025)..

In accordance with the curriculum of the International Business Administration Study Program, every student is required to complete an Apprenticeship after fulfilling the prescribed academic requirements. The Apprenticeship is a compulsory academic component aimed at providing students with practical work experience while enabling them to develop competencies relevant to their field of expertise. Through the Apprenticeship program, students are expected to gain a comprehensive understanding of administrative processes, organizational culture, technical operations, and professional ethics within the workplace. Furthermore, the program enhances both technical and interpersonal competencies, enabling students to become more competent, adaptable, and professionally prepared for future career (Erwandi et al., 2024; Priatna, 2023).

For the preparation of this Apprenticeship report, the author completed a four-month Apprenticeship at PT. Bukit Batu Hutani Alam, from 9 February 2026 to 6 June 2026. PT. Bukit Batu Hutani Alam operates in the forestry sector in Bengkalis, Riau Province, within a region associated with the Giam Siak Kecil Bukit Batu landscape. The Giam Siak Kecil–Bukit Batu Biosphere Reserve is located in Riau Province and covers areas within Bengkalis and Siak Regencies. The area possesses important ecological and natural-resource values, while economic activities undertaken by local communities form part of the socio economic characteristics of the region (Erwandi et al., 2024; Priatna, 2023).

The Giam Siak Kecil Bukit Batu area is also recognized for its diverse ecosystems and natural resources. Research conducted in the area indicates that local communities utilize available natural resources for economic activities, including fishing activities in the Giam Siak Kecil Bukit Batu Biosphere Reserve (Erwandi et al., 2024). These regional characteristics provide an important context for understanding the operational environment in which companies operating in the area, including PT. Bukit Batu Hutani Alam, conduct their activities. During the Apprenticeship period, the author actively participated in various administrative activities, providing valuable opportunities to apply academic

knowledge in a real working environment. The activities were carried out within the organizational and operational environment of PT. Bukit Batu Hutani Alam and provided practical exposure to administrative procedures and company operations. The company's activities and operational practices are supported by internal documentation, including the Company Profile, Public Summary Report, and Standard Operating Procedures (SOP) for Administration and Forest Fire Prevention Team (RPK) (Hardja, 2009).

This experience significantly contributed to the development of the author's professional competencies, practical skills, and overall readiness to enter the workforce. Through direct involvement in administrative activities, the author was able to gain practical knowledge regarding workplace procedures, organizational responsibilities, communication, discipline, and professional conduct within a corporate environment.

1.2 Purposes and Benefits of the Apprenticeship

The Apprenticeship Program is designed to provide students with the opportunity to gain practical work experience by applying the knowledge and skills acquired during their academic studies in a professional working environment. Through this program, students are expected to understand the duties, functions, and responsibilities within the Administrative Department, become familiar with the company's procedures and Standard Operating Procedures (SOPs), identify the hardware, software, facilities, and infrastructure used in daily operations, understand the various administrative documents and information required in the work process, and recognize the challenges encountered in carrying out administrative activities along with the solutions implemented by the company. In addition, the apprenticeship enhances students' technical and professional competencies, improves communication, teamwork, discipline, and problem-solving skills, and prepares them to meet the demands of the professional workplace after completing their studies.

1.2.1 Purpose of the Apprenticeship

In general, the Apprenticeship Program aims to provide students with practical work experience and enable them to apply the knowledge and skills acquired during their academic studies in a real working environment at PT. Bukit Batu Hutani Alam. Specifically, the objectives of the Apprenticeship Program are as follows:

1. To understand the duties, functions, and responsibilities of the Administrative Department at PT. Bukit Batu Hutani Alam.
2. To understand the procedures and standard operating procedures (SOPs) implemented in administrative activities.
3. To identify the use of hardware and software that support administrative operations.
4. To become familiar with the facilities and infrastructure used to support the company's administrative operations.
5. To identify the types of data and information required in carrying out administrative tasks.
6. To understand the various administrative documents used and produced during the work process.
7. To identify the challenges encountered during the implementation of administrative tasks and understand the solutions adopted by the company to address them.

1.2.2 Benefits of the Apprenticeship

The Apprenticeship Program provides valuable benefits for students by allowing them to gain practical experience and apply the knowledge acquired during their academic studies in a professional working environment. Through the apprenticeship at PT. Bukit Batu Hutani Alam, students are expected to develop both technical and professional competencies that will support their future careers. Specifically, the benefits of the Apprenticeship Program are as follows:

1. To gain practical experience in performing administrative and operational activities within a professional working environment.

2. To enhance knowledge and skills related to office administration, document management, and operational support activities.
3. To improve understanding of the procedures and Standard Operating Procedures (SOPs) implemented in the company.
4. To develop the ability to use various hardware and software that support administrative and operational tasks.
5. To strengthen communication, teamwork, discipline, responsibility, and problem-solving skills through direct involvement in daily work activities.
6. To increase understanding of the administrative documents, data management systems, and operational processes used by the company.
7. To prepare students for future careers by bridging academic knowledge with practical experience in the workplace.

1.3 Significances of the Apprenticeship

The Apprenticeship Program is an essential component of vocational education as it bridges the gap between academic learning and professional practice. It provides students with the opportunity to apply the knowledge and skills acquired during their studies in a real working environment while gaining practical experience relevant to their field of study. In addition, the Apprenticeship promotes professional development by enhancing students' technical competencies, communication skills, teamwork, and problem solving abilities. Furthermore, it strengthens collaboration between Bengkalis State Polytechnic and industry partners, contributing to the development of highly qualified, competent, and work ready graduates who are prepared to meet the demands of the professional world.

1.3.1 For Students

The Apprenticeship Program provides students with valuable practical work experience that is relevant to their field of study. Through the Apprenticeship, students have the opportunity to apply the knowledge and skills acquired during their academic studies in a real working environment. In addition, the program enhances their professional competence, technical skills (*hard skills*), and

interpersonal skills (*soft skills*). It also helps students develop communication skills, teamwork, discipline, responsibility, and problem solving abilities while preparing them for future career opportunities after graduation.

1.3.2 For Companies

For the company, the Apprenticeship Program supports daily operational activities through the knowledge and competencies possessed by the Apprenticeship students. The program also strengthens collaboration between the company and Bengkalis State Polytechnic while contributing to the development of students' professional competencies. Furthermore, the company benefits from receiving fresh ideas and perspectives from students based on the knowledge and skills they have acquired during their academic studies.

1.3.3 For Bengkalis State Polytechnic

The Apprenticeship Program strengthens partnerships with business sectors, industries, and government institutions. It also serves as a valuable source of feedback for evaluating and improving the curriculum to ensure that it remains aligned with the needs of the labor market. Furthermore, the program contributes to enhancing the quality of graduates by developing their competencies, professionalism, and competitiveness in accordance with industry demands. Ultimately, it enhances the institution's reputation as a vocational higher education institution that produces competent, highly qualified, and work ready graduates.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Brief History of PT. Bukit Batu Hutani Alam (BBHA)

In line with the new paradigm of forestry development introduced by the Ministry of Forestry and Plantation, which emphasizes community based development and resource based development through sustainable and environmentally responsible forest management, PT. Mapala Rabda initiated the development of Industrial Plantation Forests under a partnership scheme (*Hutan Tanaman Pola Kemitraan*, HTPK). This initiative also supports the regional autonomy policy stipulated in Law No. 22 and Law No. 25 of 1999, which aim to strengthen the economic position of local communities (PT. Bukit Batu Hutani Alam, 2026).

Through the HTPK partnership scheme, PT. Mapala Rabda sought to improve the welfare of local communities by empowering the Forest Farmer Cooperative (*Koperasi Tani Hutan*, KTH) as its business partner. Community participation in sustainable forest management was expected to foster a stronger sense of responsibility and ownership among local residents while supporting the company's forestry operations. In return, this collaboration was intended to promote sustainable forest management and contribute to improving the economic well being of the surrounding communities (PT. Sekato Pratama Makmur, 2025).

Recognizing that the partnership-based forest management model was relatively new, the company acknowledged the need for continuous improvement, particularly in human resource development and managerial capacity. Therefore, PT. Mapala Rabda continued to develop managerial improvement programs to support the effectiveness and sustainability of its forestry operations (Lutfi, 2021). To implement the partnership-based forest management program, PT. Mapala Rabda and its partner, *Koperasi Tani Hutan (KTH) Usaha Baru*, entered into a

series of legal agreements. On February 20, 1999, both parties signed a Memorandum of Understanding (MoU) (Menteri Kehutanan Republik Indonesia, 2003). This agreement was followed by the signing of a Cooperation Agreement on January 3, 2002, as part of the development of the partnership between PT. Mapala Rabda and KTH Usaha Baru (Lutfi, 2021). The agreements subsequently became part of the process leading to the establishment and development of PT. Bukit Batu Hutani Alam (Menteri Kehutanan Republik Indonesia, 2003).

Following the completion of the feasibility study and the Environmental Impact Assessment (*Analisis Mengenai Dampak Lingkungan*, AMDAL), which confirmed the project's viability, a joint venture company named PT. Bukit Batu Hutani Alam (BBHA) was established. The company's operational area and cooperative membership cover three villages: Sepahat Village, Tenggayun Village, and *Parit I Api-api* Village (PT. Bukit Batu Hutani Alam, 2026).

PT. Bukit Batu Hutani Alam is a joint venture between PT. Mapala Rabda and *KTH Usaha Baru*. The company was established under Deed No. 33 dated 22 March 2002, executed before Notary Darmansyah, S.H., and subsequently amended under Deed No. 4 dated 12 September 2002, executed before Notary Nurhayati, S.H. The composition of the Board of Commissioners and Board of Directors is as follows:

President Commissioner	: Muktar Widjaja
Commissioner	: Ir. Subadjo
Commissioner	: David Suwito
Commissioner	: Pairan
President Director	: Mulyani Gani
Director	: Gustaf Kuining
Director	: Stanley Najoran
Director	: Tengku Mustapa

At the time of its establishment, the company expected to obtain formal approval of its incorporation from the Ministry of Justice and Human Rights of the Republic of Indonesia.



Figure 2. 1 PT. Bukit Batu Hutani Alam (BBHA)
Source: PT. Bukit Batu Hutani Alam

2.2 Vision and Mission of PT. Bukit Batu Hutani Alam (BBHA)

The vision and mission of PT. Bukit Batu Hutani Alam (BBHA) serve as the foundation for the company's business operations and strategic direction. They reflect the company's long term aspirations and commitment to achieving sustainable forest management while balancing economic growth, environmental conservation, and social responsibility. The vision and mission also provide guidance for the company in carrying out its activities and achieving its organizational goals.

2.2.1 Vision

"To become the leading company in sustainable Industrial Plantation Forest (HTI) management by balancing economic, social, and environmental values."

2.2.2 Mission

1. To develop sustainable Industrial Plantation Forests (HTI) as a buffer zone for the Giam Siak Kecil Bukit Batu Biosphere Reserve, while supplying raw materials for the pulp and paper industry.
2. To improve the welfare of employees and communities surrounding the forest area through partnership and community development programs.
3. To protect and restore forest areas with high conservation value as part of the Giam Siak Kecil Bukit Batu Biosphere Reserve (GSK-BB) landscape.
4. To contribute to national tax revenues and regional income while generating optimal profits for the company.

2.3 Kind of Business

PT. Bukit Batu Hutani Alam (BBHA) is a company engaged in **the** Industrial Plantation Forest (HTI) sector, with its main activities covering the management, establishment, maintenance, harvesting, and marketing of plantation forest products. The company operates under a forest utilization business license and is located in Bengkalis Regency, Riau Province, Indonesia. As a company operating in the forestry sector, PT. Bukit Batu Hutani Alam supplies wood raw materials for the pulp and paper industry and contributes to the surrounding regional economy through employment opportunities and community development programs (PT. Bukit Batu Hutani Alam, 2024).

The company's operations primarily focus on the cultivation and management of industrial plantation species, particularly *Acacia crassicarpa*, which is managed as a plantation species for the production of wood raw materials for the pulp industry. Forest management activities include nursery operations, land preparation, planting, plantation maintenance, monitoring, and harvesting, followed by replanting as part of the plantation management cycle (PT. Bukit Batu Hutani Alam, 2024).

In conducting its business activities, PT. Bukit Batu Hutani Alam adopts the principles of Sustainable Forest Management (SFM), which integrate economic, environmental, and social considerations. The company's forest management policy emphasizes sustainable production, compliance with applicable regulations, appropriate silvicultural systems, effective harvesting practices, and the maintenance of production, environmental, and social functions. These principles are implemented to ensure the continued productivity of plantation forests while maintaining their environmental and social functions (PT. Bukit Batu Hutani Alam, 2024).

In addition to maintaining plantation productivity, the company demonstrates a commitment to environmental conservation. Its forest management practices include the protection and monitoring of High Conservation Value (HCV) areas, the maintenance of peatland ecosystems, environmental monitoring, biodiversity protection, and forest and land fire

prevention. The company also conducts routine forest patrols and monitoring activities as part of its forest protection and security efforts (PT. Bukit Batu Hutani Alam, 2024; PT. Bukit Batu Hutani Alam, 2025).

PT. Bukit Batu Hutani Alam also implements operational standards designed to improve efficiency, productivity, and workplace safety. These include compliance with applicable operational procedures, forest management planning, monitoring of plantation growth, harvesting procedures, and forest protection activities. Recent assessment documentation confirms that the company's forest utilization activities are supported by legally approved management plans and procedures for sustainable forest management (PT. Bukit Batu Hutani Alam, 2024; PT. Ayamaru Sertifikasi, 2025).

As part of its commitment to corporate social responsibility, PT. Bukit Batu Hutani Alam implements various programs for communities surrounding its operational areas. These programs include community empowerment, employment and business opportunities, education, health, infrastructure development, skills improvement, and partnership activities. The company's social policy emphasizes the importance of contributing to sustainable improvements in the livelihoods and welfare of communities living in and around the forest area (PT. Bukit Batu Hutani Alam, 2024).

By consistently applying the principles of sustainable forest management and maintaining a balance between economic, environmental, and social considerations, PT. Bukit Batu Hutani Alam continues to manage its industrial plantation forest in support of sustainable wood production. The company's stated management approach emphasizes sustainable plantation development, environmental protection, and positive contributions to surrounding communities, thereby supporting the long-term sustainability of forest resources and regional development (PT. Bukit Batu Hutani Alam, 2024).

2.4 Organizational Structure

The organizational structure of PT. Bukit Batu Hutani Alam (BBHA) illustrates the distribution of authority, responsibilities, and duties among the company's departments to ensure that all operational activities are carried out

effectively and efficiently. It provides a clear framework for coordination, communication, supervision, and decision making, enabling each department to perform its respective functions in achieving the company's objectives while supporting sustainable forest management. The organizational structure of PT. Bukit Batu Hutani Alam (BBHA) is presented in Figure 2.2.

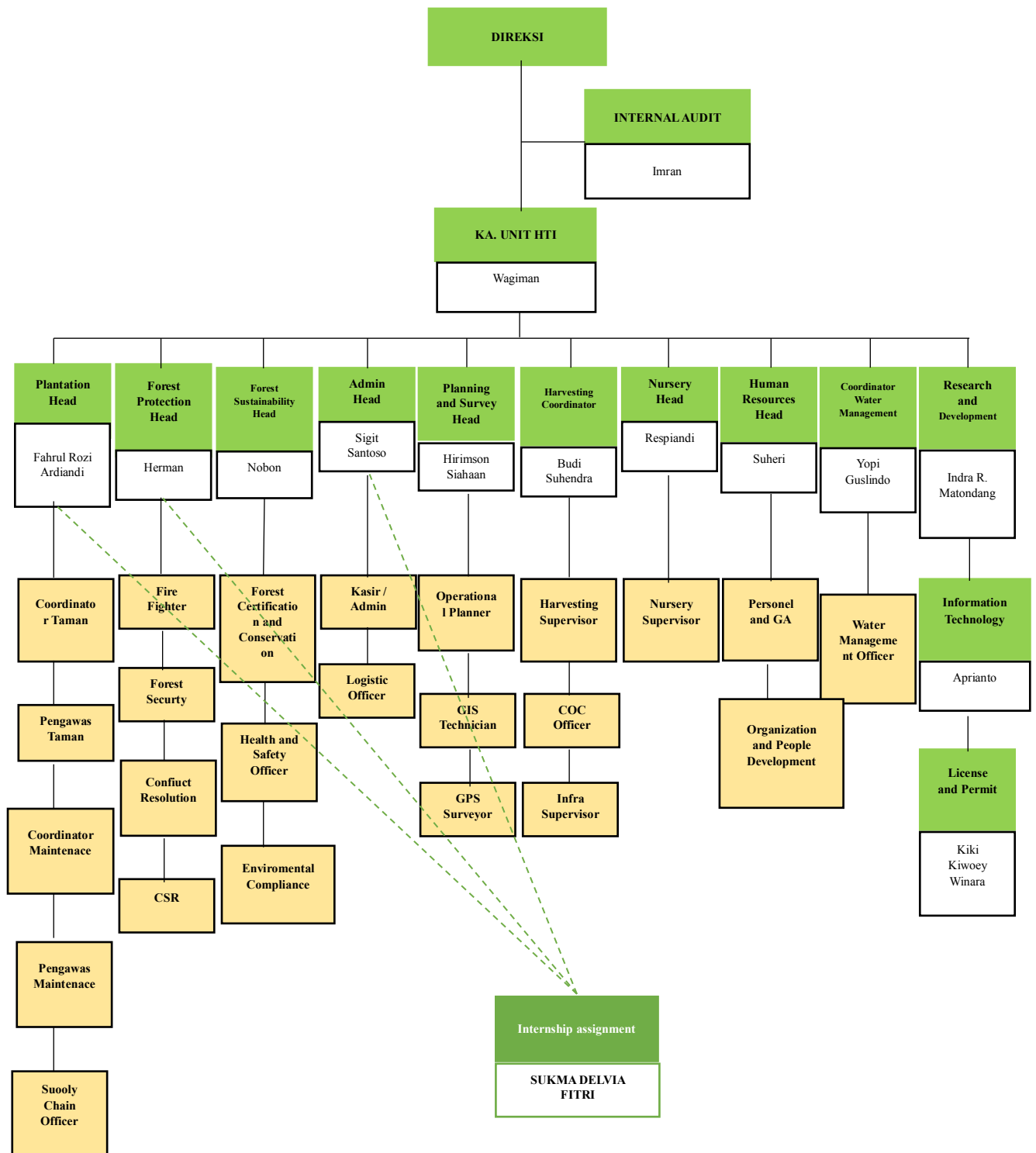


Figure 2. 2 Organization Structure PT. Bukit Batu Hutani Alam (BBHA)

Source: PT. Bukit Batu Hutani Alam

2.5 Working Process

The working process at PT. Bukit Batu Hutani Alam (BBHA) is carried out systematically through the coordination of various departments, each of which has specific roles and responsibilities in supporting the company's operations. Every department follows established Standard Operating Procedures (SOPs) to ensure that all activities are performed efficiently, effectively, and in accordance with the company's objectives. The working process begins with planning and coordination, followed by implementation, monitoring, evaluation, and reporting. Through effective collaboration among departments, the company is able to achieve its operational targets while maintaining the principles of sustainable forest management, environmental conservation, and occupational safety. The following are the working processes of each department within PT. Bukit Batu Hutani Alam (PT. Bukit Batu Hutani Alam, 2024):

1. Director

The Director is the highest ranking executive in the company and is responsible for overseeing all operational activities, making strategic decisions, and ensuring the achievement of the company's vision, mission, and objectives. The Director also supervises all departments to ensure that the company's operations are carried out effectively and efficiently. The working processes of each department are as follows:

- a. Establish the company's vision, mission, objectives, and strategic policies.
- b. Develop work plans and company targets together with the management team.
- c. Conduct coordination meetings with unit heads and department managers.
- d. Receive and evaluate operational reports from each department.
- e. Make strategic decisions based on evaluation results and company conditions.
- f. Provide direction and approval for work programs to be implemented.

- g. Monitor the implementation of company policies and conduct periodic evaluations.

2. Internal Audit

The Internal Audit Department is responsible for examining and monitoring the company's operational, administrative, and financial activities. This department ensures that all business processes are conducted in accordance with the company's policies, Standard Operating Procedures (SOPs), and applicable laws and regulations. The working processes of each department are as follows:

- a. Prepare audit programs and schedules based on the company's annual audit plan.
- b. Collect documents, data, and information from the departments to be audited.
- c. Examine administrative, operational, and financial processes.
- d. Compare work implementation with the company's Standard Operating Procedures (SOPs).
- e. Identify irregularities, operational risks, and weaknesses in the internal control system.
- f. Prepare audit reports along with recommendations for improvement.
- g. Follow up to ensure that all recommendations have been implemented.

3. Head of Industrial Plantation Forest Unit (Head of HTI Unit)

The Head of the Industrial Plantation Forest (HTI) Unit is responsible for coordinating all operational activities related to the Industrial Plantation Forest. This position serves as a liaison between the Director and all department heads to ensure that operational activities are implemented effectively and in accordance with the company's objectives. The working processes of each department are as follows:

- a. Prepare operational plans together with all department heads.
- b. Coordinate operational activities across all departments.

- c. Monitor the progress of field operations.
- d. Resolve operational issues through interdepartmental coordination.
- e. Evaluate the achievement of operational targets.
- f. Report operational progress to the Director.
- g. Ensure that the Director's instructions are implemented by all departments.

4. Plantation Department

The Plantation Department is responsible for all activities related to the establishment and maintenance of industrial plantation forests, including land preparation, planting, maintenance, and monitoring of tree growth. Its primary objective is to ensure optimal forest productivity and a sustainable supply of raw materials. The working processes of each department are as follows:

- a. Prepare plantation work plans based on the operational schedule.
- b. Conduct land surveys and site preparation before planting.
- c. Receive seedlings from the Nursery Department.
- d. Carry out planting activities in accordance with the company's technical standards.
- e. Perform plantation maintenance, including replanting, fertilization, weed control, and pest management.
- f. Monitor tree growth regularly.
- g. Evaluate planting performance and prepare reports for the Plantation Manager.

5. Forest Protection Department

The Forest Protection Department is responsible for safeguarding the company's forest areas from various threats, including forest and land fires, illegal logging, encroachment, and other security disturbances. The department also implements forest protection programs and promotes positive relationships with local communities. The working processes of each department are as follows:

- a. Prepare routine forest patrol schedules.

- b. Conduct regular patrols to monitor forest conditions.
- c. Identify potential forest fires, illegal logging, and other security threats.
- d. Carry out preventive and corrective actions whenever disturbances are identified.
- e. Coordinate with relevant authorities during emergency situations.
- f. Implement Corporate Social Responsibility (CSR) programs and resolve community conflicts.
- g. Prepare reports on forest protection activities.

6. Forest Sustainability Department

The Forest Sustainability Department is responsible for ensuring that all company operations comply with the principles of sustainable forest management. This department oversees environmental conservation, forest certification, occupational health and safety (OHS), and compliance with environmental regulations. The working processes of each department are as follows:

- a. Develop sustainable forest management programs.
- b. Monitor the company's operational activities.
- c. Ensure that all operations comply with forest certification standards and environmental regulations.
- d. Conduct Occupational Health and Safety (OHS) inspections.
- e. Identify environmental impacts and operational risks.
- f. Provide recommendations for improvement to the relevant departments.
- g. Prepare sustainability and environmental compliance reports.

7. Administration Department

The Administration Department is responsible for managing the company's administrative activities, including document management, correspondence, filing systems, administrative reporting, and providing administrative support to ensure the smooth operation of all departments. The working processes of each department are as follows:

- a. Receive letters, documents, and data from internal departments and external parties.

- b. Verify the completeness and accuracy of the received documents.
- c. Record documents in the company's administrative system.
- d. Classify documents according to their type and purpose.
- e. Archive documents in both physical and digital formats.
- f. Prepare administrative reports based on the collected data.
- g. Distribute documents to the relevant departments.
- h. Store company records as official archives.

8. Planning and Survey Department

The Planning and Survey Department is responsible for conducting field surveys, collecting and analyzing data, preparing operational maps, and developing operational plans that serve as the basis for plantation, harvesting, and infrastructure development activities. The working processes of each department are as follows:

- a. Prepare survey plans according to operational requirements.
- b. Conduct field surveys using GPS and GIS technologies.
- c. Collect data on land conditions, topography, and operational boundaries.
- d. Process survey results into operational maps.
- e. Develop plantation, harvesting, and infrastructure development plans.
- f. Submit planning results to the relevant departments.
- g. Evaluate the implementation of operational plans.

9. Harvesting Department

The Harvesting Department is responsible for managing all harvesting activities within the industrial plantation forest, including harvest planning, field supervision, timber extraction, transportation, and monitoring of harvested timber to ensure that production targets are achieved efficiently.

The working processes of each department are as follows:

- a. Prepare harvesting schedules based on tree age and production targets.
- b. Determine harvesting locations according to the operational plan.
- c. Supervise tree felling and timber collection activities.
- d. Record harvested timber through the Chain of Custody (CoC) system.
- e. Organize timber transportation to log yards or processing facilities.

- f. Maintain production roads and supporting infrastructure.
- g. Prepare harvesting activity reports.

10. Nursery Department

The Nursery Department is responsible for producing high quality seedlings through seed selection, propagation, maintenance, and quality control before distributing them to the Plantation Department for planting activities. The working processes of each department are as follows:

- a. Select seeds according to the company's quality standards.
- b. Carry out seed germination and nursery activities.
- c. Maintain seedlings through watering, fertilization, and pest control.
- d. Monitor seedling growth regularly.
- e. Conduct quality selection of seedlings.
- f. Distribute qualified seedlings to the Plantation Department as required.
- g. Prepare seedling production reports.

11. Human Resources Department

The Human Resources Department is responsible for managing all aspects of the company's human resources, including recruitment, employee administration, training and development, performance evaluation, employee welfare, and other personnel related activities. The working processes of each department are as follows:

- a. Identify the company's workforce requirements.
- b. Conduct employee recruitment and selection processes.
- c. Assign employees according to their qualifications and competencies.
- d. Manage personnel administration, attendance, and payroll.
- e. Organize employee training and competency development programs.
- f. Conduct regular employee performance evaluations.
- g. Manage company facilities through the General Affairs section.

12. Water Management Department

The Water Management Department is responsible for managing the water system within the company's operational areas, particularly peatland areas. Its responsibilities include regulating canals and water gates, monitoring water levels, and maintaining water management systems to support plantation growth while minimizing the risk of forest and land fires. The working processes of each department are as follows:

- a. Monitor water levels within the operational areas.
- b. Operate water gates, canals, and water control structures as required.
- c. Perform routine maintenance of canals and drainage systems.
- d. Control the drainage system in peatland areas.
- e. Monitor peatland moisture conditions.
- f. Implement preventive measures against forest and land fires.
- g. Prepare water management reports for the management.

13. Research and Development (R&D) Department

The Research and Development (R&D) Department is responsible for conducting research, innovation, and development activities to improve plantation productivity, operational efficiency, and the application of new technologies that support sustainable industrial forest management. The working processes of each department are as follows:

- a. Identify the company's research and development needs.
- b. Conduct research on plantation productivity, technology, and operational improvements.
- c. Collect and analyze research data.
- d. Develop innovations to improve operational efficiency.
- e. Manage the company's information technology systems.
- f. Process and update all company licenses and permits.
- g. Prepare research reports and provide recommendations to the management.

During the Apprenticeship program at PT. Bukit Batu Hutani Alam (BBHA), the author was assigned to several work units through a job rotation system implemented by the company. This rotation was designed to provide

comprehensive practical experience and a broader understanding of both administrative and operational activities carried out in different departments.

The Apprenticeship began with an assignment at the Forest Fire Prevention Team (RPK) Office for approximately two weeks. During this period, the author was involved in various administrative activities supporting forest and land fire prevention and suppression operations. These activities included preparing and processing Goods Withdrawal Slips (NPB), compiling operational reports, preparing daily documentation, processing coordinate data using the Garmin BaseCamp application, organizing attendance records, preparing fire prevention reports, and assisting with other administrative tasks related to the company's fire prevention operations. Through these activities, the author gained practical experience in documentation management and reporting systems used to support forest fire prevention and suppression.

After completing the assignment in the RPK Office, the author was rotated to the Administration Office (KTU) for one week. In this department, the author assisted in various administrative activities, including preparing, organizing, printing, stamping, recording, and filing Work Orders (SPK), updating employee attendance records, compiling administrative reports, organizing company documents, and managing document archives. This rotation enabled the author to understand the company's administrative procedures, document management system, and the importance of accuracy and organization in supporting daily operational activities.

Following the office assignments, the author was assigned to field operational activities to gain direct experience in Industrial Plantation Forest (HTI) management. During this stage, the author participated in observing nursery operations, including seedling media preparation, seedling maintenance, and the seedling production process before planting. The author also observed planting and fertilization activities, learned the functions and operations of heavy equipment used in plantation management, and participated in checking operational firefighting equipment to ensure its readiness for emergency situations. In addition, the author observed the use of drones for monitoring

plantation areas and assessing field conditions, visited the observation tower to monitor the surrounding plantation area, assisted in supporting firefighting operational activities, and observed plantation block inspections, including checking planting schedules and field conditions. These activities provided valuable practical knowledge of sustainable plantation management and enhanced the author's understanding of the company's operational processes.

Overall, the job rotation system implemented by PT. Bukit Batu Hutani Alam enabled the author to gain balanced experience in both administrative and field operational activities. Through this rotation, the author developed a comprehensive understanding of the company's work processes while improving technical skills, administrative competencies, and practical knowledge of Industrial Plantation Forest management.

2.6 Document Used for Activity

In carrying out daily operational and administrative activities at PT. Bukit Batu Hutani Alam (BBHA), various documents are utilized to ensure that every work process is properly documented, well organized, and carried out in accordance with the company's procedures. These documents serve as important tools for recording, monitoring, and verifying operational activities, as well as supporting effective communication among departments. In addition, they help maintain data accuracy, accountability, and transparency while facilitating administrative control and decision making. The documents used during the Apprenticeship activities are described as follows:

1. Recap of Payment Minutes

The Recap of Payment Minutes is a document used to summarize payment transactions related to a project, service, or work agreement. It provides comprehensive information regarding the payment details, including the payment amount, payment date, recipient, and the status of each transaction. This document functions as an official financial record that supports payment verification, financial monitoring, and auditing processes, while

ensuring transparency and accountability in the company's financial administration.

[illegible]

Figure 2. 3 Recap of Payment Minutes
Source: Processed Data, 2026

2. Goods Withdrawal Slip

A Goods Withdrawal Slip is an administrative document used to record the release of materials or equipment from the warehouse for operational purposes. The document includes important information such as the name and specification of the goods, the quantity issued, the date of withdrawal, and the person responsible for receiving the items. This document helps maintain inventory accuracy, facilitates stock control, and ensures that all warehouse transactions are properly documented and traceable.

The image displays two examples of Indonesian tax forms, specifically 'Formulir Pajak Penghasilan Orang Pribadi' (Formulir 17 and 17.1), which are used for reporting individual income tax.

Top Form (Formulir 17):

- Title:** FORMULIR PAJAK PENGHASILAN ORANG PRIBADI
- Section 1 (Identifikasi Wajib Pajak):**
 - 1. Nama Wajib Pajak: *Budi*
 - 2. Alamat: *Jl. Sudirman No. 100*
 - 3. Nomor Pokok Wajib Pajak (NPWP): *123456789012345678*
- Section 2 (Penghasilan):**
 - 2.1. Penghasilan Bruto: *100.000.000*
 - 2.2. Penghasilan Bersih: *80.000.000*
 - 2.3. Penghasilan Kena Pajak: *70.000.000*
- Section 3 (Penghasilan Kena Pajak):**
 - 3.1. Penghasilan Kena Pajak: *70.000.000*
 - 3.2. Pajak Penghasilan: *14.000.000*
 - 3.3. Pajak Penghasilan: *14.000.000*
- Section 4 (Catatan):**
 - 4.1. Catatan: *...*
 - 4.2. Catatan: *...*

Bottom Form (Formulir 17.1):

- Title:** FORMULIR PAJAK PENGHASILAN ORANG PRIBADI
- Section 1 (Identifikasi Wajib Pajak):**
 - 1. Nama Wajib Pajak: *Budi*
 - 2. Alamat: *Jl. Sudirman No. 100*
 - 3. Nomor Pokok Wajib Pajak (NPWP): *123456789012345678*
- Section 2 (Penghasilan):**
 - 2.1. Penghasilan Bruto: *100.000.000*
 - 2.2. Penghasilan Bersih: *80.000.000*
 - 2.3. Penghasilan Kena Pajak: *70.000.000*
- Section 3 (Penghasilan Kena Pajak):**
 - 3.1. Penghasilan Kena Pajak: *70.000.000*
 - 3.2. Pajak Penghasilan: *14.000.000*
 - 3.3. Pajak Penghasilan: *14.000.000*
- Section 4 (Catatan):**
 - 4.1. Catatan: *...*
 - 4.2. Catatan: *...*

Figure 2. 4 Goods Withdrawal Slip
Source: Processed Data, 2026

3. Work Order

A Work Order (*Surat Perintah Kerja/SPK*) is an official document issued by the company to authorize and assign specific tasks to employees, contractors, or third party service providers. This document contains detailed information regarding the scope of work, responsibilities, work location, implementation schedule, and other instructions necessary for completing the assigned task.

SURAT PERINTAH KERJA (SPK)

NAMA: PT. SAKA BERTAMA
 Alamat: Jl. Raya ...
 No. ...
 Kota ...

No. Rincian	Nama Kegiatan	Tempat	Tanggal	Waktu	Jenis	Jumlah
1.	...	...	...	...	...	...
2.	...	...	...	...	...	...

SPK ini diterbitkan pada hari ini tanggal ...
 dan berlaku sampai dengan tanggal ...
 dan ditandatangani oleh Kepala PT. SAKA BERTAMA.

PT. SAKA BERTAMA
 SURABAYA

Tgl. 14.05.2024
 PT. SAKA BERTAMA

Figure 2. 5 Work Order
Source: Processed Data, 2026

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

During the Apprenticeship program at PT. Bukit Batu Hutani Alam (BBHA), the author gained practical work experience by being assigned to several departments, namely the Administration Office (KTU), the Forest Fire Prevention Team (RPK) Office, and various field operational activities. The Apprenticeship assignments were conducted on a rotational basis with other interns, enabling the author to gain a comprehensive understanding of the workflow, duties, and responsibilities of each department.

1. Activities at the Administration Office (KTU)

During the Apprenticeship in the Administration Office, the author assisted in carrying out various administrative tasks related to company documentation. The activities performed included:

- a. Reviewing, organizing, and printing Work Orders (SPK) before they were distributed to the relevant departments.
- b. Stamping approved Work Orders with the company's official stamp.
- c. Recording and organizing Work Order numbers for administrative filing purposes.
- d. Assisting in the document verification process by stamping documents and obtaining the required signatures from authorized personnel.
- e. Organizing and filing administrative documents to ensure they were properly stored and easily accessible when needed.

2. Activities at the Forest Fire Prevention Team (RPK) Office

While assigned to the RPK Office, the author supported administrative activities related to the company's forest and land fire prevention operations. The tasks carried out included:

- a. Preparing and completing Goods Withdrawal Slips as supporting documents for warehouse inventory withdrawals.
- b. Preparing daily operational documentation in the form of presentation slides using Microsoft PowerPoint.
- c. Processing patrol route data and preparing daily operational documentation using the Garmin BaseCamp application.
- d. Assisting in calculating the Observation Fire Danger Index (OFDI) to support forest fire risk monitoring activities.
- e. Updating the inventory records of RPK equipment and organizing meeting minutes according to the month and year of implementation.
- f. Updating and maintaining employee attendance records as part of personnel administration.

3. Field Activities

In addition to office assignments, the author participated in various field operational activities to gain practical knowledge of Industrial Plantation Forest (HTI) management. Through these activities, the author observed the company's operational procedures, became familiar with the equipment used in the field, and learned about the implementation of forestry management practices. The activities included:

- a. Observing nursery operations, including growing media preparation, fertilization, seedling cultivation, and seedling maintenance before distribution to planting sites.
- b. Monitoring fertilizer application and planting activities in plantation areas.
- c. Learning about the different types of heavy equipment and operational machinery used by the company, along with their respective functions.
- d. Observing the use of drones for monitoring plantation areas and assessing field conditions.

- e. Visiting the observation tower to monitor the surrounding plantation area and environmental conditions.
- f. Assisting with supporting operational activities, such as water supply operations and rolling fire hoses after firefighting training or operational use.
- g. Checking planting dates in plantation blocks as part of field monitoring and plantation management activities.

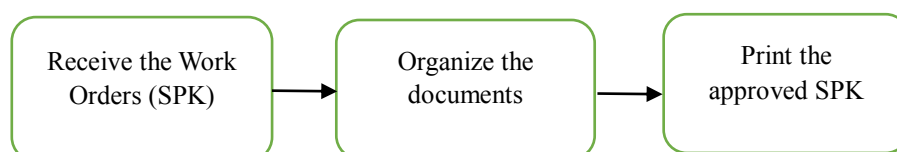
3.2 System and Procedure

The Apprenticeship at PT. Bukit Batu Hutani Alam (BBHA) involved a wide range of activities designed to provide practical exposure to the company's administrative and operational processes. During the Apprenticeship period, the author participated in daily tasks within the Administration Office (KTU), the Forest Fire Prevention Team (RPK) Office, and several field operational activities. The experience also allowed the author to enhance technical knowledge, strengthen professional competencies, and develop a better understanding of the responsibilities and challenges encountered in the workplace.

3.2.1 Administration Office (KTU)

During the Apprenticeship, the author was assigned to the Administration Office (KTU) to assist with various administrative tasks that support the company's daily operations. The activities mainly involved handling company documents, maintaining records, and organizing administrative files. These responsibilities allowed the author to understand the importance of document management, administrative accuracy, and systematic filing procedures in ensuring the smooth operation of the company.

1. Reviewing, organizing, and printing Work Orders (SPK) before they were



distributed to the relevant departments.

Figure 3.1. Process of Reviewing, Organizing, and Printing Work Orders (SPK)

Source: Processed by the Author (2026)

Figure 3.1 illustrates the process of reviewing, organizing, and printing Work Orders (SPK) at PT. Bukit Batu Hutani Alam. The process begins with receiving the Work Orders (SPK) from the relevant department. The documents are then organized according to the company's filing system to ensure they are arranged systematically and easy to identify. After the documents have been organized, the approved Work Orders are printed and prepared for further administrative processing and distribution to the relevant departments.

2. Stamping approved Work Orders with the company's official stamp.

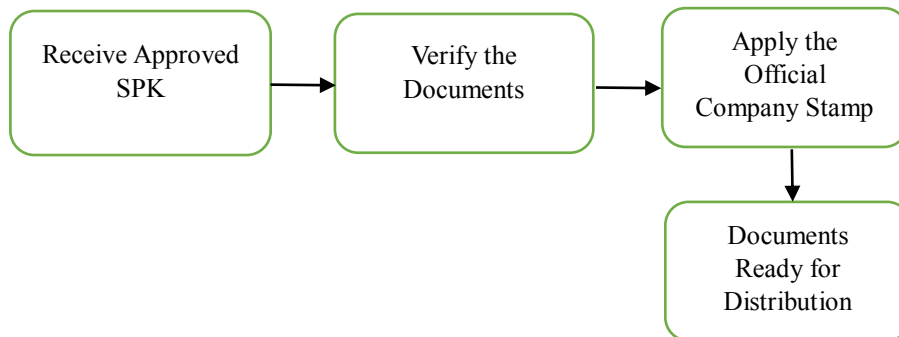


Figure 3.2. Process of Stamping Approved Work Orders (SPK)

Source: Processed by the Author (2026)

This process illustrates the procedure of stamping approved Work Orders (SPK) before they are distributed to the related departments. The process begins when the Administration Office receives the approved SPK documents from the authorized personnel. The documents are then checked to ensure that all required information, such as document number, approval status, signatures, and supporting details, are complete and accurate. After the verification process is completed, the official company stamp is applied to confirm that the documents have been reviewed and approved by the company. The stamped SPK documents are then organized and prepared for distribution to the relevant departments for further processing and operational activities.

3. Recording and organizing Work Order numbers for administrative filing purposes.

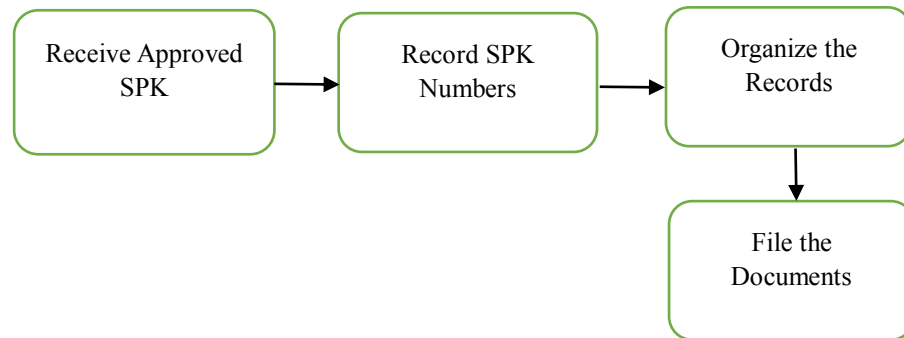


Figure 3.3. Process of Recording and Organizing Work Order (SPK) Numbers

Source: Processed by the Author (2026)

The figure shows the process of recording and organizing Work Order (SPK) numbers for administrative purposes. The process begins with receiving approved SPK documents, followed by recording the SPK numbers systematically to ensure proper identification and tracking. After that, the documents are organized based on their numbers or categories and then filed into the appropriate storage system. This process aims to maintain accurate documentation, improve administrative control, and make document retrieval easier when needed.

4. Assisting in the document verification process by stamping documents and obtaining the required signatures from authorized personnel.

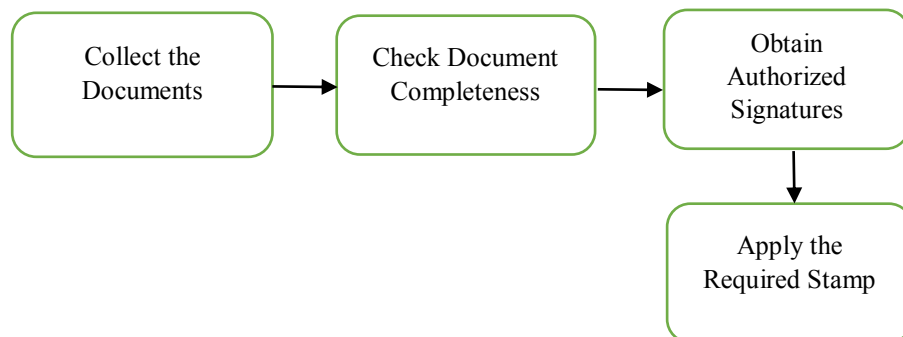
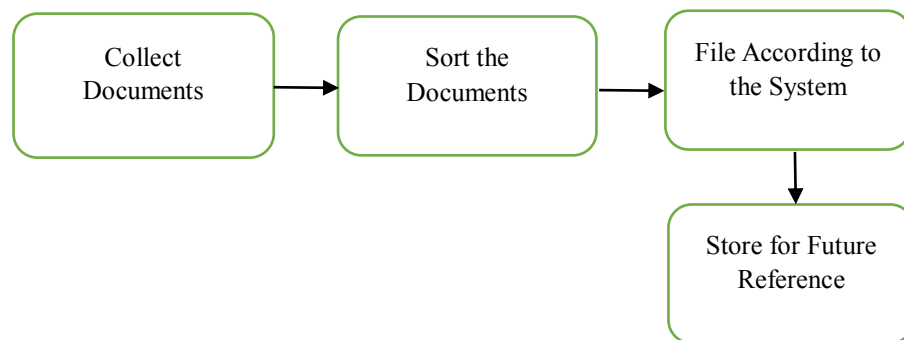


Figure 3.4. Process of Document Verification

Source: Processed by the Author (2026)

. The activity involved assisting in the document verification process by ensuring that administrative documents were properly completed and approved before further processing. The process included checking the accuracy and completeness of the documents, applying the required company stamp as an indication of verification, and assisting in obtaining the necessary signatures from authorized personnel. These steps were carried out to ensure that the documents were officially validated, properly recorded, and ready for distribution or administrative filing.

5. Organizing and filing administrative documents to ensure they were



properly stored and easily accessible when needed.

Figure 3.5. Process of Organizing and Filing Administrative Documents

Source: Processed by the Author (2026)

The process of organizing and filing administrative documents began with collecting the required documents from various administrative activities. After the documents were collected, they were sorted and categorized based on their types, purposes, and related departments to ensure proper organization. The documents were then filed according to the company's filing system, such as arranging them based on document numbers, dates, or categories, making them easier to locate when needed. Finally, the organized documents were stored properly as future references and supporting records for administrative purposes, ensuring that important information could be accessed efficiently whenever required.

3.2.2 Forest Fire Prevention Team (RPK) Office

The author was also assigned to the Forest Fire Prevention Team (RPK) Office, where administrative activities related to forest and land fire prevention were carried out. The tasks involved preparing operational documents, managing inventory records, compiling daily reports, and supporting the documentation of patrol activities. Through these activities, the author gained knowledge of the administrative system that supports fire prevention operations and learned how documentation contributes to effective operational management.

1. Preparing and completing Goods Withdrawal Slips as supporting documents for warehouse inventory withdrawals.

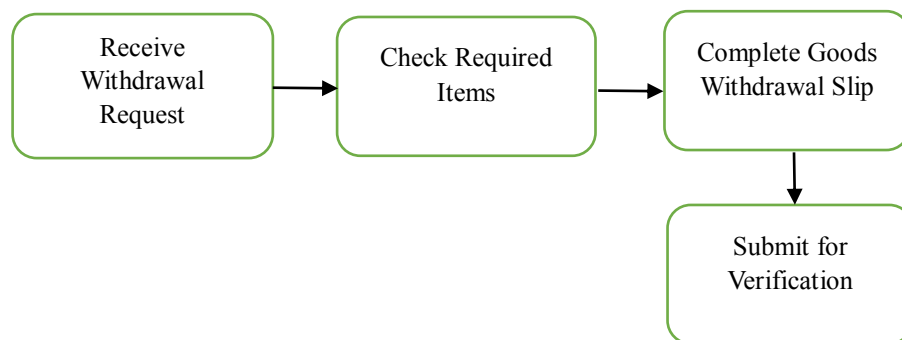


Figure 3.6. Process of Preparing Goods Withdrawal Slips

Source: Processed by the Author (2026)

The process began with receiving a goods withdrawal request from the related department that required materials or equipment from the warehouse. The requested items were then checked by comparing the information provided with the available warehouse inventory to ensure accuracy and availability. After the verification process, the Goods Withdrawal Slip was prepared by completing the required information, including item description, quantity, withdrawal purpose, date, and requesting department. The completed document was then submitted to the authorized personnel for checking and approval before being used as supporting documentation for warehouse inventory withdrawal activities.

2. Preparing daily operational documentation in the form of presentation slides using Microsoft PowerPoint.

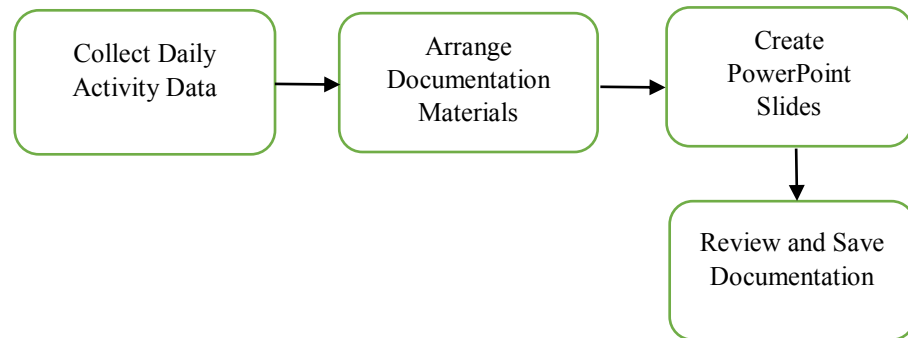


Figure 3.7. Process of Preparing Daily Operational Documentation

Source: Processed by the Author (2026)

The process began by collecting daily operational activity data and documentation materials. The information was then arranged systematically based on the activities carried out. Afterward, the documentation was prepared in the form of PowerPoint slides to provide a clear daily activity report. The completed slides were reviewed and stored as operational records.

3. Processing patrol route data and preparing daily operational documentation using the Garmin BaseCamp application.

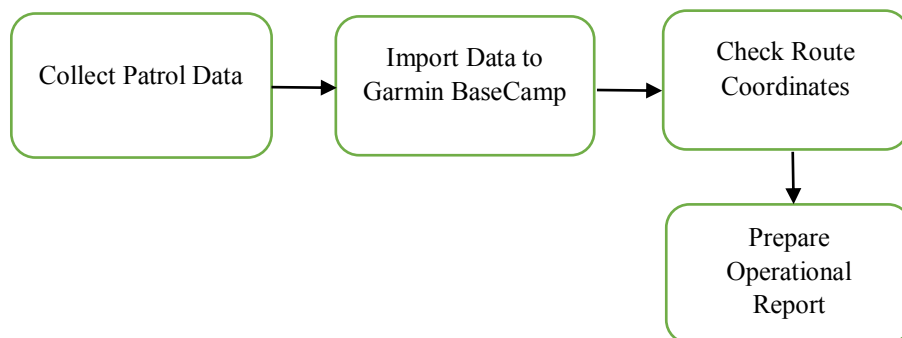


Figure 3.8. Process of Processing Patrol Route Data Using Garmin BaseCamp

Source: Processed by the Author (2026)

The process started with collecting patrol route data obtained from field activities. The data was then imported into the Garmin BaseCamp application to process and display the patrol routes. The route coordinates were checked to ensure accuracy before being used as supporting information for daily operational documentation.

4. Assisting in calculating the Observation Fire Danger Index (OFDI) to support forest fire risk monitoring activities.

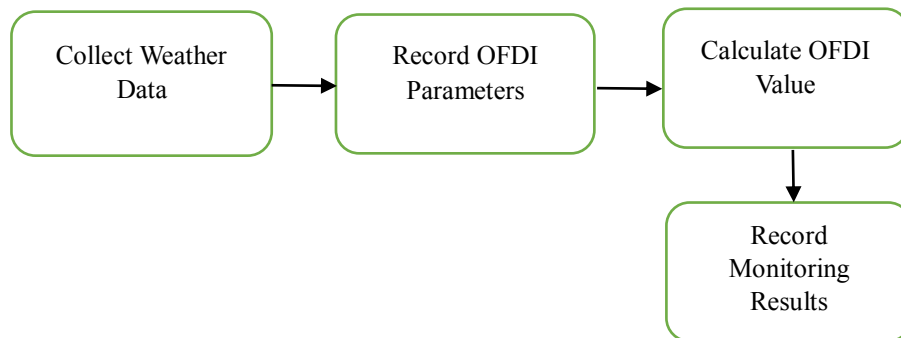
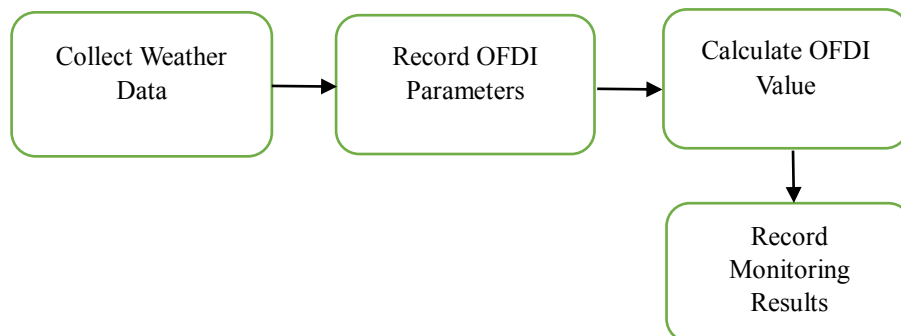


Figure 3.9 Process of Calculating Observation Fire Danger Index (OFDI)
Source: Processed by the Author (2026)

The process began by collecting the required weather data for fire risk observation. The collected data was then recorded based on the OFDI calculation parameters. After calculating the OFDI value, the results were documented as supporting information for monitoring forest fire risks.

5. Updating the inventory records of RPK equipment and organizing meeting



minutes according to the month and year of implementation

Figure 3.10 Process of Updating RPK Equipment Records and Meeting Minutes
Source: Processed by the Author (2026)

The process began by collecting equipment inventory data and meeting minutes from RPK activities. The existing records were checked to ensure the information was complete and accurate. The data was then

updated and arranged based on categories, months, and years before being stored properly for future reference.

6. Updating and maintaining employee attendance records as part of personnel administration.

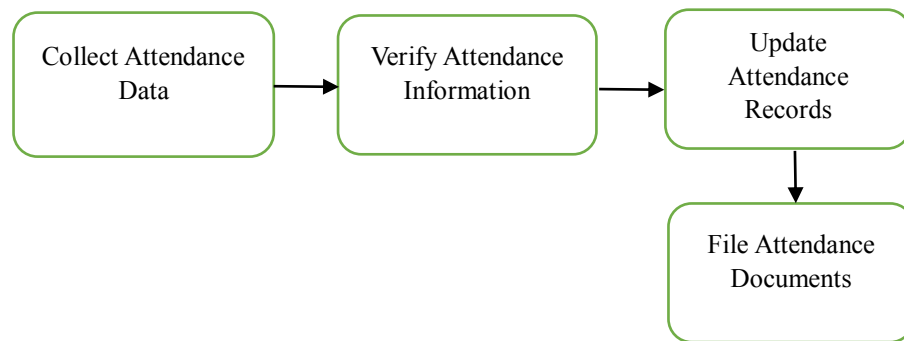


Figure 3.10 Process of Updating RPK Equipment Records and Meeting Minutes

Source: Processed by the Author (2026)

The process started by collecting employee attendance data from the attendance records. The information was verified to ensure accuracy and completeness. After verification, the attendance records were updated and organized before being filed as part of personnel administration documentation.

3.2.3 Field Activities

Besides office assignments, the author participated in several field operational activities to gain practical experience in Industrial Plantation Forest (HTI) management. These activities provided direct exposure to plantation operations, nursery management, land monitoring, and firefighting support. Through field observations and practical involvement, the author gained a better understanding of the operational procedures implemented by the company and the application of sustainable forest management practices.

1. Observing nursery operations, including growing media preparation, fertilization, seedling cultivation, and seedling maintenance before distribution to planting sites.

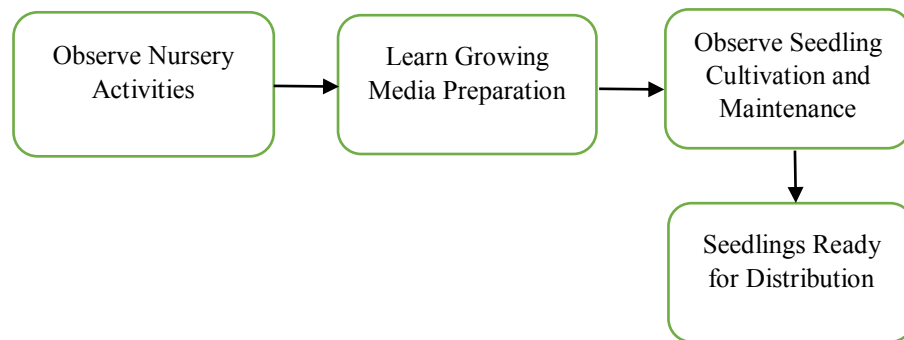


Figure 3.11. Process of Observing Nursery Operations

Source: Processed by the Author (2026)

Figure 3.11 illustrates the process of observing nursery operations at PT. Bukit Batu Hutani Alam. The activity began by observing the overall nursery operations, followed by learning the preparation of growing media used for seedling production. The author then observed seedling cultivation and maintenance activities, including watering, fertilization, and routine care, until the seedlings were ready to be distributed to the plantation area for planting.

2. Monitoring fertilizer application and planting activities in plantation areas.

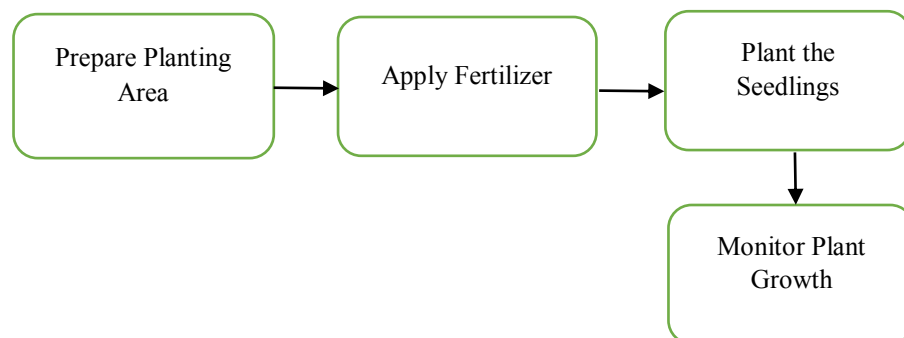


Figure 3.12. Process of Monitoring Fertilizer Application and Planting Activities

Source: Processed by the Author (2026)

Figure 3.12 shows the process of monitoring fertilizer application and planting activities in the plantation area. The activity started with preparing the planting area, followed by applying fertilizer according to the company's operational procedures. After fertilization, the seedlings were planted, and

the author observed the monitoring process to ensure healthy plant growth and proper plantation establishment.

3. Learning about the different types of heavy equipment and operational machinery used by the company, along with their respective functions.

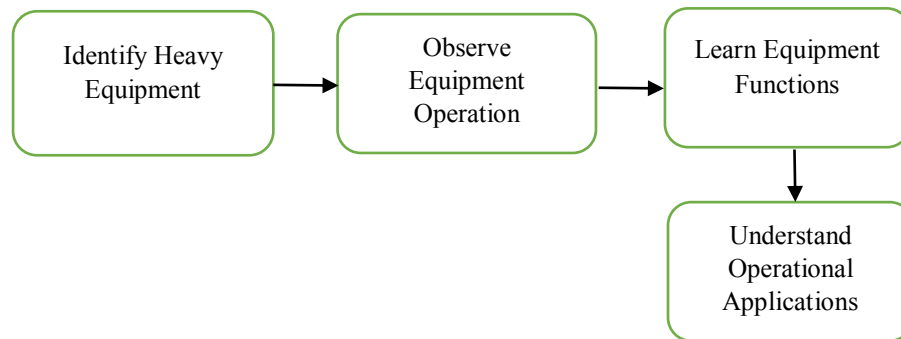
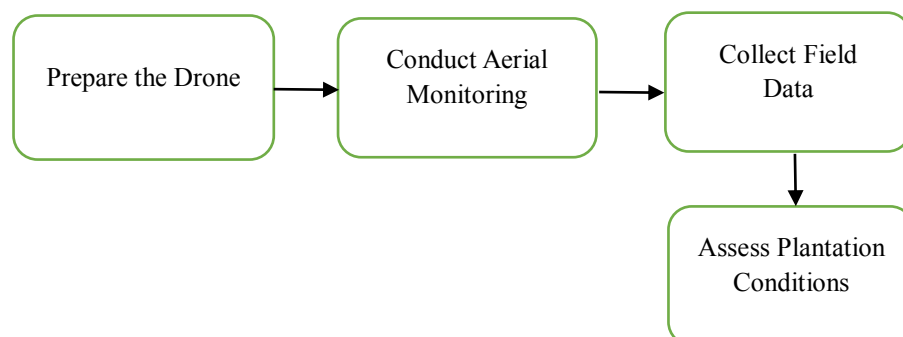


Figure 3.13. Process of Learning Heavy Equipment and Operational Machinery
Source: Processed by the Author (2026)

Figure 3.13 presents the process of learning about the heavy equipment and operational machinery used in plantation activities. The author first identified the different types of equipment available, observed how each machine was operated, learned its specific functions, and gained an understanding of how the equipment supports plantation management and operational efficiency.

4. Observing the use of drones for monitoring plantation areas and assessing

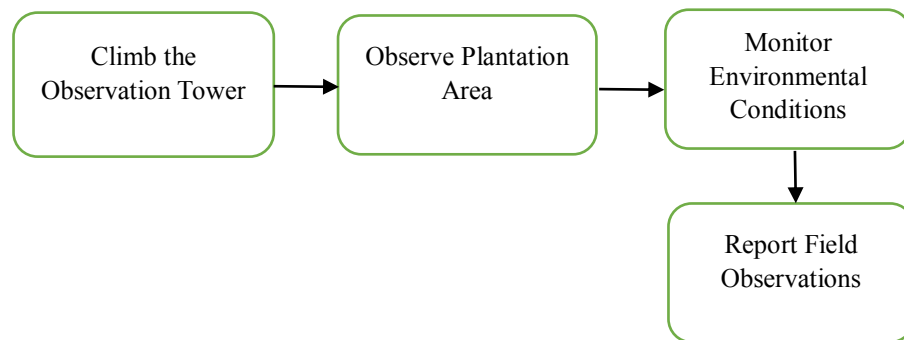


field conditions.

Figure 3.14. Process of Observing Drone Operations
Source: Processed by the Author (2026)

Figure 3.14 illustrates the process of observing drone operations used for plantation monitoring. The activity began with drone preparation before flight, followed by aerial monitoring of the plantation area. The drone collected field data, which was then used to assess plantation conditions and support operational monitoring activities.

5. Visiting the observation tower to monitor the surrounding plantation area



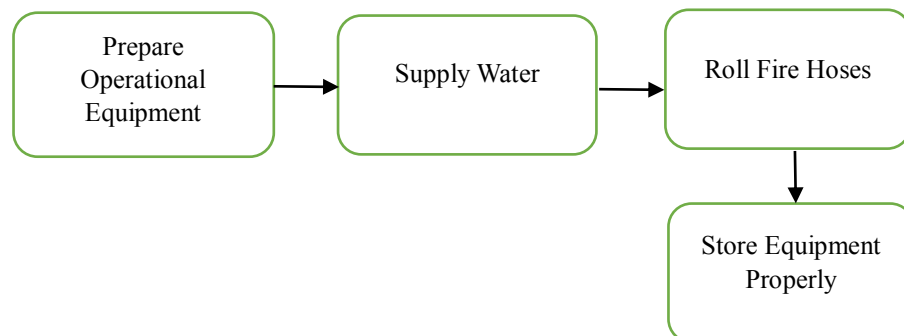
and environmental conditions.

Figure 3.15. Process of Monitoring from the Observation Tower

Source: Processed by the Author (2026)

Figure 3.15 shows the process of monitoring plantation areas from the observation tower. The author climbed the tower to obtain a wider view of the surrounding plantation, observed environmental conditions, and monitored potential operational issues such as plantation conditions and fire risks. The observations supported routine field monitoring activities.

6. Assisting with supporting operational activities, such as water supply operations and rolling fire hoses after firefighting training or operational



use.

Figure 3.16. Process of Supporting Firefighting Operations

Source: Processed by the Author (2026)

Figure 3.16 illustrates the supporting operational activities conducted during firefighting operations. The process began with preparing operational equipment, followed by supplying water required for firefighting activities. After training or operational use, the fire hoses were rolled and stored properly to ensure the equipment remained ready for future operations.

7. Checking planting dates in plantation blocks as part of field monitoring and plantation management activities

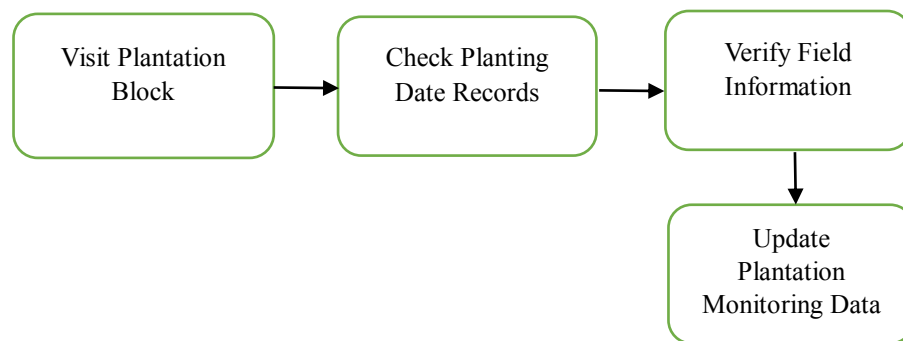


Figure 3.17. Process of Checking Planting Dates

Source: Processed by the Author (2026)

Figure 3.17 presents the process of checking planting dates in plantation blocks. The activity began by visiting the plantation area and reviewing planting date records. The author then verified the information with field conditions before updating plantation monitoring data to support plantation management and future operational planning.

3.3 Place and Time of the Apprenticeship

The Apprenticeship program is designed to provide students with the opportunity to gain practical experience by applying the knowledge and skills acquired during their academic studies in a professional working environment. Through this program, students are expected to develop technical competencies, strengthen interpersonal skills, and gain a comprehensive understanding of workplace responsibilities, organizational systems, and professional ethics.

Therefore, selecting an appropriate Apprenticeship placement is essential to ensure that the intended learning outcomes of the program are successfully achieved.

3.3.1 Place of the Apprenticeship

The Apprenticeship was conducted at PT. Bukit Batu Hutani Alam (BBHA), a company engaged in the management of Industrial Plantation Forests (HTI) located in Bengkalis Regency, Riau Province. During the Apprenticeship, the author participated in various administrative and operational activities, providing valuable practical experience and a deeper understanding of the company's business processes and daily operations. The company information is presented below:

Company Name : PT. Bukit Batu Hutani Alam (BBHA)
Address : FRPQ+QWP, Tenggayun Village, Bukit Batu District,
Bengkalis Regency, Riau 28761, Indonesia. PT. Bukit
Batu Hutani Alam (BBHA)
Telephone : +62 761 39834473

The Apprenticeship program was carried out over a period of four months, from February 9, 2026, to June 5, 2026. Throughout the program, the author was supervised by Mr. Suheri Hawari, who served as the field supervisor and provided guidance to ensure that all assigned tasks were completed in accordance with the company's procedures and regulations.

To provide broader practical experience, the author was assigned to several work units, including the Administration Office (KTU), the Forest Fire Prevention Team (RPK) Office, and various field operational activities. This rotational placement enabled the author to gain a comprehensive understanding of the workflow, duties, and responsibilities of each department while enhancing both administrative and operational competencies.

3.3.2 Time of the Apprenticeship

A work procedure is a systematic sequence of activities established to provide clear guidance for carrying out tasks within an organization. It outlines

the responsibilities of each individual involved in the process, ensuring that all activities are performed in a consistent, organized, and efficient manner. By following established procedures, organizations can maintain operational effectiveness, improve coordination among departments, and achieve their objectives in accordance with company policies and applicable regulations.

The Apprenticeship working schedule at PT. Bukit Batu Hutani Alam (BBHA) is determined in accordance with the company's operational policies. Interns are required to report for work at 7:00 a.m., whereas regular employees begin their working day at 6:30 a.m. The difference in working hours is a special arrangement provided by the company to accommodate interns, considering the considerable travel distance to the workplace and the condition of the access roads. During the Apprenticeship period, the author consistently complied with the assigned working hours, company regulations, and all applicable workplace policies to ensure the smooth completion of daily tasks.

Table 3.1 Apprenticeship Working Hours

No.	Day	Working Hours	Break Time
1	Monday	07:00 – 16:00 WIB	11:30 – 13:00 WIB
2	Tuesday	07:00 – 16:00 WIB	11:30 – 13:00 WIB
3	Wednesday	07:00 – 16:00 WIB	11:30 – 13:00 WIB
4	Thursday	07:00 – 16:00 WIB	11:30 – 13:00 WIB
5	Friday	07:00 – 16:00 WIB	11:30 – 13:00 WIB

Source: PT Bukit Batu Hutani Alam

3.4 Kind and Description of the Activity

The activities carried out by the author included various tasks assigned by the field supervisor and employees in the respective departments, ranging from administrative duties, document management, and operational support to learning the company's workflow and work procedures. These activities were intended to provide practical experience and enhance the author's understanding of the operational processes at PT. Bukit Batu Hutani Alam (BBHA). A detailed record of the Apprenticeship activities is presented in the Apprenticeship logbook below, which serves as daily documentation throughout the Apprenticeship period.

Table 3.2 Apprenticeship Activity Logbook (Week 1)

Day / Date	Description of Activity	Location
------------	-------------------------	----------

Day / Date	Description of Activity	Location
Monday, February 9, 2026	a. Collected and organized Work Orders (SPK) according to the company's filing system. b. Filed the completed Work Orders (SPK) to ensure easy access for future reference.	Administration Office (KTU)
Tuesday, February 10, 2026	a. Collected and compiled data for the Riau Region Forest Fire Suppression Report. b. Reviewed and organized the report documents before submission.	Forest Fire Prevention Team (RPK) Office
Wednesday, February 11, 2026	a. Collected, reviewed, and compiled operational data for the Forest and Land Fire Monitoring Post Report to ensure the information was complete and accurate. b. Organized and prepared the monitoring report according to the company's reporting format before submitting it for documentation.	Forest Fire Prevention Team (RPK) Office
Thursday, February 12, 2026	a. Prepared the table of contents for the forest and land fire report to ensure a clear and systematic report structure. b. Reviewed and organized the report sections to ensure that the table of contents matched the report content accurately.	Forest Fire Prevention Team (RPK) Office
Friday, February 13, 2026	a. Created and recorded coordinate points using the Garmin BaseCamp application based on field operational data. b. Verified and organized the coordinate data to ensure accuracy before it was used for operational documentation.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the first week of the Apprenticeship, the author carried out various administrative tasks at the Administration Office (KTU) and the Forest Fire Prevention Team (RPK) Office. The activities included organizing Work Orders (SPK), preparing and compiling forest fire reports, creating the table of contents for fire reports, and processing coordinate data using the Garmin BaseCamp application.

Table 3.3 Apprenticeship Activity Logbook (Week 2)

Day / Date	Description of Activity	Location
------------	-------------------------	----------

Day / Date	Description of Activity	Location
Monday, February 16, 2026	a. Prepared Goods Withdrawal Slips (NPB) based on the requested inventory items. b. Reviewed and organized the Goods Withdrawal Slips (NPB) before they were processed and filed.	Forest Fire Prevention Team (RPK) Office
Tuesday, February 17, 2026	Public Holiday	-
Wednesday, February 18, 2026	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed and organized the attendance presentation to ensure the information was complete and accurately documented.	Forest Fire Prevention Team (RPK) Office
Thursday, February 19, 2026	a. Reviewed and checked the photos of fire monitoring personnel in the Microsoft PowerPoint documentation to ensure their completeness and accuracy. b. Organized and updated the photo documentation in the PowerPoint presentation according to the daily fire monitoring activities.	Forest Fire Prevention Team (RPK) Office
Friday, February 20, 2026	a. Created coordinate points using the Garmin BaseCamp application based on field operational data. b. Verified and saved the coordinate data to ensure its accuracy for operational documentation and monitoring purposes.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the second week of the Apprenticeship, the author carried out administrative tasks at the Forest Fire Prevention Team (RPK) Office, including preparing Goods Withdrawal Slips (NPB), preparing employee attendance records, reviewing fire monitoring documentation, and creating coordinate points using the Garmin BaseCamp application. These activities improved the author's understanding of administrative documentation, data management, and the use of supporting applications for forest and land fire prevention operations.

Table 3.4 Apprenticeship Activity Logbook (Week 3)

Day / Date	Description of Activity	Location
Monday, February 23, 2026	a. Entered Goods Withdrawal Slip (NPB) data into the company's administrative system. b. Verified and updated the recorded NPB data	Administration Office (KTU)

Day / Date	Description of Activity	Location
	to ensure its accuracy and completeness.	
Tuesday, February 24, 2026	a. Applied the company's official stamp to approved Work Orders (SPK) before distribution. b. Checked the Work Orders (SPK) to ensure they were complete before the stamping process.	Administration Office (KTU)
Wednesday, February 25, 2026	a. Applied the company's official stamp to approved Work Orders (SPK) before distribution. b. Checked the Work Orders (SPK) to ensure they were complete before the stamping process	Administration Office (KTU)
Thursday, February 26, 2026	a. Compiled and organized the records of the Guarantee Destruction Minutes for administrative documentation. b. Reviewed the documents to ensure the information was complete and properly recorded before filing.	Administration Office (KTU)
Friday, February 27, 2026	a. Assisted in entering data from the Planting Rotation Disposal Minutes into the administrative system. b. Reviewed and organized the entered documents to ensure the information was accurate and complete.	Administration Office (KTU)

Source: Processed Data, 2026

During the third week of the Apprenticeship, the author performed various administrative tasks at the Administration Office (KTU), including entering Goods Withdrawal Slip (NPB) data, stamping and verifying Work Orders (SPK), compiling Guarantee Destruction Minutes, and assisting in entering Planting Rotation Disposal Minutes. These activities enhanced the author's understanding of document processing, data management, and administrative procedures while improving accuracy and organizational skills in handling company records.

Table 3.5 Apprenticeship Activity Logbook (Week 4)

Day / Date	Description of Activity	Location
Monday, March 2, 2026	a. Reviewed the photos of coordinate points to ensure they matched the recorded field locations. b. Verified and organized the coordinate point photos for operational documentation and	Forest Fire Prevention Team (RPK) Office

Day / Date	Description of Activity	Location
	reporting purposes.	
Tuesday, March 3, 2026	a. Prepared a Microsoft PowerPoint presentation containing photo documentation of forest and land fire suppression activities. b. Organized and arranged the firefighting activity photos in the presentation to ensure clear and systematic documentation.	Forest Fire Prevention Team (RPK) Office
Wednesday, March 4, 2026	a. Entered the Fire Brigade (RPK) attendance data into the company's administrative system. b. Reviewed and verified the attendance records to ensure the information was accurate and complete.	Forest Fire Prevention Team (RPK) Office
Thursday, March 5, 2026	a. Compiled and summarized Goods Withdrawal Slips (NPB) for administrative records. b. Reviewed and organized the NPB recap to ensure the information was accurate and complete.	Forest Fire Prevention Team (RPK) Office
Friday, March 6, 2026	a. Assisted in calculating the Observation Fire Danger Index (OFDI) for fire risk monitoring. b. Updated RPK equipment inventory records and organized meeting minutes by month and year	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the fourth week of the Apprenticeship, the author carried out various administrative tasks at the Forest Fire Prevention Team (RPK) Office, including reviewing coordinate point photos, preparing PowerPoint documentation of firefighting activities, managing Fire Brigade (RPK) attendance records, compiling Goods Withdrawal Slip (NPB) recaps, and assisting in calculating the Observation Fire Danger Index (OFDI) while updating equipment inventory records. These activities enhanced the author's understanding of administrative documentation, data management, and operational support for forest and land fire prevention and suppression activities.

Table 3.6 Apprenticeship Activity Logbook (Week 5)

Day / Date	Description of Activity	Location
Monday, March 9, 2026	a. Prepared the table of contents for the Minutes Report to ensure a clear and well organized document structure. b. Reviewed and arranged the report sections to ensure the table of contents accurately	Forest Fire Prevention Team (RPK) Office

Day / Date	Description of Activity	Location
	reflected the report content	
Tuesday, March 10, 2026	a. Prepared daily operational documentation using Microsoft PowerPoint. b. Arranged operational information into presentation slides.	Forest Fire Prevention Team (RPK) Office
Wednesday, March 11, 2026	a. Entered the Fire Brigade (RPK) attendance data into the company's administrative system. b. Reviewed and verified the attendance records to ensure the information was accurate and complete.	Forest Fire Prevention Team (RPK) Office
Thursday, March 12, 2026	a. Assisted in compiling the consumption distribution data for the Fire Brigade (RPK) personnel. b. Reviewed and organized the consumption records to ensure the data was complete and properly documented.	Forest Fire Prevention Team (RPK) Office
Friday, March 13, 2026	a. Assisted in reviewing the coordinate point photos in the Microsoft PowerPoint documentation to ensure they matched the recorded locations. b. Organized and updated the photo documentation to support accurate operational reporting.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the fifth week of the Apprenticeship, the author carried out various administrative tasks at the Forest Fire Prevention Team (RPK) Office, including preparing the table of contents for reports, creating daily operational documentation using Microsoft PowerPoint, managing Fire Brigade (RPK) attendance records, compiling consumption distribution data, and reviewing coordinate point photo documentation. These activities improved the author's skills in administrative documentation, data organization, and reporting to support forest and land fire prevention operations.

Table 3.7 Apprenticeship Activity Logbook (Week 6)

Day / Date	Description of Activity	Location
Monday, March 16, 2026	Company activities were closed for the Eid al Fitr holiday	-
Tuesday, March 17, 2026	Company activities were closed for the Eid al Fitr holiday	-

Day / Date	Description of Activity	Location
Wednesday, March 18, 2026	Company activities were closed for the Eid al Fitr holiday	-
Thursday, March 19, 2026	Company activities were closed for the Eid al Fitr holiday	-
Friday, March 20, 2026	Company activities were closed for the Eid al Fitr holiday	-

Source: Processed Data, 2026

During the Eid al Fitr holiday period, company activities were temporarily paused to allow employees to observe the religious celebration. The holiday provided an opportunity for employees to take a break and return to work with renewed readiness after the celebration period ended.

Table 3.8 Apprenticeship Activity Logbook (Week 7)

Day / Date	Description of Activity	Location
Monday, March 23, 2026	Company activities were closed for the Eid al Fitr holiday	-
Tuesday, March 24, 2026	Company activities were closed for the Eid al Fitr holiday	-
Wednesday, March 25, 2026	a. Applied the company's official stamp to approved Work Orders (SPK) before the documents were distributed. b. Verified the completeness of the Work Orders (SPK) to ensure they were ready for the stamping process.	Forest Fire Prevention Team (RPK) Office
Thursday, March 26, 2026	a. Entered SPK–BAP ditch control data for the 2017–2025 period into the company's administrative records. b. Reviewed and verified the recorded SPK–BAP data to ensure its accuracy and completeness.	Forest Fire Prevention Team (RPK) Office
Friday, March 27, 2026	a. Applied the company's official stamp to approved RPK documents before distribution. b. Checked the completeness of the RPK documents to ensure they were ready for the stamping process.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the seventh week of the Apprenticeship, the company's activities were temporarily suspended for the Eid al Fitr holiday at the beginning of the week. After operations resumed, the author continued administrative tasks at the Forest Fire Prevention Team (RPK) Office, including stamping Work Orders (SPK) and RPK documents, as well as entering and verifying SPK/BAP ditch control data for the 2017–2025 period. These activities enhanced the author's understanding of document administration and data management in supporting the company's operational processes.

Table 3.9 Apprenticeship Activity Logbook (Week 8)

Day / Date	Description of Activity	Location
Monday, March 30, 2026	Permission	-
Tuesday, March 31, 2026	Permission	-
Wednesday, April 1, 2026	a. Recorded Work Order (SPK) numbers into administrative records. b. Organized SPK data for proper filing and document tracking	Administration Office (KTU)
Thursday, April 2, 2026	a. Updated employee attendance records as part of personnel administration. b. Verified attendance data to ensure accuracy and completeness.	Administration Office (KTU)
Friday, April 3, 2026	a. Sorted and arranged administrative documents based on categories. b. Filed documents properly to ensure they were easy to find when needed.	Administration Office (KTU)

Source: Processed Data, 2026

During the eighth week of the Apprenticeship, the author carried out administrative tasks at the Administration Office (KTU), including recording and organizing Work Order (SPK) numbers, updating and verifying employee attendance records, and sorting and filing administrative documents.

Table 3.10 Apprenticeship Activity Logbook (Week 9)

Day / Date	Description of Activity	Location
Monday, April 6, 2026	a. Printed approved Work Orders (SPK) for operational and administrative purposes. b. Checked the printed SPK documents to ensure they were complete and ready for	Administration Office (KTU)

Day / Date	Description of Activity	Location
	distribution.	
Tuesday, April 7, 2026	a. Applied the company's official stamp to authorized documents before processing. b. Verified the completeness of the documents before carrying out the stamping process.	Administration Office (KTU)
Wednesday, April 8, 2026	a. Organized the Minutes documents according to the month and year of implementation for systematic filing. b. Reviewed and arranged the documents to ensure they were properly classified and easy to retrieve when needed.	Administration Office (KTU)
Thursday, April 9, 2026	a. Printed Work Orders (SPK) according to the company's operational requirements. b. Sorted and organized the printed SPK documents before distributing them to the relevant departments.	Administration Office (KTU)
Friday, April 10, 2026	Good Friday (Public Holiday)	-

Source: Processed Data, 2026

During the ninth week of the Apprenticeship, the author carried out administrative tasks at the Administration Office (KTU), including printing Work Orders (SPK), stamping authorized documents, and organizing Minutes documents according to the month and year of implementation. These activities enhanced the author's understanding of document processing, filing procedures, and administrative support required for the company's daily operations.

Table 3.11 Apprenticeship Activity Logbook (Week 10)

Day / Date	Description of Activity	Assignor
Monday, April 13, 2026	a. Processed patrol route data using the Garmin BaseCamp application. b. Compiled daily patrol documentation based on the recorded route data.	Forest Fire Prevention Team (RPK) Office
Tuesday, April 14, 2026	a. Reviewed the data entered into the application to ensure its accuracy and completeness. b. Verified the typing results in the application and corrected any identified errors before final submission.	Forest Fire Prevention Team (RPK) Office
Wednesday, April 15, 2026	a. Prepared daily operational documentation using Microsoft PowerPoint.	Forest Fire Prevention Team

Day / Date	Description of Activity	Assignor
	b. Organized daily operational information into presentation format.	(RPK) Office
Thursday, April 16, 2026	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed and updated the attendance presentation to ensure the information was accurate, complete, and properly documented.	Forest Fire Prevention Team (RPK) Office
Friday, April 17, 2026	a. Assisted in calculating the Observation Fire Danger Index (OFDI). b. Updated the inventory records of RPK equipment and organized meeting minutes according to the month and year of implementation.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the tenth week of the Apprenticeship, the author carried out various administrative tasks at the Forest Fire Prevention Team (RPK) Office, including processing patrol route data using the Garmin BaseCamp application, verifying data entered into the system, preparing daily operational documentation and attendance records using Microsoft PowerPoint, and assisting in calculating the Observation Fire Danger Index (OFDI) while updating equipment inventory records. These activities improved the author's skills in data processing, documentation, and administrative support for forest and land fire prevention operations.

Table 3.12 Apprenticeship Activity Logbook (Week 11)

Day / Date	Description of Activity	Location
Monday, April 20, 2026	a. Observed the nursery process, including seedling media preparation, seed sowing, and seedling maintenance before planting. b. Learned the procedures for seedling cultivation, watering, fertilization, and quality inspection to ensure healthy plant growth before distribution to the plantation area	
Tuesday, April 21, 2026	a. Observed the firefighting equipment used in forest and land fire prevention and suppression operations. b. Learned the functions, operating procedures, and maintenance of the firefighting equipment to ensure its readiness for	Field activities

Day / Date	Description of Activity	Location
	emergency situations.	
Wednesday, April 22, 2026	a. Assisted in supplying water for firefighting operations to support field activities. b. Monitored the water supply process and ensured sufficient water was available for operational needs.	Field Activities
Thursday, April 23, 2026	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed, updated, and organized the attendance records to ensure the information was accurate, complete, and ready for documentation.	Forest Fire Prevention Team (RPK) Office
Friday, April 24, 2026	a. Entered coordinate point data into the Garmin BaseCamp application based on field operational information. b. Reviewed and verified the coordinate data in the Garmin BaseCamp application to ensure its accuracy before it was used for operational documentation.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the eleventh week of the Apprenticeship, the author participated in both field and administrative activities. In the field, the author observed nursery operations, learned about firefighting equipment and its functions, and assisted in water supply activities for firefighting operations. At the Forest Fire Prevention Team (RPK) Office, the author prepared employee attendance records using Microsoft PowerPoint and processed coordinate point data using the Garmin BaseCamp application. These activities enhanced the author's understanding of plantation operations, firefighting support activities, and administrative documentation related to forest and land fire prevention.

Table 3.13 Apprenticeship Activity Logbook (Week 12)

Day / Date and Documentation	Description of Activity	Location
Monday, April 27, 2026	a. Climbed the observation tower to monitor the surrounding plantation area and observe field conditions from an elevated position. b. Observed the plantation area to identify environmental conditions and support monitoring activities related to forest and land fire prevention.	Field Activities

Day / Date and Documentation	Description of Activity	Location
Tuesday, April 28, 2026	a. Measured the plantation area using field measuring equipment to determine the land dimensions accurately. b. Recorded and verified the land measurement results to support plantation planning and field operational activities.	Field Activities
Wednesday, April 29, 2026	a. Learned how to use the nursery media preparation equipment to produce planting media for Acacia seedlings using a mixture of soil, fertilizer, and other growing materials. b. Observed the process of preparing and filling the planting media into seedling containers to ensure the seedlings were ready for cultivation and healthy growth.	Field Activities
Thursday, April 30, 2026	a. Observed the seedling trimming process before planting to improve seedling quality and support healthy growth in the plantation area. b. Learned the proper trimming techniques and the criteria for selecting seedlings that were ready for planting according to the company's operational procedures.	Field Activities
Friday, May 1, 2026	Labour Day (Public Holiday)	

Source: Processed Data, 2026

During the field activities from April 27 to April 30, 2026, I gained practical experience related to plantation management activities at PT. Bukit Batu Hutani Alam. The activities included monitoring plantation areas from the observation tower, measuring land areas, preparing planting media for Acacia seedlings, and learning the seedling trimming process before planting. These activities helped improve my understanding of field operations, nursery management, and the importance of proper preparation in supporting successful plantation activities. On May 1, 2026, activities were not conducted due to the Labour Day public holiday.

Table 3.14 Apprenticeship Activity Logbook (Week 13)

Day / Date	Description of Activity	Location
Monday, May 4, 2026	a. Conducted monitoring activities in the plantation area to observe plant growth conditions, check field conditions, and ensure that the planted area was properly maintained according to operational procedures.	Field Activities

Day / Date	Description of Activity	Location
	b. Observed the condition of plants and the surrounding environment to identify potential problems, such as damaged plants, growth issues, or factors that could affect plantation productivity.	
Tuesday, May 5, 2026	a. Conducted inspections of seedlings in the nursery area to identify damaged seedlings, abnormal growth, or seedlings that were not suitable for planting. b. Recorded and separated damaged seedlings for evaluation and maintenance processes to ensure the quality of seedlings remained well maintained.	Field Activities
Wednesday, May 6, 2026	a. Learned how to operate the planting media mixing machine to produce a uniform mixture of soil, fertilizer, and other supporting materials. b. Observed the stages of planting media preparation, starting from material preparation, machine operation, until the media was ready to be used for seedling cultivation.	Field Activities
Thursday, May 7, 2026	a. Learned the operation of drones for plantation area monitoring activities and aerial data collection to support field observation. b. Observed the use of drones for area mapping, plant condition monitoring, and assisting plantation supervision activities.	Field Activities
Friday, May 8, 2026	International Workers' Day (Public Holiday)	Field Activities

Source: Processed Data, 2026

During the field activities from May 4 to May 7, 2026, I gained practical experience in plantation monitoring and nursery management activities at PT. Bukit Batu Hutani Alam. The activities included monitoring planting areas, inspecting damaged seedlings, learning the process of producing planting media using machines, and understanding the use of drones for plantation monitoring and mapping activities. These activities improved my knowledge of field operations, seedling maintenance, and the application of technology to support effective plantation management. On May 8, 2026, activities were not conducted due to the International Workers' Day public holiday.

Table 3.15 Apprenticeship Activity Logbook (Week 14)

Day / Date	Description of Activity	Location
Monday, May 11, 2026	a. Assisted the fire control team in rolling up and arranging firefighting hoses after use to ensure the equipment was properly stored and ready for future operations. b. Learned the proper handling and maintenance procedures for firefighting equipment to support forest fire prevention activities.	Field Activities
Tuesday, May 12, 2026	a. Assisted in checking the age of seedlings in the nursery area to monitor seedling growth stages and determine their readiness for planting. b. Recorded and verified seedling age data to support nursery management and plantation preparation activities.	Field Activities
Wednesday, May 13, 2026	a. Conducted inspections of the planting area to observe land conditions, plant growth, and the overall condition of the plantation site. b. Recorded field conditions and identified potential issues in the planting area to support plantation monitoring and maintenance activities.	Field Activities
Thursday, May 14, 2026	Ascension Day of Jesus Christ (Public Holiday)	Field Activities
Friday, May 15, 2026	Joint Leave after Ascension Day of Jesus Christ	Field Activities

Source: Processed Data, 2026

During the field activities from May 11 to May 13, 2026, I gained practical experience in forest protection, nursery management, and plantation monitoring activities at PT. Bukit Batu Hutani Alam. The activities included assisting in the maintenance of firefighting equipment, checking seedling ages in the nursery area, and inspecting planting areas to observe land conditions and plant growth. These activities improved my understanding of field operations, fire prevention procedures, seedling management, and the importance of regular monitoring to support effective plantation management. On May 14, 2026, activities were not conducted due to the Ascension Day of Jesus Christ public holiday, followed by joint leave on May 15, 2026.

Table 3.16 Apprenticeship Activity Logbook (Week 15)

Day / Date	Description of Activity	Location
------------	-------------------------	----------

Day / Date	Description of Activity	Location
Monday, May 18, 2026	a. Assisted in preparing official minutes by collecting the required data and information related to company operational activities. b. Checked and arranged the official minutes document to ensure that the recorded information was accurate and in accordance with the activities carried out.	Administration Office (KTU)
Tuesday, May 19, 2026	a. Assisted in entering DTS data on the company website as part of the activity recording and reporting process. b. Checked the entered data to ensure that the information was complete, accurate, and properly recorded.	Administration Office (KTU)
Wednesday, May 20, 2026	a. Recorded Work Order (SPK) numbers into the administrative records. b. Organized SPK documents according to the company's filing system.	Administration Office (KTU)
Thursday, May 21, 2026	a. Updated employee attendance records in the administrative system. b. Verified the accuracy and completeness of attendance data.	Administration Office (KTU)
Friday, May 22, 2026	a. Assisted in monitoring and organizing photo coordinate points by collecting location data and documentation of plantation areas for reporting purposes. b. Compiled and arranged photo documentation with coordinate information into a PowerPoint presentation to support field monitoring reports and activity records.	Administration Office (KTU)

Source: Processed Data, 2026

During the activities from May 18 to May 22, 2026, I gained practical experience in administrative activities at the Administration Office (KTU) of PT. Bukit Batu Hutani Alam. The activities included preparing official minutes, entering DTS data, recording and organizing Work Order (SPK) documents, updating employee attendance records, and compiling photo coordinate documentation into PowerPoint reports. These activities improved my understanding of administrative procedures, document management, data recording, and the importance of accurate reporting to support company operations.

Table 3.17 Apprenticeship Activity Logbook (Week 16)

Day / Date	Description of Activity	Location
Monday, May 25, 2026	a. Assisted in creating activity attendance records by collecting and recording employee or participant attendance data related to company activities. b. Checked and organized attendance information to ensure the data was complete, accurate, and properly documented for administrative purposes.	Forest Fire Prevention Team (RPK) Office
Tuesday, May 26, 2026	a. Assisted in recording goods withdrawal notes by documenting information related to items taken, quantities, and supporting details for administrative records. b. Organized and verified goods withdrawal note records to ensure that the documentation was accurate and followed the company's filing procedures.	Forest Fire Prevention Team (RPK) Office
Wednesday, May 27, 2026	Eid al Adha	-
Thursday, May 28, 2026	Eid al Adha	-
Friday, May 29, 2026	Eid al Adha	-

Source: Processed Data, 2026

During the activities from May 25 to May 26, 2026, I gained practical experience in administrative activities at the Forest Fire Prevention Team (RPK) Office of PT. Bukit Batu Hutani Alam. The activities included preparing activity attendance records and recording goods withdrawal notes to support administrative documentation and operational needs. These activities improved my understanding of data recording, document management, and the importance of accurate administrative procedures in supporting forest fire prevention operations. Activities were not conducted from May 27 to May 29, 2026, due to the Eid al Adha public holiday.

Table 3.18 Apprenticeship Activity Logbook (Week 17)

Day / Date	Description of Activity	Location
Monday, June 1, 2026	Pancasila Day (Public Holiday)	-
Tuesday, June 2, 2026	a. Assisted in checking and placing photo coordinate points using the BaseCamp application to ensure that the location data matched the field documentation. b. Organized and adjusted photo coordinate information in the application to support field monitoring reports and documentation records.	Forest Fire Prevention Team (RPK) Office
Wednesday, June 3, 2026	a. Assisted in verifying the coordinate points of attendance photos to ensure the location data was accurate and matched the recorded activities. b. Recorded and reviewed attendance photo coordinate information as part of administrative documentation and activity monitoring.	Forest Fire Prevention Team (RPK) Office
Thursday, June 4, 2026	a. Assisted in preparing official minutes by collecting activity information and required supporting data for administrative documentation. b. Checked and arranged the official minutes document to ensure that the information was complete, accurate, and properly recorded.	Forest Fire Prevention Team (RPK) Office
Friday, June 5, 2026	a. Assisted in reviewing coordinate points on the BaseCamp application to verify the accuracy of location data from field activities. b. Compared coordinate information with available documentation to support mapping, monitoring, and reporting activities.	Forest Fire Prevention Team (RPK) Office

Source: Processed Data, 2026

During the activities from June 2 to June 5, 2026, I gained practical experience in administrative and field documentation activities at the Forest Fire Prevention Team (RPK) Office of PT. Bukit Batu Hutani Alam. The activities included checking and organizing photo coordinate points using the BaseCamp application, verifying attendance photo coordinates, preparing official minutes, and reviewing location data for mapping and reporting purposes. These activities improved my understanding of digital documentation, coordinate data

management, administrative procedures, and the importance of accurate information to support forest fire prevention operations. On June 1, 2026, activities were not conducted due to the Pancasila Day public holiday.

The Apprenticeship program at PT. Bukit Batu Hutani Alam was carried out for 17 weeks, starting from February 9 to June 5, 2026. Throughout the Apprenticeship period, the author gained valuable practical experience and knowledge related to administrative processes, forest fire prevention activities, and Industrial Plantation Forest (HTI) operational management. The Apprenticeship activities were divided into three main areas, namely the Administration Office (KTU), Forest Fire Prevention Team (RPK) Office, and field activities.

In the Administration Office (KTU), the author was involved in various administrative activities related to company documentation. The activities included reviewing, organizing, printing, and recording Work Orders (SPK), stamping official documents, assisting in document verification, obtaining required signatures, and arranging administrative files. These activities provided the author with an understanding of document management systems, administrative procedures, and the importance of accuracy and organization in supporting company operations.

At the Forest Fire Prevention Team (RPK) Office, the author participated in administrative activities supporting forest and land fire prevention operations. The tasks included preparing Goods Withdrawal Slips, creating daily operational documentation using Microsoft PowerPoint, processing patrol route data using the Garmin BaseCamp application, assisting in calculating the Observation Fire Danger Index (OFDI), updating equipment inventory records, organizing meeting minutes, and maintaining employee attendance records. These activities enhanced the author's knowledge of operational documentation, digital data management, and administrative support in forest fire prevention activities.

The author also participated in various field activities related to Industrial Plantation Forest (HTI) management. These activities included observing nursery operations such as planting media preparation, fertilization, seedling cultivation,

and seedling maintenance before distribution to planting areas. The author also learned about fertilizer application, planting activities, the use of heavy equipment and operational machinery, drone utilization for plantation monitoring, and observation tower activities to monitor plantation conditions. These experiences provided a better understanding of plantation management practices and the implementation of forestry operations in the field.

Overall, the Apprenticeship program at PT. Bukit Batu Hutani Alam provided the author with the opportunity to apply academic knowledge in a real working environment. The Apprenticeship improved the author's skills in administration, documentation management, data processing, teamwork, and understanding of industrial plantation operations. The knowledge and experience gained during the Apprenticeship are expected to support the author's professional development and become valuable preparation for future career opportunities.

3.5 Obstacles and Solutions

During the Apprenticeship at PT Bukit Batu Hutani Alam, several obstacles were encountered during the implementation of daily activities, both in office work and field activities. These obstacles were mainly related to infrastructure, operational facilities, and working conditions that affected the effectiveness and efficiency of Apprenticeship activities. Identifying these obstacles is important to evaluate the conditions faced during the Apprenticeship and to provide appropriate suggestions for improvement. In addition, several suggestions are provided for future interns to help them prepare themselves better and maximize their Apprenticeship experience at PT Bukit Batu Hutani Alam.

3.5.1 Obstacles

The obstacles encountered during the Apprenticeship at PT Bukit Batu Hutani Alam were related to several aspects of infrastructure and operational facilities. These obstacles did not completely prevent activities from being carried out, but they affected the efficiency and effectiveness of work processes. The following are some of the obstacles experienced during the Apprenticeship:

1. Several printers in the office were not functioning properly, causing delays in printing reports, administrative documents, and other work related files. This condition required employees and interns to share the available working printers, resulting in longer waiting times and reducing the efficiency of administrative activities.
2. Some office computers experienced problems related to hardware and software, such as slow performance, system errors, and difficulties in running certain applications. These problems affected data processing, report preparation, and other office tasks, causing work activities to take longer than expected.
3. Several operational roads leading to plantation areas and fieldwork locations were still in less optimal condition. During the rainy season, these roads became muddy and slippery, making it more difficult for operational vehicles to access field locations. This situation increased travel time and could potentially affect the safety of workers and vehicles.
4. Some operational areas had limited mobile phone signals and unstable internet connections due to their remote locations. This condition made communication between field workers and office staff less effective, delayed data submission, and created difficulties in coordinating activities.
5. Several fieldwork locations had limited facilities for resting, such as inadequate shelters and resting areas. This condition affected the comfort of employees and interns who worked for long periods in the field, especially when facing hot weather or rainy conditions.

3.5.2 Solutions

Based on the obstacles encountered during the Apprenticeship program at PT. Bukit Batu Hutani Alam, the author would like to propose the following suggestions:

1. The company is expected to conduct regular maintenance and replacement of damaged printers to ensure that document printing activities can be carried out efficiently and without disrupting administrative work.

2. The company is encouraged to improve the performance of office computers through routine maintenance, software updates, and hardware upgrades when necessary to support administrative tasks and data processing more effectively.
3. The company is advised to improve and maintain operational roads leading to plantation and fieldwork areas, particularly before the rainy season, to facilitate transportation, reduce travel time, and enhance work safety.
4. The company is recommended to improve communication facilities by strengthening internet connectivity or providing alternative communication devices in remote operational areas to ensure smooth coordination between field personnel and office staff.
5. The company is encouraged to provide adequate resting facilities, such as proper shelters and resting areas, at fieldwork locations to improve the comfort, health, and productivity of employees and Apprenticeship students during field operations.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing the Apprenticeship program at PT. Bukit Batu Hutani Alam (BBHA), the author gained valuable practical experience and a deeper understanding of the working environment in the Industrial Plantation Forest (HTI) sector. The Apprenticeship provided an opportunity to apply the theoretical knowledge acquired during academic studies to real workplace situations while developing both technical and interpersonal skills. Through direct involvement in administrative and operational activities across several departments, the author became familiar with the company's organizational structure, work procedures, and operational standards. Furthermore, the Apprenticeship enhanced the author's understanding of sustainable forest management practices and strengthened professional competencies that are essential for future career development. Based on the knowledge, experience, and skills obtained throughout the Apprenticeship period, the author can draw the following conclusions:

1. The Apprenticeship program provided the author with direct practical work experience in carrying out both administrative and operational activities within the company. Through these activities, the author gained a comprehensive understanding of the duties, functions, and responsibilities of the Administration Office (KTU), the Forest Fire Prevention Team (RPK) Office, and field operational activities.
2. During the Apprenticeship, the author developed a thorough understanding of the company's work procedures and Standard Operating Procedures (SOPs), particularly in document management, report preparation, document filing, and the implementation of operational activities carried out systematically in accordance with company regulations and standards.
3. The author gained practical experience in using various hardware and software that support the company's administrative and operational

activities. The hardware included computers, printers, drones for plantation monitoring, planting distance measuring tools, and equipment used for preparing seedling growing media in the nursery. Meanwhile, the software utilized included Microsoft Office, Microsoft PowerPoint, and the Garmin BaseCamp application to support data processing, report preparation, and documentation of field operational activities.

4. Through the administrative activities carried out during the Apprenticeship, the author became familiar with various types of data, information, and administrative documents used by the company, including Work Orders (SPK), Goods Withdrawal Slips (NPB), attendance records, operational reports, meeting minutes, and other administrative documents that support the company's daily operations.
5. The author also gained practical knowledge of Industrial Plantation Forest (HTI) management through field activities, including nursery operations, planting, fertilization, the use of heavy equipment, drone based plantation monitoring, and supporting activities related to forest and land fire prevention and suppression. These experiences enhanced the author's understanding of sustainable industrial plantation forest management practices.
6. Throughout the Apprenticeship, the author developed professional competencies, including teamwork, communication, adaptability to the working environment, discipline, accuracy, responsibility, and the ability to complete assigned tasks effectively and efficiently.
7. Overall, the Apprenticeship program at PT. Bukit Batu Hutani Alam provided valuable learning experiences by enabling the author to integrate the theoretical knowledge acquired during academic studies with practical implementation in a professional working environment. The Apprenticeship has broadened the author's knowledge, improved practical skills, and enhanced readiness to enter the professional workforce after completing higher education.

4.2 Suggestion

After completing the Apprenticeship program at PT. Bukit Batu Hutani Alam (BBHA), the author gained valuable experience and insights into the implementation of administrative and operational activities within an Industrial Plantation Forest (HTI) company. The Apprenticeship not only enhanced the author's practical knowledge and professional competencies but also provided a better understanding of workplace responsibilities, organizational culture, and sustainable forest management practices. Based on the observations, experiences, and knowledge obtained throughout the Apprenticeship period, the author would like to offer the following suggestions. It is expected that these suggestions will contribute to the continuous improvement of the Apprenticeship program, support the company's operational development, and provide useful recommendations for future Apprenticeship students.

1. The company is encouraged to conduct regular maintenance and replacement of office equipment, such as printers and computers, to ensure that administrative activities can be carried out more efficiently and without interruptions.
2. The company is recommended to improve communication facilities and internet connectivity, particularly in remote operational areas, to facilitate better coordination and more efficient information exchange between field personnel and office staff.
3. The company is advised to continue improving the condition of operational roads leading to plantation areas and fieldwork locations to enhance accessibility, operational efficiency, and the safety of employees during field activities.
4. The company is expected to provide adequate supporting facilities at fieldwork locations, such as proper resting areas and shelters, to improve the comfort and well being of employees and Apprenticeship students during operational activities.
5. The company is encouraged to continue providing guidance, supervision, and opportunities for Apprenticeship students to participate in both

administrative and field operational activities. This will enable students to gain broader practical experience, enhance their professional competencies, and better prepare them for future careers.

6. Future Apprenticeship students are expected to actively participate in every assigned task, maintain discipline and responsibility, and continuously develop their knowledge and skills by learning from supervisors and employees throughout the Apprenticeship period.
7. The Apprenticeship program should continue to strengthen collaboration between PT. Bukit Batu Hutani Alam and educational institutions so that students can gain relevant practical experience while supporting the development of competent and work ready graduates.

REFERENCES

- Erwandi, D. P. I., Arief, H., & Yulinda, E. (2024). *Analysis of fishing business in the Biosphere Reserve of Giam Siak Kecil–Bukit Batu Village, Lubuk Gaung Sub-District, Bengkalis District, Riau Province*. *Jurnal Perikanan dan Kelautan*, 29(3), 298–304. <https://doi.org/10.31258/jpk.29.3.298-304>
- Halawa, E. K., Yoza, D., & Sukmantoro, W. (2024). *Dampak sosial ekonomi konflik manusia dengan gajah di kantong habitat Giam Siak Kecil Provinsi Riau*. *Jurnal Biologi Universitas Andalas*, 12(2), 86–96. <https://doi.org/10.25077/jbioua.12.2.86-96.2024>
- Lutfi, M. (2021). *Sistem kerja Huber drum screen pada pembersih tube dari media sisa tanam*
- Menteri Kehutanan Republik Indonesia. (2003). *Keputusan Menteri Kehutanan Nomor 365/Kpts-II/2003 tentang pemberian izin usaha pemanfaatan hasil hutan kayu (IUPHHK) pada hutan tanaman kepada PT. Bukit Batu Hutani Alam atas areal hutan seluas ±33.605 hektar di Provinsi Riau*.
- Politeknik Negeri Bengkalis. (2025). *Internship guidelines (Land and Sea Apprenticeship Handbook)*. Bengkalis, Indonesia: Politeknik Negeri Bengkalis
- Priatna, D. (2023). *Bentang Alam Giam Siak Kecil–Bukit Batu: Potensi sumber daya alam untuk pengembangan ekonomi lokal berkelanjutan*. Universitas Pakuan.
- Hardja, A. (2009). Ringkasan Laporan Pra Penilaian Lapangan Sertifikasi Pengelolaan Hutan Tanaman Lestari (PHTL) PT. Bukit Batu Hutani Alam Propinsi Riau. PT TUV International Indonesia.
- Zhuang, T., Hou, X., & Liu, Y. (2026). How does praxis education affect university students' employability skills? Evidence from transformations of higher education institutions in China. *Vocational and Technical Education*. <https://doi.org/10.54844/vte.2026.1192>

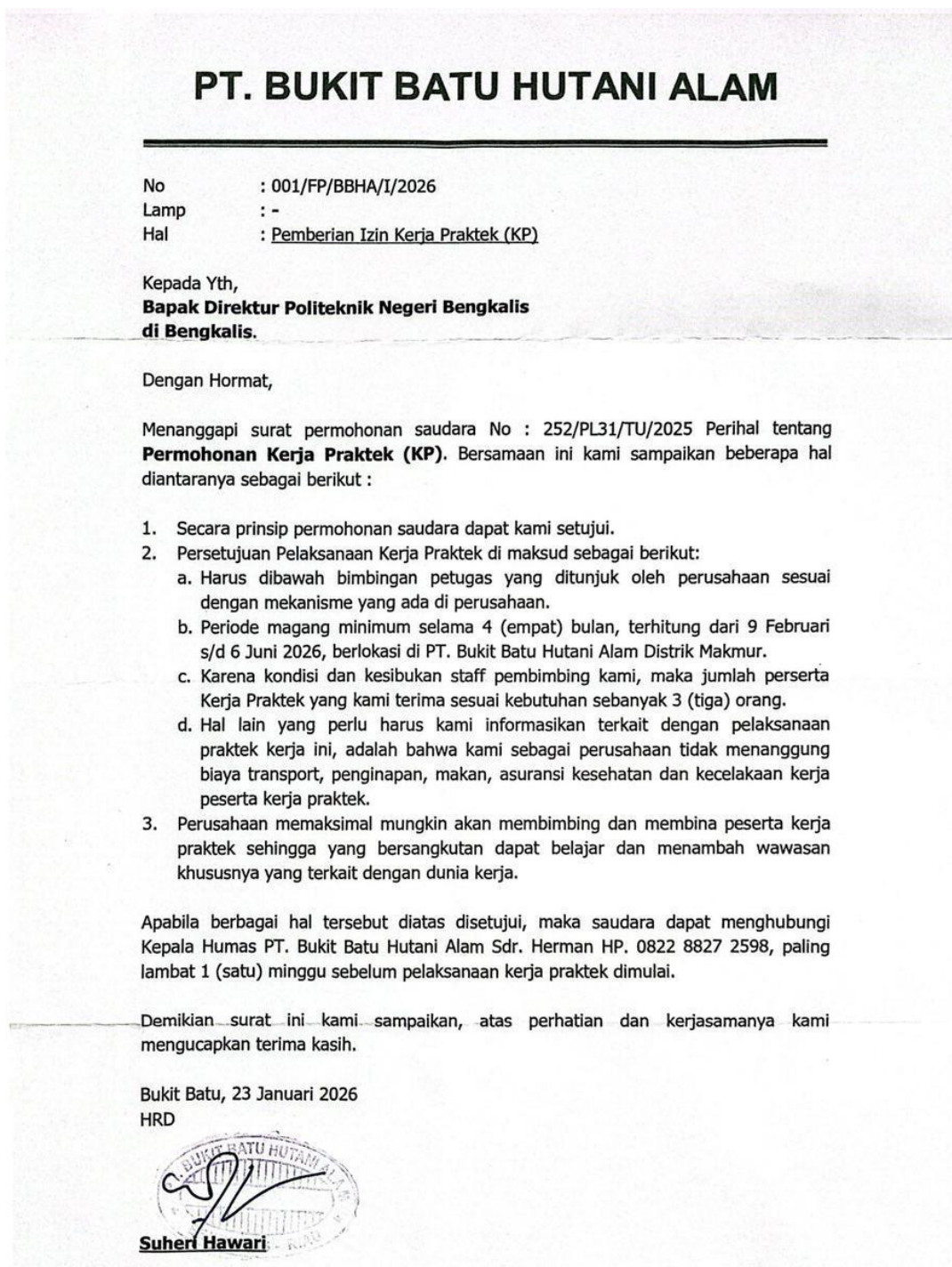
APPENDICES

Appendix 1. Apprenticeship Application Letter

	KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI POLITEKNIK NEGERI BENGKALIS Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711 Telepon: (+62766) 24566, Fax: (+62766) 800 1000 Laman: http://www.polbeng.ac.id , E-mail: polbeng@polbeng.ac.id		
Nomor 2026	: /PL31/TU/2025	9 Januari	
Hal	: Permohonan Kerja Praktek (KP)		
Yth. Pimpinan PT. Bukit Batu Hutani Alam (BBHA) Tenggayun, Bukit Batu, Kab. Bengkalis, Riau 28761			
Dengan hormat, Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Bukit Batu Hutani Alam yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 09 Februari s/d 06 2026, adapun nama mahasiswa sebagai berikut:			
No	Nama	Nim	Prodi
1	Sukma Delvia Fitri	5404221473	D4 Administrasi Bisnis Internasional
2	Khairun Nisha	5404221474	D4 Administrasi Bisnis Internasional
3	Pepy Rahmah Dani	5404221498	D4 Administrasi Bisnis Internasional
Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat. Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.			
An. Direktur, Wakil Direktur III <u>Ir. Marhadi Sastra, S.T., M.Sc.</u> NIP.198903142015041001 Contact Person: M. Alkadri Perdana B.IT, M.Sc (0812 7648 4321)			

Source: Documentation, 2026

Appendix 2 Apprenticeship Application Response Letter



Source: Documentation, 2026

Appendix 3 Certificate



Source: Documentation, 2026

Appendix 4 Letter of Apprenticeship Completion

SURAT KETERANGAN

Yang bertanda tangan di bawah ini :

Nama : Suheri Hawari

Jabatan : HR-GA

Menyatakan bahwa yang beridentitas di bawah ini :

Nama : Sukma Delvia Fitri

Nim : 5404221473

Jurusan : Administrasi Niaga

Tempat PKL : PT. Bukit Batu Hutani Alam (BBHA)

Telah melaksanakan Kerja Praktek pada perusahaan kami, PT. Bukit Batu Hutani Alam (BBHA) sejak tanggal 09 Februari sampai dengan 06 Juni 2026 sebagai tenaga Kerja Praktek (KP). Sesuai dengan surat permohonan dari Politeknik Negeri Bengkalis.

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

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

Bengkalis, 06 Juni 2026



Suheri Hawari
HR-GA

Source: Documentation, 2026

Appendix 5 Assessment Sheet of Apprenticeship

EVALUATION RESULTS FROM JOB TRAINING COMPANY APRAISAL PT. BUKIT BATU HUTANI ALAM (BBHA)

Nama : Sukma Delvia Fitri
Student's Identity No : 5404221473
Study Program : D4- International Business Administration
College : State Polytechnic of Bengkalis

NO	Assessment Aspect	Percentage	Score
1	Discipline	20%	98
2	Responsibility	25%	99
3	Adjustment Adaptation	10%	98
4	Work Result	30%	98
5	Behavior in General	15%	98
	Total (1+2+3+4+5)	100%	491

Explanation :

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

Notes :

Kinerja sangat baik dapat menjalin komunikasi antara karyawan dapat menjalankan pekerjaan cepat dan tepat. Memiliki kemampuan berinteraksi dgn karyawan lain baik.

Bengkalis, June 06th, 2026


Suheri/Hawari
HR.GA

Source: Documentation, 2026

DAFTAR ABSENSI PRAKTEK BELAJAR

NO	NIM	NAMA	Bulan : Februari 2016																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	58042221473	Indira Delya Putri																															
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
9																																	
10																																	
11																																	
12																																	
13																																	
14																																	
15																																	
Bagian			Kru dan EPC																														
Koordinator Training			Suheri Hawari																														
Kepala Bagian																																	

DAFTAR ABSENSI PRAKTEK BELAJAR

NO	NIM	NAMA	Bulan : Maret 2026																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404221473	Sukma Delvin Fitri	X	Di	Di	Di	Di	Di	X	X	X	Di	Di	Di	Di	X	HR	HR	HR	HR	HR	HR	X	X	Di	Di	Di	Di	X	X	X	9m	9m
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
9																																	
10																																	
11																																	
12																																	
13																																	
14																																	
15																																	
Bagian																																	
Koordinator Training			KRP and KTU																														
Kepala Bagian			Suheri Hawari																														

DAFTAR ABSENSI PRAKTEK BELAJAR

NO	NIM	NAMA	Bulan : April 2026																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	5404221473	Sukma Delvia Fitri	01	01	01	X	X	X	01	01	01	01	X	X	X	01	01	01	01	X	X	X	01	01	01	01	01	01	01	01	01	01	01	01
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
8																																		
9																																		
10																																		
11																																		
12																																		
13																																		
14																																		
15																																		
Bagian			KTU and RPK and laporan																															
Koordinator Training			Suheri Haurani																															
Kepala Bagian																																		

FAKULTAS TEKNIK BATU HUTANI

(*Suf*)



DAFTAR ABSENSI PRAKTEK BELAJAR

NO	NIM	NAMA	Bulan : Mei 2026																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	5404221473	Sukma Delvia Fitri	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	01	
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
8																																		
9																																		
10																																		
11																																		
12																																		
13																																		
14																																		
15																																		
Bagian			KTU, RPK, Laporan																															
Koordinator Training			Suheri Haurani																															
Kepala Bagian																																		

(*Suf*)



DAFTAR ABSENSI PRAKTEK BELAJAR

NO	NIM	NAMA	Bulan : Juni 2026																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	5404221473	Sukma Delvia Fitri	01	01	01																												
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
9																																	
10																																	
11																																	
12																																	
13																																	
14																																	
15																																	
Bagian			RAC																														
Koordinator Training			Suheri Hawari																														
Kepala Bagian																																	

(*Suf*)



Appendix 7 Daily Activities of Apprenticeshi

DAILY ACTIVITIES OF THE APPRENTICESHIP

Day : Monday - Friday
 Date : February 09th – 13th 2026
 Location : Administration Office (KTU) and Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, February 9, 2026 	a. Collected and organized Work Orders (SPK) according to the company's filing system. b. Filed the completed Work Orders (SPK) to ensure easy access for future reference.	Suheri Hawari	
2	Tuesday, February 10, 2026 	a. Collected and compiled data for the Riau Region Forest Fire Suppression Report. b. Reviewed and organized the report documents before submission.	Suheri Hawari	
3	Wednesday, February 11, 2026 	a. Collected, reviewed, and compiled operational data for the Forest and Land Fire Monitoring Post Report to ensure the information was complete and accurate. b. Organized and prepared the monitoring report according to the company's reporting format before	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		submitting it for documentation.		
4	Thursday, February 12, 2026 	a. Prepared the table of contents for the forest and land fire report to ensure a clear and systematic report structure. b. Reviewed and organized the report sections to ensure that the table of contents matched the report content accurately.	Suheri Hawari	
5	Friday, February 13, 2026 	a. Created and recorded coordinate points using the Garmin BaseCamp application based on field operational data. b. Verified and organized the coordinate data to ensure accuracy before it was used for operational documentation.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : February 16th – 20th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, February 16, 2026 	a. Prepared Goods Withdrawal Slips (NPB) based on the requested inventory items. b. Reviewed and organized the Goods Withdrawal Slips (NPB) before they were processed and filed.	Suheri Hawari	
2	Tuesday, February 17, 2026	No apprenticeship activities were held due to the Lunar New Year	Suheri Hawari	
3	Wednesday, February 18, 2026 	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed and organized the attendance presentation to ensure the information was complete and accurately documented.	Suheri Hawari	
4	Thursday, February 19, 2026 	a. Reviewed and checked the photos of fire monitoring personnel in the Microsoft PowerPoint documentation to ensure their completeness and accuracy. b. Organized and updated the photo documentation in the PowerPoint presentation according	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		to the daily fire monitoring activities.		
5	Friday, February 20, 2026 	a. Created coordinate points using the Garmin BaseCamp application based on field operational data. b. Verified and saved the coordinate data to ensure its accuracy for operational documentation and monitoring purposes.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : February 23th – 27th 2026
Location : Administration Office (KTU)

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, February 23, 2026 	a. Entered Goods Withdrawal Ship (NPB) data into the company's administrative system. b. Verified and updated the recorded NPB data to ensure its accuracy and completeness.	Suheri Hawari	
2	Tuesday, February 24, 2026 	a. Applied the company's official stamp to approved Work Orders (SPK) before distribution. b. Checked the Work Orders (SPK) to ensure they were complete before the stamping process.	Suheri Hawari	
3	Wednesday, February 25, 2026 	a. Applied the company's official stamp to approved Work Orders (SPK) before distribution. b. Checked the Work Orders (SPK) to ensure they were complete before the stamping process.	Suheri Hawari	
4	Thursday, February 26, 2026 	a. Compiled and organized the records of the Guarantee Destruction Minutes for administrative documentation. b. Reviewed the documents to ensure the information was complete and properly recorded before filing.	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
5	Friday, February 27, 2026 	a. Assisted in entering data from the Planting Rotation Disposal Minutes into the administrative system. b. Reviewed and organized the entered documents to ensure the information was accurate and complete.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : March 02th – 05th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, March 2, 2026 	a. Reviewed the photos of coordinate points to ensure they matched the recorded field locations. b. Verified and organized the coordinate point photos for operational documentation and reporting purposes.	Suheri Hawari	
2	Tuesday, March 3, 2026 	a. Prepared a Microsoft PowerPoint presentation containing photo documentation of forest and land fire suppression activities. b. Organized and arranged the firefighting activity photos in the presentation to ensure clear and systematic documentation.	Suheri Hawari	
3	Wednesday, March 4, 2026 	a. Entered the Fire Brigade (RPK) attendance data into the company's administrative system. b. Reviewed and verified the attendance records to ensure the information was accurate and complete.	Suheri Hawari	
4	Thursday, March 5, 2026 	a. Compiled and summarized Goods Withdrawal Slips (NPB) for administrative records. b. Reviewed and organized the NPB recap to ensure the information was accurate and complete.	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
5	Friday, March 6, 2026 	a. Assisted in calculating the Observation Fire Danger Index (OFDI) for fire risk monitoring. b. Updated RPK equipment inventory records and organized meeting minutes by month and year	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : March 09th – 13th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, March 9, 2026 	a. Prepared the table of contents for the Minutes Report to ensure a clear and well organized document structure. b. Reviewed and arranged the report sections to ensure the table of contents accurately reflected the report content	Suheri Hawari	
2	Tuesday, March 10, 2026 	a. Prepared daily operational documentation using Microsoft PowerPoint. b. Arranged operational information into presentation slides.	Suheri Hawari	
3	Wednesday, March 11, 2026 	a. Entered the Fire Brigade (RPK) attendance data into the company's administrative system. b. Reviewed and verified the attendance records to ensure the information was accurate and complete.	Suheri Hawari	
4	Thursday, March 12, 2026 	a. Assisted in compiling the consumption distribution data for the Fire Brigade (RPK) personnel. b. Reviewed and organized the consumption records to ensure the data was	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
5	Friday, March 13, 2026 	complete and properly documented. a. Assisted in reviewing the coordinate point photos in the Microsoft PowerPoint documentation to ensure they matched the recorded locations. b. Organized and updated the photo documentation to support accurate operational reporting.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
 Date : March 16th – 20th 2026
 Location : -

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, March 16, 2026	Company activities were closed for the Eid al Fitr holiday	-	
2	Tuesday, March 17, 2026	Company activities were closed for the Eid al Fitr holiday	-	
3	Wednesday, March 18, 2026	Company activities were closed for the Eid al Fitr holiday	-	
4	Thursday, March 19, 2026	Company activities were closed for the Eid al Fitr holiday	-	
5	Friday, March 20, 2026	Company activities were closed for the Eid al Fitr holiday	-	

Source: Processed Data, 2026

Day : Monday - Friday
Date : March 23th – 27th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, March 23, 2026	Company activities were closed for the Eid al Fitr holiday	Suheri Hawari	
2	Tuesday, March 24, 2026	Company activities were closed for the Eid al Fitr holiday	Suheri Hawari	
3	Wednesday, March 25, 2026 	a. Applied the company's official stamp to approved Work Orders (SPK) before the documents were distributed. b. Verified the completeness of the Work Orders (SPK) to ensure they were ready for the stamping process.	Suheri Hawari	
4	Thursday, March 26, 2026 	a. Entered SPK-BAP ditch control data for the 2017–2025 period into the company's administrative records. b. Reviewed and verified the recorded SPK-BAP data to ensure its accuracy and completeness.	Suheri Hawari	
5	Friday, March 27, 2026	a. Applied the company's official stamp to approved RPK documents before distribution. b. Checked the completeness of the RPK documents to	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		ensure they were ready for the stamping process.		

Source: Processed Data, 2026

Day : Monday - Friday
Date : March 30th – 03 Aprilth 2026
Location : Administration Office (KTU)

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, March 30, 2026	Permission	Suheri Hawari	
2	Tuesday, March 31, 2026	Permission	Suheri Hawari	
3	Wednesday, April 1, 2026 	a. Recorded Work Order (SPK) numbers into administrative records. b. Organized SPK data for proper filing and document tracking	Suheri Hawari	
4	Thursday, April 2, 2026 	a. Updated employee attendance records as part of personnel administration. b. Verified attendance data to ensure accuracy and completeness.	Suheri Hawari	
5	Friday, April 3, 2026 	a. Sorted and arranged administrative documents based on categories. b. Filed documents properly to ensure they were easy to find when needed.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : April 06th – 10th 2026
Location : Administration Office (KTU)

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, April 6, 2026 	a. Printed approved Work Orders (SPK) for operational and administrative purposes. b. Checked the printed SPK documents to ensure they were complete and ready for distribution.	Suheri Hawari	
2	Tuesday, April 7, 2026 	a. Applied the company's official stamp to authorized documents before processing. b. Verified the completeness of the documents before carrying out the stamping process.	Suheri Hawari	
3	Wednesday, April 8, 2026 	a. Organized the Minutes documents according to the month and year of implementation for systematic filing. b. Reviewed and arranged the documents to ensure they were properly classified and easy to retrieve when needed.	Suheri Hawari	
4	Thursday, April 9, 2026 	a. Printed Work Orders (SPK) according to the company's operational requirements. b. Sorted and organized the printed SPK documents before distributing them to	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		the relevant departments.		
5	Friday, April 10, 2026 	a. Organized the Minutes documents according to the month and year of implementation for systematic filing. b. Reviewed and arranged the documents to ensure they were properly classified and easy to retrieve when needed.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : April 13th – 17th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, April 13, 2026 	a. Processed patrol route data using the Garmin BaseCamp application. b. Compiled daily patrol documentation based on the recorded route data.	Suheri Hawari	
2	Tuesday, April 14, 2026 	a. Reviewed the data entered into the application to ensure its accuracy and completeness. b. Verified the typing results in the application and corrected any identified errors before final submission.	Suheri Hawari	
3	Wednesday, April 15, 2026 	a. Prepared daily operational documentation using Microsoft PowerPoint. b. Organized daily operational information into presentation format.	Suheri Hawari	
4	Thursday, April 16, 2026 	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed and updated the attendance presentation to ensure the	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		information was accurate, complete, and properly documented.		
5	Friday, April 17, 2026 	a. Assisted in calculating the Observation Fire Danger Index (OFDI). b. Updated the inventory records of RPK equipment and organized meeting minutes according to the month and year of implementation.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday

Date : April 20th – 24th 2026

Location : Field Activities and Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, April 20, 2026 	a. Observed the nursery process, including seedling media preparation, seed sowing, and seedling maintenance before planting. b. Learned the procedures for seedling cultivation, watering, fertilization, and quality inspection to ensure healthy plant growth before distribution to the plantation area	Suheri Hawari	
2	Tuesday, April 21, 2026 	a. Observed the firefighting equipment used in forest and land fire prevention and suppression operations. b. Learned the functions, operating procedures, and maintenance of the firefighting equipment to ensure its readiness for emergency situations.	Suheri Hawari	
3	Wednesday, April 22, 2026 	a. Assisted in supplying water for firefighting operations to support field activities. b. Monitored the water supply process and ensured sufficient water was available for operational needs.	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
4	Thursday, April 23, 2026 	a. Prepared employee attendance records using Microsoft PowerPoint based on the daily attendance data. b. Reviewed, updated, and organized the attendance records to ensure the information was accurate, complete, and ready for documentation.	Suheri Hawari	
5	Friday, April 24, 2026 	a. Entered coordinate point data into the Garmin BaseCamp application based on field operational information. b. Reviewed and verified the coordinate data in the Garmin BaseCamp application to ensure its accuracy before it was used for operational documentation.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : April 27th – May 01st 2026
Location : Field Activities

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, April 27, 2026 	a. Climbed the observation tower to monitor the surrounding plantation area and observe field conditions from an elevated position. b. Observed the plantation area to identify environmental conditions and support monitoring activities related to forest and land fire prevention.	Suheri Harwari	
2	Tuesday, April 28, 2026 	a. Measured the plantation area using field measuring equipment to determine the land dimensions accurately. b. Recorded and verified the land measurement results to support plantation planning and field operational activities.	Suheri Harwari	
3	Wednesday, April 29, 2026 	a. Learned how to use the nursery media preparation equipment to produce planting media for Acacia seedlings using a mixture of soil, fertilizer, and other growing materials. b. Observed the process of preparing and filling the planting media into seedling containers to ensure the seedlings were ready for cultivation and healthy growth.	Suheri Harwari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
4	Thursday, April 30, 2026 	a. Observed the seedling trimming process before planting to improve seedling quality and support healthy growth in the plantation area. b. Learned the proper trimming techniques and the criteria for selecting seedlings that were ready for planting according to the company's operational procedures.	Suheri Harwari	
5	Friday, May 1, 2026	Labour Day (Public Holiday)	Suheri Harwari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : May 04th – 08th 2026
Location : Field Activities

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, May 4, 2026 	a. Conducted monitoring activities in the plantation area to observe plant growth conditions, check field conditions, and ensure that the planted area was properly maintained according to operational procedures. b. Observed the condition of plants and the surrounding environment to identify potential problems, such as damaged plants, growth issues, or factors that could affect plantation productivity.	Suheri Harwari	
2	Tuesday, May 5, 2026 	a. Conducted inspections of seedlings in the nursery area to identify damaged seedlings, abnormal growth, or seedlings that were not suitable for planting. b. Recorded and separated damaged seedlings for evaluation and maintenance processes to ensure the quality of seedlings remained well maintained.	Suheri Harwari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
3	Wednesday, May 6, 2026 	a. Learned how to operate the planting media mixing machine to produce a uniform mixture of soil, fertilizer, and other supporting materials. b. Observed the stages of planting media preparation, starting from material preparation, machine operation, until the media was ready to be used for seedling cultivation.	Suheri Harwari	
4	Thursday, May 7, 2026 	a. Learned the operation of drones for plantation area monitoring activities and aerial data collection to support field observation. b. Observed the use of drones for area mapping, plant condition monitoring, and assisting plantation supervision activities.	Suheri Harwari	
5	Friday, May 8, 2026 	a. Assisted in checking the age of seedlings in the nursery area to monitor seedling growth stages and determine their readiness for planting. b. Recorded and verified seedling age data to support nursery management and plantation preparation activities.	Suheri Harwari	

Source: Processed Data, 20

Day : Monday - Friday
Date : May 11th – 14th 2026
Location : Field Activities

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, May 11, 2026 	a. Assisted the fire control team in rolling up and arranging firefighting hoses after use to ensure the equipment was properly stored and ready for future operations. b. Learned the proper handling and maintenance procedures for firefighting equipment to support forest fire prevention activities.	Suheri Hawari	
2	Tuesday, May 12, 2026 	c. Assisted in checking the age of seedlings in the nursery area to monitor seedling growth stages and determine their readiness for planting. d. Recorded and verified seedling age data to support nursery management and plantation preparation activities.	Suheri Hawari	
3	Wednesday, May 13, 2026 	a. Conducted inspections of the planting area to observe land conditions, plant growth, and the overall condition of the plantation site. b. Recorded field conditions and identified potential issues in the planting	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		area to support plantation monitoring and maintenance activities.		
4	Thursday, May 14, 2026	Ascension Day of Jesus Christ (Public Holiday)	Suheri Hawari	
5	Friday, May 15, 2026	Joint Leave after Ascension Day of Jesus Christ	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : May 18th – 22th 2026
Location : Administration Office (KTU)

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, May 18, 2026 	a. Assisted in preparing official minutes by collecting the required data and information related to company operational activities. b. Checked and arranged the official minutes document to ensure that the recorded information was accurate and in accordance with the activities carried out.	Suheri Hawari	
2	Tuesday, May 19, 2026 	a. Assisted in entering DTS data on the company website as part of the activity recording and reporting process. b. Checked the entered data to ensure that the information was complete, accurate, and properly recorded.	Suheri Hawari	
3	Wednesday, May 20, 2026 	a. Recorded Work Order (SPK) numbers into the administrative records. b. Organized SPK documents according to the company's filing system.	Suheri Hawari	
4	Thursday, May 21, 2026	a. Updated employee attendance records in the administrative system	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		b. Verified the accuracy and completeness of attendance data.		
5	Friday, May 22, 2026 	a. Assisted in monitoring and organizing photo coordinate points by collecting location data and documentation of plantation areas for reporting purposes. b. Compiled and arranged photo documentation with coordinate information into a PowerPoint presentation to support field monitoring reports and activity records.	Suheri Hawari	

Source: Processed Data, 2026

Day : Monday - Friday
Date : May 25th – 29th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, May 25, 2026 	a. Assisted in creating activity attendance records by collecting and recording employee or participant attendance data related to company activities. b. Checked and organized attendance information to ensure the data was complete, accurate, and properly documented for administrative purposes.	Suheri Hawari	
2	Tuesday, May 26, 2026 	a. Assisted in recording goods withdrawal notes by documenting information related to items taken, quantities, and supporting details for administrative records. b. Organized and verified goods withdrawal note records to ensure that the documentation was accurate and followed the company's filing procedures.	Suheri Hawari	
3	Wednesday, May 27, 2026	Eid al Adha	Suheri Hawari	
4	Thursday, May 28, 2026	Eid al Adha	Suheri Hawari	
5	Friday, May 29, 2026	Eid al Adha	Suheri Hawari	

Source: Processed Data. 2026

Day : Monday - Friday
Date : June 01st – 05th 2026
Location : Forest Fire Prevention Team (RPK) Office

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
1	Monday, June 1, 2026	Pancasila Day (Public Holiday)	Suheri Hawari	
2	Tuesday, June 2, 2026 	a. Assisted in checking and placing photo coordinate points using the BaseCamp application to ensure that the location data matched the field documentation. b. Organized and adjusted photo coordinate information in the application to support field monitoring reports and documentation records.	Suheri Hawari	
3	Wednesday, June 3, 2026 	a. Assisted in verifying the coordinate points of attendance photos to ensure the location data was accurate and matched the recorded activities. b. Recorded and reviewed attendance photo coordinate information as part of administrative documentation and activity monitoring.	Suheri Hawari	
4	Thursday, June 4, 2026	a. Assisted in preparing official minutes by collecting activity information and required supporting data for administrative documentation. b. Checked and arranged the official minutes	Suheri Hawari	

No.	Day / Date and Documentation	Description of Activity	Assignor	Signature
		document to ensure that the information was complete, accurate, and properly recorded.		
5	Friday, June 5, 2026 	a. Assisted in reviewing coordinate points on the BaseCamp application to verify the accuracy of location data from field activities. b. Compared coordinate information with available documentation to support mapping, monitoring, and reporting activities.	Suheri Hawari	

Source: Processed Data, 2026

Appendix 8 Photo With Company Staff



Source: Documentation, 2026

Appendix 9 Documentation of Field Apprenticeship Activities







Source: Documentation, 2026

Appendix 10 Presentation of a Plaque



Source: Documentation, 2026

Appendix 11 Consultation Sheet Apprenticeship



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
PROGRAM STUDI ADMINISTRASI BISNIS INTERNASIONAL
Jalan Bathin Alam, Sungai Alam Bengkalis-Riau 28711
Telepon (0766) 24566, Faximile (0766) 800 1000
Laman: <http://www.polbeng.ac.id>

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION

Name : Sukma Delvia Fitri
Student Number : 5404221473
Apprenticeship Place : PT Bukit Batu Hutani Alam
Advisor : Armita Novriana Rambe, S.Pd., M.Hum

NO	DATE	REVISION	SIGNATURE
1	monday 20/07/2026	Formatting Revision	
2	Friday 24/07/2026	Organization Structure Revision	
3	Sunday 26/07/2026	Obstacle, solution, and conclusion Revision	
4	monday 27/07/2026	Longbook Writing	
5	wednesday 01/08/2026		
6			

Bengkalis, August 2026
Advisor

Armita Novriana Rambe, S.Pd., M.Hum
NIP.198911302022032008